

CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

1100 Marc Drive - Merrill, WI 54452

Rec. Dept. Telephone (715)536-7313 * Smith Center (715)536-6187

Fax (715)539-2790

APRIL MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, April 3, 2019 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 Dan Novitch

The following items will be included on the agenda:

1. Approve minutes from previous meeting.
2. Approve claims.
3. Public Comment
4. Elect Chairperson/Vice Chairperson
5. Review/approve bids for Smith Center Dehumidifiers.
6. Continued discussion on 2020 Capital & Operating Budgets.
7. Monthly reports.
8. Set date for next meeting.
9. Public comment
10. Adjournment

Submitted by

A handwritten signature in black ink that reads "Brian Artac".

Brian Artac, Vice-Chairperson
Parks and Recreation Commission

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PARKS AND RECREATION COMMISSION

March 6, 2019

The Merrill Parks and Recreation Commission met on Wednesday, March 6, 2019 at 4:15 p.m. at the Merrill City Hall.

Members Present: Kyle Gulke, Joan Tabor, Brian Artac, Dave Sukow, Kate Baker, Jean Ravn

Members Excused Absent: Dan Novitch

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: City Administrator Dave Johnson, Ron Liberty, Mayor Derek Woellner and MP3:

***Motion by Baker, seconded by Sukow to approve the minutes from the February meeting.

***Carried unanimously.

***Motion by Sukow, seconded by Ravn, to approve the claims from February.

Sukow questioned how many picnic tables were ordered that costed \$10,000. Wendorf stated they ordered 30 picnic tables. Wendorf stated all the picnic tables are heavy duty so that they are able to uphold the wear and tear on them being in the parks. Sukow also questioned the bill from VanErt in the amount of \$236,738.70. Wendorf stated that they did have a grant for \$40,000 through MLB and \$5,000 through WPS. Baker questioned the bill for the Milwaukee Brewers. Wendorf stated that this was for one of the bus trips that the Merrill Park and Recreation Department offers.

***Carried unanimously.

Public Comment: none

The next item on the agenda was to continue discussion on 2020 Capital and Operational Budgets. Wendorf stated that there really isn't any room for any cuts to the department. City Administrator Johnson stated that insurance will be going up next year again. Wendorf stated that the department will hopefully have a plan in place incase cuts are needed. Gulke stated that with the Capital part the Park and Recreation Department should be working more with the 5 Year Plan to some Capital improvements. Capital and Operational Budgets will be on the agenda every month for discussion. Wendorf stated that Parks and Recreation should stay aggressive with beautifying parks and improving facilities to continue drawing people to use them and remain City of Parks.

The next item on the agenda was general discussion on City Plan Commission composition. Wendorf stated through feedback he heard he would like to potentially remove the automatic relationship between City Plan and Park and Recreation Commission. Mayor Woellner stated that if the Park and Recreation Commission would want to choose someone besides the Chair person to be on the City Plan Commission than the Mayor would not have to appoint anyone else unless no other Park and Recreation Commission member would not volunteer to be on City Plan.

***Motion by Artac, seconded by Baker, to recommend to the City Council that the City Plan Commission shall consist of the Mayor who shall be the presiding officer, the selected Park and

Recreation Commission member, or if no Park and Recreation Commission member volunteers the Mayor would than appoint someone else to the City Plan.

***Carried unanimously.

The next item on the agenda was discussion regarding E-Bikes on City Trails. Wendorf wanted to bring this item to the Commissions attention because there is a local business that would like to purchase some to give their residents rides on the River Bend Trail. Wendorf included some information regarding E-Bikes and will keep the Commission updated.

The next item on the agenda was monthly reports. Wendorf asked if anyone had any questions. No questions.

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

***Carried unanimously.

The next regular meeting is scheduled for Wednesday, April 3, 2019 at 4:15 p.m. at the Merrill City Hall.

Public comment: Sukow stated that he would like to see the city get rid of that piece of land on Glen and Crescent Drive.

Gulke stated that some other pieces of land should be looked at also to maybe either redevelop or maybe sell. Gulke stated that the 5 year plan needs updating so that people know which projects have been completed. Baker also stated that Church Mutual will be doing community services again so if anyone has ideas please let her know. Last year they did some park clean up.

