



CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

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JANUARY MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, January 8, 2020 at 4:15 p.m.**, at the **Merrill City Hall**.

Voting members of Commission: Kate Baker, Jean Ravn, Brian Artac, Kyle Gulke, Joan Tabor, John Vanlieshout and Dan Novitch

The following items will be included on the agenda:

1. Approve minutes from previous meeting.
2. Approve claims.
3. Public Comment
4. Begin discussion on 10 year Capital Improvement Projects and Equipment.
5. Monthly reports.
6. Set date for next meeting.
7. Public comment
8. Adjournment

Submitted by

A handwritten signature in black ink that reads "Dan Novitch".

Dan Novitch, Chairperson
Parks and Recreation Commission

The Merrill City Hall is accessible to the physical disadvantaged. If special accommodations are required, please contact City Hall at 536-5594.

PARKS AND RECREATION COMMISSION

December 4, 2019

The Merrill Parks and Recreation Commission met on Wednesday, December 4, 2019 at 4:15 p.m. at the Merrill City Hall.

Members Present: Kyle Gulke, Kate Baker, Jean Ravn, Joan Tabor, Brian Artac, and John Vanlieshout.

Members Excused Absent: Dan Novitch

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: City Administrator Hunter Lane from MP3, Jon Krohn

***Motion by Ravn, seconded by Vanlieshout to approve the minutes from the November meeting.

***Carried unanimously.

***Motion by Vanlieshout, seconded by Ravn, to approve the claims from November.

***Carried unanimously.

Public Comment: Jon Krohn introduced himself to the Park and Recreation Commission; he is the new president for the River District Development Foundation.

The next item on the agenda was the 2020 budget update. Wendorf stated the budget has been approved. There were a few items that have to be considered to be put back on the capital items for the 2021 budget. Wendorf stated he would like to start capital planning in February or March.

The next item on the agenda was update and discussion on trail to connect Prairie Trails to the River Bend Trail. Wendorf stated that he has spoken to both Weinbrenner and Fremarq about utilizing their property for entry and exit off the trails. Wendorf stated that both businesses are in support of the new trail. Wendorf will keep the commission updated on trail progress.

The next item on the agenda is to discuss connecting Merrill/River Bend Trail to the Bearskin/Hiawatha State Trail in Tomahawk. Wendorf stated that he has been in contact with the State of Wisconsin about connecting the trail and they are in full support. Wendorf stated that he will have to talk with Tomahawk and the townships between here and Tomahawk to get their full support also. Wendorf stated that the each township would be responsible for maintaining their section of the trail and that would be why everyone would have to be in support of the project. Wendorf will keep everyone updated on progress.

The next item on the agenda was continued discussion on future projects and program ideas. Artac stated that there has been new fencing erected at Athletic Park for improvements. Vanlieshout stated that putting in some IP based security cameras at the parks might be worth looking into to try and prevent vandalism. Vanlieshout stated that they have installed them at the Lincoln County Landfill and there is an app that goes on your phone and you are notified if there is a problem with a break in at one of the parks. Vanlieshout stated that there is also a lot of data stored so you don't have to worry about running out of data. Vanlieshout will check on pricing.

Vanlieshout would also like to see cross country ski trails at the MARC. Wendorf stated that the Council Grounds normally runs some trails from the Council Grounds to the MARC.

The next item on the agenda was monthly reports. Wendorf asked if there were any questions. Wendorf stated that they were able to get all the trees planted. Wendorf stated that they will hopefully be working on outdoor rinks soon and the Park and Recreation Department is still looking for a second Zamboni driver. Wendorf also thanked all Parks and Recreation staff members and volunteers for helping make 2019 a great year.

The next regular meeting is scheduled for Wednesday, January 8, 2020 at 4:15 p.m. at the Merrill City Hall.

