



CITY OF MERRILL
PARKS AND RECREATION COMMISSION
AGENDA • WEDNESDAY, NOVEMBER 6, 2024

Regular Meeting

City Hall Council Chambers

4:15 PM

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
 - 1. October 2024 Minutes
- III. Approval of Claims**
 - 1. October 2024 Claims
- IV. General Agenda Items for Consideration**
 - 1. Update on 2025 Budget
 - 2. Consider Smith Center public skate punch passes
 - 3. Consider adjusting Smith Center birthday skate party packages
- V. Monthly Reports**
 - 1. November 2024 Report
- VI. Date and Time of Next Meeting**
 - 1. Wednesday, December 4th, 2024 @ 4:15 p.m.
- 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, OCTOBER 2, 2024 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 3:30 PM**

I. Call to Order Roll Call:

Present: Gulke, Krueger, Novitch, Tabor, Alderperson Rutkowski

Present Not Voting: Parks Director Dan Wendorf

Excused: Erid Malm, Steve Osness

Absent:

Chairperson Novitch called the meeting to order at 3:30 p.m.

II. Consider approving minutes from the previous meeting

1. **September 2024 Minutes** - Tabor motioned to place minutes on file. Krueger seconded and the motion Passed.

III. Approval of Claims

1. **September 2024 Claims** - Krueger asked Wendorf if the bus charges from the summer were from Summer Playground. Wendorf stated that it was for Summer Playground for the entire summer and those charges were passed along to the playground participants through fees.

Alderperson Rutkowski motioned to approve. Gulke seconded and the motion Passed.

IV. General Agenda Items for Consideration

1. **Review & Approve 2025 Operating Budget** - Wendorf began the discussion by describing each of the Parks & Recreation Department budgetary categories and any adjusted amounts. Wendorf stated that a vast majority of budget adjustments in this budget, like all from previous years, are due to wages, step increases, insurance, and personnel related items. We haven't had wiggle room to add very much in the way of operational funds in a long time. So the budget pretty much is what it is at this point.

Krueger motioned to approve. Tabor seconded and the motion Passed.

V. Monthly Reports

1. **October 2024 Director's Report** - Wendorf summarized all of the events, projects, and activities the department accomplished throughout the month of September. He explained that September was extremely busy and productive and that a lot of the projects ended up occurring in September due to the less than ideal weather we all experienced in May, June, and into mid/late July. Wendorf did state that it is great to see these projects being completed and that they are going to be great additions to our parks and for our citizens. Wendorf also thanked the Street Department for their amazing cooperation in

helping us start and finish these projects, as well as Park Staff for working very hard to keep our parks looking beautiful and clean after the seasonal employees left at the middle/end of August. They have a lot of responsibilities and they always rise to the challenge.

VI. Date and Time of Next Meeting The next regularly scheduled meeting will be on Wednesday, November 6th, 2024 at 4:15 p.m. at the Merrill City Hall. Wendorf stated that they may have to move location depending on usage of the Council Chambers due to Election Day being held the day before.

VII. Public Comment There was no public comment.

VIII. Adjournment Alderperson Rutkowski motioned to approve. Krueger seconded and the motion Passed.

The meeting was adjourned at 3:55 p.m.

The Commission then proceeded on the Park Tour. They visited Normal Park, Rotary Park/Agra Pavilion area, Stange Park, Ott's Park, and the River Bend Trail to view the newly resurfaced Nicklaus Bridge. The Commission returned to the Merrill City Hall to end the tour at 5:45 p.m.