***Motion by Ravn, seconded by Baker to adjourn at 5:15 p.m.

***Carried unanimously.

☐ Dawn Smith
Recording Secretary

MARCH

COLOR CREATIONS	BARLEYFEST TICKETS	3/6/2019	2019/95	\$77.86	BARLEYFEST
ACE HARDWARE	SHOP SUPPLIES	3/13/2019		\$34.94	55200-03-40000
AMERICAN WELDING	CYLINDERS	2/28/2019	6172936	\$47.33	55200-02-15000
ATCO INTERNATIONAL	ICE GO PELLETS	3/1/2019	132383	\$273.00	55200-03-40000
ATCO INTERNATIONAL	POP UP WIPES	3/1/2019	101525380	\$273.00	55400-03-50000
BAUMGART WASTE REMOVAL	GARBAGE HAULING	3/1/2019		\$128.00	55400-02-23600
CESA 9	BASEBALL TOMORROW GRANT	3/12/2019	11352	\$2,137.50	26-31-5375
CINTAS	UNIFORMS JIM AND J OE	2/21/2019	4017016517	\$71.87	55200-03-46000
CINTAS	UNIFORMS JIM AND J OE	2/28/2019	4017409394	\$71.87	55200-03-46000
CINTAS	MOP/MATS	3/14/2019	4018191875	\$174.19	55400-02-23250
CINTAS	UNIFORMS JIM/JOE	3/7/2019	4017843159	\$71.87	55200-03-46000
CINTAS	UNIFORMS JIM AND J OE	3/14/2019	4018192103	\$71.87	55200-03-46000
DAVES COUNTY MARKET	SUPPLIES	3/8/2019		\$33.98	55400-03-4000
DUANE KOHNHORST	DJ FOR OPEN SKATE	3/11/2019	124	\$175.00	55300-03-41500
FASTENAL	SHOP SUPPLIES	3/18/2019	107081	\$49.96	55200-03-40000
FASTENAL	SHOP SUPPLIES	3/18/2019	107098	\$6.68	55200-03-40000
FERGUSON	PARTS	2/27/2019	4914966	\$229.00	55400-03-50000
FERGUSON	SINK FCT	3/13/2019	4944075	\$229.00	55400-03-50000
FOTO NEWS/COURIER	BLACK SQUIRRELL	3/1/2019		\$404.00	BLACK SQUIRREL
FOTO NEWS/COURIER	ADVERTISING	3/1/2019		\$819.00	55400-03-41000
GREEN LAWN UNDERGROUND SPRINKLERS	SPRINKLER SYSTEM	3/30/2019	19-03596	\$65.50	55200-02-15000
JANSSEN HEATING AND COOLING	TOW MOTOR LP	3/15/2019	22438	\$145.00	55400-03-51500
JUMPLINE	DOMAIN RENEWAL	3/9/2019	72083	\$35.00	BARLEYFEST
KID AGAIN INFLATABLE	5TH QUARTER	3/11/2019		\$1,250.00	5TH QUARTER
MERRILL STREET DEPARTMENT	P-12	2/26/2019	14216	\$116.15	55200-03-50000
MERRILL STREET DEPARTMENT	P-21	2/27/2019	14217	\$104.36	55200-03-50000
MERRILL YOUTH HOCKEY	BIRTHDAY PARTIES	1/9/2019	175	\$223.50	55300-03-41500
MERRILL YOUTH HOCKEY	SIGNS	11/14/2019	174	\$320.00	55400-03-41027
OFFICE SUPPLIES	RUBBERBANDS	3/18/2019	105714-001	\$16.98	55400-03-10000
PGA	RESET 3 WAY VALVE	11/17/2018	520092	\$315.57	26-31-5390



Parks & Recreation Department – Smith Center Dehumidifier Bid Tabulation 3/26/19

Bids were opened on March 26th, 2019 at 2:00 p.m. in the Council Chambers at the Merrill City hall for two new dehumidifiers in the Smith Center Arena. Bids were opened by Dan Wendorf and witnessed by City Engineer, Rod Akey and City Administrator, Dave Johnson. The following bid(s) were received:

<u>Vendor Name:</u>	<u>Meets Specifications:</u>	<u>Acknowledgements:</u>	<u>Price:</u>
Mechanical Inc. 1520 W Mohawk Dr. Tomahawk, WI 65587	Yes	Yes	\$52,900.00

****Note:** These are specialized commercial dehumidifiers and it is not uncommon to have a low number of bidders.

Respectfully Submitted,

Dan Wendorf
Parks & Recreation Director
City of Merrill

Chapter 6

RECOMMENDATIONS & CAPITAL IMPROVEMENTS

Recommendations and Capital Improvements are strategies for satisfying issues identified. Although it is unlikely that all recommendations presented in this plan will be undertaken in the next five years, they should be recognized as causes for action if the opportunity or need arises.

