



**MERRILL
WISCONSIN**
City Of Parks

CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

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MAY MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, May 2, 2018 at 4:15 p.m.**, at the **Merrill City Hall**.

Voting members of Commission: Kate Baker, Jean Ravn, Brian Artac, Kyle Gulke, 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. Update on Normal Park Playground project.
5. Review the purpose and process of 5 year Outdoor Recreation Plan for new Commission Members.
6. Monthly reports.
7. Set date for next meeting.
8. Public comment
9. Adjournment

Submitted by

Mike Willman
Mike Willman, Chairperson ^{dms}
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"

A special opportunity for future generations

PARKS AND RECREATION COMMISSION

April 11, 2018

The Merrill Parks and Recreation Commission met on Wednesday, April 11, 2018 at 4:15 p.m. at the Merrill City Hall.

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

Members Excused Absent: John Burgener

Department Staff Present: Dan Wendorf and Dawn Smith

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

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

Sukow stated that he would like to have minutes amended showing that he commented at the last meeting during public comment that he was concerned on where the Skate Board Park would be relocated since the commission has spent a lot of time and effort over the last 2 years trying to figure out a place where the skate board park could be relocated.

***Carried unanimously.

***Motion by Sukow, seconded by Ravn, to approve the claims from March 2018

Sukow asked about the payment for the 8.5 acres of alder if that was at the City Forest. Wendorf stated it was and that the State of Wisconsin DNR performed the work and Roughed Grouse Society paid 100% of the bill.

***Carried unanimously.

The first item on the agenda was to discuss potential Bike Route designations as alternative River Bend Trail routes at the following approximate locations. Cooper Street loop back to Park Street and Cooper Street extension to Park Street. Wendorf stated that speaking with the River Bend Trail people they would like to designate some streets to continue with the River Bend Trail. Wendorf stated that some signs could be made up to use for designation purposes. Cooper Street loop back to Park Street would be easy to set up for the bike route but Cooper Street extension to Pine Ridge Avenue would be a little more difficult because there is not side walk going all the way up to Pine Ridge Ave. Sukow stated that Wausau bike routes are right on the roads and people utilize them with much more traffic. Willman asked if any construction was planned for Hwy 64 in the upcoming year. City Administrator Dave Johnson stated that there was no construction planned at least for the next 5 years. Sukow stated that he would really like to see this bike route completed.

***Motion by Sukow, seconded by Artac to send the Bike Route designations as presented as alternative River Bend Trail. (Cooper Street loop back to Park Street and Cooper Street extension to Pine Ridge Avenue) to the Board of Public Works.

***Carried Unanimously.

The next item on the agenda was to get permission to dispose of Water Wheel and miscellaneous items. Wendorf stated that they have been cleaning the storage shed out and there are a couple items that they do not use anymore. He will get the items to Dustin from the Street Department and they will place the items on the Wisconsin Surplus website.

***Motion by Schroeder, seconded by Ravn to dispose of water wheel and miscellaneous items.

***Carried Unanimously.

The next item on the agenda is monthly reports. Wendorf asked if anyone had any questions. Sukow stated that it was nice to see that we were working with schools on a grant for Athletic Park and questioned if we heard anything back from the grant. Wendorf stated that he has not heard anything back yet and is hoping to hear something by end of May. Wendorf stated that everything went good with the dog show this past weekend at the Smith Center. People were very happy with the facility. Easter Egg hunt went good and there was a great turn out.

Sukow asked if there were any problems with the water at Normal Park this past winter with freezing. Wendorf stated it did freeze from 7th Street to the building but they fixed it fairly quickly. Wendorf stated that if the weather does not cooperate he might have to change the date for the Arbor Day planting but he will let everyone know ahead of time.

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

***Carried unanimously.

The next regular meeting is scheduled for Wednesday, May 2, 2018 at 4:15 p.m. at the Merrill City Hall.

Public comment: none.

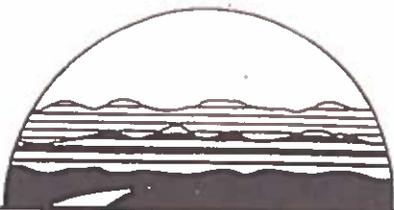
***Motion by Sukow, seconded by Ravn to adjourn at 5:00 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

