

PARKS AND RECREATION COMMISSION

February 7, 2018

The Merrill Parks and Recreation Commission met on Wednesday, February 7, 2018 at 4:15 p.m. at the Merrill City Hall.

Members Present: Brian Artac, John Burgener, Dave Sukow, Jean Ravn, Joan Tabor, Melissa Schroeder and Mike Willman

Members Excused Absent: None

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: City Administrator Dave Johnson, Kandy Peterson, Erik Pfantz, Kyle Gulke and Bill Heideman

***Motion by Sukow, seconded by Artac to approve the minutes from the December meeting.

***Carried unanimously.

***Motion by Schroeder, seconded by Burgener, to approve the claims from December 2017 and January 2018.

***Carried unanimously.

The first item on the agenda was to request permission to dispose of John Deere 2155 Tractor and 16' Rhino field mower. Wendorf stated that they have replaced both pieces of equipment and no longer have a need for them. Wendorf stated that he would have them placed on Wisconsin Surplus website. Wendorf stated that the city has been selling other equipment on the site and it is cheaper than putting them out for bid.

***Motion by Sukow, seconded by Artac to dispose of the equipment, John Deere 2155 Tractor and 16' Rhino field mower, on the Wisconsin Surplus website.

***Carried Unanimously.

The next item on the agenda was to review Agra building Memorandum of Understanding with River District Development Foundation. Wendorf stated that the city will take over ownership of the Agra Pavilion when all work has been completed on the building. Wendorf stated that after talking with Agra they are hoping to have the building completed by April of this year. Wendorf stated that the Memorandum of Understanding will have a couple of changes on it.

Changes include: Number 1 will have the following changes: instead of saying effective immediately it will say: Effective upon completion of the Agra Pavilion.

The second change will be under number 3; instead of saying scheduled by December 31 of each year, it will say: December 31, 2018 of this year and each year after that.

Wendorf stated at the March meeting the Commission will have to determine rental fees.

***Motion by Schroeder, seconded by Artac to approve the Memorandum of Understanding with current changes made.

***Carried Unanimously.

The next item on the agenda was a request by Merrill Baseball Association to sell/hang league sponsor banners on fences at Lions Park. Wendorf stated that the Baseball and Softball Association thought it would be a good way to boost revenue by selling some banners and hanging them on the fields. Wendorf handed out a draft policy to review that both associations will have to follow. The policy will regulate and protect from improper signs and organize the initiative. Wendorf stated that the Park and Recreation Department would determine where the banners would be hung. All the banners would have to be a windscreen or vinyl material. The Association would be in charge of hanging them and taking them down at the end of the season. All rates will be determined by the Association also.

***Motion by Sukow, seconded by Schroeder to approve the request from Merrill Baseball Association to sell and hang banners on the fences at the Marc and Lion's Park.

***Carried Unanimously.

The next item on the agenda was an update on Stange Park. Wendorf stated that the plans are all set and will be out for bid on Thursday in the Merrill Courier. Bids will be due by March 1, 2018 and will be opened at 2:00 p.m. at the City Hall. Chairperson Willman questioned if the plans needed approval from the Park and Recreation Commission and City Administrator Johnson stated that they did not, it was already out for bid. Wendorf stated they were going to be out for bid. Not currently out yet.

The next item on the agenda is monthly reports. Wendorf asked if anyone had any questions. Wendorf stated that all programs and ice rinks have been running smoothly.

***Motion by Sukow, seconded by Artac to approve the monthly board report given by Wendorf.

***Carried unanimously.

The next regular meeting is scheduled for Wednesday, March 7, 2018 at 4:15 p.m. at the Merrill City Hall.

Public comment: no

***Motion by Sukow, seconded by Ravn to adjourn at 4:50 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary