



CITY OF MERRILL
PARKS AND RECREATION COMMISSION
AGENDA • WEDNESDAY, JULY 10, 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. June 2024 Minutes
- III. Approval of Claims**
 - 1. June 2024 Claims
- IV. General Agenda Items for Consideration**
 - 1. Discuss and potentially approve 2025 Capital requests
 - 2. Update on Lincoln County ARPA funding requests
- V. Monthly Reports**
 - 1. July Monthly Report
- VI. Date and Time of Next Meeting**
- VII. Public Comment**
- VIII. Adjournment**

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**CITY OF MERRILL
PARKS AND RECREATION COMMISSION
WEDNESDAY, JUNE 5, 2024 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 4:15 PM**

I. Call to Order Commissioner Novitch called the meeting to order at 4:15 p.m. Members in attendance include Novitch, Krueger, Rutkowski, Gulke, Tabor, Osness, Malm.

II. Consider approving minutes from the previous meeting **Motion Gulke, seconded by Rutkowski to approve the May 2024 meeting minutes.

**Carried unanimously.

1. May 2024 Minutes -

III. Approval of Claims

1. May 2024 Claims - **Motion Tabor, seconded by Krueger to approve the claims. *Discussion, Malm asked Wendorf what constitutes capital items - dollar amounts as it relates to private business. Wendorf explained capital versus operational as well as the thresholds related to each.

**Carried unanimously.

IV. General Agenda Items for Consideration

1. Discuss and potentially approve 2025 Capital requests - Wendorf began the discussion by explaining the capital request process and that he was asked to begin work on this process a little earlier this year. Wendorf informed the Commission that the items on the list provided to them was a compilation of items generated through discussion with staff and a number of items were previously prioritized on previous capital request lists. Wendorf reviewed the list in priority order: repave Streeter Square basketball courts (\$45,000), replace activity pumps at aquatic center (\$35,000), replace park entrance signs (\$35,000), finish concrete around park shelters (\$25,000), replace rental skates at Smith Center (\$10,000), install key fobs at Smith Center (\$10,000), install keypad locks at reservable park shelters (\$10,000), refurbish decking and rails on Prairie Trails pedestrian bridge (\$25,000). There was discussion related to how many items we send forth to City Council. Wendorf stated that it was up to the Commission, some years we have this many items and others there are less. The final decisions rests with City Council. It was unanimously decided to approve the capital list as presented in DRAFT format so the commission has time to review it at the July meeting.

2. Continued discussion on "Wall of Hope" citizen request - Wendorf presented the supplied information from the requesting party for the Wall of Hope idea. Wendorf updated new commissioners as to previous discussions related to the request and original location(s) that were proposed. Wendorf stated that he discussed with the lady requesting this item that it remain

generic so as to not set a precedent for potential future requests. The Commission agreed with that and had several questions on any wording or messaging on the wall and other potential locations. Krueger suggested that this person attend a future meeting (most likely August) to answer the questions that they have before any decisions can be made. Wendorf said he will contact her and relay that message.

3. **Things to be excited about** - Wendorf shared with the commission several items to be excited about including: recreation programs getting underway, warmer weather, seasonal employees arriving to help out, projects about to get underway/or are underway, upcoming events in and around the parks/community, and seeing people out and about utilizing all of our parks and amenities.

V. Monthly Reports Novitch asked if there were any questions for Wendorf. There were no questions. Wendorf informed the Commission of another leak at the Aquatic Center. He explained that the leak was fairly significant and that he believes it to be in the zero depth area where the plaster heaved late winter/early spring. Wendorf stated that they were going to run some tests and try to turn pumps off and see where the water drains to and try and determine the cause of the issue. He stated they were working with Badger Pool already to help with determinations and hopefully come to a quick conclusion and fix so that we can be operational as soon as possible. Wendorf said he would keep the Commission informed as he learned more.

