



CITY OF MERRILL
PARKS AND RECREATION COMMISSION
AGENDA • WEDNESDAY, APRIL 3, 2024

Regular Meeting

City Hall Council Chambers

4:15 PM

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
 - 1. 2024-03-07
- III. Approval of Claims**
 - 1. Bills April 2024
- IV. General Agenda Items for Consideration**
 - 1. Continued discussion on "Wall of Hope" proposal by citizen.
 - 2. Discuss potential Normal Park improvements
 - 3. Closed Session – *The Commission may convene in closed session pursuant to Wisconsin State Statute 19.85(1)(e) to deliberate or negotiate the purchase of public properties, investing of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session, for negotiation of and to discuss terms for renewal of Merrill Youth Hockey Association Concessions Contract.*
- V. Monthly Reports**
 - 1. April 2024 Report
- VI. Date and Time of Next Meeting**
- VII. Public Comment**
- VIII. Adjournment**

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at (715) 536-5594.

**CITY OF MERRILL
PARKS AND RECREATION COMMISSION
WEDNESDAY, MARCH 6, 2024 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 4:15 PM**

I. Call to Order: Roll Call:

Present: Gulke, Alderperson Weix Jr., Krueger, Novitch, Ravn, Tabor

Excused: Rebecca Rutkowski

Absent:

II. Consider approving minutes from the previous meeting:

1. **Minutes from February 7th meeting** - Ravn made a motion to approve the minutes from the February 7th meeting. Tabor seconded the motion.
Approved

III. Approval of Claims:

1. **Approve February claims** - Weix made a motion to approve the claims from the February 7th meeting. Ravn seconded the motion.
Approved

IV. General Agenda Items for Consideration:

1. **Continued discussion and potential decision on connector trail name**
- Ravn made a motion to name the connector trail "Prairie Way Pathway". Wiex seconded the motion.
Gulke stated that he thought the name was a little redundant considering we already had the name Prairie Trails.
Motion was approved.
2. **Updated 5-year capital plan discussion** - Wendorf stated that he updated the 5 year capital plan as requested by Park and Recreation Commission. Krueger suggested that from this point on we should leave all completed projects on the capital plan so the commission can see what was completed. Weix would like to see a sidewalk going to Riverside Park on the capital plan. Ravn would like to see a splash pad added to the capital plan.
3. **Review/approve 2024 Bierman Family Aquatic Center operating hours (request to change slightly)** - Wendorf requested that the hours at the Bierman Aquatic Center be changed from 12:00 - 7:00 p.m. to 11:30 - 6:30 p.m. Wendorf stated that the evenings are a lot slower and opening earlier would be more beneficial. Operating days would be same as last year, Tuesday thru Sunday, closed on Monday's again.
Gulke made a motion to change hours at the Bierman Aquatic Center to 11:30 - 6:30 p.m., Tuesday thru Sunday. Ravn seconded the motion.
Approved.

4. **Review/potentially approve request from Merrill Fastpitch to write a grant for potentially placing lights on fields and playground upgrades at the MARC** - Wendorf stated that fastpitch has requested to write a grant for potentially placing lights on fields and playground upgrades at the MARC. Wendorf stated that if there are lights on the fields, fastpitch would be able to invite more teams for their tournaments, which would bring more people into our city. A discussion was held.
Gulke made a motion to approve fastpitch to write a grant for potentially placing lights on fields and playground upgrades at the MARC. Weix seconded the motion.
Motion approved.

V. Monthly Reports:

1. **Review Director's Report** - Wendorf summarized his report. Discussion was held.

