



CITY OF MERRILL
PARKS AND RECREATION COMMISSION
AGENDA • WEDNESDAY, JUNE 5, 2024

Regular Meeting

City Hall Council Chambers

4:15 PM

To attend remotely call

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
 - 1. May 2024 Minutes
- III. Approval of Claims**
 - 1. May 2024 Claims
- IV. General Agenda Items for Consideration**
 - 1. Discuss and potentially approve 2025 Capital requests
 - 2. Continued discussion on "Wall of Hope" citizen request
 - 3. Things to be excited about
- V. Monthly Reports**
 - 1. Monthly 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
MINUTES • WEDNESDAY, MAY 1, 2024

Regular Meeting

City Hall Council Chambers

4:15 PM

To attend remotely call

- I. **Call to Order:** Chairperson Novitch called the meeting to order at 4:19 p.m. Novitch began the meeting by welcoming the two new members to the Commission – Steve Osness and Eric Malm.
- II. **Consider approving minutes from the previous meeting**

1. 2024-04-03 minutes: *Motion Krueger, seconded by Rutkowski to approve the minutes from the April Meeting. *Carried unanimously.

III. Approval of Claims

1. **Bills April 2024:** *Motion Krueger, seconded by Gulke to approve the claims. *Carried unanimously.

IV. General Agenda Items for Consideration

1. **Elect Chairperson:** *Motion Osness to nominate Krueger. Motion fails due to lack of a second. *Motion Rutkowski, seconded by Krueger to nominate Novitch to Chairperson. *Carried unanimously.
2. **Elect Vice-Chairperson:** *Motion Gulke, seconded by Rutkowski to nominate Krueger to Vice-Chairperson. *Carried unanimously.
3. **Elect representative to City Plan Commission:** *Motion Rutkowski, seconded by Osness to nominate Krueger to City Plan Commission. *Carried unanimously
4. **Discuss things to be excited about:** Novitch asked Wendorf to discuss a few things coming up that are exciting and good for the community. Wendorf began by saying it is exciting to start seeing some sunshine and warmer temperatures. With that brings a boom of park activity with such things as people hiking, biking, walking, jogging, using playgrounds, playing sports, and simply getting outside to enjoy our beautiful parks and community. Wendorf then summarized some of the upcoming projects they will be working on this summer, some of which include: Ott's Landing, Riverside Dock, Nicklaus Bridge deck replacement, Prairie River Pathway, Normal Park, and the River Bend Trail extension. Wendorf continued with events and activities that will soon begin: boys and girls little league, High School sports are in full swing, Bierman Family Aquatic Center, recreation programs, tournaments, summer baseball/softball (including a new girls Legion Softball team), June Dairy Breakfast, park events, dog show, and a new Auto Show in August to mention a few.
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.

*Motion Krueger, seconded by Osness to go into closed session.

*Roll Call Vote: Krueger – Aye, Osness – Aye, Rutkowski – Aye, Novitch – Aye, Malm – Aye, Gulke - Aye

V. Monthly Reports

1. May 2024 report: Per Novitch and unanimous consent from the Commission this item was moved to before the closed session. Wendorf fielded and answered several questions from the Commission and summarized some of the happenings within the department. Wendorf also informed the Commission of the start-up dates (May 20 & 23) for the Bierman Family Aquatic Center as well as the targeted opening date for the public on June 4th.

