



**MERRILL
WISCONSIN**
City Of Parks

CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

1100 Marc Dr. • Merrill, Wisconsin • 54452
Rec. Dept. Telephone (715) 536-7313 • Smith Center Telephone (715) 536-6187
Fax (715) 539-2790

JUNE MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, June 6, 2018 at 4:15 p.m.**, at the **Smith Center**.

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. Election of Chairperson
5. Election of Vice Chairperson
6. Revisit new Skate Park Discussion
7. Monthly reports.
8. Set date for next meeting.
9. Public comment
10. Adjournment

Submitted by

Mike Willman

Mike Willman, ^{Chair}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.

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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

MAY

ACE HARDWARE	POLY ROOF RAKE	4/18/2018		\$49.78	55200-08-90500
ACE HARDWARE	BATTERY	4/19/2018		\$29.98	55200-03-40000
ACE HARDWARE	TOILET TANK	4/24/2018		\$13.99	55400-03-40000
ACE HARDWARE	DRILL BITS	5/2/2018		\$19.47	55200-03-40000
ACE HARDWARE	SHOP PARTS	4/26/2018		\$22.47	55200-03-40000
ACE HARDWARE	ASH SHOVEL	5/4/2018		\$17.98	55200-03-40000
ACE HARDWARE	UNIVRSL COVER	5/9/2018		\$48.45	55200-03-40000
ACE HARDWARE	VINYL GLOVES	5/17/2018		\$11.98	55420-03-40000
ACE HARDWARE	NOZZLE GUN	5/18/2018		\$23.97	55200-03-40000
AJ CONTRACT SERVICES	POOL	5/17/2018	35441	\$2,961.00	55420-03-40000
AMERICAN WELDING	HELIUM	4/20/2018	5505901	\$602.42	55200-03-41500
AMERICAN WELDING	CYLINDER RENTAL	4/30/2018	5534080	\$62.45	55200-02-15000
AMERICAN WELDING	CYLINDER RENTAL	4/30/2018	5533526	\$46.25	55200-02-15000
APPLIED MAINTENANCE SUPPLIES	FIELD PAINT	5/2/2018	96934725	\$608.04	55200-03-40000
APPLIED MAINTENANCE SUPPLIES	FIELD PAINT	6/1/2018	96934725	\$608.04	55200-03-40000
BAUMGART	WASTE HAULING	5/1/2018		\$128.00	55400-02-23600
BEACON ATHLETICS	SPARKLE/TOPDRESS	5/11/2018	294561	\$1,230.00	55200-08-91000
BLUEJAY 730 AM	ADVERTISING	4/30/2018	9635-2	\$249.00	55400-03-41000
BRANDT EXTINGUISHERS	ANNUAL INSPECTION	5/7/2018	10622	\$83.75	55200-02-15000
BRANDT EXTINGUISHERS	ANNUAL INSPECTION MARC	5/7/2018	10623	\$15.00	55420-03-40000
BRIAN WETTSTEIN	RETURN ON S.D. SMITH CENTER	5/1/2018	VOUCHER	\$100.00	
CARQUEST	WZDS TURBO CUT	5/9/2018	300946	\$19.89	55400-03-40000
CARQUEST	TURBO CUT	5/4/2018	300522	\$24.64	55400-03-40000
CINTAS	UNIFORMS JIM AND JOE	4/26/2018	12706286	\$64.70	55200-03-46000
CINTAS	UNIFORMS JIM AND JOE	4/19/2018	12713660	\$64.70	55200-03-46000
CINTAS	MOP/MATS	5/10/2018	4005803352	\$174.19	55400-02-23250
CINTAS	UNIFORMS JIM AND JOE	5/10/2018	4005803451	\$64.70	55200-03-46000
CINTAS	UNIFORMS JIM AND JOE	5/3/2018	12706286	\$64.70	55200-03-46000
COLOR CREATIONS LLC	BARLEYFEST TICKETS	4/23/2018	163	\$73.80	BARLEYFEST
ENVIRONMENTAL CHEMICAL	TURF KING-GAL	4/4/2018	342	\$380.20	55200-08-91000