VI. Date and Time of Next Meeting: Wednesday, April 3, 2024 at 4:15 in Council Chambers

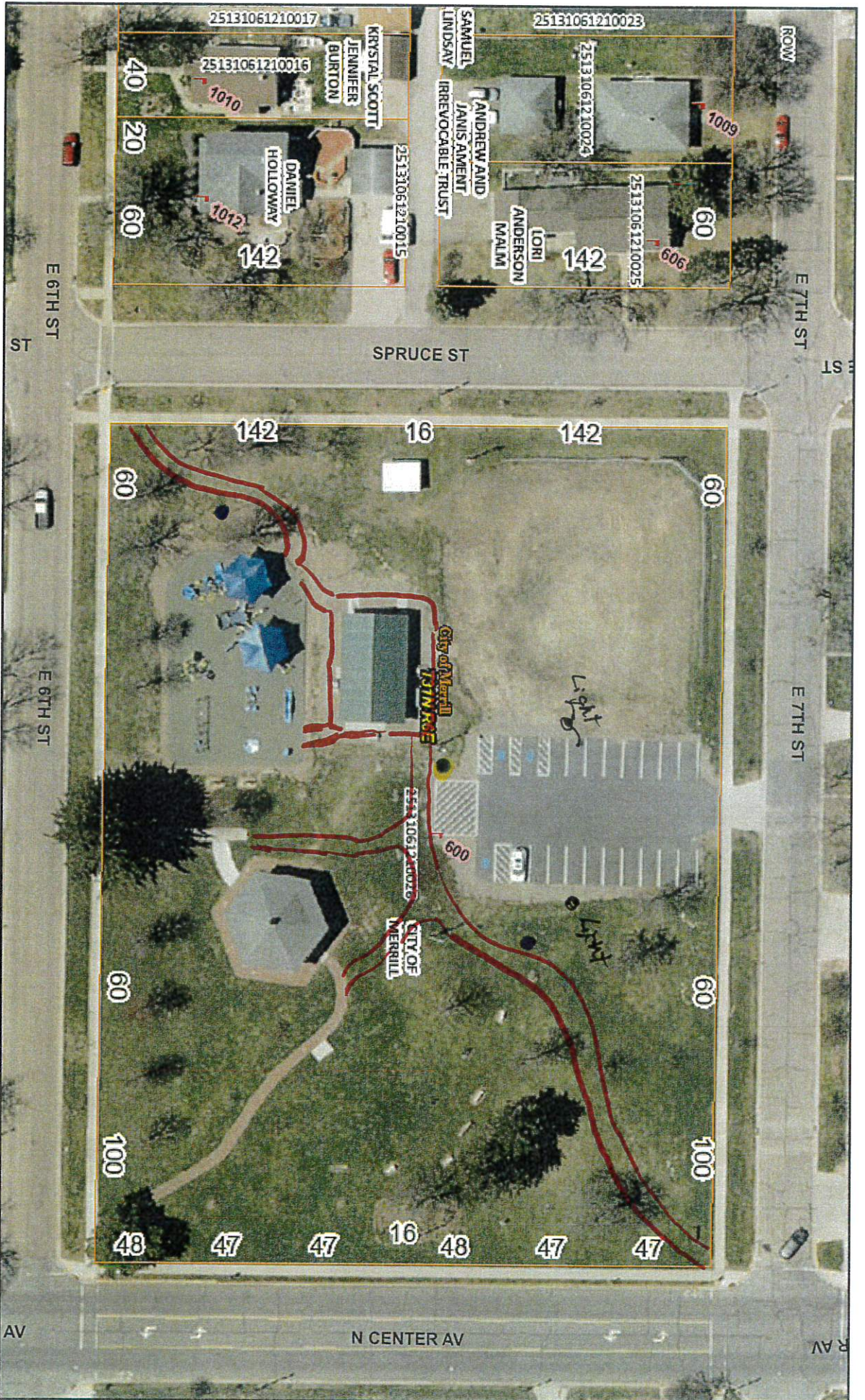
VII. Public Comment: No public comment

VIII. Adjournment: Ravn made a motion to adjourn at 5:05 p.m. Novitch seconded the motion .

3/1/2024

RIVERS EDGE LP	LP FOR ZAMBOINI	2/27/2024	4355	\$174.00	10-55400-03-51500
AMAZON	EQUIPMENT FOR PARKS SWINGSETS	2/28/2024	111-9881130-2257049	\$190.00	10-55200-03-50000
AMAZON	TWISTED ROPING	3/5/2024	111-4155973-9128248	\$240.98	10-55200-03-40000
AMERICAN WELDING	CYLINDER RENTAL	2/29/2024	9952515	\$58.82	10-55200-02-15000
AMERICAN WELDING	CYLINDER RENTAL	2/29/2024	9952895	\$79.56	10-55300-03-41500
APPLIED	PARTS FOR SHOP	2/26/2024	7029049822	\$486.04	10-55200-08-91500
APPLIED	FIELD MARKING PAINT	3/1/2024	7029095691	\$654.24	10-55200-08-91000
BEACON ATHLETICS	LINE CHALK	4/10/2024	587115	\$612.20	10-55200-08-91000
BLACK RIVER TRANSPORT SEPTIC	PORTA POTTIES FOR IRON BULL EVENT	2/27/2024	55110	\$263.75	10-55200-02-15000
CINTAS	UNIFORMS JIM/JOE/RYAN	2/28/2024	4184728348	\$128.85	10-55200-03-46000
CINTAS	UNIFORMS JIM/JOE/RYAN	2/21/2024	418407417	\$128.85	10-55200-03-46000
CINTAS	MOPS/MATS	2/21/2024	4184017251	\$151.30	10-55400-02-23250
CINTAS	MOPS/MATS	3/6/2024	4185448152	\$154.58	10-55400-02-23250
CINTAS	UNIFORMS JIM/JOE/RYAN	3/6/2024	4185448252	\$128.85	10-55200-03-46000
CINTAS	DUST MOP/MATS	3/20/2024	4186890954	\$151.30	10-55400-03-23250
CINTAS	UNIFORMS JIM/JOE/RYAN	3/20/2024	4186891020	\$128.85	10-55200-03-46000
CINTAS	UNIFORMS JIM/JOE/RYAN	3/13/2024	4186169079	\$128.85	10-55200-03-46000
DAWN SMITH	MILEAGE	2/29/2024	VOUCHER	\$150.08	10-55300-03-41500
DYORAK'S DOCKS, LLC	DOCK FOR RIVERSIDE PARK	3/11/2024		\$12,898.00	CAPITAL 2024
GEHLS	CHEESE MACHINE - AQUATIC CENTER	3/1/2024	85187	\$149.00	10-55420-03-40100
ISA	WISCONSIN CHAPTER DUES	3/1/2024	1290088	\$45.00	10-55200-03-32000
JESSICA SEIWERT	SECURITY DEPOSIT	3/25/2024	VOUCHER	\$100.00	10-21-7200
MENARDS	SAFETY GLASS, DECK BOARD	3/13/2024	41214	\$58.11	10-55200-08-91000
MERRILL ACE HARDWARE	HINGE ON FLOOR SCRUBBER	2/27/2024	232656	\$4.59	10-55400-03-50000
MERRILL ACE HARDWARE	FASTENERS	3/2/2024	2327521	\$20.99	10-55400-03-40000
MERRILL ACE HARDWARE	NUTS, CLAMPS	3/3/2024	232893	\$22.97	10-55400-03-50000
MERRILL ACE HARDWARE	FASTENERS	2/3/2024		\$25.61	10-55400-03-50000
MERRILL ACE HARDWARE	FLEX GLUE	2/27/2024	232650	\$14.99	10-55200-03-40000
MERRILL ACE HARDWARE	MARKER PAINT	3/5/2024	232802	\$11.98	10-55200-03-40000
MERRILL ACE HARDWARE	PLUNGER	3/14/2024	233055	\$19.77	10-55200-03-40000

City of Merrill





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Parks & Recreation Department
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April 2024 Parks & Recreation Director's Report

