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

JANUARY MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, January 6, 2021** at **4:15 p.m., Join by phone: 657-666-4837. Use Pin: 567 087 898 #**

Voting members of Commission: Jean Ravn, Brian Artac, Kyle Gulke, Joan Tabor, John Vanlieshout, Amanda Groth 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. Continued discussion on COVID-19.
5. Summary of 2021 budget
6. Begin discussion on 2022 and 10 year capital budget
7. Discuss potentially extending Smith Center ice by a few weeks in spring.
8. Monthly reports.
9. Set date for next meeting.
10. Public comment
11. Adjournment

Submitted by

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 4, 2020

The Merrill Parks and Recreation Commission met on Wednesday, November 4, 2020 at 4:15 p.m. at the Merrill City Hall.

Members Present: Dan Novitch, Kyle Gulke, Jean Ravn, Joan Tabor, Brian Artac, Amanda Groth and John Van Lieshout

Members Excused Absent:

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: City Administrator Dave Johnson, Mark Weix, MP3 and Jon Krohn

***Motion by Artac, seconded by Groth to approve the minutes from the October meeting.

***Carried unanimously.

***Motion by Van Lieshout, seconded by Ravn, to approve the claims from October.

***Carried unanimously.

Public Comment: Jon Krohn, N851 Center Road, Merrill, WI. Jon Krohn stated that he has noticed that it was decided to tear down the old tennis courts by the skate board park and was wondering if that old tennis court could be turned into a designated pickle ball court. Wendorf stated that Ott's Park had lines on the tennis court for a pickle ball court. Krohn stated it would be nice to have a designated place to play.

The next item on the agenda was to consider and potentially approve land donation from Merrill Area Development Corporation (adjoining River Bend Trail). Administrator Dave Johnson explained that Weinbrenner purchased the property to the west but they need the small sliver for access to their new property. There was/is some pollution on Wegner Hill. Johnson stated that before the Merrill Park and Recreation Department would accept the land there will be a letter of release stating that all the pollution has been cleaned up on Wegner Hill. Johnson stated that this property can't be developed so it could be used as green space. Novitch questioned when the letter of release would be received. Johnson stated it is in the process of being done.

***Motion by Van Lieshout, seconded by Artac, to approve the land donation from Merrill Area Development Corporation when the letter of release has been received stating the land is free of pollution.

***Carried.

The next item on the agenda was continued discussion on River Bend Trail snow removal. Wendorf stated that at a previous River Bend construction meeting people understood the reason for plowing the entire trail but it was recommended that plowing go from the Agra building to State Street, no plowing would be done between Park St. and Cooper St., snow removal would continue from Big Eddy Road to Culver's. Gulke stated that we should let people know that parts of the trail will not be plowed on our Facebook. Tabor stated that she thought it was nice compromise to expand plowing a little more.

***Motion made by Gulke, seconded by Van Lieshout to approve the designated plowing areas on the River Bend Trail.

***Carried

The next item on the agenda was the update on 2021 budget. Wendorf stated that there will be another meeting Thursday, November 5. Wendorf stated that everything was the same except that there will be an addition of $50,000 to start the connector trail from River Bend Trail to Prairie Trails. Wendorf stated that as of right now the new employee is still looking good and will possibly be an employee from the street department depending on the decision regarding the garbage pickup. Final budget meeting is still November 10.

The next item on the agenda was monthly reports. Wendorf asked if anyone had any questions. Novitch questioned if all the trees are planted. Wendorf stated that they are. Wendorf stated that ice is in and the first week of hockey went without a hitch. Everyone has been sanitizing and working together to keep ice in. Gulke questioned how the halloween event went. Wendorf stated it went good. Dawn Smith stated that the event was generously sponsored by local businesses and received a lot of complements.

The next regular meeting is scheduled for Wednesday, December 2, 2020 at 4:15 p.m. at the Merrill City Hall.