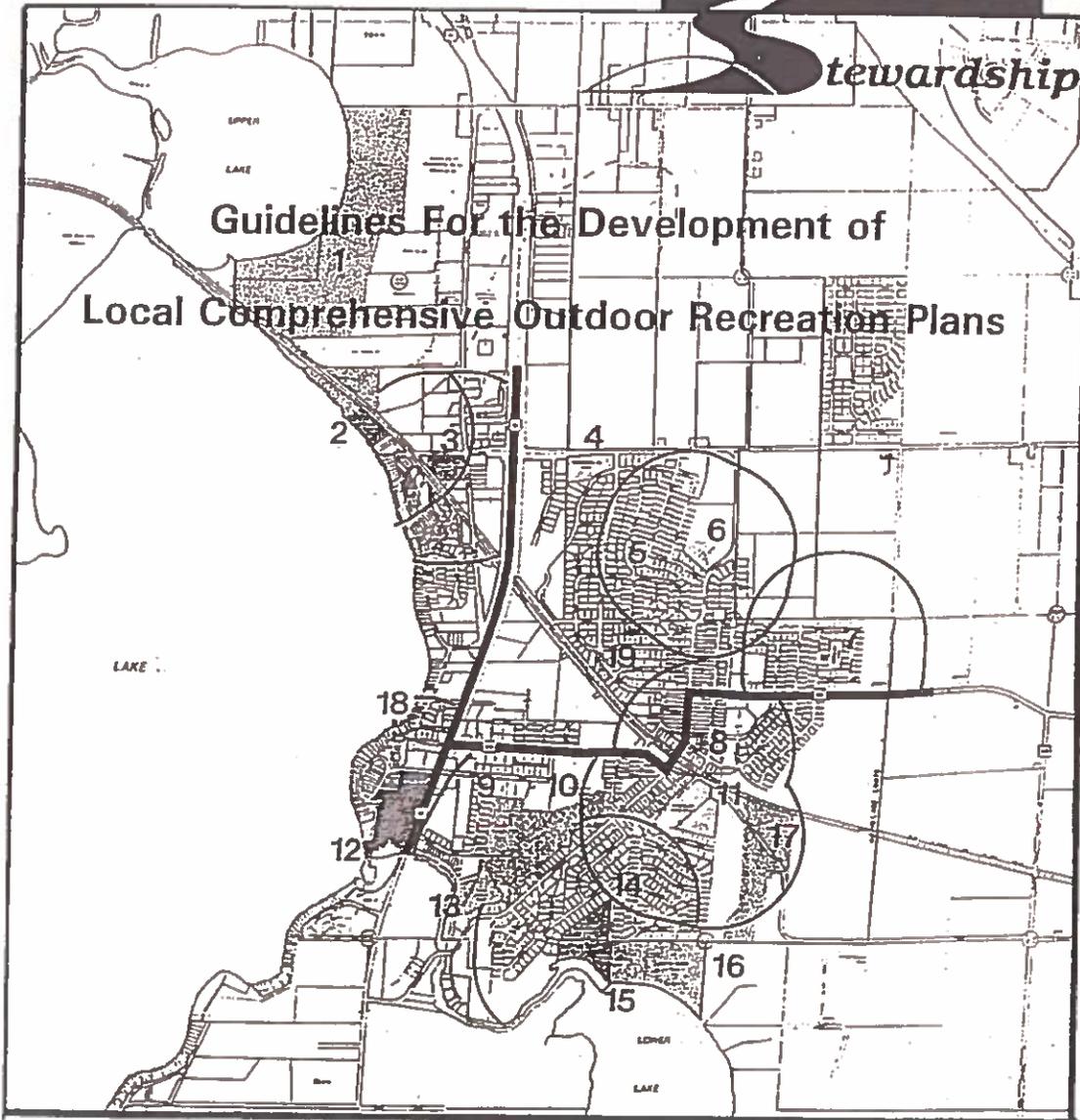
APRIL

AC & SONS	CURTAINS AND STAGE	5/1/2018	149	\$817.50	LLE
ACE HARDWARE	FILTER/SPONGES	4/9/2018		\$24.36	532400-03-50000
ACE HARDWARE	PAINT BRUSHES/PAINT	3/26/2018		\$34.34	55300-03-41500
ACE HARDWARE	SPECIALTY TOOL JMK	3/20/2018		\$64.92	55200-03-50000
ACE HARDWARE	ACE RSTP SPRY	3/27/2018		\$9.98	55400-03-50000
ACE HARDWARE	TRASH CANS	3/28/2018		\$45.98	55200-03-40000
ACE HARDWARE	FILTERS	4/11/2018		\$6.00	55400-03-44000
ACE HARDWARE	THREAD SEAL TAPE/PAINT	4/11/2018		\$16.96	55200-03-40000
ACE HARDWARE	LIQUID NAILS	4/11/2018		\$32.03	55200-03-40000
ACE HARDWARE	BATTERY S	4/12/2018		\$29.98	55200-03-40000
ACE HARDWARE	BULB/FASTENERS	4/24/2018		\$20.26	55400-03-50000
AMERICAN WELDING	CYLINDER RENTAL	3/31/2018	5468862	\$47.33	55200-02-15000
AMERICAN WELDING	CYLINDER RENTAL	3/31/2018	5469420	\$64.07	55200-02-15000
ATCO INTERNATIONAL	CENTURION	4/3/2018	505777	\$133.00	55200-03-40000
BAUERNFEIND	COPY MACHINE	4/12/2018	61112	\$189.81	55300-03-41500
BAUMGART WASTE REMOVAL	WASTE HAULING	4/1/2018		\$256.00	55400-02-23600
CINTAS	UNIFORMS	4/5/2018	12706286	\$64.70	55200-03-46000
CINTAS	UNIFORMS JIM AND JOE	4/12/2018	4005118286	\$64.70	55200-03-46000
CINTAS	MATS/MOPS	4/12/2018	4005118186	\$174.19	55400-02-23250
DAVE'S COUNTY MARKET	SUPPLIES	3/9/2018		\$33.37	
DAVE'S COUNTY MARKET	SUPPLIES FOR TEA PARTY	4/20/2018		\$19.61	55300-03-41500
ENVIRONMENTAL CHEMICAL ENTERPRISES	WEED KILLER	4/4/2018	E342D	\$459.50	55200-08-91000
FASTENAL	PARTS FOR SHOP	3/19/2018	101246	\$66.67	55200-03-40000
FASTENAL	PARTS FOR SHOP	3/13/2018	101146	\$18.97	55200-03-40000
G & K SERVICES	UNIFORMS	3/22/2018	6016672644	\$67.39	55200-03-46000
G & K SERVICES	UNIFORMS	3/29/2018	6016675349	\$64.39	55200-03-46000
JUMPLINE	BARLEYFEST WEBSITE	3/9/2018	41875	\$35.00	BARLEYFEST
JUMPLINE	STACKED PLAN BARLEYFEST	3/9/2018	43819	\$123.40	BARLEYFEST
KID AGAIN INFLATABLES	5TH QUARTER	4/1/2018		\$1,697.58	5TH QUARTER
MECHANICAL	SHUT DOWN RINK CHILLER	4/6/2018	52062	\$380.00	55400-02-16250



Stewardship

Guidelines For the Development of Local Comprehensive Outdoor Recreation Plans



**WISCONSIN DEPARTMENT OF NATURAL RESOURCES
BUREAU OF COMMUNITY ASSISTANCE
101 S. WEBSTER ST., BOX 7921, MADISON, WI 53707-7921**

PUBL-CA-010



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Guidelines for the Development of

Local Comprehensive Outdoor Recreation Plans

INTRODUCTION

A prerequisite to participation in outdoor recreation grant programs is the adoption and subsequent Department of Natural Resources acceptance of a local comprehensive outdoor recreation plan. This requirement can be found in Chapter NR 50, Wisconsin administrative code for the following programs; Federal Land and Water Conservation Fund Program (LWCF), Aids for the Acquisition and Development of Local Parks (ADLP), Urban Green Space Program (UGS) and Urban Rivers Grant Program (URGP). (Appendix 5)

This document was prepared to help local units of government develop comprehensive park and recreation plans that will: 1) guide them in acquiring and developing public outdoor parks and recreation facilities, and 2) insure that plans meet the minimum requirements for participation in both state and federal programs.