VI. Date and Time of Next Meeting: June 5th, 2024 at 4:15 p.m. at the Merrill City Hall.

VII. Public Comment: There was no public comment.

VIII. Adjournment: *Motion Osness, seconded by Gulke to adjourn at 5:20 p.m.

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5/1/2024					
REINDERS	PARTS FOR SHOP	4/24/2024	2439264-00	\$301.75	10-55200-08-91000
ACCENTU	CHAIRS AND DRAP	4/10/2024	5482	\$285.00	26-55250-08-27998
AJ CONTRACT SERVICES, INC	POOL CHEMICALS	5/7/2024	35730	\$3,215.00	10-55420-03-40000
AMAZON	ATERET TWISTED 3 STRAND	4/9/2024		\$38.90	10-55420-03-40000
AMAZON	AQUATIC CENTER	4/29/2024		\$38.90	10-55420-03-40000
AMERICAN WELDING	CYLINDER RENTAL	4/30/2024	10086625	\$60.25	10-55200-02-15000
AMERICAN WELDING	HELIUM CYLINDER	4/30/2024	10086985	\$81.70	10-55300-03-41500
AMERICAN WELDING	CHEMICALS FOR THE POOL	5/8/2024	10102685	\$665.47	10-55420-03-40000
AMERICAN WELDING	INSPECTION ON CARBONIC CO2	5/8/2024	10101984	\$55.00	10-55420-03-40000
ATCO INTERNATIONAL	POP UP SWIPES	5/13/2024	10629372	\$313.30	10-55400-03-40000
BLUEJAY 96.3	ADVERTISING	4/30/2024	1881-2	\$249.00	10-55300-03-41500
BRANDT EXTINGUISHERS	ANNUAL INSPECTION	5/1/2024	13789	\$134.00	10-55200-02-15000
BREE KRATZ	SECURITY DEPOSIT	4/13/2024	VOUCHER	\$100.00	10-21-7200
BRENDA ADAMEC	SECURITY DEPOSIT	5/7/2024	VOUCHER	\$100.00	10-21-7200
CINTAS	DUST MOP/MATS	4/17/2024	4189774229	\$132.37	10-55400-02-23250
CINTAS	UNIFORMS	4/17/2024	4189774281	\$84.48	10-55200-03-46000
CINTAS	UNIFORMS	4/24/2024	4190470072	\$84.48	10-55200-03-46000
CINTAS	MOP/MATS	5/1/2024	4191204558	\$254.71	10-55400-02-23250
CINTAS	UNIFORMS JIM/JOE/RYAN	5/1/2024	4191204621	\$167.05	10-55200-03-46000
CINTAS	UNIFORMS	5/8/2024	4191923789	\$84.48	10-55200-03-46000
DEBORAH KELLER	SECURITY DEPOSIT	5/20/2024	VOUCHER	\$100.00	10-21-7200
ENTRANCE TECHNOLOGIES	PREVENTATIVE MAINTENANCE	4/29/2024	53801	\$57.77	10-55400-02-16800
FERGUSON	PARTS FOR SHOP	4/24/2024	8284336	\$199.00	10-55200-03-50000
FERGUSON	PARTS FOR SHOP	4/30/2024	8307742	\$48.36	10-55420-03-50000
FERGUSON	CIRC PUMP	4/30/2024	8284336-1	\$401.83	10-55420-03-50000
FERGUSON	PARTS FOR SHOP	5/2/2024	8308250	\$63.86	10-55200-03-40000
FERGUSON	PARTS FOR SHOP	5/2/2024	8322957	\$23.50	10-55200-03-40000
FERGUSON	PARTS FOR SHOP	5/1/2024	CREDIT	\$25.83	CREDIT
FERGUSON	PUMP	4/24/2024	8284336	\$199.00	10-555420-03-5000
GERALD SCHNEIDER	SECURITY DEPOSIT	5/20/2024	VOUCHER	\$50.00	10-21-7200
HEATHER WOLFF	REFUND PARK	5/9/2024	VOUCHER	\$70.00	10-45200-46722