A. RECOMMENDATIONS

Solving Park Service Area Deficiencies

Parks must be close to where residents live for people to consider a park useful. Map 3 illustrates how well the City of Merrill's parks serve the various areas of the City. Three residential areas in Merrill are not served by parks with playgrounds (mini parks), because they are farther than ½ mile away from the nearest playground. See more analysis under **Park Service Areas** on page 24.

Recommendation: Consider making changes per the "Recommendation" under each bullet point on page 24 under the "Results" heading.

River Bend Trail

The River District Development Foundation of Merrill continues pursuing plans extending the trail to the west and to the east. See **Attachment F** for overall maps.

- Connect the Trail with downtown via an at-grade railroad crossing just behind Merrill Federal Savings & Loan. Install a sign on Main St at Mill St, directing people to the River Bend Trail crossing.
- Continue developing amenities like benches and clear out brush along the trail.
- Continue developing the trail per maps in **Attachment F**.
- Pursue state trail status for the River Bend Trail.

Connect Parks with Bike and Pedestrian Trails

Merrill has parks interspersed along the Wisconsin River and Prairie River within densely developed housing. Connections between parks will focus on using the existing street network.

- Implement recommendations in the Merrill Bike & Pedestrian Plan.
- Merrill's Comprehensive Plan suggests creating "a multi-use trail [to] connect Prairie River Park to Stange Park." (Transportation Issues box, p.42)

Grow the Park Endowment Fund

The Merrill Park Endowment Fund is a joint effort between the Merrill Parks & Recreation Department and the Merrill Area Community Foundation. The Endowment Fund will allow the Department to invest in park improvements, recreation programs, playgrounds, and special events that have not been possible due to budget shortfalls.

- Actively promote the fund's existence among the general public and specialty groups of all age groups.

- Possibly create a memorial program where people can provide a specific donation and receive a brick paver engraved with their name and placed next to an existing tree, bench, or other object, and with new objects costing more.

ADA Improvements

Cooperate with Streets Department to reline parking lots to add accessible marked parking spots in each park, and also to fix any paths in disrepair. Each park has a variety of ADA improvements listed in Chapter 6's Capital Improvements section.

Continue Developing Trails in Memorial Wildlife Area

Merrill Memorial Wildlife Area, described on page 18 & Map 2, is a vast area where the City just began developing trails with volunteers over the last 5 years.

The Lincoln County Forestry, Land, and Parks Department is considering upgrading the restroom at Haymeadow County Park. Haymeadow County Park is a former DOT wayside with a small picnic area and restrooms. This park may see increased usage due to planned development at Prairie Dells Scenic Viewing Area.

- Cooperate with County Forestry to determine how any improvements within the Merrill Memorial Wildlife Area will compliment Haymeadow County Park and Prairie Dells Scenic Area.
- Consider creating a property management plan to determine which areas would be developed for what uses.
- Continue developing trails.

Snowmobile Trail

The Lincoln County Outdoor Recreation Plan lists a need to review snowmobile trails in Merrill to determine if permanent easements are needed to maintain access to destinations within Merrill like gas stations, hotels, and restaurants.

- Review snowmobile routes connecting Merrill with surrounding areas to determine if multiple use trail right-of-ways (easement) that snowmobiles could use are needed.

B. CAPITAL IMPROVEMENTS 2018-2022

Capital improvements to parks are the addition of labor and materials that improve the overall value and usefulness of that park. Routine maintenance is considered the normal cycle of repair and upkeep for existing facilities and is traditionally funded through the Park and Recreation Department's operations budget. For example, upgrading an outdoor restroom facility for universal access would qualify as a capital improvement, while repainting an outdoor restroom is considered routine maintenance.

