



CITY OF MERRILL
PARKS AND RECREATION COMMISSION
AGENDA • WEDNESDAY, MAY 1, 2024

Regular Meeting	City Hall Council Chambers	4:15 PM
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To attend remotely call

I. Call to Order

II. Consider approving minutes from the previous meeting

1. 2024-04-03 minutes

III. Approval of Claims

1. Bills April 2024

IV. General Agenda Items for Consideration

1. Elect Chairperson
2. Elect Vice-Chairperson
3. Elect representative to City Plan Commission
4. Discuss things to be excited about
5. 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. May 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, APRIL 3, 2024 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 4:15 PM**

I. Call to Order Dan Novitch called the meeting to order at 4:15 p.m.

II. Consider approving minutes from the previous meeting

1. **2024-03-07** - Ravn motioned to approve minutes from March 2024 meeting with corrections. Gulke seconded and the motion.
Carried unanimously

III. Approval of Claims

1. **Bills March 2024** - Krueger motioned to approve the claims from March 2024. Rutkowski seconded and the motion.
Weix questioned if the docks were more than budgeted amount. Wendorf stated they were under
Gulke questioned the cost of some lawn mower parts. Wendorf stated the sensors need to be re-placed when they are out in order for equipment to run properly.
Krueger questioned if the parks department ever looked into air dryers to save on cost of papertowel. Wendorf stated they did and would not be good in all the parks with vandalism and cost of air dryers.
Carried unanimously.

IV. General Agenda Items for Consideration

1. **Continued discussion on "Wall of Hope" proposal by citizen.** - Wendorf stated that he spoke with the citizen that was interested in putting up the "Wall of Hope" and discussed several different options. Wendorf stated that she liked the location at Kitchenette Park. Wendorf is waiting for her to respond on location and what the sign will look like.
2. **Discuss potential Normal Park improvements** - Wendorf stated that he has met with Linda Becker from the City Band and they would like to use the funds left over from their fundraiser to add some walking paths at Normal Park. The paths would connect the play area with the restrooms, to the kitchen area, gazebo and out to the side walks. Discussion was held.
Ravn made a motion to approve the Normal Park project submitted by the Merrill City Band. Gulke seconded the motion
Carried unanimously
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. - Motion by Weix to go into closed session. Ravn seconded the motion.

Motion by Ravn to end closed session. Rutkowski seconded the motion.

V. Monthly Reports

- 1. April 2024 Report** - The report was included with packet. Wendorf answered any questions from the commission.