ETCO ELECTRIC SUPPLY	WALLPACK	5/9/2018	1281266	\$341.55	55200-03-50000
FASTENAL	PARTS FOR SHOP	5/2/2018	102026	\$27.89	55200-03-40000
FASTENAL	PARTS FOR SHOP	5/2/2018	102026	\$27.89	55200-03-40000
HEARTLAND COOPERATIVE	LAWN MIX	4/25/2018	243205	\$98.67	55200-08-91000
HEARTLAND COOPERATIVE	RYEGRASS	5/1/2018	299607	\$252.21	55200-08-91000
KRISTIN GABREILSON	PARK SECURITY DEPOSIT	5/18/2018	VOUCHER	\$50.00	10-21-7200
LEE RECREATION	DOG PARK PRODUCTS	4/25/2018	11556-18	\$508.00	26-31-5395
LINCOLN COUNTY HEALTH DEPART	RENEWAL LINCENSE	7/30/2018		\$1,012.00	55420-03-40500
MENARDS	PRESSURE WASHER	5/11/2018	30160495	\$119.00	55420-03-40000
MERRILL COURIER/FOTO NEWS	ADVERTISING	5/1/2018		\$541.50	55400-03-41000
MERRILL COURIER/FOTO NEWS	ADVERTISING	5/1/2018		\$334.00	55400-03-41000
MERRILL STREET DEPARTMENT	PARK DUMP TRUCK	4/30/2018	12881	\$715.81	CAPITAL
MERRILL STREET DEPARTMENT	P-21	4/12/2018	12865	\$320.66	55200-03-50000
MERRILL STREET DEPARTMENT	P-21	4/3/2018	12861	\$682.97	55200-03-50000
MERRILL STREET DEPARTMENT	P-19	4/12/2018	12864	\$442.41	55200-03-50000
MERRILL STREET DEPARTMENT	P-19	4/12/2018	12864	\$442.41	55260-03-50000
MERRILL STREET DEPARTMENT	P-21	4/3/2018	12861	\$682.97	55260-03-50000
MERRILL STREET DEPARTMENT	P-21	4/12/2018	12865	\$320.06	55260-03-50000
MERRILL STREET DEPARTMENT	P-4	4/30/2018	12881	\$715.81	55260-03-50000
NASSCO	TISSUE/TOWEL	4/23/2018	2319865	\$1,335.20	55200-03-40000
NEESE MEDIA	ADVERTISING	5/8/2018	21181	\$298.00	55400-03-41000
NORTHWOODS	DUMPSTER CLEAN	4/30/2018	192313	\$137.94	55200-03-40000
NORTHWOODS NURSERY LLC	TREES	5/2/2018	74461	\$753.25	55200-08-92000
PREMIER	SIGNS DISC GOLF	4/25/2018	9297A	\$195.50	26-31-5375
RTL ELECTRIC	SETUP/DISCONNECT TEM. RV SERVICE	5/2/2018	4122	\$425.87	55200-02-15000
SHARE CORPORTATION	T-BOWL CLEANER	4/26/2018	53016	\$253.36	55200-03-40000
SHOPKEEP	ANNUAL PAYMENT	4/17/2018	845150	\$1,176.00	
VICTORY JANITORIAL	VACUUM HOSE	4/30/2018	100478	\$26.10	55400-03-50000
VICTORY JANITORIAL	VAC BAGS	5/10/2018	100704	\$53.52	55400-03-50000
WAUSAU AWARDS	BRONZE PLAQUE	5/18/2018		\$1,889.00	26-31-5390
WISCONSIN BUILDING SUPPLY	SINGLE JOIST HANG	4/18/2018	8/21/3231	\$15.12	55200-08-91000

WISCONSIN URBAN WOOD	MEMBERSHIP	5/18/2018		\$250.00	55200-08-91000
WPS	LIONS PARK	5/18/2018	0401276260-00163	\$29.00	55200-02-22000
WPS	CONCESSION STAND MARC	6/4/2018	0405061701-00011	\$187.63	55200-02-22000
WPS	MARC	6/4/2018	0405061701-00018	\$56.18	55200-02-22000
WPS	MARC	6/4/2018	2394350080-0000	\$2,166.77	55400-02-22000

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City Of Parks
11/30/2016

To: Merrill Parks & Recreation Commissioners

From: Dan Wendorf
Merrill Parks & Recreation Department

Re: **Second draft – Potential skate park locations**

Dear Commissioners,

This memo is a follow up to the previous skate park location narrative I drafted. Since our last meeting, the Pine Crest Board of Trustees indicated that they were not interested (and made a motion) in having the "Memorial Rink" property considered for a potential skate park.

There was another site that was brought up (see attached map) that is City owned and could be considered – the eastern most section of the municipal parking lot behind Schmitt & Koppelman Law and immediately west of Center Ave. bridge. This location has a great deal of potential and I think should be heavily considered, along with the other ideas that have been discussed over the past 5 months.

To refresh your memory, and to update the list, I will list those location ideas below:

Festival Grounds (near location where former Humane Society was)
American Legion Building area
Streeter Square
Stange Park
Municipal Parking Lot south of Main Street downtown (eastern most area)

As mentioned in the previous skate park location memo, it is easy to find plenty of pros and cons associated with the above sites (and previous ones we mentioned). I feel that it is important, when looking at a potential park site, to consider a big picture view of that park and its purpose (and intended use – short term and long term) for the entire community. If all things are equal, it would be my opinion to utilize a non-park, city owned location so we do not alter the existing usage or space of a park. This will allow us to "re-purpose" an underutilized location without replacing existing greenspace.

Sincerely,

Dan Wendorf

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5/30/18

To: Merrill Parks & Recreation Commissioners

From: Dan Wendorf
Merrill Parks & Recreation Department

Re: Merrill Skate Park Historical Summary

Dear Commissioners,

At our last meeting, Mayor Woellner indicated his interest in revitalizing discussions on a potential new skate park in our community once again. The Mayor stated his intentions to form an ad-hoc committee to steer the process and report to the Parks & Recreation Commission. I would like to take this opportunity to inform new Commissioners, as well as those who have served on the Commission in prior years.

The current Prairie River Skate Park was funded by the Merrill Optimist Club after a few years of fundraising led to a generous donation to start and complete the project in 2002-03. After months of discussion by the Commission (as well as a large group of skate park proponents and parents) in 2001-2002 the current site at 101 W 1st St. was selected. There were many locations considered, but in the end, Polk St was selected because of its visibility, ease of development, already City owned, its proximity to a school & neighborhoods, and proximity to restrooms at Kitchenette Park. After opening we did have our fair share of instances of trouble and had to close the facility a few times. Usage has always been good and steady from spring through fall and users have learned to respect the facility a lot more. Steel ramps were chosen because that is what we could afford at the time and that was what most municipalities were constructing at the time on limited budgets.

The following decade showed steady use and very few issues. It was very common to see 10 + skaters in there from the morning hours through dusk and we were fortunate to have very few issues from the early years through today. We re-surfaced the ramp surfaces with special paint from the manufacturer every 3 years to preserve the metal, protect our investment, and continue to provide a good experience for the park users. We inspect the ramps and rails monthly to make sure everything is in good condition and it has remained that way to this day.

An individual approached the Commission in mid-2016 to support a new skate park for the users in our community. The idea was to build a new skate park/facility that would be 40,000+ square foot and

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include park amenities with it to enhance the experience. The idea was to make it a destination attraction and draw visitors/skaters in from well outside the surrounding area. The Commission was supportive of the idea. There was considerable discussion on location, due to the fact that any design would be tied to site factors associated to each specific location. Some sites that were considered included: Festival Grounds, Stange Park, American Legion Site, expand current location, Streeter Square, Municipal Parking Lot just west of the Center Ave. Bridge, Memorial Ice Rink Area, the Merrill Area Recreation Complex, as well as any potential vacant lots throughout the City. Many of those sites were dismissed fairly quickly due to less than ideal location, and others were met with little support. The list was then narrowed down to the following: Festival Grounds (area where Human Society used to be), American Legion Building area, Streeter Square, Stange Park, and Municipal Parking area west of Center Ave. Bridge. At the next meeting Festival Grounds was eliminated, Stange was eliminated (flood plain concerns), and Streeter was eliminated due to concerns from surrounding neighbors and parking. After additional discussion it was decided to go with the Municipal Parking area to the west of the Center Ave. Bridge. The Commission felt this area met the criteria that were part of initial discussions, as well as not impeding on any current park space or usage areas. Shortly after the announcement of the selected location made its way around the community there was a very small number of businesses that silently expressed their displeasure with this decision to the right people and that location was dropped.

There was additional discussion at a separate Commission meeting about expanding the existing site towards the Legion Building and potentially re-acquiring it from the Historical Society. The idea had Commission support but was not popular with person interested in the initiative. Safety was one of the main concerns with the current site. Safety was a concern in 2001 and remains a concern in 2018 at the Polk Street site.

While moving forward and revisiting a new skate park idea in our community it is going to be imperative that everyone keep an open mind throughout the entire process. I think Merrill would benefit from a new, modern, state-of-the-art concrete skate park. There was considerable positive feedback during our current Outdoor Recreation Plan survey to support the initiative. The challenge is going to be where should it go, what should it look like, and how are we going to fund it.

Respectfully Submitted,



Dan Wendorf
Parks & Recreation Director
City of Merrill



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June 2018 Parks & Recreation Director's Report