Projects listed below are subject to receiving budgetary approval in the years they are planned. All listed projects may not be completed. Short term and permanent fixes to make each park ADA accessible are identified among other improvements listed below:

2018-2019

1. Put STH 64 in front of the library on a "road diet." (Figure 1, p.30)
2. Create River Bend Trail park, just west of Cosmo Theater (Figure 2, p.31).
3. Connect River Bend Trail to downtown across railroad tracks (Fig. 2, p.31).
4. Install new restroom & shelter at Stange Park.
5. Athletic Park improvements (pave parking lot, replace lighting, & restore wall).
6. Continue bike route designation throughout Merrill per Merrill's Bike & Ped. Plan, 2015.
7. Add ADA playground at Normal Park.
8. Reconstruct Stange Park's basketball court as a full high school regulation size basketball court.

2020

1. Install pedestrian & bicycle bridge across Wisconsin River (Figure 3, p.32).
2. Add canoe take-out by Stange Kitchenette Park, and then promote water trail.
 - See Attachment G.
3. Establish "parklets" in Merrill. (See Attachment H)
4. Work on establishing River Bend Trail as a state trail.

2021-2022

1. Install downtown curb extensions. (See Attachment I)
2. Create downtown bike parking. (See Attachment J)
3. Create new park southeast of Keys St & Logan Ave. (Figure 3, p.32)
4. Reconstruct Streeter Square Park's basketball court as a full youth regulation size basketball court.
5. Add new boat launch with parking in new Keys St & Logan Ave park. (Figure 3, p.32).
6. Fully reconstruct and expand skatepark at its current location. (Figure 4, p.33)

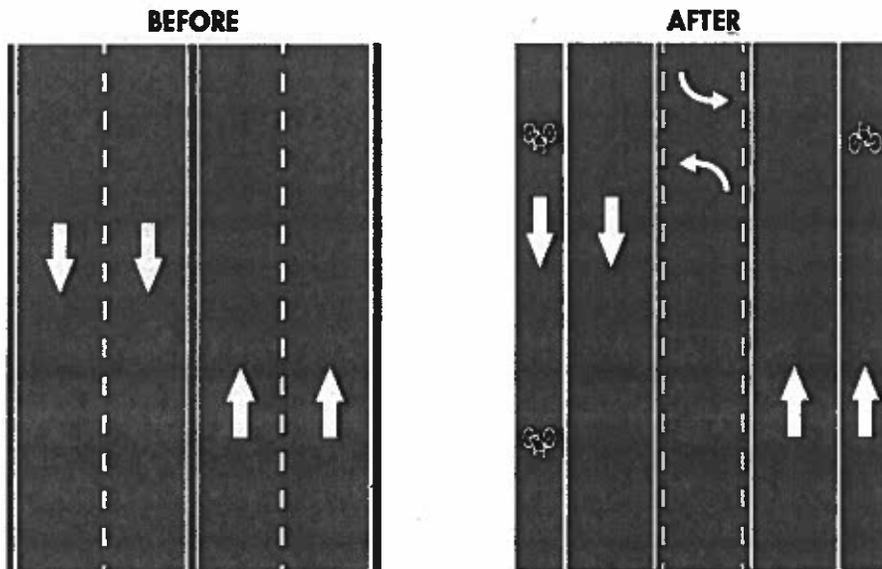
7. Install vault toilets at Prairie Trails Park.
8. Continue work at City Forest (improve trails, improve parking area, construct shelter building, and install vault toilets).
9. Improve dog park amenities.
10. Explore having curling at the MARC.

Other possible projects as local efforts develop:

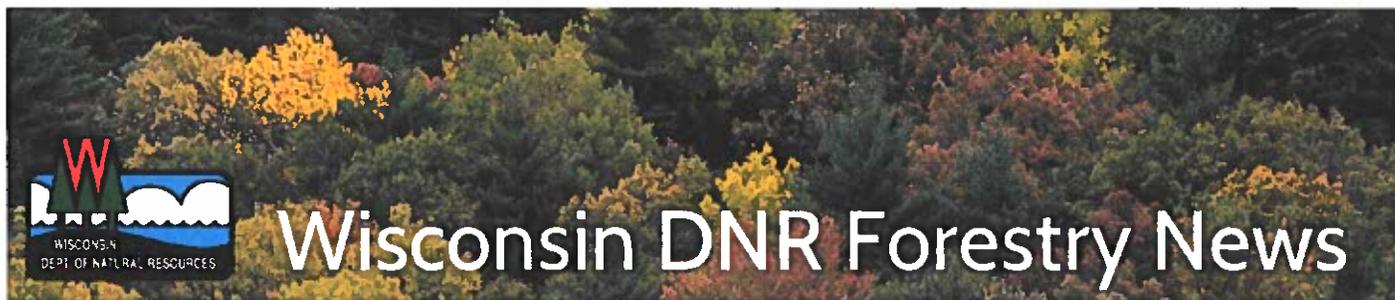
- Disk golf initiative.
- Otts Park ball field improvements (complete new fence and replace lights).
- Install toilets at MARC baseball fields.
- Install art throughout the City.