Parks: With the gift of good weather for most of March, we were able to work ahead and get our athletic fields and park amenities physically ready to go for when the weather takes a consistently positive turn. With the unseasonably nice weather from late February through mid-March, we were able to get athletic fields rolled, dragged, and prepped for practice and play before they froze again. We have held back as long as possible with installing water meters and turning water on to our restrooms and shelters due to the recent cold temperatures. With many overnight temps in the teens and daytime temps in the 30's it enhances our risk of breaking water lines and fixtures, and causing more repair work for our guys. The weather will take a turn for the better here soon and we'll be just fine and at least this year we have everything ready to go for when that does happen. MAPS spring sports began a few weeks ago and play is scheduled to begin the first week of April – weather dependent. I met with a dock company at Riverside Park in early March and ordered a dock shortly after. It is scheduled to be delivered and installed within the next few weeks. I also met with a contractor to look at the Ott's Park boat launch on 3/21 to see if they could perform the work. The contractor I met with is the same one who re-did our boat launch at Riverside in 2011 and did a tremendous job. To save money, we are going to work with the Street Department to remove the existing pavement and concrete at the existing launch so the contractor can focus on just doing a new launch. I met with Linda Becker from the Merrill City Band on 3/12 at Normal Park to discuss potential improvements to the park. A number of years ago, they did some fundraising and received a grant to help them with investments for their organization. They were so successful with their fundraiser that they have funding leftover that they would like to reinvest in the park. Some of the improvements we discussed include: path to connect the southwest corner of the park sidewalk with the playground/restrooms/parking lot/gazebo/all the way to the northeast corner of the park. Along this path we would put our own path lights so we can get rid of the old WPS yard lights and save monthly charges and look nicer. We also discussed funding a park sign (there's currently no sign there that identifies Normal Park). There were a few other ideas thrown around that we can discuss at the meeting. On 3/7 I met with Pam, the lady who would like to organize the "Wall of Hope" idea at a park that fits. We met at a few locations looking to mesh her idea/vision, with what we would be willing to consider from a space and functional consideration. We wound up at Kitchenette Park just east of the playground down in a flat area near the river. I met with our pickleball court surfacing contractor on 3/11 at Ott's Park to look at and discuss the failing condition of the new surface. It is failing on both south ends of the courts due to cold temperatures when they applied surfacing in the fall that didn't allow the paint to adhere to the asphalt. The significance of both south ends is that that area received no sunlight at all while the sun angle was dropping lower in the sky at the time of the application. They are going to stand behind their business and resurface at no cost and we are first on their list when the weather conditions allow. We do need consistent temps at or above 50 degrees for at least a week plus to do this the right way and to not have to worry about this again. I have been working with RTL Electric to finish up the lights for the pickleball courts. They are on the way and will be installed as soon as they arrive.