HEATHER WOLFF	SECURITY DEPOSIT	5/9/2024	VOUCHER	\$50.00	10-21-7200
HORST DISTRIBUTING	WASHERS/BUSHING/PLUGS	5/8/2024	107788-00	\$919.93	10-55200-03-50000
J & J LEE CONSTRUCTION	REPAIRS ON OVERHEAD DOOR	5/8/2024		\$1,380.00	10-55400-03-50000
JESSICA GRIEBEL	SECURITY DEPOSIT	5/7/2024	VOUCHER	\$100.00	10-21-7200
JULIE REMINGTON	SECURITY DEPOSIT	5/20/2024	VOUCHER	\$100.00	10-21-7200
KATHY ANDERSON	SECURITY DEPOSIT	5/13/2024	VOUCHER	\$100.00	10-21-7200
KIEFER AQUATICS	UNIFORMS	5/10/2024	5000092228	\$96.00	10-55420-03-40000
LAMERS BUS LINE	BUS TRIP	6/18/2024	135713	\$1,860.00	10-55300-03-41500
LAMERS BUS LINE	BUS TRIP	7/17/2024	135714	\$1,925.00	10-55300-03-41500
LAMERS BUS LINE	BUS TRIP	8/15/2024	135715	\$2,195.00	10-55300-03-41500
LINCOLN COUNTY HEALTH DEPARTMENT	SMITH CENTER CONCESSIONS	5/7/2024		\$370.00	10-55420-03-40500
LINCOLN COUNTY HEALTH DEPARTMENT	BIERMAN FAMILY AQUATIC CENTER	5/7/2024		\$260.00	10-55420-03-40500
LINCOLN COUNTY HEALTH DEPARTMENT	BIERMAN FAMILY AQUATIC CENTER	5/7/2024		\$595.00	10-55420-03-40500
LINCOLN COUNTY HEALTH DEPARTMENT	BIERMAN FAMILY AQUATIC CENTER	5/7/2024		\$350.00	10-55420-03-40500
LINDER ELECTRIC MOTORS	REPAIRED AURORA PUMP	5/15/2024	70380	\$2,011.50	10-55420-03-50000
MERRILL ACE HARDWARE	FLEX PASTE/CABLE TIES	4/29/2024	234128	\$60.95	10-55200-03-40000
MERRILL ACE HARDWARE	FRAMING ANGLE/JOIST HANGER	4/29/2024	234130	\$22.13	10-55200-03-40000
MERRILL ACE HARDWARE	UTILITY SCRAPER/EARPLUGS/CLEANER	5/5/2024	234302	\$18.57	10-55400-03-40000
MERRILL ACE HARDWARE	FASTENERS	5/7/2024	234338	\$1.04	10-55400-03-40000
MERRILL ACE HARDWARE	REPLACE PART FOR DRILL	5/7/2024	234678	\$7.59	10-55420-03-50000
MERRILL STREET DEPARTMENT	P-0 /TIRE SERVICE/DISPOSAL TIRE	4/8/2024	19864	\$642.42	10-55200-03-50000
MERRILL STREET DEPARTMENT	P-4 GMC 3500/THERMOSTAT/WATER PUMP	4/17/2024	19875	\$333.09	10-55200-03-50000
MIDWEST COMMUNICATIONS	ADVERTISING	4/30/2024	643371	\$500.00	26-55425-03-42777
MULTI MEDIA CHANNELS	SILENT SPORTS - BLACK SQUIRREL	4/7/2024		\$170.00	26-55425-03-42777
NAPA AUTO PARTS	IMPACT JOINT SET	4/29/2024	76302	\$32.99	10-55200-03-40000
NASSCO	HAND SOAP	4/29/2024	6429359	\$114.44	10-55200-03-40000
PAT SMITH	SECURITY DEPOSIT	5/20/2024	VOUCHER	\$50.00	10-21-7200
PETERSON BROS SAND AND GRAVEL	SAND	5/3/2024	20581	\$25.00	10-55200-03-40000
PREMIER	NECK BANDS/PLATES	5/3/2024	21374A	\$406.00	26-55425-03-42777
REINDERS	LAWN SEED	5/16/2024	2440040	\$562.50	10-55200-08-91000