- 1. The Commission will go on a tour of parks after the meeting is adjourned - there will be no Commission business conducted during the tour -**

10/1/2024					
ASPIRUS MERRILL HOSPITAL	SECURITY DEPOSIT	9/29/2024	VOUCHER	\$100.00	10-21-7200
ACE HARDWARE	ELEC TAPE/FASTENERS/DOOR STOP	10/10/2024	238676	\$56.38	10-55400-03-40000
AMERICAN WELDING	CYLINDER RENTAL	8/31/2024	10361732	\$83.85	10-55200-02-15000
AMERICAN WELDING	CYLINDER RENTAL	8/31/2024	10361372	\$61.68	10-55200-02-15000
ASCSON GRAAP	FLAG FOOTBALL REF	10/14/2024	VOUCHER	\$165.00	10-55300-03-41000
BADGER SWIMPOOLS	WINTERIZE POOL	10/18/2024	1421	\$3,895.11	10-55420-03-51523
BRETT SUCHOCKI	FLAG FOOTBALL REF	10/14/2024	VOUCHER	\$105.00	10-55300-03-41000
BROC SUCHOCKI	FLAG FOOTBALL REF	10/14/2024	VOUCHER	\$180.00	10-55300-03-41000
BRODY JOHNAS	FLAG FOOTBALL REF	10/14/2024	VOUCHER	\$150.00	10-55300-03-41000
CINTAS	UNIFORMS	9/25/2024	4206235448	\$96.48	10-55200-03-46000
CINTAS	UNIFORMS	10/2/2024	4206961225	\$96.48	10-55200-03-46000
CINTAS	UNIFORMS JIM/JOE/RYAN	10/9/2024	4207678723	\$181.53	10-55200-03-46000
CINTAS	UNIFORMS JIM/JOE/RYAN	10/16/2024	4208404240	\$96.48	10-55200-03-46000
CINTAS	MOPS/MATS	10/16/2024	4208404245	\$265.30	10-55400-02-23250
CINTAS	UNIFORMS JIM/JOE/RYAN	10/23/2024	4209127593	\$96.48	10-55200-03-46000
DAVE'S COUNTY MARKET	PROGRAMS	10/28/2024		\$4.29	10-55300-03-41500
FERGUSON	PARTS FOR AQUATIC CENTER	9/13/2024	8952563	\$192.96	10-55200-03-40000
FERGUSON	AQUATIC CENTER	9/13/2024	8952563	\$319.76	10-55420-50000
FERGUSON	1/2 HP N/AUTO PUMP/AQUATIC CENTER	9/23/2024	8952563.1	\$2,088.00	10-55420-03-50000
GENUINE REPLACEMENT PARTS	VEGETABLE/CRISPER DRAWER AGRA BUILDING	9/27/2024	5047771	\$72.67	10-55200-03-50000
HAENCO	ANTIBACTERIAL HAND WASH	10/3/2024	13274	\$291.76	10-55400-03-40000
HAENCO	VACUUM	10/18/2024	13397	\$372.86	10-55400-08-82000
HENRY CHRUDINSKY	FLAG FOOTBALL REF	10/14/2024	VOUCHER	\$120.00	10-55300-03-41000
HOLLIE LOKEMOEN	SECURITY DEPOSIT	9/24/2024	VOUCHER	\$50.00	10-21-7200
JENNIFER BROOKS	SECURITY DEPOSIT	10/21/2024	VOUCHER	\$100.00	10-21-7200
JILL SEETAN	SECURITY DEPOSIT	10/8/2024	VOUCHER	\$100.00	10-21-7200
JOHNATHAN BARNETT	FLAG FOOTBALL REF	10/14/2024	VOUCHER	\$150.00	10-55300-03-41000
LANA WENDT	SECURITY DEPOSIT	10/7/2024	VOUCHER	\$100.00	10-21-7200
LAUREE O'DAY	SECURITY DEPOSIT	10/1/2024	VOUCHER	\$100.00	10-21-7200
LEROY FISHER	SECURITY DEPOSIT	10/2/2024	VOUCHER	\$50.00	10-21-7200
MASON BOWMAN	FLAG FOOTBALL REF	10/14/2024	VOUCHER	\$150.00	10-55300-03-41000
MASON FUCHS	FLAG FOOTBALL REF	10/14/2024	VOUCHER	\$165.00	10-55300-03-41000
MERRIL FOTO NEWS	ADVERTISEMENT	10/1/2024	3362	\$802.50	10-55300-03-41500
MERRILL ACE HARDWARE	FILTER	10/3/2024	2384871	\$39.99	10-55400-03-40000
MERRILL ACE HARDWARE	TIE DOWN STRAP	9/23/2024	238242	\$39.99	10-55200-03-40000
MERRILL ACE HARDWARE	MOUSE TRAP/sockets/fasteners	10/3/2024	23848	\$47.71	10-55200-03-40000
MSTADE WINSTON	RENTAL CANCELLATION	10/24/2024	VOUCHER	\$90.00	10-45200-46722
MSTADE WINSTON	SECURITY DEPOSIT	10/24/2024	VOUCHER	\$100.00	10-21-7200
NASSCO	PAPER TOWEL	9/30/2024	47885	\$490.49	10-55200-03-40000
PETERSON BROS SAND AND GRAVEL LLC	SAND	10/3/2024	21563	\$25.00	10-55200-08-91000
PREMIER	SIGN	9/30/2024	22532A	\$1,011.84	RULING FAM PLAYGROUND NON LASPE
QUALITY RESOURCE GROUP	FLAG FOOTBALL SHIRTS	9/13/2024	81202	\$1,474.64	10-55300-03-41500
RHYME	COPY MACHINE	9/18/2024	37476221	\$215.38	10-55400-03-13000
RHYME	COPY MACHINE	10/14/2024	AR775636	\$27.40	10-55400-03-13000
STAINLESS STEEL	REPAIRS SMITH CENTER	10/3/2024	46176	\$1,101.75	10-55400-02-16250
STAINLESS STEEL	GENERAL REPAIRS SMITH CENTER	10/10/2024	43386	\$406.00	10-55400-02-16250
SUNRISE BROADCASTING	ADVERTISEMENT	10/3/2024		\$249.00	10-55300-03-41500
SUSAN PUHL	SECURITY DEPOSIT	10/14/2024	VOUCHER	\$100.00	10/21/7200
WALMART	OFFICE SUPPLIES	10/16/2024		\$16.84	10-55300-03-41500
WALMART	SUPPLIES FOR CRAFT CLASSES	10/21/2024		\$34.20	10-55300-03-41500
WALMART	PROGRAMS	10/24/2024		\$54.82	10-55300-03-41500
WEINBRENNER	BOOTS RYAN GOLISH	10/24/2024	250011953	\$120.00	10-55200-03-46500