Public Comment:

***Motion by Ravn, seconded by Artac to adjourn at 4:43 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

PACKET: 09047 12/04/2020 - PARK & REC
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-000038 ATCO INTERNATIONAL						
I-10567245		HAND SANITIZER & DISPENSER	307.26			
12/04/2020	1	DUE: 12/04/2020 DISC: 12/04/2020		1099: N		
		HAND SANITIZER & DISPENSER		10 55200-05-50220	COVID19 - Supplies	307.26
		=== VENDOR TOTALS ===	307.26			
01-000066 BAUMGART WASTE REMOVAL						
I-12/04/2020		OCTOBER / WASTE HAULING	296.00			
12/04/2020	1	DUE: 12/04/2020 DISC: 12/04/2020		1099: N		
		OCTOBER / WASTE HAULING		10 55400-02-23600	Waste Removal Services	296.00
		=== VENDOR TOTALS ===	296.00			
01-003419 FRIENDS OF THE RIVER BEND TRAI						
I-12/4/20-BLK.SQUIR		DONATION FROM VIRTUAL	450.00			
12/04/2020	1	DUE: 12/04/2020 DISC: 12/04/2020		1099: N		
		DONATION FROM VIRTUAL		26 55425-03-39600	Lagerfest -Com. Donation	450.00
		=== VENDOR TOTALS ===	450.00			
01-004872 KOWALSKI MASONRY LLC						
I-3566		ATHLETIC PARK/STONE WALL	17,678.50			
12/04/2020	1	DUE: 12/04/2020 DISC: 12/04/2020		1099: N		
		ATHLETIC PARK/STONE WALL		52 57001-08-27653	Athletic Park-Tuck Point	17,678.50
		=== VENDOR TOTALS ===	17,678.50			
01-004894 NORTHWOODS VETERANS POST						
I-12/04/2020		RAISE THE FLAG CAMPAIGN	450.00			
12/04/2020	1	DUE: 12/04/2020 DISC: 12/04/2020		1099: N		
		RAISE THE FLAG CAMPAIGN		26 55425-03-39600	Lagerfest -Com. Donation	450.00
		=== VENDOR TOTALS ===	450.00			
01-003413 TRUCK EQUIPMENT INC						
I-892452-00		DUMP TRUCK / PARK & REC	16,750.00			
12/04/2020	1	DUE: 12/04/2020 DISC: 12/04/2020		1099: N		
		DUMP TRUCK / PARK & REC		52 57001-08-27750	Parks Equipment/Vehicles	16,750.00
		=== VENDOR TOTALS ===	16,750.00			
		=== PACKET TOTALS ===	35,931.76			

PACKET: 09047 12/04/2020 - PARK & REC
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** TOTALS **

INVOICE TOTALS	35,931.76
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00
BATCH TOTALS	35,931.76

** G/L ACCOUNT TOTALS **

					====LINE ITEM====		====GROUP BUDGET====	
BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	2020	10 -21-0000	Accounts Payable Control	603.26-*				
		10 -55200-05-50220	COVID19 - Supplies	307.26	0	6,230.62- Y	334,228	54,794.86
		10 -55400-02-23600	Waste Removal Services	296.00	1,250	378.00- Y	113,500	26,024.36
		26 -21-0000	Accounts Payable Control	900.00-*				
		26 -55425-03-39600	Lagerfest -Com. Donation	900.00	0	900.00- Y	0	2,891.94- Y
		52 -21-0000	Accounts Payable Control	34,428.50-*				
		52 -57001-08-27653	Athletic Park-Tuck Point	17,678.50	20,000	2,321.50	3,366,603	893,125.50
		52 -57001-08-27750	Parks Equipment/Vehicles	16,750.00	72,000	7,345.87	3,366,603	894,054.00
		99 -14-0010	Due from General Fund	603.26 *				
		99 -14-0026	Due From Non-Lapsing	900.00 *				
		99 -14-0052	Due From Capital Project	34,428.50 *				
			** 2020 YEAR TOTALS	35,931.76				

PACKET: 09047 12/04/2020 - PARK & REC
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	12/2020	603.26
26	12/2020	900.00
52	12/2020	34,428.50

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 08990 11/06/2020 - PARK & REC
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-000650 VICTORY JANITORIAL, INC.						
I-115307		(2) DISINFECTANT SPRAYER	2,241.20			
11/06/2020	1	DUE: 11/06/2020 DISC: 11/06/2020		1099: N		
		(2) DISINFECTANT SPRAYER		10 55200-05-50220	COVID19 - Supplies	2,241.20
I-115420		SANI-SPRITZ DISINFECTANT CLEA	54.72			
11/06/2020	1	DUE: 11/06/2020 DISC: 11/06/2020		1099: N		
		SANI-SPRITZ DISINFECTANT CLEAN		10 55200-05-50220	COVID19 - Supplies	54.72
I-115691		DISINFECTANT SPRAYER	681.20			
11/06/2020	1	DUE: 11/06/2020 DISC: 11/06/2020		1099: N		
		DISINFECTANT SPRAYER		10 55200-05-50220	COVID19 - Supplies	681.20
		=== VENDOR TOTALS ===	2,977.12			
		=== PACKET TOTALS ===	2,977.12			

