



CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

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JUNE MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, June 3, 2020 at 4:15 p.m.**, at the **Merrill City Hall**.

Voting members of Commission: 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. Discuss Lions Park Stairs.
5. Discussion and update on COVID-19 issues or updates
6. Monthly reports.
7. Set date for next meeting.
8. Public comment
9. 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

May 6, 2020

The Merrill Parks and Recreation Commission met virtual on Wednesday, May 6, 2020 at 4:15 p.m.

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

Members Excused Absent:

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: City Administrator Dave Johnson

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

***Carried unanimously.

***Motion by Artac, seconded by Tabor, to approve the claims from March.

***Carried unanimously.

Public Comment: None

The next item on the agenda was to review and approve City forest timber sale. Wendorf stated that there is approximately 43 acres that need to be cut. Wendorf stated that they are working with DNR on getting the sale set up again. Wendorf stated that they would be looking for a minimum bid and anything under that bid they would not accept.

***Motion by Artac, seconded by Vanlieshout to approve the City Forest timber sale.

The next item on the agenda was to begin discussion COVID-19 potential impacts on Aquatic Center. Novitch stated that because agenda number 5 and 6 were closely related that both items would be discussed at the same time. Novitch asked Wendorf to talk about what has been going on with the programs at this point. Wendorf stated that he has been on daily Zoom meeting with WPRC regarding the aquatic center and programs. Wendorf stated that at this time it is the earliest for opening the aquatic center would be end of June beginning of July. Wendorf also stated that staffing may be an issue. Wendorf stated that he has a meeting with surrounding communities on Friday in regards to the aquatic center and how they will be moving forward. Novitch suggested that the Park and Recreation Commission should set up a special meeting next week after Wendorf meets with surrounding communities to discuss the potential impact on the aquatic center and summer recreation programs. A special virtual meeting date has been set for Wednesday, May 13, 2020 at 4:15.

The next item on the agenda was monthly reports. Wendorf asked if anyone had any questions. Wendorf stated that he has and will keep working on upcoming programs for the summer. Wendorf stated that at this time there has been a lot of cancellations of reservations.

The next regular meeting is scheduled for Wednesday, June 3, 2020 at 4:15 p.m. at the Merrill City Hall.

***Motion by Artac, seconded by Ravn to adjourn at 5:15 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

MAY

CINTAS	MOP/MATS	4/9/2020	4047633477	\$189.90	55400-02-23250
CINTAS	UNIFORMS JIM/JOE	4/9/2020	4047633610	\$71.18	55200-03-46000
CINTAS	UNIFORMS JIM/JOE	4/16/2020	4048236776	\$71.18	55200-03-46000
CINTAS	UNIFORMS JIM/JOE	4/23/2020	4048794101	\$71.18	55200-03-46000
RTL	LIONS PARK/ PRIVATE LOCATE FOR MBA	4/23/2020	63700	\$101.65	55200-02-15000
MERRILL ACE HARDWARE	DRILL BIT/FASTENERS	4/24/2020	24206	\$40.76	55400-08-82000
MERRILL ACE HARDWARE	PAINT SUPPLIES	4/24/2020	195072	\$68.10	55400-08-82000
RHYME	OFFICE SUPPLIES	4/13/2020	381350	\$6.44	55300-03-41500
MERRILL ACE HARDWARE	PAINT	4/29/2020	195222	\$174.95	55400-08-82000
JUMPLINE	BARLEYFEST WEBSITE	4/30/2020		\$123.40	BARLEYFEST
FERGUSON	PARTS FOR SHOP	4/17/2020	5531005	\$122.63	55200-03-50000
NORTHWOODS	ZONE DEFENSE CLEANER	4/20/2020	261737	\$167.55	55400-03-40000
JENNY MASEK	SHELTER REFUND	5/6/2020	VOUCHER	\$65.00	10-45200-46722
JENNY MASEK	SECURITY REFUND	5/6/2020	VOUCHER	\$50.00	10-21-7200
SUNRISE BROADCASTING	ADVERTISING	4/30/2020		\$249.00	55400-03-41000
WPS	MARC	5/29/2020	405061701-00018	\$38.74	55200-02-22000
MERRILL STREET DEPARTMENT	P-6	4/13/2020	16605	\$228.13	55200-03-50000
THE FORT WESTERN OUTPOST	JIM YATES WORK BOOTS	4/30/2020	V99991233124	\$124.98	55200-03-46500
WPS	SMITH CENTER	4/30/2020	0405061701-00004	\$2,032.52	55200-02-21000
WATER DEPARTMENT	METER INSTALL	4/30/2020		\$480.00	55200-02-21000
RITA HAHN	REFUND BUS TRIP	5/10/2020	VOUCHER	\$87.00	
RANDY ALLEN	REFUND BUS TRIP	5/10/2020	VOUCHER	\$87.00	
KAREN SAMUELSON	REFUND BUS TRIP	5/10/2020	VOUCHER	\$87.00	
NELSON'S POWER HOUSE	PARTS FOR SHOP	4/29/2020	317036	\$12.98	55200-03-50000
NAPA AUTO PARTS	BATTERY	4/29/2020	33930	\$127.86	55200-03-50000
RIVER COUNTRY COOP	TOMAHAWK/CORNERSTONE	4/27/2020	259295	\$265.80	55200-08-91000
CINTAS	UNIFORMS JIM/JOE	4/19/2020	4049283492	\$71.18	55200-03-46000
CINTAS	UNIFORMS JIM/JOE	5/7/2020	4049909663	\$71.18	55200-03-46000
AMERICAN WELDING	CYLINDER RENTAL	4/30/2020	7079059	\$68.95	55300-03-41500
AMERICAN WELDING	CYLINDER RENTAL	4/30/2020	4048555	\$51.25	55200-02-15000
MERRILL ACE HARDWARE	PARTS FOR SMITH CENTER	5/11/2020	195636	\$124.03	55400-03-82000
ATCO INTERNATIONAL	HAND SANITIZER	5/6/2020	10552870	\$185.00	55200-03-40000
WISCONSIN PUBLIC SERVICE	MARC	8/9/2020	0405061701-00011	\$154.06	55200-02-22000