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

Parks: Another extremely busy month in our parks with the weather continuing to be very cooperative. The crew has been working hard to get everything winterized, cleaned up, and ready for the winter season. The Street Department has been a savior for us in helping us finish projects as well. Our Normal Park paths were paved on 10/18 and our guys backfilled and seeded the entire path that following week. It looks really great and I have observed a lot of people using it. The lights and power stations are still coming and will be installed as soon as they arrive to complete the project. A very special thank you to the Merrill City Band and Chamber Foundation for contributing funding from their previous Normal Park fundraisers to allow us to make this happen. Staying on Normal Park, I have been working with a local young man who is going to refurbish the totem pole for his Eagle Scout project. We will be pulling the pole as soon as we find a reasonable location to stage it for him to do his work. RTL Electric has graciously agreed to donate their time to pull the pole and get it to where we need it to be worked on. The Prairie River Pathway trail segments through Stange Park and by the Historical Society have been finished, thanks to the Street Department once again and they turned out fantastic. We already have our new connection laid out on North Spruce Street in the new proposed sub development to connect to the property we recently traded for to get us into and out of Prairie Trails. We were able to replace our sump pumps at the Aquatic Center and get Badger Pool back up here to finish winterizing everything before winter. We discussed fixing the plaster in the area that heaved last spring. Badger Pool would like to come back in the spring to perform the repairs so that the new plaster isn't unnecessarily subjected to our winter conditions. The crew has been working diligently on mulching leaves in all of our park areas as the leaves are almost all off. They have also been performing our typical fall maintenance tasks such as: aerating, topdressing, fertilizing, top soiling some areas and over seeding heavy use areas where we have observed turf damage/wear. We have had three budget meetings so far and the not much has changed really since the first one where our capital was trimmed back a good amount. We still had a number of items that were not funded as well as the items that were partially funded with the remaining balances requested being deferred to the following year(s). I tried to request reinserting the Streeter Square Basketball Courts into the capital budget at a lesser amount but was denied and met with opposition from several Alderpersons. We will continue to discuss this but I would really prefer to not completely vacate the Streeter Square basketball court. A basketball court is such a simple investment in recreation for people of all ages and abilities. It is multi-functional and all you need is a basketball so it is an inexpensive way for anyone to exercise/recreate (and last decades). As previously mentioned, the non-funded items and partially funded items on this year's request will lead off the 2026 Capital list and be added to the items that we have discussed potentially including for next year. I did speak with Lincoln County regarding our ARPA funding requests for projects that we submitted last year and it is looking like we are not going to be receiving any funding for the projects we submitted. The lone project that was funded has been completed and that was the ADA kayak launch/dock at Ott's Park. That has been a tremendous addition to our park system and we are very appreciative for the opportunity that we were given from Lincoln County.