PACKET: 08990 11/06/2020 - PARK & REC
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	2,977.12
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00
BATCH TOTALS	2,977.12

** G/L ACCOUNT TOTALS **

					=========LINE ITEM=========			========GROUP BUDGET======		
BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	2020	10 -21-0000	Accounts Payable Control	2,977.12-*						
		10 -55200-05-50220	COVID19 - Supplies	2,977.12	0	5,923.36-	Y	334,226	83,387.17	
		99 -14-0010	Due from General Fund	2,977.12 *						
			** 2020 YEAR TOTALS	2,977.12						

PACKET: 08990 11/06/2020 - PARK & REC
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	11/2020	2,977.12

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 08981 10/30/2020 PARK & REC
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

ID / POST DATE	BANK CODE	DESCRIPTION	GROSS / DISCOUNT	P.O. # / G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-002555 AMERICAN WELDING & GAS INC.						
I-07372657		ACETYLENE, ARGON, OXYGEN	51.25			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		ACETYLENE, ARGON, OXYGEN		10 55200-02-15000	Contract Services	51.25
I-07373151		HELIUM	68.95			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		HELIUM		10 55300-03-41500	Self & Non-Support-Expen	68.95
		=== VENDOR TOTALS ===	120.20			
01-000038 ATCO INTERNATIONAL						
I-10564674		POP-UP SWIPES	260.00			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		POP-UP SWIPES		10 55200-03-40000	Operating Supplies	260.00
		=== VENDOR TOTALS ===	260.00			
01-000066 BAUMGART WASTE REMOVAL						
I-10/30/2020		SEPTEMBER 2020 WASTE	148.00			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		SEPTEMBER 2020 WASTE		10 55400-02-23600	Waste Removal Services	148.00
		=== VENDOR TOTALS ===	148.00			
01-003747 CENTRAL WISCONSIN WHOLESALE AU						
I-23765		DEGREASER & PENETRATING OIL	350.16			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		DEGREASER & PENETRATING OIL		10 55200-03-50000	Repair/Maint. Supplies	350.16
		=== VENDOR TOTALS ===	350.16			
01-000041 MERRILL ACE HARDWARE						
C-10/20/30DISC.P&R		DISCOUNT: PARK & REC	70.97CR			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		DISCOUNT: PARK & REC		10 55200-08-91000	Park Improvements	70.97CR
I-199445		60# QUIKRETE	55.92			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		60# QUIKRETE		10 55200-08-91000	Park Improvements	55.92
I-199517		7-14/24T PRCISION BLADE	14.99			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		7-14/24T PRCISION BLADE		10 55200-03-40000	Operating Supplies	14.99

PACKET: 08981 10/30/2020 - PARK & REC
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

---------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-000041 MERRILL ACE HARDWARE		(** CONTINUED **)				
I-199752		PAINTBRUSH / ROLLER COVERS	17.57			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		PAINTBRUSH / ROLLER COVERS		10 55200-08-91000	Park Improvements	17.57
I-199841		CAULK, SILICONE, RETRACTABLE	61.69			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		CAULK, SILICONE, RETRACTABLE		10 55200-03-40000	Operating Supplies	61.69
I-199914		PINE-SOL CLEANER	7.98			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		PINE-SOL CLEANER		10 55200-03-40000	Operating Supplies	7.98
I-199963		PAINTER'S TAPE, ROLL COVER	159.94			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		PAINTER'S TAPE, ROLL COVER		10 55200-03-40000	Operating Supplies	159.94
I-200049		QUIKRETE, CAULK, SILICONE	259.70			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		QUIKRETE, CAULK, SILICONE		10 55200-08-91000	Park Improvements	259.70
I-200052		ROD THREAD	43.96			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		ROD THREAD		10 55200-08-91000	Park Improvements	43.96
I-200055		QUIKRETE	27.96			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		QUIKRETE		10 55200-08-91000	Park Improvements	27.96
I-200074		FASTENERS, PUTTY KNIFE	59.94			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		FASTENERS, PUTTY KNIFE		10 55200-03-40000	Operating Supplies	59.94
		=== VENDOR TOTALS ===	638.68			
01-002506 NORTHWOODS NURSERY						
I-77523		VARIOUS TREES	9,130.00			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		VARIOUS TREES		52 57001-08-25077	Trees - Street Lawn	9,130.00
		=== VENDOR TOTALS ===	9,130.00			

