

**CITY OF MERRILL
PARKS AND RECREATION COMMISSION
WEDNESDAY, MARCH 5, 2025 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 4:15 PM**

I. Call to Order Roll Call:

Present: Gulke, Krueger, Malm, Osness, D8 Alderperson Rutkowski

Present Not Voting: Parks Director Dan Wendorf

Excused: Dan Novitch, Joan Tabor

Absent:

Vice Chair Krueger called the meeting to order at 4:15 p.m.

II. Consider approving minutes from the previous meeting

1. **February 2025 Minutes** - Osness motioned to approve. Gulke seconded and the motion Passed.

III. Approval of Claims

1. **February 2025 Claims** - Osness asked Wendorf if they received the rental skates yet. Wendorf stated that they have been ordered and received. Krueger asked Wendorf how many pairs they were able to order and Wendorf stated they were able to order 54 pairs with the funding that was awarded. It was close to 50/50 with numbers of figure skates and hockey skates.

Osness motioned to approve. D8 Alderperson Rutkowski seconded and the motion Passed.

IV. General Agenda Items for Consideration

1. **Review/approve Bierman Family Aquatic Center Pool Heater quotes**
- Wendorf began the discussion by reviewing the quote summary sheet that was provided in the packet. He informed the Commission that all three quotes were very close which means that all three companies very much understood the job very well. Wendorf also stated that all three companies are very reputable, qualified, and we have worked with in the past so they are all three very qualified. Tweet Garot/Mechanical, Inc. submitted a quote of \$39,140.00, Stainless Specialists, Inc. quoted \$34,350.00, and Badger Swimpools quoted \$35,437.60. Wendorf stated that we were granted \$35,000 through the budgetary process for heater replacement and he was comfortable recommending the low bid of \$34,350.00 from Stainless Specialists, Inc. Wendorf said that Stainless already does all of our HVAC work inside the Smith Center and they will do a good job and stand behind their work.

D8 Alderperson Rutkowski motioned to approve. Gulke seconded and the motion Passed.

- 2. Review Park Entrance Sign design** - Wendorf began the discussion by showing the Commission the draft sign design that was included in their packets. He pointed out that the Rotary Park sign design is the actual sign that is located at the entrance to Rotary Park by the Agra Pavilion. He said this was done by Premier right here in Merrill and there are a number of other signs that they have done for our department and the city over the years. Their signs are durable and long lasting and it is a local company that stands behind their product. Wendorf stated that the design would change slightly to replace the Rotary logo and River Bend logo on the bottom with the new City of Merrill logo and Rutkowski shared the idea of possibly putting a QR code on the bottom middle that would direct people to the park website. Wendorf stated that the support legs for the sign are powder coated and the sign board is poly so it will survive many years in our Wisconsin climate. The Commission liked the design colors with the blue and green combination. Wendorf asked if they wanted any revisions or another draft and they were all OK with the design that was presented with changes discussed (logos changed on the bottom of the sign). It was discussed to see what it would look like with the new city logo with the tag line under it or not so Wendorf stated he would show them before the final order.

Osness motioned to approve. D8 Alderperson Rutkowski seconded and the motion Passed.

- 3. Continued discussion on Special Event Permit** - Wendorf began the discussion by going over the individual edits that were suggested by the Commission at last month's meeting. He pointed out that he created a physical permit that organizers will get to display at their event so they will be easily identified if there are any issues. He stated that he added a signature portion at the end to include the Police Chief, Fire Chief, and Street Superintendent if/when they are needed to be included on the permit process. The inclusion of the respective departments is to ensure that the applicable entities have an opportunity to review and evaluate the event and ensure that we have done a thorough job of protecting ourselves, the organizers, the event goers, and the community. Wendorf stated that he had several suggestions given to him prior to the meeting that he will revise in the document including adding the City as insured in the COI we are requesting from certain organizers, add Diggers Hotline number to contacts, add language to say "public events", and potential language related to "failure to fill out permit forms" if we choose to have any penalties. It was also suggested to include a more detailed checklist portion in the order they should approach the application so that organizers make sure they have accomplished everything we would like them to. Wendorf said that he will make these revisions and will share the new version with the Commission. He stated that there is no hurry with this and we should spend the extra time making sure we get this as right as we can. He said the intention is not to burden anyone with a lot of extra work, we want to make sure we farm as much information as we

can so we can all be more effective and prepared within our departments in the City and protect ourselves and event organizers from potential liability or not being prepared for potential unforeseen circumstances.

V. Monthly Reports

- 1. March 2025 Director's Report** - Wendorf asked the Commission if there were any questions on the report that was included in the packet. There were none so Wendorf highlighted a few items in the report including last day of ice in the Smith Center being March 13th and they will begin removing the ice to prepare for dry floor events. He also stated that he is hoping for average weather to begin taking hold to help the crew prepare for all of the events and tasks that are about to take place. He said average weather will allow them to start cleaning up parks and shelters and un-winterize facilities to be prepared for opening while also starting to get ready to prep athletic fields. He said it is always a struggle when winter-like conditions hang on for a long time then suddenly turns nice, giving the crew a limited amount of time to get everything ready in a very short amount of time.

VI. Date and Time of Next Meeting

- 1. The next regularly scheduled meeting will be April 2nd, 2025 at 4:15 p.m. at the Merrill City Hall - Council Chambers -**

VII. Public Comment There was no public comment.

VIII. Adjournment Osness motioned to adjourn. Gulke seconded and the motion Passed. Meeting adjourned at 5:00 p.m.