



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

DECEMBER MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, December 7, 2022 at 4:15 p.m. at the Merrill City Hall.**

Voting members of Commission: Jean Ravn, Brian Artac, Kyle Gulke, Joan Tabor, Mark Weix, Chad Krueger 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. Consider request for small "Free Blockbuster Movie Stand" to be placed in a park.
5. Discuss waste removal options for park facilities.
6. Monthly reports.
7. Set date for next meeting.
8. Public comment
9. Adjournment

Submitted by

A handwritten signature in black ink that reads "Dan Novitch".

Dan Novitch, 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

Parks and Recreation Commission

November 2nd, 2022

The Merrill Parks and Recreation Commission met on Wednesday, November 2nd, 2022 at 4:15 p.m. at the Merrill City Hall.

Members Present: Kyle Gulke, Joan Tabor, Chad Krueger, Jean Ravn, Brian Artac, Mark Weix

Members Excused Absent: Dan Novitch

Department Staff Present: Dan Wendorf

***Motion Ravn, seconded by Tabor to approve the minutes from the October Meeting.

***Carried unanimously.

***Motion Weix, seconded by Krueger to approve the claims from September.

***Carried unanimously.

The next item on the agenda was an update on the 2023 Capital and Operational budget process. Wendorf began the discussion by informing the Commission that there has not been a final decision made yet on the overall budget – both capital and operational. He informed the Commission that they did have several items removed from the capital request the evening before. Wendorf also said that the Council is having another budget meeting on November 3rd at 7pm to hopefully finalize things for the budget hearing next week. Wendorf said there was some discussion related to non-lapsing funds and it was suggested that we use those to fund these capital projects. Wendorf suggested looking at a few projects with lesser amounts and prioritize. Wendorf suggested keeping healthy balances in certain NL accounts because we use those quite often to do things that we wouldn't normally be able to do with our operational budgets becoming as tight as they have. It gives the department flexibility to do things if they come up during the year. Wendorf also stated that overall the remainder of the process went alright and even though quite a few capital items were removed, the department came out alright operationally for 2023.

The next item on the agenda was monthly report. Wendorf fielded questions first. Weix asked where they planted trees, how many, and what kind. Wendorf stated that they planted 96 trees all over the City and in the parks and that they planted 19 different species of trees this year to continue promoting diversity to increase overall tree health in the community. Wendorf answered several other questions.

The next regular meeting is scheduled for Wednesday, December 7th, 2022 at 4:15 p.m. at the Merrill City Hall.

There was no public comment.

***Motion Ravn, seconded by Weix to adjourn at 4:52 p.m.

***Carried unanimously.

Dan Wendorf – Recording Secretary

11/1/2022

COUNCIL GROUNDS STATE PARK	SUMMER PLAYGROUND	11/17/2022		\$77.00	55300-03-415000
ACE HARDWARE	SUPPLIES FOR SMITH CENTER	11/22/2022		\$25.98	
AMY WENDT	FLAG FOOTBALL SET UP	11/2/2022	VOUCHER	\$250.00	10-55300-03-41000
BAJA'S	VEST/SWEATSHIRT	11/8/2022	18321	\$64.50	55400-03-400000
BAUMGART WASTE REMOVAL	GARBAGE HAULING	11/1/2022	29008	\$9,500.00	55200-02-15000
BRANDT EXTINGUISHERS	REPLACE EXTINGUISHER @ ATHLETIC	10/27/2022	12792	\$125.00	55200-03-40000
BRANDT EXTINGUISHERS	ANNUAL INSPECTION/INSTALL	11/11/2022	12829	\$81.00	55400-02-16500
BREAMAN MERRILL FORD	STOLEN TRUCK	11/9/2022	25602	\$5,714.28	INSURANCE PAYMENT
BRETT SUCHOCKI	FLAG FOOTBALL REF	11/2/2022	VOUCHER	\$90.00	55300-03-41000
CARQUEST	ANTIFREEZE	11/16/2022	391597	\$17.09	55200-03-50000
CENTRAL WISCONSIN WHOLESALE AUTO	PARTS	10/31/2022		\$358.08	55200-03-50000
CINTAS	UNIFORMS	10/27/2022	4135565721	\$102.80	55200-03-46000
CINTAS	UNIFORMS	11/3/2022	4136259948	\$116.76	55200-03-46000
CINTAS	UNIFORMS	11/10/2022	4136954661	\$105.63	55200-03-46000
CINTAS	UNIFORMS	11/23/2022	4138364949	\$110.43	55200-03-46000
CINTAS	UNIFORMS	12/1/2022	4139052955	\$118.73	55200-03-46000
CINTAS	UNIFORMS	11/17/2022	41396959924	\$105.63	55200-03-46000
CINTAS	MOPS/MATS	11/17/2022	4139695608	\$197.21	55400-02-23250
CYLINDER RENTAL	HELIUM	10/31/2022	8892562	\$158.52	55300-03-40000
CYLINDER RENTAL	CYLINDER RENTAL	10/31/2022	5592154	\$116.25	55200-03-40000
DAWN SMITH	HALLOWEEN PARTY	11/2/2022	VOUCHER	\$44.55	55300-03-41500
ETCO ELECTRIC SUPPLY	PARTS FOR SHOP	11/17/2022	3413167	\$361.92	55200-03-50000
GREBE'S	AIR FILTER	10/25/2022	1H9700	\$3.00	55200-03-50000
KATHERINE MOOTZ	SECURITY DEPOSIT	11/22/2022	VOUCHER	\$100.00	10-21-7200
KORBYN BROWN	FLAG FOOTBALL REF	11/2/2022	VOUCHER	\$105.00	55300-03-41000
LOANA HEINZEN	SECURITY DEPOSIT	11/15/2022	VOUCHER	\$100.00	10-21-7200
LOANA HEINZEN	PARK RENTAL - CANCELLED	11/15/2022	VOUCHER	\$80.00	10-45200-46722
MERRILL ACE HARDWARE	GATE	10/29/2022	22380	\$23.58	55400-03-40000
MERRILL ACE HARDWARE	HOSE	11/1/2022	22050	\$49.96	55400-03-40000
MERRILL ACE HARDWARE	TRASH BAGS	11/2/2022	220516	\$29.99	55400-03-40000