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

***Carried unanimously.

Dawn Smith
Recording Secretary

		DECEMBER			
ACE HARDWARE	BUNGEE CORDS	12/4/2019	191244	\$27.00	55400-03-40000
ACE HARWARE	SNOW PUSHER	12/3/2019	22393	\$17.99	55200-03-40000
AMERICAN WELDING	CYLINDER RENTAL	11/30/2019	6764364	\$50.65	55200-02-15000
AMERICAN WELDING	CYLINDER RENTAL	11/30/2019	3436789	\$68.05	55300-03-41500
ATCO INTERNATIONAL	CENTURION/ICE GO PELLETS	12/4/2019	132383	\$224.00	55400-03-40000
ATCO INTERNATIONAL	ICE GO PELLETS	12/4/2019	10541625	\$203.00	55400-03-40000
BAJA'S	SHIRTS/HATS	12/16/2019	17869	\$450.00	55300-03-41500
BAUMGART WASTE REMOVAL	WASTE HAULING	12/1/2019		\$296.00	55400-02-23600
BLOCK IRON	DOOR	11/1/2019	526851	\$2,270.00	CITY FOREST TIMBER SALE
BLUEJAY 96.3	ADVERTISEMENT	11/30/2019		\$249.00	55400-03-41000
BOB'S WEST 64	ATV TUBE	11/12/2019	47208	\$35.35	55200-03-50000
BRANDT EXTINGUISHERS	CHECK AND REPLACE EMERGENCY LIGHTS	12/9/2019	11183	\$946.00	55400-03-40000
CINTAS	UNIFORMS	12/5/2019	12706286	\$71.18	55200-03-46000
CINTAS	UNIFORM FOR JIM/JOE	12/12/2019	4037307724	\$71.18	55200-03-46000
CINTAS	UNIFORMS FOR JIM/JOE	12/19/2019	4037845960	\$71.18	55200-03-46000
CINTAS	MOPS/MATS	12/19/2019	40378645986	\$189.90	55400-02-23250
COLOR CREATIONS	PARK RENTAL SHEETS	12/3/2019	530	\$66.47	55200-03-10000
DAVE'S COUNTY MARKET	SUPPLIES FOR STORY TIME	12/9/2019		\$13.96	55300-03-41500
DAVE'S COUNTY MARKET	BAGS FOR BREAKFAST WITH SANTA	12/12/2019		\$5.70	55300-03-415000
DOUG WILLIAMS	SANTA	12/20/2019	VOUCHER	\$175.00	55300-03-41500
JC KAUTZA LLC	ENVIROHEAT	12/6/2019	1018	\$901.60	55200-03-40000
MECHINAICAL INCORPORATED	CITMER CHILLER	11/22/2019	55077	\$99.00	55400-03-50000
MECHINAICAL INCORPORATED	CITMER-START UP CHILLER	11/22/2019	55071	\$2,020.99	55400-02-16250
MERRILL ACE HARDWARE	CLEANING SUPPLIES	12/20/2019	191682	\$64.95	55200-03-40000
MERRILL FOTO NEWS	ADVERTISEMENT	12/1/2019		\$412.00	55400-03-41000
MERRILL FOTO NEWS	ADVERTISEMENT	12/1/2019		\$278.00	55300-03-41500
MERRILL STREET DEPARTMENT	P-21 - JD MOWER	11/21/2019	16472	\$1,637.20	55200-03-50000
MERRILL STREET DEPARTMENT	P-2 - F250 PICKUP	11/20/2019	16469	\$508.68	55200-03-50000
PREMIER	SIGNS	12/6/2019	1161BA	\$230.00	CITY FOREST TIMBER SALE
RIESTERER & SCHNELL	PARTS FOR SHOP	12/2/2019	1663641	\$162.44	55200-03-50000
RTL ELECTRIC	ATHLETIC PARK	12/10/2019	RO733	\$252.19	55200-08-90500
SAWMILL BREWING COMPANY	BARLEYFEST	10/3/2019	661	\$200.00	BARLEYFEST
SERVICE MOTOR COMPANY	SHOP PARTS	11/30/2019	10242	\$259.98	55200-03-50000