CINDY MARTEN	CANCELLATION PARK	5/15/2020	VOUCHER	\$65.00	10-45200-46722
CINDY MARTEN	SECURITY REFUND	5/15/2020	VOUCHER	\$50.00	10-21-7200
BRANDT EXTINGUISHERS	ANNUAL INSPECTION	5/18/2020	11430	\$194.25	55200-02-15000
ACE HARDWARE	GLOVES/PAINTERS TAPE	5/19/2020	195874	\$27.96	55400-03-40000
ACE HARDWARE	PAINTING SUPPLIES	5/15/2020	195756	\$159.94	55400-03-40000
CENTRAL CARPET	TRIM	5/18/2020		\$1,590.00	CITY FOREST TIMBER SALE
RHYME	COPY MACHINE	5/12/2020	386098	\$8.80	55300-03-41500
MERRILL ACE HARDWARE	PAINT FOR SMITH CENTER	5/20/2020	36158	\$116.97	55400-08-82000
KATHY HASS	CANCELLATION PARK	5/24/2020	VOUCHER	\$65.00	45200-46722
KATHY HASS	SECURITY REFUND	5/24/2020	VOUCHER	\$50.00	10-21-7200
VIP OFFICE SUPPLIES	THERMAL PAPER	5/22/2020	0108379-0001	\$25.99	55400-03-10000
MERRILL ACE HARDWARE	PAINT SUPPLIES SMITH CENTER	5/22/2020	196034	\$203.65	55400-08-82000
BAUMGART WASTE REMOVAL	WASTE HAULING	5/1/2020		\$148.00	55400-02-23600
ATCO INTERNATIONAL	FACE MASKS	5/20/2020	10554573	\$131.73	COVID
NORTHWOODS	CLEANING DISINFECTANT	5/21/2020	264882	\$369.93	COVID
GINGER LAWRIE	PARK CANCELLATION	5/24/2020	VOUCHER	\$75.00	10-45200-46722
GINGER LAWRIE	SECURITY REFUND	5/24/2020	VOUCHER	\$50.00	10-21-7200
SARAH SABATKE	PARK CANCELLATION	5/24/2020	VOUCHER	\$65.00	10-45200-46722
SARAH SABATKE	SECURITY REFUND	5/24/2020	VOUCHER	\$50.00	10-21-7200
BABBER SANDERS	PARK CANCELLATION	5/24/2020	VOUCHER	\$55.00	10-45200-46722
BABBER SANDERS	SECURITY REFUND	5/24/2020	VOUCHER	\$50.00	10-21-7200
NEW TESTAMENT	PARK CANCELLATION	5/24/2020	VOUCHER	\$55.00	10-45200-46722
NEW TESTAMENT	SECURITY REFUND	5/24/2020	VOUCHER	\$50.00	10-21-7200
TAMMY WOLLER	REFUND AQUATIC PASS	5/24/2020	VOUCHER	\$45.00	10-45420-46734
DARRELL ERICKSON	PARK CANCELLATION	5*-24-20	VOUCHER	\$55.00	10-45200-46722
DARRELL ERICKSON	SECURITY REFUND	5/24/2020	VOUCHER	\$50.00	10-21-7200
MARGE SCHULTZ	PARK CANCELLATION	5/24/2020	VOUCHER	\$65.00	10-45200-46722
MARGE SCHULTZ	SECURITY REFUND	5/24/2020	VOUCHER	\$50.00	10-21-7200