1. Monthly Report -

VI. Date and Time of Next Meeting The Commission discussed moving the meeting from the first Wednesday of July due to that being July 3rd (a busy holiday week) to July 10th at 4:15 p.m. at City Hall.

VII. Public Comment There was no public comment.

VIII. Adjournment **Motion Krueger, seconded by Rutkowski to adjourn at 5:30 p.m.
**Carried unanimously.

6/1/2024

MERRILL DISTRIBUTING	FOOD FOR AQUATIC CENTER	5/31/2024	1705427	\$88.75	10-55420-03-40100
ACE HARDWARE	FLOWERS FOR COMMUNITY GARDEN/SP	6/11/2024	235372	\$13.48	10-55300-03-41500
AJ CONTRACT SERVICES, INC	POOL CHEMICALS	6/11/2024	35739	\$970.00	10-55420-03-40000
ALICIA CHILA	SECURITY DEPOSIT	6/24/2024	VOUCHER	\$50.00	10-21-7200
ALL AMERICAN CIRCUS	SECURITY DEPOSIT	6/17/2024	VOUCHER	\$100.00	10-21-7100
AMERICAN WELDING	CHEMICALS FOR POOL	5/31/2024	10153454	\$61.68	10-55200-02-15000
AMERICAN WELDING	HELIUM	5/31/2024	10153811	\$83.85	10-55300-03-41500
AMERICAN WELDING	CYLINDER CHARGE	5/31/2024	10138931	\$1,041.90	10-55420-03-40000
AMERICAN WELDING	CHEMICALS FOR POOL	6/7/2024	10167553	\$159.14	10-55420-03-40000
AMPERE ELECTRIC	FIX SCOREBOARD AT MARC	6/23/2024	1254	\$364.00	10-55200-02-15000
ANDY SIMON	SECURITY DEPOSIT	6/20/2024	72029575	\$100.00	10-21-7200
ANNE SCHOONE	CANCELLED PICKLEBALL LEAGUE	6/1/2024	VOUCHER	\$20.00	
BEIN CRAFTY	STARTER/T-BALL SHIRTS	6/4/2024	7831	\$875.00	10-55300-03-415000
BLUEJAY 96.3	ADVERTISING	5/31/2024	18881-3	\$249.00	10-55300-03-41500
CENTRAL WISCONSIN WHOLESALE AUTO	ULTRA SUPREME	6/6/2024	30276	\$227.70	10-55200-03-4000
CINTAS	UNIFORMS	5/29/2024	4194050918	\$167.05	10-55200-03-46000
CINTAS	MOPS/MATS	5/29/2024	4194050749	\$254.71	10-55400-02-23250
CINTAS	UNIFORMS	5/15/2024	4192642227	\$84.48	10-55200-03-460000
CINTAS	UNIFORMS	6/5/2024	4194990407	\$167.05	10-55200-03-46000
CINTAS	UNIFORMS	6/12/2024	4195509845	\$167.05	10-55200-03-46000
CINTAS	UNIFORMS	6/19/2024	4196218804	\$172.11	10-55200-03-46000
COMMUNITY FOOD PANTRY	REFUND TAX	6/17/2024	VOUCHER	\$3.13	10-24-2100
DAN NOVITCH	SECURITY DEPOSIT	6/11/2024	VOUCHER	\$100.00	10-21-7200
DAVE'S COUNTY MARKET	SUMMER PLAYGROUND	6/9/2024		\$15.64	10-55300-03-41500
DAVE'S COUNTY MARKET	AQUATIC CENTER	6/18/2024		\$8.45	10-55420-03-40100
DAVE'S COUNTY MARKET	SHREDDED CHEESE	6/18/2024		\$13.29	10-55420-03-40100