VI. Date and Time of Next Meeting May 1, 2024 at 4:15 p.m. at the Merrill City Hall, Council Chambers.

VII. Public Comment No public comment.

VIII. Adjournment Krueger made a motion to adjourn at 5:20 p.m. Weix seconded the motion.

4/1/2024

ADS ON BOARDS	COMPLETE BOARD CLEANING	3/31/2024	1033	\$700.00	10-55200-02-15000
ACCENTU	PIPE AND DRAPE	4/2/2024	5459	\$480.00	10-55300-03-41500
AMERICAN WELDING	CYLINDER RENTAL	3/31/2024	10078325	\$83.85	10-55300-03-41500
AMERICAN WELDING	CYLINDER RENTAL	3/31/2024	10017948	\$61.68	10-55200-02-15000
BATTERIES PLUS	BATTERIES	4/12/2024	P71891942	\$559.35	26-55250-08-27998
BLUEJAY 96.3	ADVERTISEMENT	2/29/2024	17648-12	\$249.00	10-55300-03-41500
BLUEJAY 96.3	ADVERTISEMENT	3/31/2024	18881-1	\$249.00	10-55300-03-41500
CINTAS	UNIFORMS JIM/JOE/RYAN	3/27/2024	4187613727	\$128.85	10-55200-03-46000
CINTAS	UNIFORMS JIM/JOE/RYAN	4/3/2024	4188339000	\$211.42	10-55200-03-46000
CINTAS	MOPS/MATS	4/3/2024	4188338962	\$154.58	10-55400-02-23250
CINTAS	UNIFORMS JIM/JOE/RYAN	4/10/2024	4189048357	\$211.42	10-55200-03-46000
DAVE'S COUNTY MARKET	MINTS FOR BUSINESS EXPO	4/17/2024		\$14.07	10-55300-03-41500
HEATHER WALLACE	REFUND SMITH CENTER	4/19/2022	VOUCHER	\$50.00	10-21-7200
MARLYS KLEBENOW	SECURITY DEPOSIT	4/8/2024	VOUCHER	\$100.00	10-21-7200
MENARDS	LANDSCAPE TIMBER/SAFETY GLASS	3/13/2024	41214	\$58.11	10-55200-08-91000
MERRILL ACE HARDWARE	FASTENERS	3/25/2024	233313	\$18.99	10-55200-03-40000
MERRILL ACE HARDWARE	PAINT BRUSH	3/26/2024	23333-1	\$15.99	10-55200-03-40000
MERRILL ACE HARDWARE	TRASH BAGS	4/10/2024	233678/1	\$31.99	10-55400-03-40000
MERRILL ACE HARDWARE	BALL VALVE/HOSE/FAUCET	4/9/2024	233634	\$90.97	10-55200-03-50000
MERRILL ACE HARDWARE	HOSE/FAUCET	4/9/2024	233628	\$64.00	10-55200-08-91000
MERRILL ACE HARDWARE	CABLE	4/11/2024	233703	\$14.98	10-55200-03-40000
MERRILL ACE HARDWARE	SEALER/HYDRAULIC CEMENT	4/11/2024	233706	\$45.97	10-55200-03-40000
MERRILL ACE HARDWARE	ACE BAGS/CABLE TIES	4/9/2024	233629	\$30.56	10-55200-03-40000
MERRILL COUNTY STORE	STRAW BALE	4/2/2024	1908285	\$53.95	10-55200-03-40000
MERRILL DISTRIBUTING	URINAL BLOCKS/GLOVES	4/11/2024	1698774	\$233.50	10-55200-03-40000
MERRILL FOTO NEWS	ADVERTISEMENT	4/1/2024	362	\$99.00	10-55300-03-41500
MERRILL FOTO NEWS	ADVERTISEMENT	4/1/2024		\$99.00	10-55300-03-41500
MERRILL STREET DEPARTMENT	P-2 FORD F250	3/12/2024	19847	\$145.45	10-55200-03-50000
MERRILL STREET DEPARTMENT	P-4 GMC3500	3/12/2024	19844	\$134.02	10-55200-03-50000
REINDERS	PARTS	3/22/2024	2438817-01	\$132.85	10-55200-03-40000
REINDERS	TURFACE	3/26/2024	2438714-00	\$1,422.00	10-55200-08-91000
RH NEESE MEDIA	MERRILL GOLF COURSE SIGN	4/16/2024	1911	\$298.00	10-55300-03-41500
RHYME	COPY MACHIINE	4/13/2024	36171665	\$94.69	10-55300-03-13000
SERVICE MOTOR COMPANY	COMP SHAFT	4/2/2024	40024	\$139.57	10-55200-03-50000
SWIDERSKI	PARTS	3/26/2024	28521	\$124.30	10-55200-03-50000
TALL PINES GARDEN	SUMMER PLAYGROUND GARDEN BED	4/22/2024		\$50.00	10-55300-03-41500
THE LIFEGUARD STORE	SUITS AND SHIRTS	4/17/2024	777329	\$353.00	10-55420-03-40000
WILL YUTUC	REFUND AGRA	4/8/2024	VOUCHER	\$90.00	10-45200-46722
WILL YUTUC	SECURITY DEPOSIT	4/8/2024	VOUCHER	\$100.00	10-21-7200
WISCONSIN BUILDING SUPPLY	HEM FIR 2X10X8	3/14/2024	9559954	\$110.06	10-55200-08-91000
WISCONSIN BUILDING SUPPLY	SPR 2X6X20	3/19/2024	9559997	\$61.86	10-55200-08-91000
ZIEBELL DOOR COMPANY	SERVICE CALL	4/22/2024	20131	\$260.00	10-55400-03-50000



City of Merrill
Parks & Recreation Department
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May 2024 Parks & Recreation Director's Report