Figure 1 Road Diet for STH 64 in front of T.B. Scott Library

NOTE: See the Merrill Bike & Pedestrian Plan for details of how to make this road diet between the Prairie River and the Polk Street intersection.



Sample road diet



Don't change EAB plans due to cold weather

Posted on March 1, 2019

By Bill McNee, forest health specialist, Oshkosh,
bill.mcnee@wisconsin.gov, 920-360-0942

The recent frigid temperatures in late January and early February are likely to kill many overwintering emerald ash borer (EAB) larvae, but the tree-killing pest isn't going away. The insulating properties of tree bark keep the larvae warmer than the outdoor air temperature, and wind chills do not affect the larvae because they are sheltered. The pest is also adapted to subzero temperatures based on its native range in eastern Asia where cold winters are common.

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Overwintering prepupal larva, from February 2019 in Brookfield, WI.

On the morning of January 31, many parts of Wisconsin had low air temperatures between -30 and -35 degrees F. In places where it was this cold, scientific studies predict that most EAB larvae will be killed. Where low temperatures were between -20 and -30, larval mortality is likely to be lighter. Overwintering larvae were examined about 1 week after the cold snap in Brookfield (Waukesha County), where the low was -26, and few of the larvae were observed to have physical signs of freezing damage. Many of the larvae began moving within three days of being brought indoors. However, physical damage to the larvae may not yet be apparent, and normal-looking larvae may ultimately die from the cold temperatures.

Populations of the pest are likely to rebound, since each female beetle that emerges this summer will lay as many as 200 eggs. It is not currently known if larval mortality will significantly delay ash tree decline and mortality, although this may occur in areas that experienced the lowest temperatures. A cold spell in early 2014, that was not quite as

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cold, had no noticeable impacts on EAB spread or ash decline/mortality in areas known to be heavily infested.

The introduced biological controls of EAB, commonly known as "EAB wasps," are at least as cold-tolerant as EAB. It is expected that these wasps will persist in and around release sites and continue parasitizing EAB eggs and larvae.

Forestry experts do not recommend changing EAB management plans solely due to the cold weather.

- Continue to look for EAB in ash trees. Woodpecker damage is a good sign that an ash tree is infested with EAB or other pests.
- Insecticide treatment of high-value ash trees near known infestations should be continued this spring.
- Don't delay tree removals or timber harvests that are already scheduled. Giving non-ash tree species more time to grow means that the future impacts of EAB will be reduced.
- Continue planting non-ash tree species.
- To help slow the spread of EAB, review [firewood rules](#) in Wisconsin. Buy firewood in the local area where you plan to burn it or buy Wisconsin-certified firewood that has been treated to eliminate pests. Certified firewood is often available at [DNR-managed properties](#) or you can buy from an independent [certified firewood dealer](#).

Additional information about emerald ash borer, insecticide treatments and forest management can be found online at www.emeraldashborer.wi.gov.

(Visited 532 times, 29 visits today)

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April 2019 Parks & Recreation Director's Report

Parks: It looks like we are finally turning the corner on the winter weather and experiencing a little taste of spring. With the snow melting, and doing so at a perfect pace, our crew has been starting to clean up around the parks in the areas that we can access. There is going to be a lot of clean-up work this year and we will do our best to keep up with it so when the snow is gone we are ready to get after other things that will be on the hot list. The pace of the snow melt has helped our river levels here and we haven't experienced much high water issues in our parks (yet). The issue with the slow snow melt is that we are going to end up canceling high school spring sports games that utilize our facilities and when the snow is gone, everyone is going to want to get on our fields immediately. This typically causes a bit of an issue because it gives us very little time to prep our fields. At the same time, we are trying to get park shelters un-winterized and ready for rentals on May 1st. We still have a few projects we need to finish quickly this spring if possible: backfill/landscape the entire area around the new Stange Shelter, and touch up ruts and clean up at Athletic Park after the lighting project finished in January. We also have to put a fence back up and re-hang our backstop net that we had to take down for the drill rig to get into position behind the first base dugout. We are also getting closer to having to start getting things ready for start-up at the Aquatic Center. There is a lot of cleaning and prep work we need to do before Badger Pool can come up and get us started with pumps, motors, etc. Our new truck should be arriving in April, and I ordered the plow and it should arrive anytime now. I am still working on scheduling our other capital projects so we can get everything accomplished this season. I have also been helping the Merrill Historical Society with some field work for their upcoming History Hunt. Their theme this year is "Merrill, City of Parks" so they are going to showcase our beautiful park system that we are known for. Their event is on April 6th and takes people through our parks looking for clues to solve a word puzzle. The Agra Pavilion construction is on track to be finished and available for usage (tentatively) at some point in June I have been told. We did approve rental rates and have added them to our reservation forms so we are ready on our end but have not publicized availability yet because nothing is guaranteed until it is finished and inspected for final approval/usage.

