



CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

1100 Marc Drive - Merrill, WI 54452

Rec. Dept. Telephone (715)536-7313 * Smith Center (715)536-6187

Fax (715)539-2790

SEPTEMBER MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, September 2, 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, Amanda Groth 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. Review and potentially approve 2021 Operating Budget.
 - To include request for lifting hiring freeze to hire one additional Park Laborer.
5. COVID-19 updates and discussion
6. Request to remove dilapidated tennis courts and fencing at current skate park area.
7. Monthly reports.
8. Set date for next meeting.
9. Public comment
10. Adjournment

Submitted by

A handwritten signature in black ink that reads "Dan Novitch". The signature is written in a cursive style and includes a small "DMS" monogram at the end.

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

August 5, 2020

The Merrill Parks and Recreation Commission met on Wednesday, August 5, 2020 at 4:15 p.m. at the Merrill City Hall.

Members Present: Dan Novitch, Kyle Gulke, Jean Ravn, Joan Tabor, Brian Artac, Amanda Groth and John Van Lieshout.

Members Excused Absent:

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: City Administrator Dave Johnson, Mark Weix and MP3

***Motion by Artac, seconded by Ravn to approve the minutes from the July meeting.

***Carried unanimously.

***Motion by Vanlieshout, seconded by Groth, to approve the claims from July.

***Carried unanimously.

Public Comment:

The next item on the agenda was continued discussion on 2021 Capital Budget requests. Wendorf stated that since the last meeting he spoke with his department workers, Jim Yates and Joe Weckwerth and they both stated that in addition to the items listed they would also like to receive funding for the following projects:

1. City Forest main road & parking lot reconstruct
2. Replace Ott's Dock and repair landing
3. Replace water supply line to Kitchenette restrooms
4. Concrete aprons around park shelters.

Wendorf stated that he would also like to see the Solar panel installation at the Smith Center, stating that it would be nice to see it start paying for itself. Wendorf stated that he realizes we will not receive all of the items listed but would like to see at least half the items. Ravn stated that she would like to see the curling center back on the list as a future item. Gulke stated it would be nice if the council just gave the departments a set amount of money and they could spend as they see fit instead of the council deciding what each department should have. Novitch stated that he would like to see the council follow the direction of the Park and Recreation Commission instead of the council making the decision on what is needed most in the department. Novitch stated that it is a waste of the time for the commission to send the council a list if the council does not follow the recommendations. This item will remain on the agenda.

The next item on the agenda was COVID-19 discussion. Wendorf stated that the Park and Recreation Department has been impacted very hard from everything that is going on but continue to do the best possible job we can. Wendorf stated that he has received updated recommendations from the LCHD and it is suggested that all youth sports be postponed, no festivals, large gatherings or parades. Wendorf stated that he believes that flag football will be impossible to keep kids safe so his recommendation is not to have it this year. Wendorf also stated that he believes that it will be impossible to run the Labor Day Parade this year. People would not be able to safely distance themselves on floats and there could not be any handouts

and no throwing candy. Wendorf also stated that it would be impossible to make sure everyone watching the parade could socially distance themselves. Wendorf also stated that it will be impossible for us to have the Colorama bike ride this year. A lot of the riders are from out of town and we would not be able to serve them any meal after the ride. We also have over 70 riders every year which would go against the no crowds of 50 or more. Barleyfest will also be cancelled this year. Wendorf stated that in regards to the ice this year at the Smith Center, we will be putting ice in. There will be some changes on how things will operate. There will be no locker room usage, kids will have to come dressed ready to play, and bleachers will have an X on them to where people will be able to sit. Wendorf also stated that if recommendations change from the LCHD and it's not going to be worth our time, there is a possibility of the ice not going in. This item will remain on the agenda.

The next item on the agenda was to review/approve potential resolution of support to apply for 2021 WDNR Urban Forestry Grant. Wendorf stated that for approval of the grant there needs to be a resolution of support. Fifty percent of funds are matched.

***Motion by Vanlieshout, seconded by Tabor to approve potential resolution of support to apply for 2021 WDNR Urban Forestry Grant.