Planning occurs at several different levels. Comprehensive planning is an overall survey of the existing facilities within a given jurisdiction, and gives recommendations for future improvements. A comprehensive outdoor recreation plan (CORP) is only the first step in the development of a recreational park site or system.

Being aware of other planning efforts from other agencies, municipalities, and non-profit organizations during the comprehensive outdoor recreation planning process enables your communities to consolidate recreational, resource management, and development efforts for an area, region or state. Communities may find it easier and more economical to implement the CORP recommendations when coordinated with other plans.

Master planning, which follows the recommendations of the comprehensive plan, is an overall view and analysis of an existing or proposed park area. The purpose is to guide the orderly development of a park or recreational facility.

Site Planning, is the detailed plan of how an area within a park or recreation area will be developed. Site plans supply the construction details needed to develop a facility recommended in the master plan.

LOCAL COMPREHENSIVE OUTDOOR RECREATION PLANS

What Are Plans?

Local Comprehensive Outdoor Recreation Plans will vary in complexity depending on the size and population density of the municipality. It is unrealistic to expect that a small township in northern Wisconsin should complete a plan as complex as might be done by a densely populated municipality in the southeast part of the state. However, no matter how complex a plan is, it must contain a few basic elements if it is to be effective as a planning tool. The following outline includes the minimum requirements for all plans to gain eligibility to participate in funding programs.

Non-profit Conservation Organizations (NCO's) are eligible to participate in the Wisconsin Stewardship Program under the Urban Green Space and Aids for the Acquisition and Development of Local Parks programs. NCO's may adopt or carry out recommendations of a Comprehensive Outdoor Recreation Plan of the local unit of government in which the NCO project is located or use their land management plans that are required for participation in the Stewardship Programs.

What Does A Plan Consist Of?

The following outline lists the required components needed for an approved plan. There is no order or format required for a plan, in fact we encourage communities to improvise and develop their own unique plan.

- I. Copy of the adopted Resolution or Minutes approving the Comprehensive Outdoor Recreation Plan
- II. Table of Contents
- III. Statement of need and parameters that the plan will establish
- IV. Goals and Objectives
- V. Definitions
 - A. Terms
 - B. Classifications
- VI. Planning Process
 - A. Description of Process
 - B. Amending the Plan
- VII. Summary of Past Comprehensive Outdoor Recreation Plans
- VIII. Description of the planning region
 - A. Social Characteristics of municipality/planning region
 1. Size
 2. Population Trends and Projections
 3. Ethnic background
 4. Employment/unemployment
 5. Age
 6. Economy
 - B. Physical Characteristics of the region
 1. Topography
 2. Water Resources
 3. Climate
 4. Soils
 5. Flora and Fauna
- IX. Outdoor Recreation Supply Inventory
 - A. Natural Resources Available for Outdoor Recreation
 1. Developed
 2. Undeveloped
 - B. Outdoor Recreation Facility Inventory
 1. Number of Sites
 2. Types of Park/Recreation Areas
 3. Facilities Available at Sites
 4. Current Condition of Park/Recreation Areas and Facilities on Sites
 - C. Accessibility for Persons with Disabilities

X. Outdoor Recreation Needs Assessment

A. Public Input Assessment

1. Informal
2. Citizen Committees
3. Public Meetings and Workshops
4. Needs Assessment Surveys

B. Need Standards

1. Recreation Open Space
2. Recreation Facilities

C. State Comprehensive Outdoor Recreation Program (SCORP)

XI. Recommendations for Outdoor Recreation Provision

A. Action Program -- Capital Improvement Schedule (CIS)

B. Operation and Maintenance

1. Existing Operation and Maintenance Responsibilities
2. Implications of CIS on Operation and Maintenance Capabilities

C. Funding Programs

1. Local Funds
2. Available Grant Funding Programs

XII. Appendix - Supporting data, tabular data, graphs, maps, tables

In-depth Look at Plat Components

I. **Formal Plan Approval**

Obtain approval for your Local Comprehensive Outdoor Recreation Plan from the local governing body. Each local government must include a copy of the resolution of adoption or minutes from the meeting adopting the plan. Communities included in the county outdoor recreation plan must also submit documentation indicating that they have adopted the county comprehensive outdoor recreation plan.

II. **Table of Contents**

Include this section to give the reader a sense of how the plan was developed and show where the major points of information are located by chapter and page.

III. **Introduction**

Provide a general statement that briefly discusses the reason for a comprehensive outdoor recreation plan and what your community will accomplish with the plan. This statement could include the major points of what your plan will accomplish.

IV. Goals and Objectives

List the goals and objectives you expect your plan to produce or write a mission statement to cover the goals and objectives of your plan and state the philosophy of your park and recreation program.

V. Definitions

A. TERMS:

Define the terms used to describe programs, facilities and recommended actions proposed by the plan.

B. CLASSIFICATIONS:

Defines the list of standards used to describe facilities recommended by your plan. These classifications usually correspond to the National Recreation and Park Association's recreation, park and open space standards guidelines. Suggested guidelines for categorizing facilities can be found in Appendixes 10 and 11.

VI. Planning Process

A. DESCRIPTION OF PROCESS:

Give a brief description of the sequence of events that took place during the development of the Comprehensive Outdoor Recreation Plan. Include landmark dates (public meetings, inventory gathering periods, draft plan presentation dates, etc.)

B. AMENDING THE PLAN:

Plan amendments are common and should be considered part of the planning process. They frequently represent good implementation or plan usage and should be acceptable for consideration by local decision-makers. Amendments must follow the same process as the original plan and should be outlined in this section. Amendments generally prolong the effectiveness of the parent plan.