DAVE'S COUNTY MARKET	SUPPLIES FOR AQUATIC CENTER	6/18/2024		\$5.97	10-55300-03-41500
DEIDRE RATZLAFF	SECURITY DEPOSIT MULTI PURPOSE	6/5/2024	VOUCHER	\$50.00	10-21-7100
DELANA SALISBURY	SECURITY DEPOSIT	6/17/2024	VOUCHER	\$50.00	10-21-7200
DENIALE STEFFEN	SECURITY DEPOSIT	5/29/2024	VOUCHER	\$50.00	10-21-7200
DOMINIQUE COEY	SHIRTS	4/18/2747	306469	\$60.00	10-55420-03-40000
EMILY KLUG	SECURITY DEPOSIT	6/10/2024	VOUCHER	\$100.00	10-21-7200
HAVEN, INC	SECURITY DEPOSIT	6/24/2024	VOUCHER	\$100.00	10/21/7200
HAWKINS	CHEMICALS FOR POOL	5/16/2024	6760458	\$3,995.91	10-55420-03-40000
HAWKINS	AQUATIC CENTER CHEMICALS	6/12/2024	6779879	\$3,849.40	10-55420-03-40000
JANET THOMPSON	TENNIS LEAGUE	6/1/2024	VOUCHER	\$170.00	10-55300-03-41000
JASON WYLAND	SECURITY DEPOSIT	6/6/2024	VOUCHER	\$100.00	10-21-7200
JENNIFER MALINOWSKI	SECURITY DEPOSIT	5/29/2024	VOUCHER	\$50.00	10-21-7200
JESSICA BELANT	SECURITY DEPOSIT	6/10/2024	VOUCHER	\$50.00	10-21-7200
JIM HORNURG	SECURITY DEPOSIT	6/24/2024	VOUCHER	\$50.00	10-21-7200
JULIE BELFIORI	SECURITY DEPOSIT	6/11/2024	VOUCHER	\$100.00	10-21-7200
KAYLEY BAUMAN	SECURITY DEPOSIT	6/11/2024	VOUCHER	\$100.00	10-21-7200
KWIK TRIP	AQUATIC CENTER	6/24/2024		\$27.92	10-55420-03-40100
KWIK TRIP	AQUATIC CENTER	6/18/2024		\$17.45	10-55420-03-40100
LACROSSE CRUISE	CREDIT BUS TRIP	6/18/2024		-\$47.95	CREDIT BUS TRIP
MEGAN SCHUELLER	REFUND SUMMER PLAYGROUND	6/13/2024	VOUCHER	\$392.00	10-45300-46750
MEGAN WEBER	SECURITY DEPOSIT	6/24/2024	VOUCHER	\$50.00	10-21-7200
MELISSA KRACHT	SECURITY DEPOSIT	6/11/2024	VOUCHER	\$50.00	10-21-7200
MELISSA VANDRE	SECURITY DEPOSIT	5/29/2024	VOUCHER	\$100.00	10-21-7200
MENARDS	BOARDS FOR NICKLAUS BRIDGE PROJECT	6/13/2024	45951	\$4,857.53	CAPITAL 2024
MERRILL ACE HARDWARE	SEEDS FOR SUMMER PLAYGROUND	5/31/2024	235073	\$8.97	10-55300-03-41500
MERRILL ACE HARDWARE	FASTENERS	5/21/2024	234752	\$43.70	10-55200-03-40000
MERRILL ACE HARDWARE	SUPPLIES FOR SHOP	5/23/2024	234945	\$19.38	10-55200-03-40000
MERRILL ACE HARDWARE	TRASH BAGS	5/31/2024	2358057	\$31.99	10-55200-03-40000
MERRILL ACE HARDWARE	PAINT AND BRUSHES	6/11/2024	235382	\$532.43	10-55200-08-91000
MERRILL ACE HARDWARE	CHEM GLOVES	6/3/2024	235142	\$8.59	10-55200-03-4000
MERRILL ACE HARDWARE	ELECTRIC TAPE	6/3/2024	235141	\$22.58	10-55200-03-4000