MERRILL ACE HARDWARE	MENDING BRACE	11/9/2022		\$48.15	55200-03-50000
MERRILL ACE HARDWARE	THREAD ROD	11/9/2022		\$9.96	55200-03-50000
MERRILL ACE HARDWARE	CARWASH	11/17/2022	220922	\$11.98	55200-03-50000
MERRILL ACE HARDWARE	FILTERS	11/17/2022	220902	\$15.56	55200-03-50000
MERRILL FOTO NEWS	ADVERTISEMENT	10/31/2022		\$156.00	55400-03-41000
MERRILL STREET DEPARTMENT	P-23	10/3/2022	18367	\$214.65	55200-03-50000
MERRILL STREET DEPARTMENT	P-13	10/6/2022	18369	\$292.34	55200-03-50000
MERRILL STREET DEPARTMENT	P-12	10/11/2022	18375	\$416.64	55200-03-50000
MERRILL STREET DEPARTMENT	19398	11/7/2022	18398	\$144.17	55200-03-50000
MERRILL YOUTH HOCKEY	BIRTHDAY PARTY	11/10/2022	92	\$100.00	55300-03-41500
NAPAP AUTO PARTS	SUPPORT	10/28/2022	991433	\$31.99	55200-03-40000
NASSCO	PAPER TOWEL	11/14/2022	6228709	\$204.70	55400-03-50000
NOAH KLUG	FLAG FOOTBALL REF	11/2/2022	VOUCHER	\$150.00	55300-03-41000
NORTH CENTRAL REGIONAL PLANNING	OUTDOOR RECREATION PLAN	10/31/2022	2022-77	\$6,500.00	CAPITAL 2022
NORTHWOODS NURSERY, LLC	TREES	10/31/2022		\$5,816.39	55200-08-92000
NORTHWOODS NURSERY, LLC	TREES	10/31/2022		\$1,525.86	
ORIENTAL TRADING	WINTER WONDERLAND SUPPLIES	11/5/2022		\$101.88	HOLIDAY WINTER WONDERLAND
POWER HOUSE	LOOP CHAIR CARBIDE	11/2/2022	3339630	\$141.98	55200-03-50000
PREMIER	BRASS BENCH PLATE	11/10/2022	17605	\$25.00	55200-03-50000
PRESTIN DASHEK	FLAG FOOTBALL REF	11/2/2022	VOUCHER	\$45.00	55300-03-41000
STAINLESS SPECIALISTS	REPAIRS	10/26/2022	40636	\$218.95	55400-03-50000
STAINLESS SPECIALISTS	CHILLER COMP PART	11/11/2022	40694	\$1,167.48	55400-02-16250
SUNRISE BROADCASTING	ADVERTISEMENT	11/5/2022		\$299.00	55400-03-41000
THERESA SMUKOWSKI	SECURITY DEPOSIT	11/22/2022	VOUCHER	\$100.00	10-21-7200
WALMART	HALLOWEEN PARTY	10/26/2022		\$144.18	55300-03-41500
WALMART	LIGHTS FOR WINTER WONDERLAND	11/27/2022		\$290.10	26-55300-03-60022
WISCONSIN BUILDING SUPPLY	2 X 4'S	10/4/2022	9550416	\$110.25	55200-03-40000
WPRA	MEMBERSHIP DUES	10/14/2022	4505	\$150.00	55300-03-10000
WPRA	MEMBERSHIP DUES	10/14/2022	4507	\$150.00	55300-03-10000
WPRA	MEMBERSHIP DUES	10/14/2022	4506	\$150.00	55300-03-10000
WPRA	MEMBERSHIP DUES	10/14/2022	4504	\$150.00	55300-03-10000
WPRA	MEMBERSHIP DUES	10/14/2022	4655	\$150.00	55300-03-10000