VII. Summary of Past Comprehensive Outdoor Recreation Plans

Review the history of outdoor recreation planning in your jurisdiction to help the reader comprehend the present outdoor recreation situation, and to support the recommendations action made in the plan.

VIII. Description of the Planning Region

A. SOCIAL:

Discuss social factors that are important to understanding your community and its recreation needs and potential. These may include but are not limited to: the size of the population; its geographic, age, sex, racial, and ethnic distribution; location of concentrations of minorities or senior citizens; number of disabled residents; socioeconomic levels including employment and unemployment. Discuss population trends and projections over the planning period. Include tables that provide information on population trends and age characteristics.

(See Appendix 6 and 7 as examples).

Note: Population projections for all municipalities are done each year by the following State agencies: Department of Administration, Department of Revenue and Department of Development (see Appendix 2 for addresses). In addition, population projections and other technical services are provided by county or the regional planning commissions serving your area.

B. PHYSICAL:

Provide a discussion of the physical factors in the community and region that are important to understanding your community and its recreation needs and potentials. These may include topography, water resources, climate, soils, environmental problems and concerns, and transportation systems. Maps displaying these features should be provided when available. A good inventory

will point out areas that are environmentally sensitive and may be targeted for protection or avoided for construction sites.

sensitive and may be targeted for protection or avoided

By recognizing trends in social and physical characteristics in your planning area, recreation facilities can be designed for maximum use. For example, a playground should be sited in any area with a large concentration of children and appropriate soils for construction. Remember, major features such as rivers or traffic arteries will influence the distances needed to travel in order to use recreational facilities.

IX. Outdoor Recreation Supply Inventory

- A. **NATURAL RESOURCES AVAILABLE FOR OUTDOOR RECREATION USES:** Include a list of all areas available to the residents of a municipality for recreation purposes. List open space areas that have the potential to provide recreation opportunities whether they are currently available for public use or not. This inventory should include information on the size of the parcel, name of the park if so dedicated, current ownership, public access points, present use and future options.
- B. **OUTDOOR RECREATION FACILITY INVENTORY:** Provide a detailed listing of all the facilities available to the residents of the municipality or planning region, including number of sites, types of park/recreation areas, facilities available at sites, current condition of park/recreation areas and facilities on sites. This inventory can be general in nature concentrating on major facilities such as: softball diamonds, tennis courts, shelter buildings, restrooms, etc., or it can be a detailed listing of general as well as specific facilities such as picnic tables, grills, bike racks, etc. (Appendixes 8 and 9 provide samples of Recreation Supply Inventories.)
- C. **ACCESSIBILITY GUIDELINES:** Assess the existing recreational facilities for accessibility to persons with disabilities. Communities that seek grant funds have an extra incentive to conduct an accessibility evaluation because the priority ranking system provides additional credit to sponsors who include the process in their planning program. Persons with training in accessibility issues (including a good understanding of the Americans with Disabilities Act and Barrier Free Design Standards) should be consulted when conducting an evaluation of a community (an example of a facility accessibility checklist can be found in Appendix 12).

In addition to a survey of what is available, the community should include a program of compliance for facilities that do not comply with accessibility requirements. For example, if five restroom buildings in the community need improvements to make them barrier free, the plan should include a remodeling schedule. A second example would be to make accommodations so that a hearing impaired child could attend a playground storytelling event. (See example, Appendix 13)

Include definitions and guidelines in an appendix to give a better understanding of what is needed to implement the barrier free facility plan.

X. Outdoor Recreation Needs Assessment

Do a needs assessment to discover your community's most crucial recreational opportunities. Enroute to discovering the exact needs of the community, many other things can be accomplished by conducting a needs assessment, such as:

1. Citizens' opinions of how recreation services are being delivered.
2. What types of programs and facilities are wanted, what programs and facilities are currently being used and what programs are being avoided.
3. The needs assessment will enable you to anticipate support levels for new facility and program proposals as well as for proposals on user fees, operating hours and recreation marketing programs.

Generally, there are two basic methods for conducting a needs assessment: public input and recreation standards. Often both are used in varying degrees to gain the most accurate picture of community needs. Following is a description of each method.

A. PUBLIC INPUT METHODS FOR CONDUCTING NEEDS ASSESSMENTS:

Public participation is an important element when planning your community's park and recreation system. After all, the public will be using the parks. What better way to learn local demands than by involving the general public in the planning process?

How to elicit your community's needs is really up to you. What you are looking for is guidance from the people who will be using your recreational facilities. The following four public input methods are often used to assess needs within a community. Choosing the one, or combination, that best suits your community's needs will be based on available staff, time constraints, and financial resources.

1. **INFORMAL:** Rather than ask for citizen input, this system records questions and suggestions as they arise. As can be expected, the more vocal citizens and special interest groups will dominate in this type of assessment. Still, this approach has merit because it is important to consider the needs and demands of special interest groups
2. **CITIZEN COMMITTEES:** Citizen committees act as liaison between the public and the decision makers. In many communities, prevailing Park and Recreation Boards serve as the citizens committee as well. Boards representing constituents reflect a number of opinions concerning recreation policies and issues. When developing brief surveys, this type of committee helps to gain general impressions of the public's need.

It is important to establish a committee that represents the entire population of the municipality. Such a committee may include senior citizens, minority groups, disabled persons, community leaders, etc. An ideal committee consists of both citizens and elected officials. Citizens can provide needed public input and opinion, while the elected officials can help muster political support in the latter stages of plan adoption and implementation.

3. **PUBLIC MEETINGS AND WORKSHOPS:** Public meetings and workshops are the most common method for measuring citizen needs. They offer the advantages of being relatively inexpensive and they allow for important dialogue between the public and the decision makers of the municipality. A major draw back of this method is that it can be extremely time consuming and therefore not as helpful when working under a strict time deadline.