SHEILA LINDER	AGRA REFUND SD	12/20/2019	VOUCHER	\$100.00	10-21-7200
STEPHANIE OESTREICH	AGRA REFUND SD	12/12/2019	VOUCHER	\$100.00	10-21-7200
WALMART	SUPPLIES	12/4/2019		\$199.07	55300-03-41500
WENDORF BUS SERVICE	NO SCHOOL BUS TRIP	12/4/2019	590	\$318.42	55300-03-41500
WPS	MARC	12/26/2019	0405061701-00018	\$77.58	55200-02-22000
WPS	SMITH CENTER	12/20/2019	0405061701-00004	\$7,948.02	55200-02-21000

City of Merrill, Wisconsin
Capital Plan
2020

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	1-Year Total
Borrowing-20-Years (City Tax Levy)			
Park Dump Truck Replacement	P&R-20-004	1	50,000
Borrowing-20-Years (City Tax Levy) Total			50,000
Non-Lapsing - Timber Sales			
Smith Center Office-Carpet Tile	P&R-20-007	1	15,000
Smith Center LED (Non-Arena)	P&R-20-009	2	15,000
Disc Golf Improvements	P&R-20-014	2	10,000
Non-Lapsing - Timber Sales Total			40,000
Tax Levy			
Zero Turn Mower - One Unit	P&R-20-002	1	20,000
Infield Dragger - Motor	P&R-20-005	1	2,000
Parks Parking Lots - Kitch/Lions <i>Crack Seal only</i>	P&R-20-010	2	10,000
Tax Levy Total			32,000
GRAND TOTAL			122,000

10 Year Capital Plan - Merrill Parks & Recreation Department

GREEN=FUNDED/RED=NOT FUNDED

Park/Project	Priority	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Zero turn mower replace	1	\$25,000									
Replace infield drag ** (engine only)	2	\$2,000									
Smith Center Flooring & office improvements	1	\$15,000									
Replace dock at Ott's	2	\$15,000									
Tree Planting	2	\$10,000									
Smith Center interior LED lights (non arena)	1	\$15,000									
Solar panel installation - Smith Center	2	\$141,000									
Park 1-ton dump truck replacement	2	\$50,000									
Replace large field mower	2	\$100,000									
Re-pave Lion's Park Parking lot *crack seal only	2	\$60,000									
Re-pave Kitchenette Park Parking lot *crack seal	2	\$60,000									
Smith Center HVAC (replace chiller system)	2		\$150,000								
MARC ballfield improvements	2		\$15,000								
Construct trail from Prairie Trails to RBT	2		\$100,000								
Kitchenette playground resurfacing	2		\$20,000								
Construct open air shelter at City Forest	2		\$45,000								
Re-pave Riverside Park parking lot	2		\$60,000								
Riverside playground resurfacing	2		\$20,000								
Granite for topdressing existing trails	2		\$10,000								
Purchase our own dumpsters for park usage	2		\$25,000								
Dormers over Smith Center entrances	3		\$30,000								
Lights on MARC varsity softball field	3		\$175,000								
Stange Park playground resurface & border	3			\$30,000							
5 year Outdoor Recreation Plan	1			\$10,000							
Re-do basketball courts at Streeter Square	2			\$35,000							
City Forest main road & parking lot reconstruct	2			\$75,000							
Park 1-ton dump truck replacement	2			\$50,000							
Disc Golf course at MARC	2			\$25,000							
Tree Planting	1			\$10,000							
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Solar panel installation - Aquatic Center	1			\$20,000							