Parks: Well it looks like we went right from winter to deep summer within the past few weeks. We were able to get all of the spring sports games in and on time for them to get into Regional play at the normally scheduled time. Which is a minor miracle considering the start we all got off to on each spring season. The parks have been open for a month already and things have been going pretty good thus far. I would like to thank the wonderful volunteers from Church Mutual for helping us clean at Stange Park, the MARC, and River Bend Trail on three separate afternoons. It was a wonderful gesture and very much appreciated, and helped us start getting caught up with park pick up – especially because we went straight from winter to mowing grass and maintaining athletic fields very quickly. The Stange Park Restroom project is moving along very quickly now, and the dry weather has really helped them make great time. As I type this, they are pouring the concrete for the entire floor. As soon as the floor is cured, they will begin with block walls and the framing of the shelter. It is exciting to see progress in that park after many years of inactivity. I am also happy to inform the Commission that after the last City Council meeting, we are going to be able to use the funding that wasn't needed at the Festival Grounds because of a donation they received to finish the developments that we were hoping to this year. I have finished and submitted the proper paperwork for the bridge permit for Stange and it was flagged for potential Endangered Species so I had to go through that process. We are going to be able to proceed but we need to do a few things to the site before/during/after to make sure that we lessen the impact on those potential species of aquatic, terrestrial, and vegetative species. We will also begin removing the fence to the tennis courts so they can be removed completely for greenspace. I have been working with City Engineer on the parking lot (that we would like to do towards the end of the project so that we don't trample new asphalt. He ran some tests on the existing surface and thinks it best that we pave right over the top of the existing surface. We have been working diligently on finishing all of the behind the scenes work to get the Bierman Family Aquatic Center up and going. The official start date is scheduled for June 8th (right after school is out). We were able to schedule and complete the new interior pool light project on May 22nd, and the pool is almost full as I type this. Badger Pool was here on May 29th to perform a "start-up" which consists of testing all of our motors, pumps, heater, and turning everything on and making sure that everything is running properly. Once we have everything running we will be able to balance the water chemistry and hopefully be ready for activity in the pool. We were fortunate again this year to have enough lifeguards and will continue to work with MAPS to train lifeguards locally every year to ensure we have enough lifeguards right here within our own community. The annual Merrill Baseball Association Tournament is the weekend of June 8-10 and we are working with them to ensure all fields and amenities are ready for the influx of visitors. They are up in numbers this year so they will actually be moving a division over to Ott's Park for the weekend. Work on the River Bend Trail continues. The newly finished east extension will be over-seeded in the areas that had grass seed run-off. I have been working with others on "cut-out" areas for viewing corridors and additional

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river access as well as memorial bench placements. I also just received word that we were chosen as finalists for the Baseball Tomorrow Fund grant for Athletic Park Light Project. That does not mean we received the funding but it is a good sign in that we made the very short list for potential funding. I will keep you informed on the status of this grant as I receive any information.

Forestry: The over-abundance of moisture quickly turned into early drought conditions and with that comes stress on young trees, older trees, and trees that are poor health or struggling. I am encouraging people to water their trees, especially the ones we have planted on their boulevards recently. It really goes a long ways to give those trees even a little water to absorb to promote fibrous root growth and overall tree growth. It would be a very good thing to start getting some timely, gradual rain in the very near future. If we do not we will see some common symptoms of drought stress, leaf discoloration, branch flagging, and occasional leaf drop. This is the trees way of limiting its stress, it does not mean the tree is dead or dying necessarily, it is just trying to cut its losses and not expend so much energy. We had another great Arbor Day and thank you to everyone who was able to attend the event in May. We were able to plant 10 trees on the middle area between parking lots at the MARC. This will allow for asphalt shading all the way around those areas. I need to thank Wisconsin Public Service for their very generous donation again this year – they gave us enough money to purchase all of the trees that we planted. Over the next few weeks and into the summer I will be inspecting trees that have health issues due to summer stress. I am also going to begin working on a number of forestry related potential projects, including: gps based mapping, gravel bed development, wood mizering the red pines from the Festival Grounds, and fruit forest potential.

Recreation: Registrations have really picked up over the past few weeks for our summer recreation programs. We were off to a bit of a slow start on Summer Playground registrations, but registrations have soared to over 120 as of Memorial Day. This is a manageable number for us right now, but we do need to start considering capping this program in the future to a number that makes the most sense for our department. Our other program registrations are very strong and we are making the final touches on the details. As I have said before, we have a very strong program line-up for the summer and we are very excited to get things going. We also have a great group of seasonal staff members for this season, and that makes for a better experience for everyone.

Smith Center: We had a very busy spring season inside the arena and it will get busy once again very shortly with Summer Playground utilizing the facility again this year. We will also be hosting the June Dairy Breakfast once again this year on June 10th. The June Dairy Breakfast is a wonderful family event and we are proud to have them in our facility. I am pleased to announce that the Paper Cities Kennel Club has committed to a long term agreement to make the Smith Center their home for the next 10 years. They were very happy with the space as well as our service, so they would like to make this the site of their annual event for the foreseeable future. That is great news and we are looking forward to helping them expand their show and make it the best in the Midwest. We have been working on seasonal maintenance projects inside the arena as time allows to be ready for the next ice season.

Respectfully Submitted,

Dan Wendorf
Parks & Recreation Director
City of Merrill