MERRILL ACE HARDWARE	CABLE TIES	6/10/2024		\$34.95	10-55200-03-40000
MERRILL ACE HARDWARE	FASTENERS	6/10/2024		\$1.00	10-55200-03-40000
MERRILL ACE HARDWARE	FOAM WASP SPRAY	6/12/2024		\$32.94	10-55200-03-40000
MERRILL ACE HARDWARE	CLAMPS	6/11/2024		\$10.77	10-55420-03-50000
MERRILL ACE HARDWARE	POURLTY NETTING	6/12/2024		\$57.96	10-55200-03-40000
MERRILL ACE HARDWARE	PASSAGE LEVER WAVE/DEADBOLT	6/13/2024		\$54.98	10-55200-03-50000
MERRILL ACE HARDWARE	DRAIN BOILER	6/17/2024		\$12.99	10-55200-03-50000
MERRILL ACE HARDWARE	TRASH BAGS	6/21/2024	1927422812	\$31.99	10-55400-03-40000
MERRILL DISTRIBUTING	FOOD FOR AQUATIC CENTER	5/28/2024	1704664	\$1,601.80	10-55420-03-40100
MERRILL DISTRIBUTING	FOOD FOR AQUATIC CENTER	6/4/2024	1705730	\$1,336.10	10-55420-03-401000
MERRILL DISTRIBUTING	AQUATIC CENTER	6/3/2024	1704664	\$1,107.57	10-55420-03-40100
MERRILL DISTRIBUTING	AQUATIC CENTER	6/18/2024	1707751	\$1,024.09	10-55420-03-40100
MERRILL DISTRIBUTING	GLOVES FOR AQUATIC CENTER	6/20/2024	1708348	\$67.14	10-55400-03-40000
MERRILL ELEMENTARY PTO	SECURITY DEPOSIT	6/17/2024	VOUCHER	\$100.00	10-21-7100
MICHELE MOYER	SECURITY DEPOSIT	6/19/2024	VOUCHER	\$50.00	10-21-7200
MICHELLE STEFFEN	SECURITY DEPOSIT	6/19/2024	VOUCHER	\$100.00	10-21-7200
MIDWEST COMMUNICATIONS	ADVERTISING	5/31/2024	643371	\$500.00	BLACK SQUIRREL SCURRY
MULTI MEDIA CHANNELS	ADVERTISING	5/5/2024	198049	\$170.00	26-55425-03-42777
NAPA AUTO PARTS	QUAD HEAD	6/11/2024	83517	\$35.38	10-55200-03-50000
NORTHWOODS	SPARKLING GREEN SAFE CLEAN	6/4/2024	392681	\$200.18	10-55400-03-40000
PERMAR SECURITY SERVICES	INSPECTION	6/8/2024	3340404	\$590.64	10-55400-02-16500
R & R SPECIALITIES	WHITE PAINT	6/11/2024	82277	\$164.70	10-55400-03-40000