***Carried unanimously.

Wendorf stated that this agenda item will be sent to City Council for approval.

The next item on the agenda was monthly reports. Wendorf asked if anyone had any questions. Wendorf stated that the department is working with only 3 seasonal staff this year. Wendorf stated that hopefully soon the River Rat will be back in place by the Library.

The next regular meeting is scheduled for Wednesday, September 2, 2020 at 4:15 p.m. at the Merrill City Hall.

Public Comment:

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

***Carried unanimously.

Dawn Smith
Recording Secretary

PACKET: 09829 08/07/2020 - PARK & REC

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-004375 CINTAS CORPORATION							
I-4054824869		WET MOP, DUST MOP, MAT	189.90 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		WET MOP, DUST MOP, MAT		10 55400-02-23250	Cleaning - Mats/Rugs, Et		189.90
I-4054824950		UNIFORMS-YATES/WECKWERTH	71.18 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		UNIFORMS-YATES/WECKWERTH		10 55200-03-46000	Uniform Services		71.18
I-4055453644		UNIFORMS-YATES / WECKWERTH	71.18 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		UNIFORMS-YATES / WECKWERTH		10 55200-03-46000	Uniform Services		71.18
I-4056032888		UNIFORMS- YATES/WECKWERTH	71.18 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		UNIFORMS- YATES/WECKWERTH		10 55200-03-46000	Uniform Services		71.18
I-4056703506		UNIFORMS - YATES/WECKWERTH	76.17 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		UNIFORMS - YATES/WECKWERTH		10 55200-03-46000	Uniform Services		76.17
I-4057346879		DUST MOP, MAT, HANDLE	189.90 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		DUST MOP, MAT, HANDLE		10 55400-02-23250	Cleaning - Mats/Rugs, Et		189.90
I-4057346979		UNIFORMS-YATES / WECKWERTH	71.18 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		UNIFORMS-YATES / WECKWERTH		10 55200-03-46000	Uniform Services		71.18
--- VENDOR TOTALS ---			740.69				

01-000041 MERRILL ACE HARDWARE

C-197417		LED BULB	95.94CR ✓				
8/07/2020	1	DUE: 7/06/2020 DISC: 7/06/2020		1099: N			
		LED BULB		10 55200-08-91000	Park Improvements		95.94CR
C-197841		GRASS SHEARS	39.99CR ✓				
8/07/2020	1	DUE: 7/20/2020 DISC: 7/20/2020		1099: N			
		GRASS SHEARS		10 55200-03-40000	Operating Supplies		39.99CR
C-8/20 DIST. PARK		DISCOUNT PARK & REC	75.21CR ✓				
8/05/2020	1	DUE: 8/05/2020 DISC: 8/05/2020		1099: N			
✓		DISCOUNT PARK & REC		10 55200-08-91000	Park Improvements		75.21CR
I-197351		WAIST APRON	9.96 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		WAIST APRON		10 55300-03-41500	Self & Non-Support-Expen		9.96

PACKET: 03829 08/07/2020 - PARK & REC

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-000041 MERRILL ACE HARDWARE (** CONTINUED **)							
I-197403 ✓		GLOVES, MR. CLEAN ERASER	24.75 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		GLOVES, MR. CLEAN ERASER		10 55200-03-40000	Operating Supplies		24.75
I-197481		WIRE CONN.	12.37 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		WIRE CONN.		10 55200-08-91000	Park Improvements		12.37
I-197492		GRASS SHEARS	39.99 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		GRASS SHEARS		10 55200-03-40000	Operating Supplies		39.99
I-197505		HOUSEHOLD SPRAYER	16.74 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		HOUSEHOLD SPRAYER		10 55200-03-40000	Operating Supplies		16.74
I-197545		PAINTBRUSH, PAINT	58.76 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		PAINTBRUSH, PAINT		10 55200-03-43000	Vandalism Repair/Mainten		58.76
I-197556		LED BULBS	319.90 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		LED BULBS		10 55200-08-91000	Park Improvements		319.90
I-197689		WASP & HORNET KILLER	11.97 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		WASP & HORNET KILLER		10 55200-03-40000	Operating Supplies		11.97
I-197691		BROOM, LAVENDER BEADS	38.94 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		BROOM, LAVENDER BEADS		10 55400-03-40000	Operating Supplies		38.94
I-197696		CONCRETE MIX	41.94 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		CONCRETE MIX		10 55200-08-91000	Park Improvements		41.94
I-197736		TULIP ENTRY KNOB	16.99 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		TULIP ENTRY KNOB		10 55200-03-40000	Operating Supplies		16.99
I-197748		QUIKRETE CONCRETE	97.86 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		QUIKRETE CONCRETE		10 55200-08-91000	Park Improvements		97.86
I-197752		60# QUIKRETE MIX	20.97 ✓				
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N			
✓		60# QUIKRETE MIX		10 55200-08-91000	Park Improvements		20.97