RHYME	COPY MACHINE	4/15/2024	AF727843	\$79.85	10-55400-03-13000
RHYME	COPY MACHINE	5/13/2024	36384286	\$120.69	10-55300-03-13000
SERVICE MOTOR COMPANY	PARTS FOR SHOP	5/16/2024	P40859	\$209.70	10-55200-03-51000
STAINLESS SPECILIST	REPAIRS	5/10/2024	42807	\$294.25	10-55400-02-16250
STAINLESS STEAL	REPAIRS	4/26/2024	42759	\$600.98	10-55400-02-16250
STREICH EQUIPMENT	MEAN AND WOMEN SIGNS	5/2/2024		\$110.78	10-55400-03-5000
SWIDERSKI	REPLACED SENSOR	5/7/2024	11955	\$1,384.75	10-55200-03-50000
THE LIFEGUARD STORE	AQUATIC CENTER	5/15/2024		\$38.00	10-55420-03-40000
ULINE	DOGGIE BAGS	5/7/2024	15487919	\$124.96	10-55200-03-40000
W.L. STREICH EQUIPMENT	SIGNS	5/2/2024	12465	\$105.00	10-55400-03-40000
WALMART	T-SHIRTS FOR EMPLOYEES	6/3/2024		\$243.00	10-55300-03-41500
WALMART	CLEANING SUPPLIES	6/7/2024		\$148.82	10-55400-03-44000
WALMART	AQUATIC CENTER	5/15/2024		\$79.86	10-55300-03-41500
ZIEBELL DOOR COMPANY	NORTH OVERHEAD DOOR	5/2/2024	20192	\$2,411.00	10-55400-03-50000
DOMINIQUE COEY	SUMMER SHIRTS	5/24/2024	309468	\$80.00	10-55300-03-41500
HOLIDAY WHOLESALE	FOOD FOR AQUATIC CENTER	5/22/2024	1723124	\$2,262.87	10-55420-03-40100
MERRILL ACE HARDWARE	CABLE TIES	5/22/2024	234789	\$20.97	10-55420-03-40000
MID WISCONSIN BEVERAGE	AQUATIC CENTER	5/20/2024	2983553	\$250.00	10-55420-03-40100
MID WISCONSIN BEVERAGE	AQUATIC CENTER	5/20/2024	2983554	\$546.00	10-55420-03-40100
CINTAS	UNIFORMS	5/22/2024	4193364004	\$167.05	10-55200-03-46000