PACKET: 08981 10/30/2020 - PARK & REC
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-004731 RHYME						
I-AR415833		SHARP/MX3051 - PARK & REC	23.53			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		SHARP/MX3051 - PARK & REC		10 55300-03-13000	Copier	23.53
		=== VENDOR TOTALS ===	23.53			
01-000554 SUPERIOR CHEMICAL CORP						
I-280698		SEKO 1-PROD. PROMAX 1GPM	63.39			
10/30/2020	1	DUE: 10/30/2020 DISC: 10/30/2020		1099: N		
		SEKO 1-PROD. PROMAX 1GPM		10 55200-05-50220	COVID19 - Supplies	63.39
		=== VENDOR TOTALS ===	63.39			
		=== PACKET TOTALS ===	10,733.96			

PACKET: 08981 10/30/2020 - PARK & REC

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	10,804.93
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	70.97CR
BATCH TOTALS	10,733.96

** G/L ACCOUNT TOTALS **

					===LINE ITEM===		===GROUP BUDGET===	
					ANNUAL	BUDGET OVER	ANNUAL	BUDGET OVER
BANK	YEAR	ACCOUNT	NAME	AMOUNT	BUDGET	AVAILABLE BUDG	BUDGET	AVAILABLE BUDG
	2020	10 -21-0000	Accounts Payable Control	1,603.96-*				
		10 -55200-02-15000	Contract Services	51.25	10,500	8,751.52	334,228	87,823.53
		10 -55200-03-40000	Operating Supplies	564.54	10,000	5,119.31	334,228	87,310.24
		10 -55200-03-50000	Repair/Maint. Supplies	350.16	12,000	5,345.57	334,228	87,524.62
		10 -55200-05-50220	COVID19 - Supplies	63.39	0	2,946.24- Y	334,228	87,811.39
		10 -55200-08-91000	Park Improvements	334.14	13,000	4,171.45	334,228	87,540.64
		10 -55300-03-13000	Copier	23.53	250	18.91- Y	261,861	126,563.14
		10 -55300-03-41500	Self & Non-Support-Expen	68.95	35,000	29,075.11	261,861	126,517.72
		10 -55400-02-23600	Waste Removal Services	148.00	1,250	82.00- Y	113,500	37,793.18
		52 -21-0000	Accounts Payable Control	9,130.00-*				
		52 -57001-08-25077	Trees - Street Lawn	9,130.00	10,000	870.00	3,488,164	1,615,051.86
		99 -14-0010	Due from General Fund	1,603.96 *				
		99 -14-0052	Due From Capital Project	9,130.00 *				
			** 2020 YEAR TOTALS	10,733.96				

PACKET: 08981 10/30/2020 - PARK & REC
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	10/2020	1,603.96
52	10/2020	9,130.00

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

10 Year Capital Plan - Merrill Parks & Recreation Department

GREEN=FUNDED/RED=NOT FUNDED/PURPLE=OTHER FUNDING SOURCE(S)/Blue=added after 7/1/20 meeting

Park/Project	Priority	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Zero turn mower replace	1	$25,000									
Replace infield drag **(engine only)	2	$2,000									
Smith Center Flooring & office improvements	1	$15,000									
Replace dock at Ott's	2	$15,000									
Tree Planting	2	$10,000									
Smith Center interior LED lights (non arena)	1	$15,000									
Solar panel installation - Smith Center	2	$141,000									
Park 1-ton dump truck replacement	2	$50,000									
Replace large field mower	2	$100,000									
Re-pave Lion's Park Parking lot *crack seal only	2	$60,000	not done								
Re-pave Kitchenette Park Parking lot *crack seal	2	$60,000	not done								
Solar panel installation - Smith Center	1		$150,000?								
Construct trail from Prairie Trails to RBT	2		$100,000	$50,000							
City Forest main road & parking lot reconstruct	2		$75,000								
Replace Ott's Dock and repair landing & replace riverside dock	1		$30,000								
Replace water supply line to Kitchenette Restrooms	2		$20,000								
Concrete aprons around Park Shelters	2		$12,000								
Zero Turn mower	2		$15,000								
Pit Toilets at City Forest	1		$25,000								
Construct open air shelter at City Forest	2		$45,000								
Granite for topdressing existing trails	2		$10,000								
Rain gutters over Smith Center entrances	2		$20,000								
				2022	2023	2024	2025	2026	2027	2028	2029
Solar panel installation - Smith Center	1			$150,000							
Replace Ott's Dock and repair landing & replace riverside dock				$35,000							
Construct open air shelter at City Forest	2			$40,000							
Granite for topdressing existing trails	2			$15,000							
Replace large field mower	1			$115,000							
5 year Outdoor Recreation Plan	1			$10,000							
Re-do basketball courts at Streeter Square	2			$35,000							