Forestry: I have a good number of inspections that I have to catch up on this spring and I will continue to chip away at as time allows. We will continue to keep an eye on our street/park trees that have started to show buds. We don't want to do too much pruning during that time, and especially once leaf out occurs. With the recent cold weather we had it appears that most trees have halted their progression for now. I am working with our WDNR forester and Utility Supervisor Steinagel to set up a timber harvest on the former landfill site near the Town of Merrill town hall. The City owns land immediately to the south of the actual landfill site that has harvestable sized aspen and mixed hardwoods that should be cut fairly soon to keep its marketable value. The recent rain and snow that we have received was needed very badly for our trees. We had a fairly dry season last summer/fall/winter which would have stressed our



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trees out even more than they already are. This is especially true in the spring when trees are looking to pull moisture from the ground to help with leaf out and early season growth.

Recreation: Our programs will be coming out at our annual Children’s Festival on April 6th inside the Smith Center Arena. We are hoping for a great turnout at the festival and a great kick-start to our summer registrations for all of our programs. We are opening up our Summer Playground registrations online on April 1st and will have our same regulations as last year. We are only taking 60 participants per week for Summer Playground again so that we can control our own narrative with staffing and expenses. We hope that behavior is better than it was last summer and are will make sure that we emphasize that before the program begins. This program is intended for everyone to enjoy and for those who cannot behave they will be dealt with right away. We hosted our annual Easter Egg hunt on March 23rd. This year we moved it to the MARC to have more room (especially parking). We had a good turnout despite the snow that we received the day before the event. We sent out all of our upcoming bus trip information to those who participated in the past as well as promoted it online and have been getting a good number of registrations for all trips. Our trips this year are for the Door County Trolley Tour, Milwaukee Brewers Baseball Game, and for a La Crosse Queen boat tour. These have been popular trips in the past and I hope we can fill all three bus trips up to capacity!

Smith Center: We finished removing the ice inside the Smith Center by the middle of the first week of March. It went very smooth this year. We have been playing with different ways to remove the ice the past few times to see if we could find a more efficient way to do it. This year we went back to a tried and true method that was used in the past but we left the floor temp down a bit so that the ice held more firm to be removed mechanically. It worked out very well and the guys made quick work of it. We had very few mechanical issues with our systems this past season and we are very thankful for that. As always, we will work on some “arena things” and maintenance while the ice is out of our way. Youth Hockey has requested summer ice again this year and has a full schedule already so we will work with them on that. We have a good number of dry floor events coming up inside the arena including: Children’s Festival, Little Lakes Memories Banquet, Raise your Voice Club Walk, Kate Goodrich PTO end of year carnival, June Dairy Breakfast, Paper Cities Kennel Club Dog Show, and a few others. We also have a few new ones this year – Zelich Auto Show and WAGS of WI pet adoption event that will be held inside and outside. We will continue to work hard to showcase our facility and attract and retain new events for our community.

Note: As always, I would like to share a special thank you to our staff members for everything they do. Our parks, facilities, athletic fields, and shelters are beautiful because of our park maintenance crew (Jim Yates, Joe Weckwerth, and Ryan Golisch). Our recreation programs and events are amazing because of Dawn Smith’s tremendous work, along with Joy Annis’s help. The Smith Center stays clean because our cleaning person, Todd Annis. Our ice in the Smith Center is fantastic because of our arena specialists (Todd Nofsinger & Tyler Graefe). Once summer season begins, we add in a very great group of seasonal employees to help make everything run smoothly and enjoyable for all!!

Respectfully Submitted,

Dan Wendorf
Parks & Recreation Director
City of Merrill