One very simple, yet productive technique for gathering opinions from public meetings is known as the "modified nominal group process". In this process the public workshop is divided into small discussion groups. Each participant of the group is asked to answer a general question regarding park and recreation issues such as, "In your opinion what problems or issues must be solved to provide adequate recreation for this community in the next five years?" After allowing approximately 15 minutes for thought the participants are asked to list their answers. Each answer is recorded on a large sheet of paper by a designated group leader. Once all the issues have been recorded, they are ranked by the group in order of importance. After all groups have completed their discussions they reconvene and present their findings to each other. The final task is to establish the top ten issues of the whole group.

This process effectively generates many ideas from just one workshop. Also, it has the advantage of representing a cross-section of residents from the municipality or planning region.

4. **NEEDS ASSESSMENT SURVEY:** These can be the most valuable methods for obtaining citizen opinion on recreation needs, problems, and issues within a municipality or planning region. Unfortunately, if not done properly, needs assessment surveys can produce misleading or useless data. If no one on your municipality's needs assessment team has experience writing or analyzing a "random sample survey" we recommend you contact one of the agencies offering technical assistance on planning listed in Appendix 1.

Using any one, or a combination of the methods listed above will help a municipality gain insight to the recreation needs and demands of the general public. Needs are then prioritized, high, medium, or low priority. It becomes important to compare projected needs against existing facilities. It is possible that needs established by the general public may not represent real deficiencies in recreation provisions for a municipality. Often, public issues and concerns stem from nothing more than a lack of information on the subject. For this reason it is important to compare existing open space areas and facility developments against a set of standards set up to help measure a park system's adequacy.

B. RECREATION NEEDS STANDARDS:

The standards system is another method of assessing a community's recreation needs. The National Recreation and Park Association (NRPA) developed standards to provide a scale against which the existing recreation system can be measured. Standards can be used to create guidelines for future needs.

Appendixes 10 and 11 provide examples of standards developed for recreation open space and for facility development. Typically, standards link acreage to the community's population or link the number of facilities to the population. In addition, service area standards are also used to determine recreational needs.

1. **STANDARDS FOR RECREATION OPEN SPACE:** A community's open space needs are generally assessed using space standards. Space standards are the most widely used and common measure of a recreation system's adequacy. Total park and recreation space is normally expressed as a ratio of acres per population. Standards based on population can be helpful in assessing current and future open space needs and demand for the community. However, because a community may meet open space standards and still be deficient in park facilities, it is important to look at facility standards as well (see Appendix 10).
2. **STANDARDS FOR RECREATION FACILITIES:** Facility standards are similar to space standards because they are expressed in facility units per population ratio. The purpose of evaluating a recreation system from a facility viewpoint, in addition to an open space viewpoint is to determine the amount of needed facility development in each recreation area (see Appendix 11).

Problems related to using facilities standards can be seen in the assumption of desired opportunities by the resident population. Example: A tennis court is needed based on the municipality's population. In reality, it is possible that very few people in the community enjoy playing tennis, which eliminates the need for this type of facility.

In addition to the population based standards discussed above, it can be useful to analyze a community's recreational needs according to "service areas". This can be done for both open space needs and for facility needs. Each park and facility type will serve a geographical area of a certain radius. A drawback to this type of standard is that it does not take into account citizen preferences and barriers resulting from the natural and man-made physical landscape.

In general, it should be noted that population and service area standards assume that the needs and wants of individuals are similar in all areas to which the standards are applied. Service area standards assume upon reaching some threshold, an increase in the quantity of facilities results. Age, income, and education all contribute to people's recreational preferences, yet standards ignore these variables. Another problem with using standards is that they have been developed primarily for urban communities and have limited application to rural areas.

Despite these problems, standards have a place in recreation planning. Community leaders can use them to approximate of the adequacy of their park systems. The best advice is to use them cautiously and they should not be the only criteria for developing a needs assessment. The public input methods described earlier can be used to determine priorities and "perceived" need within the community. Standards can then be applied to the prioritized needs. By combining these two methods, it should be possible for a community to determine their most important recreation needs during the planning period. The next step will be to develop recommendations that highlight the community's plan for meeting the needs.

C. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN:

The State Comprehensive Outdoor Recreation (SCORP) has information on recreational supply, demand, needs, priority and issues. Priority needs are listed for the state as a whole and for the six multi-county districts.

The SCORP should be used as a general guide to help in developing a local needs assessment. For the best results, it should be combined with more detailed local data on recreational opportunities, participation and demographics.

XI. RECOMMENDATIONS FOR OUTDOOR RECREATION PROVISION

Base local government recommendations for the implementation of outdoor recreation on the results of the supply inventory, needs assessment and SCORP findings. These recommendations should address two elements: 1) an action plan for future park acquisition and development; 2) a program for future operation and maintenance of the community's park system.

A. ACTION PROGRAM:

Provide an action plan that solves or reduces deficiencies in a community's recreation system. A good plan will identify the actions needed to be taken, where, by whom, and in what time frame. These actions can be identified by formulating a capital improvement schedule (CIS).

A CIS details anticipated acquisition and development for at least a five year period based upon the needs assessment. For each item listed in the CIS, indicate which year(s) in which the improvement will take place and its location within the park system. Clearly describe the improvement, estimate its cost, and provide a cost breakdown by anticipated funding source. Appendix 14 suggests one way to present this information.

B. OPERATION and MAINTENANCE:

1. Examine the operation and maintenance responsibilities of the existing park system, and review the implications of the capital improvement schedule (CIS) on your community's future operation and maintenance capabilities. Many communities jump head-first into ambitious recreation developments with little, if any, attention to operation and maintenance expenses. Communities often construct excellent facilities, only to have serious problems keeping them open for public use.
2. A municipality's park system operation and maintenance costs should be organized in a schedule or calendar form. List all work required on a property for each year, by season. Break the list down to individual work items and, below each work item, list the tasks required to complete the work item. The next step is to estimate how much time is required between each task. A final step is to indicate cost estimates for each of the tasks, including staffing costs to operate and maintain the park system.