RACHEL WEIX	LIFEGUARD TRAINING	6/17/2024	VOUCHER	\$162.50	26-45420-48250
RTL ELECTRIC	ATHLETIC PARK	6/20/2024	66374	\$531.53	10-55200-02-15000
RTL ELECTRIC	MARC CONCESSION STAND	6/20/2024	66377	\$309.75	10-55200-02-15000
RTL ELECTRIC	AQUATIC CENTER GFCI	6/20/2024	66373	\$295.50	10-55200-02-15000
RTL ELECTRIC	PICKLEBALL COURTS	6/20/2024	66378	\$15,175.51	PICKLEBALL NON LASPE
RTL ELECTRIC	EXTERIOR RECEPTACLE FOR LIONS CLUB	6/20/2024	66376	\$868.00	26-55250-08-27998
RTL ELECTRIC	INSTALL GFCI AT AGRA	6/20/2024	66379	\$1,422.66	26-55300-03-60022
RTL ELECTRIC	TROUBLESHOOT & R/R EXIT LIGHT SC.	6/20/2024	66375	\$200.85	10-55400-03-50000
SAMANTHA HUSS	REFUND SUMMER PLAYGROUND	6/11/2024	VOUCHER	\$142.00	10-45300-46750
SAM'S CLUB	SUPPLIES FOR AQUATIC CENTER	5/28/2024		\$536.12	10-55420-03-40100
SHAUNA BUSH COOPER	SECURITY DEPOSIT	6/24/2024	VOUCHER	\$100.00	10-21-7200
SHELLY STORM	REFUND ON AGRA RENTAL	6/17/2024	VOUCHER	\$90.00	10-45200-46722
SHELLY STORM	REFUND ON SECURITY DEPOSIT	6/17/2024	VOUCHER	\$100.00	10-21-7200
SKATE CITY	SUMMER PLAYGROUND	6/19/2024	316	\$172.63	10-55300-03-41500
TRICA BEYER	SECURITY DEPOSIT	5/29/2024	VOUCHER	\$100.00	10-21-7200
VIP OFFICE SUPPLIES	CALCULATOR	5/29/2024	115536-001	\$120.10	10-55300-03-41500
WALMART	SUPPLIES FOR AQUATIC CENTER	5/29/2024		\$131.88	10-55420-03-40100
WALMART	SUMMER PLAYGROUND	6/9/2024		\$92.70	10-55300-03-415000
WALMART	SUMMER PLAYGROUND	6/13/2024		\$49.00	10-55300-03-41500
WALMART	PROGRAMS	6/13/2024		\$50.17	10-55300-03-41500
WALMART	AQUATIC CENTER	6/18/2024		\$69.83	10-55420-03-40100
WALMART	BUBBLES FOR SUMMER PLAYGROUND	6/20/2024		\$14.70	10-55300-03-41500
WALMART	SUMMER PLAYGROUND	6/21/2024		\$63.95	10-55300-03-41500