Forestry: Now that the snow is receding, I can begin to catch up on the tree calls over the past month or so. The snow depth was too deep to properly inspect/access the boulevard trees. I am also going to be out working on our spring pruning and removal schedule for the street department. One potential positive related to the amount of snow we received (and the gradual melt) is the moisture that will be available to our trees. When the temperatures warm up and trees are ready for uptake, the trees should have great access to water and could bud and leaf out fairly quickly. One concern with the prolonged snow depth on boulevard trees is increased exposure to moisture on their trunks. Trees that had previous injuries or imperfections on their trunks will have an increased potential for some trunk rot due to moisture penetration. I received notice that we achieved Tree City USA status once again for our 33rd year. That is a tremendous honor and we are one of the longest tenured Tree Cities in the northern portion of the state. I am working on setting up an Arbor Day Observation and Tree City USA celebration for some time in May (or when the ground will allow us to plant some trees). I have also talked with and

received confirmation of a donation from ATC for purchasing trees for our Arbor Day observation. I have included some reading information for you in regards to EAB and the very cold weather we had in January. That is typically a frequently asked question and the article will help clarify the cause and effect with EAB larvae versus subzero weather.

Recreation: We finished our winter recreation season a few weeks ago and we are moving full steam ahead on spring/summer recreation programs. Our programs for the upcoming season are finished and will be dispersed by the time you read this. Once again we are thrilled to work with the Merrill Courier to help publish the recreation guides at no cost, it is really a great way to save taxpayer money and deliver a really good product. As you will see in our programs we have a fantastic line-up of recreation programs for virtually any/everyone to enjoy. This includes some new bus trips this year and some new programs that I am sure the participants will enjoy. We are in the process of working on filling our seasonal staff openings for this year as well and hope to have everything filled up within the next few weeks. As always, I would like to thank Dawn for all of her wonderful work in putting together our recreation line-up. There is a tremendous amount of work that goes into organizing our programs and she does a great job. We are also hosting our annual Easter Egg Hunt on April 13th at the River Bend Trail. We (Dawn & a few other helpers) spent quite a bit of time this year making sure that our eggs get filled with sand so that we can re-use them each year. People will have to redeem the eggs for bags of candy; instead of having candy inside the eggs (way too many eggs disappeared in prior years when they had candy in them). We are also very thankful that a number of sponsors contributed over \$600 to purchase candy for the children. This generous contribution allows us to continue our tradition and not cost taxpayers anything.

Smith Center: It is hard to believe that another ice season has come and gone. We removed the ice after March 15th and things went pretty smoothly with the season and the ice removal process. I have included a bid summary in your packets for the dehumidifiers in the Smith Center that we are going to replace as part of our preventative HVAC maintenance plan we implemented a number of years ago. The timing couldn't be any better for replacement as we had been having some issues with one of them over the past few months. We are excited for dry floor event season and it begins with the annual Children's Festival on March 30th and is immediately followed by the Paper Cities Kennel Club Dog Show on April 6th & 7th. The Children's Festival has grown each year since we started it and is always a great to partner with the Police Department on the event. The Paper Cities Kennel Club Dog Show is going to be bigger and better than last year, and with their long term commitment to the Smith Center – we are looking forward to helping them make this a large destination event. I have been working on a few other events for the Smith Center in addition to our existing line up and our reservations for the year are looking pretty good thus far. The weddings and other parties are cyclical in nature and we have been able to maintain our piece of the market, but we always strive for more and will continue to offer the best venue in the area.

Respectfully Submitted,



Dan Wendorf
Parks & Recreation Director
City of Merrill