Most successful communities will prioritize major maintenance projects for their facilities and incorporate the projects into a five-year CIS. It would be wise to look beyond a five-year project planning calendar and anticipate major facility needs which usually occur beyond the five year period.

C. FUNDING PROGRAMS:

1. Identify existing and potential funding sources for the comprehensive outdoor recreation plan in order to show how implementation of the plan will impact the community, and to show what level of investment is required to satisfy the community's needs.
2. A wide base of financial support can be built into the comprehensive outdoor recreation plan through the identification and pursuit of potential funding sources. Funding sources can come in a variety of forms (local bonds, donations and state and federal grants and loans). Information for finding funding sources can be obtained from the Wisconsin Department of Natural Resources, Community Services Specialist (see Appendix 4 for appropriate region.)

XII. APPENDIX

Use this section to display your supporting data, tabular data, graphs, maps and tables.

DNR ACCEPTANCE

After a local government adopts the plan, it is then submitted to the appropriate regional Community Service Specialist (CSS) for acceptance. The Community Service Specialist evaluates the plan and if it meets the specification, a letter granting five years of eligibility is mailed to the local government. Communities are encouraged to send a draft plan to their Regional Community Services Specialist for review before submitting the final plan. If a plan does not meet DNR specifications, the CSS will document the deficiencies in a letter to the local unit of government. A revised plan can then be resubmitted.

- Appendix 1: Wisconsin Department of Natural Resources, Ed; 1994. Who to Contact About Outdoor Recreation Planning. Guidelines for the Development of Local Outdoor Recreation Plans
- Appendix 2: Wisconsin Department of Natural Resources, Ed; 1994. Address for Agencies Providing Information and Technical Assistance to Local governments. Guidelines for the Development of Local Outdoor Recreation Plans.
- Appendix 3: Wisconsin Department of Natural Resources, Ed; 1994. Regional Planning Commissions List. Guidelines for the Development of Local Outdoor Recreation Plans.
- Appendix 4: Wisconsin Department of Natural Resources, Ed; 1994. Regional Community Services Specialist list. Guidelines for the Development of Local Outdoor Recreation Plans.
- Appendix 5: Wisconsin Administrative Code NR 50 and 51, Ed; 1990. Stewardship Program Requirements for Comprehensive Outdoor Recreation Planning.
- Appendix 6: U.S. Census of Population 1960-1980 Census of Populations; and Southwestern Wisconsin Regional Planning Commission, 1986.
- Appendix 7: Idem, 1960-1980 Census of Population; and Southwestern Wisconsin Regional Planning Commission, 1986.
- Appendix 8: Sample Recreation Supply Inventory. Bureau of Community Financial Assistance, Wisconsin Department of Natural Resources, Ed. 1994
- Appendix 9: Adams County Outdoor Recreation Plan, 1987-1992. Page 47, Table II
- Appendix 10: Roger A. Lancaster, Ed; 1983. Recreation and Open Space Standards and Guidelines. Alexandria, Virginia: National Recreation and Park Association. Pages 56-57
- Appendix 11: Roger A. Lancaster, Ed; 1983. Recreation and Open Space Standards and Guidelines. Alexandria, Virginia: National Recreation and Park Association. Pages 60-61
- Appendix 12: Department of Interior Section 504 Guidelines for Federally Assisted Park and Recreation Programs and Activities, March 1984; Section 504 Self Evaluation Guide, Appendix A, Part II No. 9-11, Part III No. 5-7.
- Appendix 13: City of Algoma Comprehensive Outdoor Recreation Plan 1993-1997. Pages 33-34. Prepared by the Bay-Lake Regional Planning Commission.
- Appendix 14: Village of Mount Horeb Comprehensive Outdoor Recreation Plan December 1992. Page 37. Prepared by Foth & Van Dyke (Consultants)

APPENDIX 1

WHO TO CONTACT ABOUT OUTDOOR RECREATION PLANNING

If your municipality is interested in preparing an outdoor recreation plan, the following agencies can provide technical assistance. Most of the agencies prepare plans for specific communities and/or regional areas.

Department of Natural Resources: the DNR has Community Service Specialists (CSS) who represent six districts throughout the state to aid municipalities in preparing outdoor recreation plans. Each CSS office provides technical and advisory assistance to all local governments in each region that request it. (See Appendix 4 for addresses and counties served).

Regional Planning Commissions: these agencies prepare outdoor recreation plans for counties, cities, villages, and townships. They also develop regional outdoor recreation plans for the entire area they serve (See Appendix 3 for addresses and participating counties).

County Planning Agencies: not all counties have planning agencies, those that do can offer assistance in developing recreation plans. Some counties prepare county-wide comprehensive outdoor recreation plans and may offer to include a section in the plan for communities within the county that request it.

County Parks Commission: municipalities in counties that do not have a planning agency or are not part of a regional planning commission may contact the county parks commission. The parks commission's role is to address the recreational needs of a county and can do so with planning. They should have a staff which is responsible for developing recreation plans.

University of Wisconsin Extension offices: these offices have access to useful information to help a community develop a recreation plan. If the county parks commission does not have staff for planning purposes, or if there is not a county planning agency or regional planning commission serving your area, Extension Offices may have staff people who are responsible for recreation planning.

Private Planning Agencies: private planning agencies and engineering consulting firms can also assist you in developing an outdoor recreation plan. In many communities private firms have been contracted to develop a recreation plan.

Independent Living Centers or the Easter Seals Society: these offices have technical and practical information regarding the development of designs and accommodations needed to provide barrier free access to public and private facilities.

Student Interns: graduate students studying outdoor recreation, urban and regional planning, or any related field can be a good alternative for smaller municipalities to consider. These students have a good background in the fundamentals of planning and, therefore, can produce a quality outdoor recreation plan. Often smaller communities can hire a graduate student as an intern for the summer or during the school year for relatively low costs.