Dormers over Smith Center Over Head Doors				$15,000							
Lights on MARC varsity softball field	3			$175,000							
Park 1-ton dump truck replacement	2			$50,000							
Disc Golf course at MARC	2			$25,000							
Tree Planting	1			$10,000							
Solar panel installation - Aquatic Center	1			$20,000							
MARC Parking lot sealing	1			$35,000							
					2023	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
MARC ballfield improvements	2				$15,000						
Stange Park playground resurface & border	2				$40,000						
Smith Center HVAC (replace chiller system)	1				$175,000						
Lions Park eliminate stairs-construct path	2				$45,000						
Ott's Park re-fence ballfield	2				$40,000						
Replace existing park lights with LED (self owned)	3				$75,000						
Water lateral to dog park	3				$10,000						
Ott's Park tennis court fe-fencing	2				$20,000						
Replace Park 1/2 ton pickup truck	2					$40,000					
Replace dock at Ott's	2					$25,000					
Kitchenette playground resurfacing	1					$30,000					
Replace UTV	2					$25,000					
Replace park entrance signs	3					$35,000					
Install trail lights along MARC Trail	3					$50,000					
Construct mtg room above Community Rm @ Smith Center	3					$75,000					
Replace 1/2 ton pick up (flower water)	2						$30,000				
Riverside Park playground resurfacing	2						$35,000				
Solar panels installed on park shelters	2						$60,000				
Complete street tree re-inventory on GIS	1						$35,000				
Replace old wooden bleachers at Ott's Park	3						$65,000				
5 year Outdoor Recreation Plan	1								$10,000		
Purchase our own dumpsters for parks	2								$30,000		
Re-pave Riverside Park parking Lot	1								$75,000		
Zero turn mower replace	2								$25,000		
Replace mid size tractor	1								$45,000		
Develop new park on the east side of the City	2										$300,000

Replace Large tractor	2										$100,000
Replace 3/4 ton truck with plow	1										$50,000
Replace Zero Turn Mower	2										$20,000
Lagoon bridge(s) maintenance	2										$25,000
Stange 2-arch bridge maintenance	2										$15,000
Replace large trailer	3										$10,000

Summary of 2021 Capital Projects

PROJECT/EQUIPMENT REQUESTED	PRIORITY ORDER	ESTIMATED COST
Replace water supply line to Kitchenette Restrooms	1	$12,000. ~FUNDED~
Smith Center Rain Gutters	2	$20,000 ~FUNDED~
Concrete aprons around park shelters	3	$20,000 ~FUNDED~
Zero Turn Mower	4	$16,000 ~FUNDED~
City Forest main road & parking lot reconstruction	5	$75,000
Granite for top dressing existing trails (MARC, Prairie Trails, City Forest)	6	$10,000
Replace Ott's & Riverside Docks and fix Ott's Landing	7	$30,000
Construct open air shelter at City Forest	8	$45,000
Construct trail from Prairie Trails to River Bend Trail	9	$100,000 ~PARTIAL FUNDING~ $50,000
Pit toilets at City Forest	10	$25,000 ~FUNDED~
Solar panel installation at Smith Center	11	$198,500 (excludes rebates, those number expected mid-October)
TOTAL:		$551,500