City of Merrill
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2025 Draft Capital Requests – Parks & Recreation Department

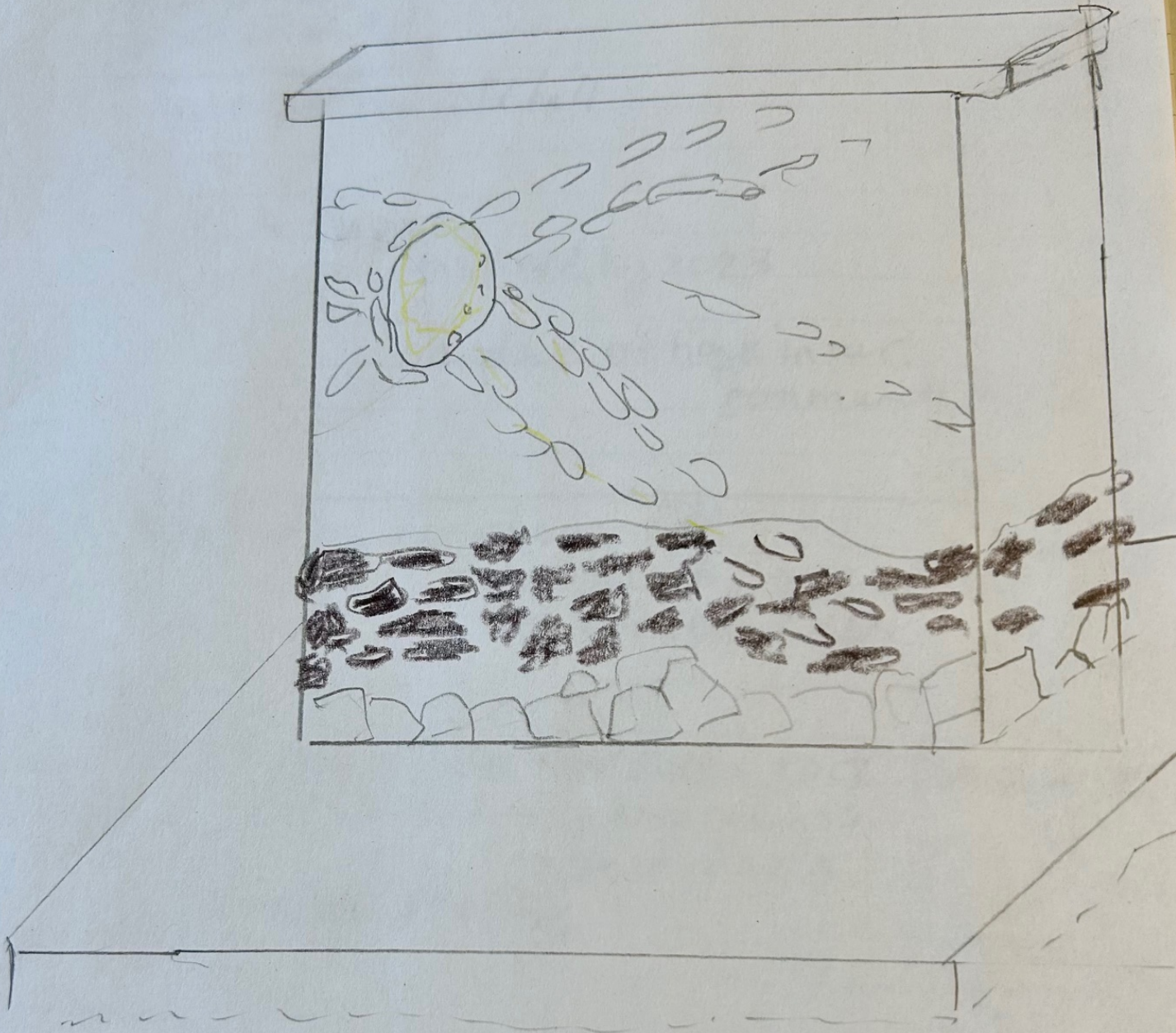
Park/Project	Priority Order	2025
Remove/repave Streeter Square basketball Court (repeat request)	1	\$45,000
Replace smaller activity feature pumps at Bierman Family Aquatic Center	2	\$35,000
Replace all park entrance signs (repeat request)	3	\$35,000
Finish concrete around park shelters(Riverside/Ott's/Normal/Stange) (repeat request)	4	\$25,000
Replace rental skates at Smith Center	5	\$10,000
Key fobs installed at Smith Center	6	\$25,000
Keypad locks on park shelters	7	\$10,000
Refurbish decking & rails on Prairie Trails pedestrian bridge (repeat request)	8	\$25,000