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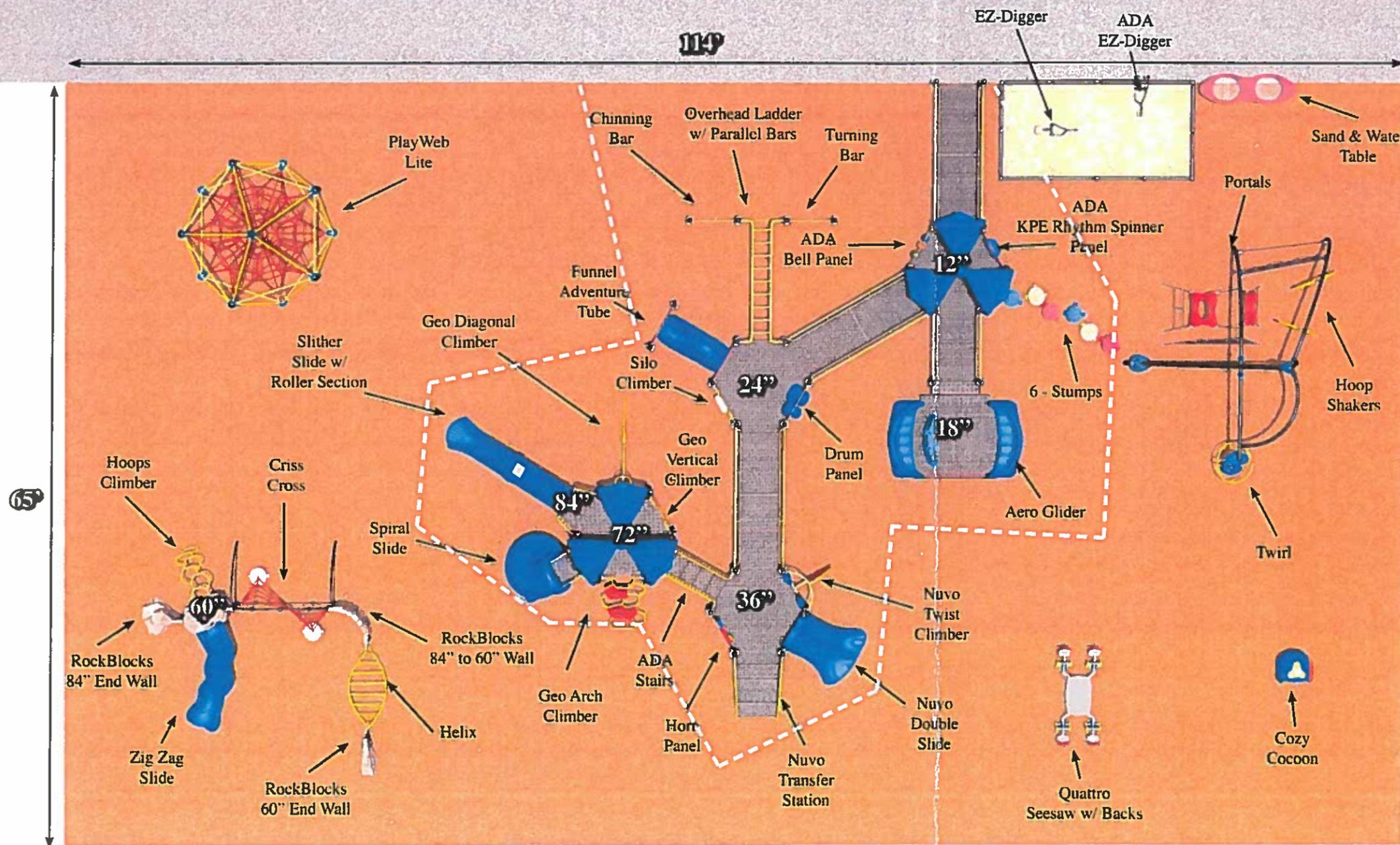
VIEW B

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Complies With:

- ASTM F1487-17
- CPSC #325
- ADA-ADAAG
- IPEMA

Design Number: PW010418-8

Use Zone: 114' x 65'

of Users: 187

of Active Play Events: 42

Age: 5 to 12

Colors Shown:

- Black
- Blue
- Red
- Tropical Yellow
- Brownstone



PSI Playmakers

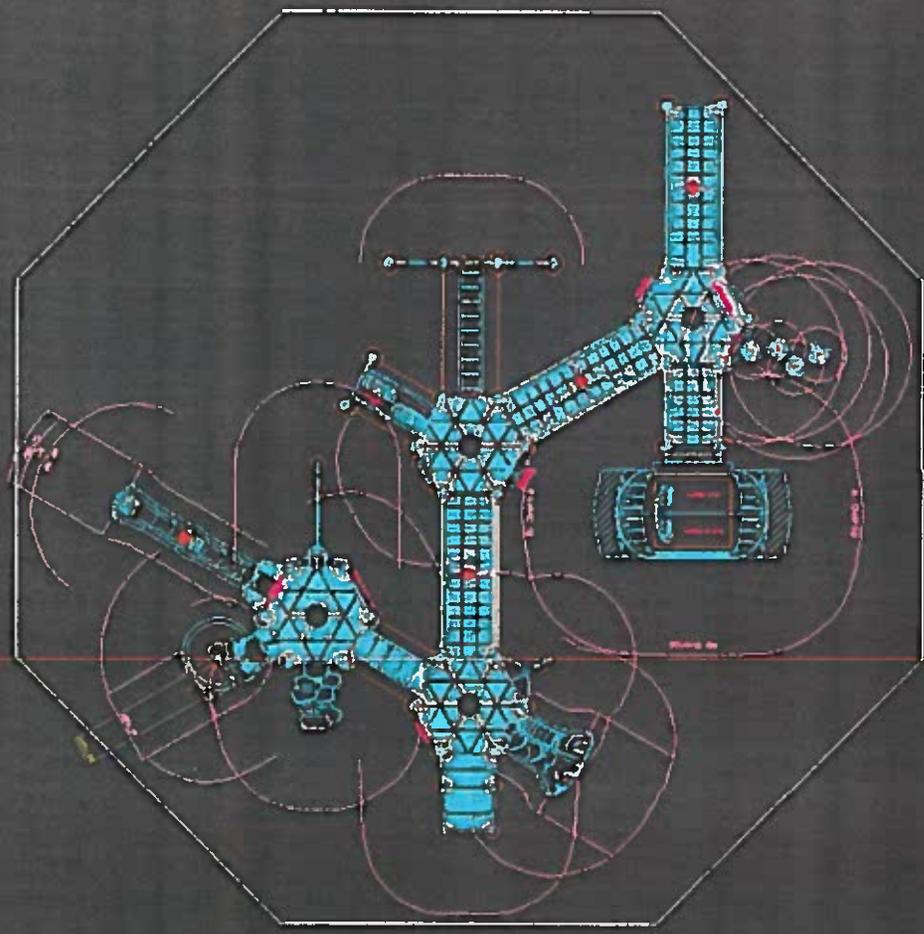
LifeTrail AWS FirstPlay PSI Site PSIEng Tools File Edit View Insert Format Tools Draw Dimension Modify Parametric Window Help