December 2022 Parks & Recreation Director's Report

Parks: The weather over the past month has once again taken us on a roller coaster ride; it feels as though we have covered at least three seasons along the way. Our crew has adapted seamlessly (as they always do) along the way. We have had to perform several snow removals already and our equipment was ready and performed well so far. We also finally received word just before Thanksgiving that our drop spreader is arriving. That will be a very welcomed addition to our snow removal arsenal as it allows us to do two things at once while doing all of our sidewalks and the River Bend Trail. This piece of equipment will save us time and keep those areas safe. The drop spreader was ordered the our first day back after the New Year this year so it has taken a full 11 months to get here. The 2023 City Budget process has concluded with an approved budget. No changes to our operating and capital budgets since our November Meeting, which is a good thing to report. Our operations budget will be the same as previous years, with the positive exception of the increase in seasonal wages. The \$15 per hour starting rate for seasonals will go into effect in January and that will definitely help us keep up with MAPS, and compete with other businesses in our City that employ seasonals. The one thing that we are going to have to discuss early and often in 2023 are services that we provide. We haven't had much latitude to increase our budget over the past 5+ years but the price of goods and services has gone up everywhere. It is better than having to endure budget cuts, but at some point something has to give and we need to start preparing to request an increase in our overall budget, or look at ways to balance things out. We couldn't get our timing down with Badger Pool for this fall to come up and do our repairs in the Aquatic Center unfortunately so I am working with them to have a definitive plan in place before the end of the year so that we have time to do what needs to be done to fix the leaks and get us going in time for our typical opening timeframe.

Forestry: I will be working towards finishing up our Tree City USA application within the next few weeks and submitted to the Arbor Day Foundation on time and in good standing. We will once again qualify with flying colors because of the efforts our community puts into urban forestry and we should all be proud of that. I am almost caught up with tree inspections as of now and hopefully the Street Department will be coming along right behind me to perform the work and get things taken care of like they always do. I met with our new WDNR City Forest contact (Zach Hylinski – who took over for Rich LaValle who retired this year) at the City Forest on November 16th. We met up at the City Forest to walk the area that is currently marked for our Timber Sale to bring him up to speed and to get to know the property and familiarize him with our goals and objectives. The logger who holds our current timber sale contract has asked for an extension (the timber harvest was to conclude this winter) to allow for the market to rebound a bit. This is common and it will end up being better for us and for the logger as it we both end up with better revenue by working with a better lumber market. Zach and I will begin working on our next timber sale very soon so that we are ready to bid it out before the current sale is finished. There are some areas that are ready for selective harvest and we will be prepared.

Recreation: We had to cancel our Thanksgiving recreation program unfortunately due to low numbers but that is alright. All we can do is organize things and promote them and see where things go from there. This is a very busy time of year for many families. We are preparing for our Winter Wonderland event at the Agra Pavilion on December 9th. This event is designed to replace our traditional Breakfast with Santa. Our traditional Breakfast with Santa was a very good long standing program but was getting a bit stale we thought so we wanted to inject some life back into the holidays with a new look and some excitement. We are extremely grateful to our local businesses for helping sponsor this event and help us purchase the items necessary to get this off the ground in year one. Also a very big thank you to Dawn for her fantastic job in helping get things organized and working to get decorations (some even homemade) and getting things set up. She has done a tremendous job as usual. We are also getting ready for our Little Dribblers youth basketball program in January at Kate Goodrich. Registrations are still ongoing and hopefully we have a great number of participants this year. And as always this time of year we are starting to lay out all of our plans for programs for the summer of 2023. There is always a lot of work that goes into putting everything together so we try to get a good start on things this time of year.

Smith Center: Ice has been in now for almost two months now and things have been going very well. Operationally speaking, things have been running pretty well. We have been starting to have a few issues with our batteries in our Electric Ice Resurfacer that we are working with our mechanics on as well as our state Zamboni dealer who we purchased the Zamboni from. The life of those batteries is 7-10 years and we are on year 7 already so I do believe that we will have to budget for new batteries for 2024 for sure. They are not cheap but they save us a tremendous amount of money each year from having to purchase LP tanks each week (not to mention not having to deal with indoor air quality measures. We have also been able to pick up some additional ice rentals from outside organizations here and there so that has been a nice addition for us and hopefully we can continue to work with some of them to continue using our arena. Our public skate numbers have been solid so far and we are fortunate to have found enough people to work those. Our birthday party packages have also been doing well so far this season as well. We have also been gaining interest for rentals for the dry floor arena next year and beyond for events so we will continue to showcase our beautiful facility and keep booking it!

Note: I would like to look back on a great 2022 year and thank our amazing and talented staff members (full time, part time, and seasonals) for making it all happen. We are extremely fortunate to have great staff members on our team and we couldn't do it without them. I would also like to thank the Parks & Recreation Commission, City Council, and other Departments for all of their teamwork and support. It truly takes us all to make our community a great place to live, work, and play!
FROM MY FAMILY TO EACH AND EVERY ONE OF YOURS I WOULD LIKE TO WISH YOU - HAPPY HOLIDAYS!!!

Respectfully Submitted

Dan Wendorf
Parks & Recreation Director
City of Merrill