June 2020 Parks & Recreation Director's Report

Parks: A few of our summer staff began on May 18th and it has been a much needed boost to keep up with the grass growth and the park maintenance that we have been trying to keep up with. Since the Supreme Court ruling, it has been a pretty bumpy ride for our department in regards to how we should/shouldn't proceed. We have received quite a few communications via phone/email/social media and it has been a mix of how people are feeling about the current situation. I was able to meet with Lincoln County Health Department on Friday, May 22nd for some much needed clarity. It was very much appreciated the guidance we received in order to help us make the right decisions for the health of our entire community. It was suggested that we not reserve our Park Shelters for the month of June and re-evaluate in a few weeks. It was also suggested that we keep our restrooms closed for that time as well (unless we were able to sanitize them once per hour). It was also suggested that we keep our playgrounds closed because of the extreme high touch areas that they create. We posted signage at the playgrounds stating they are closed, and play at your own risk. I am not a big fan of caution tape or fencing as I think it is too aggressive. I hope that people can make sound decisions and be reasonable. None of this is ideal and we would much rather be gearing up for full speed ahead with all of our operations, but guidelines written by the experts and professionals are all that we have to reference at this point and that is what we were advised to do. Our crew is still going to have their work cut out for them and we are going to continue to have park projects, grass mowing, athletic field upkeep, and a very long list of daily maintenance tasks all summer long. With some typical labor intensive portions of our parks being shut down at least temporarily, we only brought our three returning summer seasonal employees back on. Without the Aquatic Center, shelters, and restrooms it frees up time for our two full time guys to do some things other than balancing water, etc. at the Aquatic Center for an average of half days each day. I am going to keep in touch with Lincoln County Health very regularly to re-evaluate our park shelter reservations for the month of July and beyond in mid-June. The Aquatic Center was a point of discussion with the Health Department as well and with their recommendations, we would be able to allow 25% capacity only and the state and national guidelines call for additional staff to monitor COVID related restrictions (keep people physically distanced, make sure that people are healthy in, out, and around the pool), and sanitize frequently. To make a long story short, we cut revenue by 75% and increase expenditures by at least 30+%. All of this is simply hard to believe at this point. There is nothing more than we all want than to be cranking on all cylinders getting things up and ready for what we love to do and that is to provide non-stop, high quality recreational opportunities for our community and beyond. . . and I cannot emphasize that enough. I truly hope that we can get past this so we can all get back to "normal" sooner than later, I know as a department we will be chomping at the bit to do what we love to do.

Forestry: I have been keeping up with forestry related calls and issues. With our timely moisture and close to "average" spring conditions so far this year, we have a pretty solid urban forestry outlook. It took a while once again for the trees to leaf out, but in all honesty this is looking like our new "normal"

for tree leaf out. The Street Department has been doing a fantastic job as always and is keeping up with my tree maintenance lists. If time allows, I would like to try and get some extra tree planting in during the summer months this year, especially in areas where I know they will be watered and cared for.

Recreation: Once again COVID has caused us to have to cancel our Summer Playground Program unfortunately. During our meeting with Lincoln County Health, and in referencing the WDHS, WEDC, and CDC guidelines we went through and had to determine whether we follow those guidelines or not. In a few key or crucial areas (can we ensure physical distancing and can we sanitize supplies/equipment between uses OR provide single use items) we cannot truthfully provide those assurances. Summer Playground aged children (K-5th grade) are very active and have their hands on everything all of the time. We have created a highly successful Playground program, but with existing guidelines/recommendations, it would not be the Summer Playground Program that we intend it to be, nor would we be able to ensure health and safety. We are currently reviewing programs that we were intending to offer that will allow us small groups and no shared equipment or resources and will adjust those to be able to run them. We are also looking into establishing a YouTube Channel to provide some virtual programming and content to hopefully help people while they are at home recreate with us, when it is convenient for them. There are quite a few avenues we can take this and I look forward to experimenting with it when we get things up and running. As with all of the COVID related items, we will continue to remain in close contact with Lincoln County Health Department to adjust our plans when adjustments are allowed.

Smith Center: I have mentioned before that our carpet was installed in the office and we were able to re-organize the office, skate rental room, and Zamboni Pit completely and those areas look amazing. We have also been able to get a number of other projects completed thus far. We have been able to paint the walls and floor in the entry way and skate sharpening room, paint walls in the arena, and community room as well. We had to cancel a number of events unfortunately in the Smith Center, including: GRABWAAR Bike Tour, Children's Festival, June Dairy Breakfast, Nerf Wars, and numerous other birthday parties. With gatherings of 50 or more not yet recommended here locally, we are limited in what we are able to do from an arena rental standpoint. We are also keeping a keen eye on some of the events that we have in the coming months that require an extensive amount of pre-planning. The biggest one being Barleyfest. I have been in contact with Barleyfest Committee members as well as breweries and wineries and we are going to have to determine a course of action at some point in time by mid to late summer.

Note: It is difficult to find the right way to say how surreal this all is in all reality. As we always do here at our Department, we will adapt and adjust and we intend to continue our highest level of service to our community. We intend to work even harder than ever before to deliver what we always do, high quality recreational programming and beautiful parks. We are working on smaller programs that we know we can safely offer, and will also provide additional programs that will fit guidelines. I also think the YouTube Channel has potential and I have already met with MAPS Activities Director to begin the with the sports category first, followed by other recreational and life categories with short videos to help people through the summer. This has great potential for our department well beyond this summer as well.

Respectfully Submitted

Dan Wendorf, Parks & Rec Dir.