Forestry: In between all of our craziness I have been working hard setting up all of our fall tree planting sites. Our tree order was delivered on 10/23 and I marked all street sites, notified homeowners, and called diggers hotline tickets on each of our 70+ street sites to end the week out. We're planning to begin planting towards the end of the week of 10/28 and into the following week. I ordered 123 trees so we'll have enough to plant great numbers on our boulevards, replace the younger trees that didn't make it, memorials, and park trees as well. I attended our Urban Foresters Networking Meeting hosted by the WDNR on 10/23 in Edgar with Street Superintendent Bonack. As always it was very insightful and informative and it is always great to simply discuss what others in the profession are doing in their communities. Including successes, struggles & challenges, and share ideas with one another. I still have a number of tree inspections to complete once we get tree plantings finished up and things slow down a bit before the winter months.



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The Street Department typically does prunings and removals once the weather turns and when they don't have any snow removal tasks to perform.

Recreation: Some of our fall recreation programs have wrapped up already and some of our new ones have begun. As previously mentioned, our flag football program was very successful once again this year and a big thank you to Dawn for all of her work in organizing that program. This year was really neat in that all of the flag football players got to finish the season by playing a game on the turf at Jay Stadium after being announced to the crowd at a home game and being part of a tunnel for the high school varsity players. That was a great highlight for those young players that hopefully keeps them interested in not only football but sports and involvement in general! We have started some fall toddler recreation programs this fall and moved them to the Agra Pavilion to see if we can get more people in that central location. So far it has been a positive change and we will continue with more if our response continues to be positive. We have a lot of great things coming up with our recreation programs. We have a lot of seasonal holiday programs related to Halloween, Thanksgiving, and Christmas. We are also preparing for our annual Little Dribblers co-ed youth basketball learning league that begins in January at Kate Goodrich. Our sign ups have been ongoing and we are hoping to continue on our success from the previous years. We always hope that we have great registration numbers so that we can get as many youngsters out of the house and involved in as much as possible.

Smith Center: Keeping with the same trend, we had a very busy October inside the Smith Center getting ready to install the ice and the actual install itself. The process thankfully went as smooth as it could and we are happy to be up and running with our ice time for the past few weeks. It takes a lot of work to prep the arena and install ice for the season and we are fortunate to have great people on our team that make the process go smoothly each and every year. So far everything has been going good. Our ice buy is looking good for this season. We were also contacted by a Wausau area organization looking to purchase Friday night ice for an extended period of time to begin the year. We did sell them the ice as it is a sure thing for our revenue and brings people into our community. The downside is that our Friday night public skate times are limited to begin the year. We will still have Saturday evenings for public skate but it is important for us to build this relationship with the group looking for more ice from outside of our community as it could lead to more from their organization and others in the future. It is also important to sell more ice since youth hockey has purchased less ice over the last number of years than in the past. We will offer public skating on any Fridays that they are not purchasing ice in the future so it will not completely eliminate that at all.

Respectfully Submitted,

Dan Wendorf
Parks & Recreation Director
City of Merrill