***Please note the Priority Order*

January 2021 Parks & Recreation Director's Report

Parks: It was wonderful to have another stretch of very nice December weather. It gave our crew a chance to keep working on many outside tasks and even begin to work ahead on a few things and things that we typically haven't had much time to do in the past. One of those tasks is training pruning our young park trees. They were able to pretty much prune all of our young park trees. Training pruning is when you prune a young tree to promote good form, structure, and growth so we are glad to be able to get a round in this year. When the cold weather arrived, we were ready to begin flooding and setting up our outdoor rinks. Our new one-ton truck was rigged up and ready with the flood tank and has been working very well. If everything continues to go accordingly, we should have our outdoor rinks set up before you read this report. This is great because if will give the public a nice outdoor recreation opportunity over the holidays and beyond. We will not open the warming houses this year due to COVID restrictions with lack of space for distancing and we wouldn't be able to frequently sanitize all of those facilities. But the main objective is to provide those opportunities and we are there and happy they are ready. With the December shut down of the Smith Center also brought a halt to our Agra Pavilion reservations. With the recommended gathering number being adjusted to 10 or less, we had no choice but to cancel those reservations. We informed everyone and will patiently wait until we are allowed to rent that facility out again. The ADA fishing area was finished recently just to the east of the pavilion along the river and it looks very nice. It will be a great addition to the trail and will get a lot of use. I met with some RDDF people, City Engineer, and JJ Lee Construction on 12/10 to look at some concrete work on the overlook area (between the ADA fishing pier and the pavilion). RDDF has funding to pour some footings and pour the surface in concrete to make it look nicer and to stabilize that old bridge abutment. The new section of trail, immediately north of Main St/Hwy 64 is done as far as it can go this year with the base work. It will sit and settle over winter and will be ready to pave next summer. I am going to begin the process of getting ready for posting and recruiting our new Park Laborer position right away in the New Year. I am excited to be able to add a much needed third person onto our crew. I have also started planning for our 2021 Capital Projects and equipment so we can get things moving sooner rather than later as we begin another year.

Forestry: The Street Department has started catching up on my prune/remove lists from the past year and I am happy to see all of that being finished up. Our crew, as mentioned above, has been working hard on training prunings. I am happy to announce that I received notification that we were successful in our WDNR Urban Forestry Grant for 2021. So we will be receiving $4,978.25 total for the grant. It is 50% matching grant so we are responsible for half of that amount but it is $2500 that we wouldn't have been able to spend on forestry that we now can! I have also finished and submitted our 2020 Tree City USA application and we will once again qualify with flying colors. This past year we were able to plant more trees (177) than at any point in my career here so I am very happy to be able to share that information and I hope we can continue to plant that many trees in our beautiful community. We will continue to be as aggressive as we can be with grants and alternative forms of funding.

Recreation: Our work continues on planning for our 2021 recreation programs. As mentioned last month, we are taking advantage of our time by creating Plan A, B, C, D. . . for each one of the programs that we feel confident that we can run and run safely. The other factor that we have to look at is at what point and with what program(s) do we not run that certain program if it doesn't make sense (either safety or economically). We are going to make sure we have all of that information so we can adjust as time goes by, information changes, and keep you informed. It is such a strange time we live in to say the least and hopefully the end of this is growing near, but we do have to perform our jobs and use our time to make sure we are as prepared as we can be. I am confident that we can run a lot of our programs next year. What they will look like will be the big question and we need time to be able to answer that one. We did look into several alternative ideas for Breakfast with Santa as I believe I had mentioned but we were told it wasn't a good idea at that time.

Smith Center: We had a fantastic first month in the arena for ice time and things were going very well. Obviously I copied you all in on the events that transpired shortly before Thanksgiving when we were shut down and kept you in the loop. I did meet with City Administrator, Mayor, and the Health Department on 12/9 to discuss opening back up on the 14th. And after that discussion, we were allowed to re-open to just our three main user groups again as long we continue to follow our safety plans. It was nice to be a part of the discussion and the solution this time before we opened back up. Another special thank you to our user groups for helping us sanitize frequently throughout the arena in between ice times so that we can focus on resurfacing the ice in a timely fashion. This has helped us stay on schedule while we have been open. The unfortunate part about the shut-down period is that we naturally lost a month's worth of ice rental revenue that went to the surrounding arenas. I also had to have a discussion with MHS Activities Director to get some of the High School Hockey games back in our arena. They had to do a lot of schedule shuffling to move games that were scheduled here during the shutdown and now they are working to schedule what they can back here most likely starting in January. So it will all work out in the end and we will make the best of whatever situation we are presented with.

Note: This entire year has been a challenge to not only our department but to our entire country/planet. I would like to thank you all for helping us navigate through all of this. There is not a map or instructions for working through something that none of us have ever been through. Hopefully we all learn something from this experience and be stronger for it.

Respectfully Submitted,

Dan Wendorf
dms

Dan Wendorf
Parks & Recreation Director
City of Merrill