**I bumped a few items off of our 5 year list as you will notice (UTV replacement & Steeter Playground). A few of these items have risen to the top due to increased &/or ongoing maintenance and investing in them now will save us those ongoing costs. The Aquatic Center pumps we have had to take out each year to have work done on them. Our park entrance signs are in very poor shape (I helped install them in the late '90's while doing my internship). A majority of our rental skates are 15+ years old and falling apart. We have tried to replace some of them with used ones but a one time investment will get us through a good number of years (these pay for themselves pretty quickly). I will go over the remainder of the requests at the meeting.

We have been asked to begin this process a bit earlier this year to help shape the 2025 budget process.

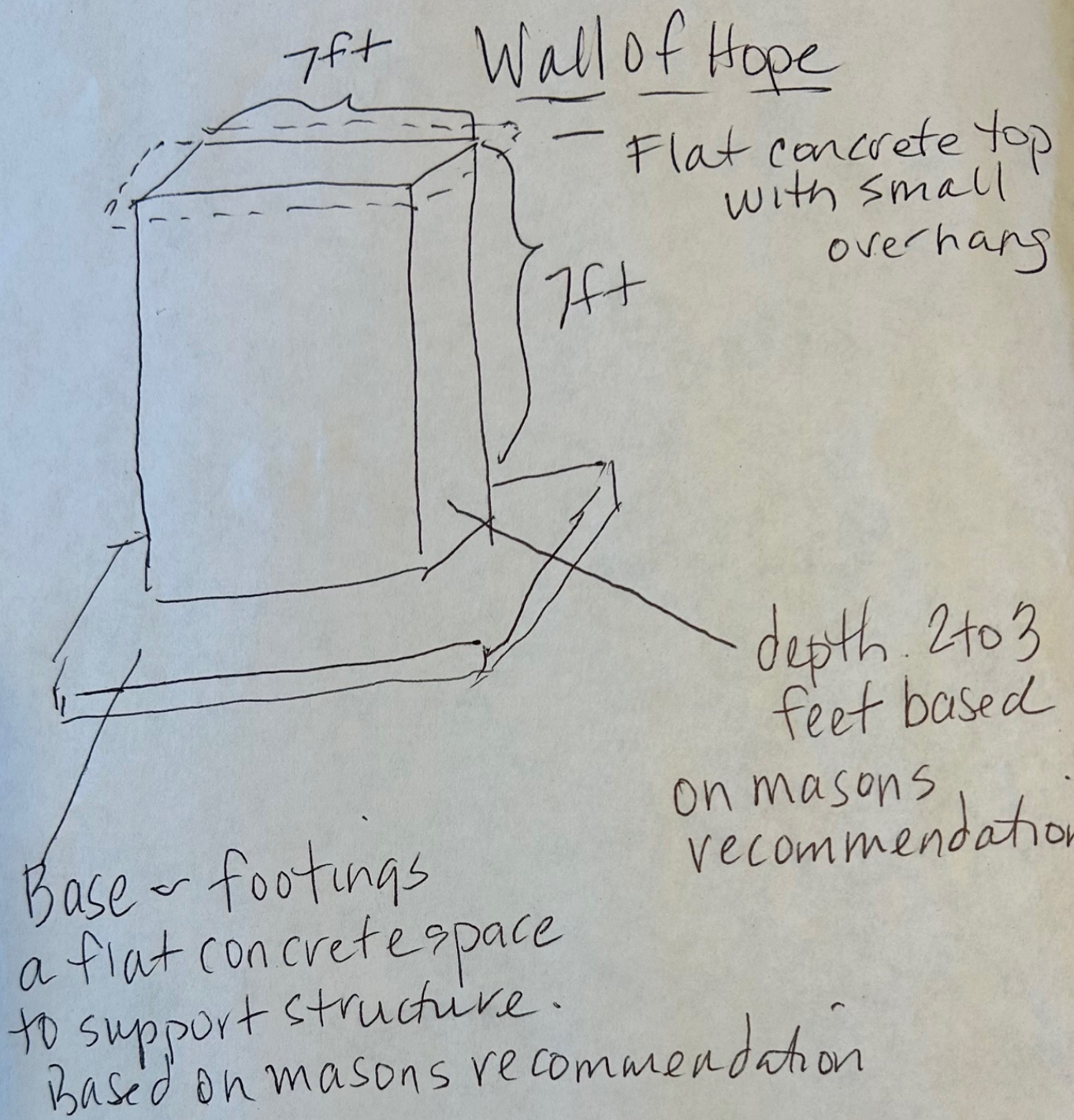
Thank you,

Dan Wendorf
Parks & Recreation Director
City of Merrill



Rough Design idea

Black area represents the river
Two sided - river rock bottom edge
Sun rise - white stones.





Home Furniture

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1 comment



City of Merrill
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June 2024 Parks & Recreation Director's Report

Parks: May was a bit of a challenging month for our crew with optimal grass growing weather to go along with boys & girls youth baseball/softball starting, parks opening, high school sports in full swing, getting the aquatic center ready to go, and everything else. I know I have said this many times before but I do need to say it again, we are lucky to have the best staff as they do such a great job of getting things done and keeping everything looking great! Like every spring season, we fall behind a bit on grass but it happens every year and we get through it and get caught up pretty quickly or at least enough until our seasonal help arrives. It didn't help this year as we had some issues with one of our large field mowers (New Holland tractor that pulls one of our 16 ft. mowers). The new emissions standards with our exhaust system (sensors) was not allowing us to operate at full capacity until we had it fixed. After a few days it was fixed and we have had it since and it helps to have two large field mowers right now to mow 32 feet at a time. We will have almost all of our seasonal help the week of Memorial Day which will help us tremendously. We do have two new ones who will need to be trained in what we do then hit the ground running for our busy season. We do have quite a few projects this summer that we have to accomplish (Nicklaus Bridge, Ott's Boat Landing, Prairie River Pathway, Gruling Playground, etc.). The Bierman Family Aquatic Center presented us with a new and unique challenge again this year. We found a spot near the east side of the zero depth entry area that heaved up (approximately 8'x8' and extending slightly linearly to the west). We had Badger Pool up to look at it before start up but they said that our options were to either wait until they had the resources to cut it out and fix it or we could operate/open as normal and place mats over the area and fix it after the season. They didn't have any structural concerns during pool operation so we chose to wait until the season is over to have it fixed. We also had some issues with a couple of our tank less water heaters for the restroom/locker rooms that we fixed and will evaluate if we want to continue to operate with tank less or if we consolidate this in the future to a tank heater that is easier to work on. Either way, our tank less ones are enough to handle what we need them to right now. Our dock was delivered and installed at Riverside Park on 5/17, it looks great and is great to have a dock back in there – people were using it right away after it went in. We did have to pull it out on 5/21 as we saw water levels coming up before the big storms. This was the reason we purchased a dock like this as it is easy to put in and take out. Over the weekend of 5/17-5/19 American Systems came back up to work on fixing the pickleball surfacing. The weather chased them out before they could finish so they returned on 5/23 and 5/24 to finish up. I met with Merrill Youth Soccer representatives on 5/13 to discuss plans for the summer and their future. They would like to help improve their area at the MARC and we are happy to partner with them like we do with other entities to make sure our facilities are always improving. Our seasonal staffing numbers are looking good in all areas so we are very happy about that. I did meet with our City Attorney to go over the Hockey Contract, and then met with representatives from Hockey to discuss. We are pretty close to an agreement I believe. They were going to run it past their board for final approval and once they have that we will do the same in one last closed session for the Commission. The Merrill Youth Baseball Tournament was held on May 31st – June 2nd at Lion's Park, Athletic, and the MARC. Overall we hosted over 40 teams from 8U through 14U from all over the state and beyond. I have been working with City Engineering staff to prepare documents for the contractor to perform work on replacing our boat launch at Ott's Park. As previously mentioned, the City will perform the prep work (removal of existing boat ramp/launch material) so the project is ready for the contractor.

Forestry: I finally caught up on my inspection list for this spring. Thankfully I haven't observed anything tree-health wise that is out of the ordinary. We did have a very mild winter but our up and down spring season most likely caused some tree stress, especially while trees are coming out of dormancy. We are a bit behind on full leaf out mostly due to the cold month of April and well below average actual sunlight days but things are turning now. I have been getting quite a few tree planting requests for this fall, which I am excited to see. Over the past number of years people have been reluctant to want trees back on their boulevards and the main reason I get from homeowners is that they

An equal opportunity/affirmative action employer.



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don't want to rake leaves! We will gladly plant as many trees as we can handle (and afford) each and every fall so I am glad to see this trend turning back to our community wanting and embracing trees. We did lose some trees and have some tree damage during the storms on May 21st. The majority of the damage was near the eastern side of the City but there was some scattered tree related issues spread across town after the storms moved through. All things considered, this weather event could have been much worse.

Recreation: Registrations have gone well thus far, and we are about to kick off our summer season full blast. As previously mentioned, we are down a bit with our Summer Playground registrations but that is mostly due to Summer School and the Boys & Girls Club, along with family trips and such early in the summer. We do anticipate that to balance out as the summer progresses. We worked with a local citizen who is a Yoga instructor to set up Yoga classes at the Agra Pavilion on Tuesday evenings on a trial basis. Hopefully she is successful and it is another wellness avenue that we can help provide to the community. Our inaugural pickleball league/lessons sign ups have been good so far. I think that is going to be very successful and we will gain numbers as things go on this first year. We have also had a lot of people playing on the new courts, which is great to see. Each one of our bus trips are almost full which is good to see at this point leading up to summer. We are ready for a very busy summer of recreation and are looking forward to seeing everyone participating in our programs, or simply just out and about using our beautiful parks and amenities!

Smith Center: We have also been busy in the Smith Center as well with events as well as catching up on some maintenance work that we can't normally do when the ice is in. We have had a few small rentals inside the Smith Center as well as a few larger ones. We hosted the Raise your Voice walk and event, as well as the Kate Goodrich PTO end of the year school carnival. We also have June Dairy Breakfast coming up on June 9th, which is always a huge crowd in our building. Youth Hockey intends to have summer ice again this year and it will be at the end of July into early August so we will be prepping the building and installing ice in mid-July. I believe they have a lot of interest from the surrounding area(s) for usage so they will be bringing visitors in daily from all over to our community for a few weeks. I met with and discussed the Hockey Contract with our City Attorney and he made some language revisions and changes as suggested by the Commission. I met with representatives from Youth Hockey to discuss those revisions and I believe we are close to being in agreement. They were going to discuss with their board and come back to me. Once we are at that point, I will bring it back to you (the Commission) and we can hopefully finalize.

Respectfully Submitted,

Dan Wendorf
Parks & Recreation Director
City of Merrill