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2025 Draft Capital Requests – Parks & Recreation Department

Park/Project	Priority Order	2025
Replace pool heater	1	\$35,000
Remove/repave Streeter Square basketball Court (repeat request)	2	\$45,000
Replace smaller activity feature pumps at Bierman Family Aquatic Center	3	\$35,000
Replace all park entrance signs (repeat request)	4	\$35,000
Finish concrete around park shelters(Riverside/Ott's/Normal/Stange) (repeat request)	5	\$25,000
Replace rental skates at Smith Center	6	\$10,000
Key fobs installed at Smith Center	7	\$25,000
Keypad locks on park shelters	8	\$10,000
Refurbish decking & rails on Prairie Trails pedestrian bridge (repeat request)	9	\$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.

**I have added our pool heater to the top of the list. We had it evaluated after having some issues and found that the cost difference to fix all of the issues versus replacing it completely and gaining a warranty was approximately \$300. All of the equipment at the Aquatic Center is now 10 years old.

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



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July 2024 Parks & Recreation Director's Report

Parks: June was another very busy month, as every summer month is for us. With the unusual amount and frequency of rain it sure made things difficult to keep up/catch up even with summer help. The high school spring sports seasons have come and gone and have given way to youth baseball/softball/soccer seasons as well as recreation programs. Other seasons got underway shortly after, including: Legion & Jr. Legion Baseball, Merrill Rangers, and the newly formed Legion & Jr. Legion softball teams. Our pickleball courts were finished resurfacing and have been getting heavy use, which is fantastic to see. I even had several calls from people from out of town who wanted to know about our courts so they made the trip to Merrill to try out our courts. We have also been getting prepared for some of our summer projects and have met with several partners to ensure that we are ready to go (Normal Park, Prairie River Pathway, Nicklaus Bridge, Gruling Family Playground to name a few) along with our seasonal maintenance projects. I have also been working with a local young man on his Eagle Scout Project. He is going to help us replant some native plants between the Wisconsin River and the Agra Pavilion and other areas. This will hopefully help re-establish plants native to our area and cut back on some of the invasives that have taken over. This past winter we removed quite a bit of brush in and around that area and this will help that habitat once established. As of now, it is looking like we are going to have the deck poured on the Nicklaus Bridge shortly after the week of July 4th. The Gruling Family Playground is looking to be installed at the end of July or early August. And the other projects do not have an exact time line; we need to bid out Normal Park and Prairie River Pathway we are going to do quite a bit of it as well. We were fortunate to find the problem at the Aquatic Center fairly quick, get it fixed, and be back open within a week (on 6/18). Since opening back up our attendance has been pretty relative to the weather we have had. Nice weather days have produced really good attendance and the cooler/cloudy/rainy days have been slow. Unfortunately Merrill Aqua Jays had to move the outdoor swim meet that was supposed to be at our aquatic center to the PRMS indoor pool on 6/22 due to consistent and heavy rain that day. That is the life of an outdoor aquatic center in northern Wisconsin. Fingers crossed for a change in the weather pattern so we have more sunny 80 degree days for the remainder of the summer. We will still have to address a few items before next season including: pool heater, heaved area in zero depth, and activity pumps. These items may have to jump to the front of the capital request list for next season as they are all in need of being fixed or replaced. We have had small issues with the heater in the past but we had a full inspection done and it may end up being a case of the same amount of money to fix it versus replacing it completely and getting a new warranty with it. We are working with Stainless Specialists to help us through the process and make the best decision for the City. We had several weather related incidents prompting us to have to clean up downed trees and limbs in a few park locations. Fortunately we didn't have any damage to buildings or amenities and hopefully it stays that way. I attended our Tourism Commission Meeting on June 25 at the Merrill Chamber.

Forestry: As mentioned above, we did have several weather related tree issues that extended beyond our parks to some boulevard trees. The Street Department always does a magnificent job cleaning up our tree debris and damaged trees after storms. I always have additional inspections after severe weather. I am working towards getting caught up on those inspections. I have noticed some trees have been stressed due to too much rain and ground saturation. It won't kill the trees that are showing symptoms, but the limited oxygen in the root zone causes that. There are certain species that thrive on wet soils, but most of our boulevard trees and park trees are planted specifically to thrive in well drained soils. Hopefully the weather takes a turn fairly soon – when it does there is a lot of growth that will take place with our trees.



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Recreation: Our recreation programs are off to a good start this year. Summer playground has been pretty smooth thus far (compared to last year) and we are all very happy about that to say the least. Other programs are good. We have noticed several programs are down slightly in numbers but have also observed a few local organizations have been “borrowing” our ideas/programs almost word for word and doing them for less money or free. We have had this discussion before and it is flattering but it also keeps us on our toes to continue to be innovative. Hopefully we continue to have a great summer and finish as strong as we started. Our bus trip to La Crosse went very well with everyone having a very good time. Our upcoming trips are not completely full but both of them are very close so they should be full by the time we leave. Surprisingly we are not very far from having to prepare for our fall recreation programs and events, including Labor Day Parade and festivities, Colorama Bike Ride, and flag football to name a few.

Smith Center: We had a very good month of June inside the Smith Center once again. We hosted several big events including: June Dairy Breakfast, Circus, and a new event WAGS of Wisconsin. All events had great attendance bringing a lot of new people into our community and to our facilities. We will also be hosting the Independence Day Fireworks on the MARC grounds on July 5th this year. The company we are going with wasn’t available on July 4th so we had to adapt to their schedule. Very soon we will be preparing the arena for summer ice. Summer ice this year will straddle the end of July into August and will last for two weeks. Youth Hockey has already sold quite a bit of ice and has teams coming from all over the state to our arena.

Respectfully Submitted,

Dan Wendorf
Parks & Recreation Director
City of Merrill