Site Parametric View Output

Top: Top, Bottom, Left, Right, Previous View, Named Views, Move

Unsaved Layer State

4B Footing Slither Slide



XY Plane = 0°, Angle from XY Plane = 0
 -0°-0.00°, Delta Z = 0'-0.00"



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 2018 Parks & Recreation Director's Report

Parks: What an unbelievable month of April we have had for weather. Never in my time here have we had a three plus week stretch of late January weather in April and hopefully this is the last time we see the weather behave that way. It is finally looking like we are crossing over to the good side. Obviously this has set us back much longer than we would like, but nicer weather recently will allow us to get things ready a bit later than normal. The toughest part for us with weather like this is working backwards (very short time on field prep followed by park clean up and prep). We are working on water meter installs at our park facilities currently and should have water to everywhere but the Aquatic Center by the time you read this report. Our overnight temperatures have left us with no choice but to wait until now to install, so we don't invite any freeze damage to our pipes or fixtures. We will have a very short amount of time to fix any issues before we open our parks up on May 1st but so far no issues to report, thankfully. We will work on water meter install at the Aquatic Center very shortly after we have all of the others up and running properly (and it warms up a little more in/around the Aquatic Center). Spring sports have suffered very much from this weather, and we have had to cancel all of their games thus far that were supposed to be at our facilities. I have been working with the MHS Activities Director virtually on a daily basis to ensure we are on the same page and to be ready to play games when conditions allow. Same applies for the youth baseball/softball leagues. Little League baseball has moved their entire schedule back two weeks to allow for field conditions to improve. Work on the new Stange Park Shelter/Restrooms is also in a holding pattern until the ground is ready at the site. We are planning to begin the project as soon as everything down there firms up, and hopefully that will be soon. Our Aquatic Center "in pool" light replacement project will take place soon as well. For those new to the Commission, we had wiring issues creating a number of lights to short out. We are working with the original installers (and received a Focus on Energy rebate incentive) to replace the existing with new LED fixtures. Aquatic Center passes have been selling very well lately; we are slightly ahead of our sales from last year so that is a good thing. We have also been getting more inquiries for rentals before &/or after regular hours, so that is a great trend as well. I am really hoping for a nice warm summer this year so we can keep that beautiful place open as much as possible.

Forestry: Sticking with the weather theme, the snow has hampered my tree inspections a bit as well. I was able to get back to inspections this week and will have no trouble getting caught up, but I typically like to be a little further by this time of year. We were fortunate that this weather didn't happen after trees were starting to break dormancy or we would have had some tree health issues. The snow will provide nice moisture for our young stock and should give trees a good boost to start warm weather season. As I write this I am still unable to commit 100% to our regularly scheduled May 4th Arbor Day Planting/Observation. I spoke with our nursery in Rhinelander and their trees are still frozen in the ground as of Monday (4/23) so we are going to touch base at the end of this week to see if we can

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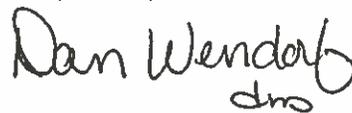
get trees for next week or not. I will make sure to let everyone know as soon as I know if we can pull this off or not. I met with Kate Drewek, our GIS professional, to discuss GIS technology integration with our Forestry Program moving forward. Kate has some ideas we are going to look into and it may result in a WDNR Urban Forestry Grant to transition our entire inventory to GIS based information. I think this will help us be more efficient and allow better use of information.

Recreation: Our 2018 Recreation Program Guides have been out for a few weeks now and registrations have been going very well so far. Our numbers are looking really good and we have been promoting everything very well. We will be taking registrations for another month or so and we hope to fill every program we have to capacity. Bus trips have really been popular for us in the past and that trend is the same this year. It is looking like another fantastic and busy recreation season shaping up for 2018 and we are excited for it. We have finished hiring all of our seasonal employees. They will begin towards the end of May so that we can get everyone comfortable and prepared for their jobs. Besides that, we are ready to go with our programs and all of the details and arrangements.

Smith Center: We had a very busy start to our dry floor season and hosted events for the past three weekends straight. Starting with the Paper Cities Kennel Club Dog Show that was tremendously successful and will hopefully be a popular annual event. The following weekend was the Children's Festival and despite the awful weather, we had an amazing turnout. With hundreds of people coming to the Smith Center to see what the community has to offer. This past weekend we hosted the Princess Tea Party and we are happy to announce that it was sold completely out. The event went very well, all of the little princesses were very happy. We have a bit of a break in the arena and will use that time to get going on some routine maintenance now that the ice is out and get ready for the rest of the season. There is always a lot to do in and around the arena when we take the ice out and it is important that we take the time to give the building some TLC every chance we get.

Note: I would like to thank Melissa Schroeder and John Burgener for their years of wonderful service on the Parks & Recreation Commission. We experienced quite a few accomplishments during their tenure. I would also like to welcome our two new Commission members – Kate Baker and Kyle Gulke, and look forward to working with them in the future.

Respectfully Submitted,

A handwritten signature in black ink that reads "Dan Wendorf" with a small "dwo" monogram below it.

Dan Wendorf
Parks & Recreation Director
City of Merrill