January 2020 Parks & Recreation Director's Report

Parks: We had a lot of snow removal in the month of December. Our new ¾ ton pickup and plow that we purchased last year has been working out really well, as has our tractor and snow pusher that we purchased the year before. Both of those pieces of equipment help us keep up with our growing list of areas that we have to clear snow. Over the past several years we have added quite a bit of new snow removal areas (two River Bend extensions all the way out to Pine Ridge Ave., and Bankers Square). I would like to push for another full time Parks Employee in 2020 for the 2021 budgetary process. Our two full time park employees are stretched to the max and having only two doesn't even allow for vacation/comp/sick and allow for productivity. When one employee is gone we immediately lose 50% of our work force and productivity. We have added over 200 acres of park properties since 1995 and actually have less full time employees since I started in 2002 (we used to have a full time Buildings & Grounds Supervisor). We will be spending any open time as always repairing picnic tables from the past season so they are ready to go for next summer. We started ice rink building on December 10th and will be able to have them open and ready by Christmas this year. On 12/11 I went up and met with the City of Tomahawk to discuss extending the Bearskin/Hiawatha trail to Merrill. The meeting went very well and they were very receptive to the idea and are excited to work with us to connect our two communities. We realize there will be a lot of work ahead of us on this venture but it is great knowing we have great partners to our north. I will continue to update you all as I have time to meet with the Townships of Bradley, Rock Falls, and Merrill. I have also kept WisDOT informed and will continue to along the way. I have also been working on some of the details with the Prairie Trails to River Bend Connector trail. I also attended a Safe Routes to School Grant meeting with MAPS and several City representatives on 12/4 at Central Office at MAPS. It was the first meeting of several looking at student pedestrian travel in our community and areas we need to address. I have attended the Strategic Planning meetings on Wednesday evenings since they started up in November through December. Supposedly the last one is scheduled for an hour before the January Common Council Meeting.

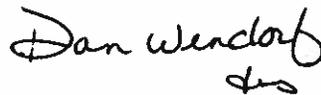
Forestry: I have finished and submitted our 2019 Tree City USA Application on time and we will once again qualify with ease. It is an honor to be one of the longer standing Tree City USA's in the State, 34 years now. The Street Department was able to get some catch up pruning and removal work done before the snow really settled in, but there will still be some work to do in the spring before we can move onto new pruning cycles. We could really use a "normal" spring in 2020 to get caught up on forestry related work (and everything for that matter). It will also really help our newly planted trees that we had just enough time to get into the ground between the time that the ground thawed and froze right back up again at the end of November. In 2020 it will once again be a goal to plant more and more trees if we can.

Smith Center: The rubber flooring project finally got started in December and will be done by the time you read this. We had trouble finding an installer for a reasonable price and finally found one but had to work with his schedule so it will be great to have everything done and allow people to keep their skates

on when they want concessions or need to use the restroom. We finally hired our other Arena Specialist after the last Commission meeting and we are working on training the new person to get them comfortable and ready to handle things on their own. It will be nice to be back to full power again and our new people have been amazing and it has been great to have them. I know I said this earlier but I cannot thank all of our staff members for working and pulling together so well to make this transition so seamless. We didn't even miss a beat from ice set up, to install, to full-fledged ice times and games, it has truly been amazing and I cannot thank everyone enough. We still have well over two months of ice time remaining so we have our work cut out for us, but we are excited and ready for every minute of it. I also recently met with the owner of the GRABWAR Bike Tour and showed him our facilities at the Smith Center and they have rented our facility to house his riders overnight while they continue their journey along the Wisconsin River to its confluence with the Mississippi. They are excited about supporting Merrill during their ride every year.

Recreation: Our Cookie & Story Time programs for the holidays were a very good success and we are going to continue those into the New Year with regular programs on Mondays. We would like to try and include some of these family bonding programs into a more consistent schedule and see how it works. We also hosted our annual Breakfast with Santa on December 14th at the Smith Center and had another great turn out for the event. Work continues on laying out and planning for our 2020 Summer Recreation programs. As mentioned before, there is a tremendous amount of work that goes into all of our programs and Dawn does a tremendous job with all of the details that are required and we are fortunate to have her and thankful for the great job she does. We will also be hosting the Badger State Games "Fat Tire Bike" Races up at the City Forest in early February. New this year we are also hosting the snowshoe races at the City Forest. I also recently met with one of the Badger State Games directors to discuss the potential of moving additional events back into our community. There is a strong possibility of making some of it happen, and I will keep you informed if we are fortunate enough to recruit more events into our community and park system.

Respectfully Submitted,

A handwritten signature in black ink that reads "Dan Wendorf" with a small flourish underneath.

Dan Wendorf
Parks & Recreation Director
City of Merrill