Parks: Our up and down weather has been a bit crazy for the crew and for all of our outdoor tasks and amenities. We did get everything done that was needed to open our park restrooms and shelters in time for our May 1st deadline for park shelter reservation season to begin. We had several of our restrooms by athletic fields open for the past several weeks so they were available for the sports that we host. All spring sports have been going now for over a month and have been going well at our facilities despite our unpredictable weather. With the spring sports comes diamond dragging and clean up. So far our athletic field users have been doing a decent job of helping us take care of those spaces and leaving them in good condition and helping with raking fields. Our dock at Ott's Park was delivered and installed on April 18th from EZ Dock. This dock was provided by Lincoln County through their ARPA funding and will serve a great there. It will be very welcomed by motorized boat enthusiasts and includes an ADA kayak load/launch assist for non-motorized water enthusiasts. Thank you to our partners at Lincoln County! We are still working on an install date for the dock at Riverside Park. It sounds like it will potentially be delivered and installed the week of our meeting if all goes accordingly. I attended our quarterly River Bend Trail construction meeting on April 10th down at the Agra Pavilion. We discussed the upcoming season on the trail and potential projects that may need addressing. One of the main focuses is finishing the new portion of trail from Waste Water Treatment Plant to Bluebird Lane. This segment will take the River Bend Trail to the end of our City limits. We have been seeing a small up-tick in vandalism now that the weather is trying to improve. So far it has remained minor and hopefully it goes away. The less than ideal weather helps keep vandalism down but that won't last forever. Our crew has been chipping away at Bierman Family Aquatic Center tasks to get ready for our start up process from Badger Pool. It is our goal to have things up and running and water heated and treated for a target opening date of June 4th. As discussed at our previous Parks & Recreation meeting(s) we are going to continue with our same operating days of Tuesday through Sundays again this season. With the unusual amount of high wind days we have had lately, our crew has had quite a bit of tree pick up as well as blown in garbage in certain areas as well. We are fortunate to be fully staffed for the summer in our Buildings & Grounds area with a few new seasonal employees. All other areas (Summer Playground and Bierman Family Aquatic Center) have enough staff for the season. I have remained in contact with the pickleball court resurfacers company to ensure we remain first on their schedule for re-doing our surface. As previously mentioned, we need a certain number of days with a certain minimum temperature during the day and night in order to re-do this the right way and ensure that everything adheres to the existing surface.

Forestry: I have some inspections that I need to catch up on and have been chipping away at those when time and weather allow. I'm sure you have observed the suspended development of our trees this spring. Some softwood species began to bud in early March but not enough warmth to push leaves. That was actually a really good thing for overall tree health as it protected leaf growth and development and would have likely caused frost damage on new tender growth. We should have leaf out very soon here as soon, once we have several days in a row of actual warmth and sunshine. It has also been very good for tree health lately to have the moisture we have been getting. We have been way behind and really needed this moisture for tree health and function starting out this growing season. I also received word recently that we have once again been awarded Tree City USA status again this year. This is our 38th year as a Tree City USA, making us one of the longest standing Tree Cities in Wisconsin. This is something that we should all be very proud of.



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Recreation: We rolled out our 2024 recreation programs and have had a decent response thus far. We began our Summer Playground registrations online on April 1st and are a bit lower than we were last year at this time. We will be alright with our registrations but we do have a few things working against us. MAPS Summer School begins after school is out and does take away some of our early season registrations. The Boys & Girls Club is ramping up with summer opportunities that didn't exist in the past. These are all great things for our community, but we only have a finite number of children to work with. From a community perspective it is good though to see more offerings for children to stay busy and active during the summer months. As always, we are prepared for whatever numbers come our way. If we are down a bit from last year, it might not be a bad thing considering the behavioral issues we had last year and us being able to save some funding on staffing and supplies. We will also have more flexibility to do more things this summer as smaller numbers are much easier to handle all the way around. As always, we will continue to adapt to the circumstances surrounding us. We will continue to promote all of our recreation programs and opportunities to hopefully fill them all up to capacity. Children's Festival was held on April 6th inside the Smith Center and was very well attended as always. Thanks to all vendors and patrons who participated, and thank you to Dawn for the tremendous job once again in organizing a great event!

Smith Center: We hosted several big events inside the Smith Center in April. We hosted two districts like always during Election Day in early April. As previously mentioned the Children's Festival was held on April 6th and saw hundreds of people through our doors to take part in the event. We also hosted the Little Lakes Memories Banquet again this year on April 13th. This event once again saw hundreds of people in our facility to support a great cause and a great organization. We also had a small community room reservation mixed in between those two events. We have several large events coming up as well. Once again this year we will be hosting the Kate Goodrich end of the year carnival inside the Smith Center towards the end of May. We will also be hosting June Dairy Breakfast as always in early June. We are very happy to be able to host these large events throughout the year that brings thousands of people into our community that may otherwise not have a reason to visit. Our north overhead door operator and springs in the arena has finally worn out on us. We have new components ordered and are waiting to have them replaced. Unfortunately we have to fix the top course of block that it was attached to as it was pulling them loose. Whoever built the building originally never filled the top layer with cement to fortify the block so the torque has pulled some of them loose. We are working with two local companies to rectify both ends of this repair so it lasts another 25+ years.

Note: I would like to extend a warm THANK YOU to our two outgoing Commissioners – Jean Ravn and Alderperson Mark Weix. Thank you for all of your insights and contributions over the years in helping us continue the tradition of being the City of Parks! I would also like to welcome our two newcomers to the Commission – Eric Malm and Steve Osness. I am looking forward to working with you and with everyone this year!

Respectfully Submitted,

Dan Wendorf
Parks & Recreation Director
City of Merrill