PACKET: 08219 08/07/2020 - PARK & REC

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-000041	MERRILL ACE HARDWARE	(** CONTINUED **)				
I-197767		LABOR	3.00			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		LABOR		10 55200-03-40000	Operating Supplies	3.00
I-197840		ELBOW	0.79			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		ELBOW		10 55200-03-40000	Operating Supplies	0.79
I-197940		PAINT & PRIMER, ROLL COVER	78.96			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		PAINT & PRIMER, ROLL COVER		10 55200-08-91000	Park Improvements	78.96
I-197971		DUST PAN & BRUSH SET	23.96			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		DUST PAN & BRUSH SET		10 55200-03-40000	Operating Supplies	23.96
I-198080		LED BULB	79.95			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		LED BULB		10 55400-03-40000	Operating Supplies	79.95
I-198101		ROOFING BRUSH	4.79			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		ROOFING BRUSH		10 55400-03-40000	Operating Supplies	4.79
I-198184		MEDALIST PAINTBRUSH	15.16			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		MEDALIST PAINTBRUSH		10 55200-03-40000	Operating Supplies	15.16
I-198213		TRASHBAGS	7.99			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		TRASHBAGS		10 55200-03-40000	Operating Supplies	7.99
I-198219		DRAIN NEEDLE	9.99			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		DRAIN NEEDLE		10 55200-03-40000	Operating Supplies	9.99
		=== VENDOR TOTALS ===	724.49			

01-000523 MERRILL DISTRIBUTING, INC

I-1536244		URNIAL CHERRY BLOCKS	47.50			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		URNIAL CHERRY BLOCKS		10 55200-03-40000	Operating Supplies	47.50
I-1536762		TOWEL ROLL	276.15			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		TOWEL ROLL		10 55200-03-40000	Operating Supplies	276.15
		=== VENDOR TOTALS ===	323.65			

PACKET: 06829 08/07/2020 - PARK & REC

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-000085		MULTI MEDIA CHANNELS ✓				
I-5489793		SILENT SPORTS PUBLICATIONS	212.00 ✓			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		SILENT SPORTS PUBLICATIONS		26 55425-03-42777	Lobsterfest-Black Squire	212.00
		=== VENDOR TOTALS ===	212.00			
=====						
01-002204		PREMIER TOUCHLESS DRYING SYSTE ✓				
I-12537A		WOOD AWARDS RIBBONS	75.95 ✓			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		WOOD AWARDS RIBBONS		26 55425-03-42777	Lobsterfest-Black Squire	75.95
		=== VENDOR TOTALS ===	75.95			
=====						
01-003164		RIVER COUNTRY CO-OP ✓				
I-261571		TOMAHAWK CORNERSTONE	167.96 ✓			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		TOMAHAWK CORNERSTONE		10 55200-08-91000	Park Improvements	167.96
I-262065		TOMAHAWK/CORNERSTONE	167.96 ✓			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		TOMAHAWK/CORNERSTONE		10 55200-08-91000	Park Improvements	167.96
		=== VENDOR TOTALS ===	335.92			
=====						
01-004837		SPOHN RANCH, INC SKATE PARKS ✓				
I-MW001		SKATEPARK DESIGN & CONSULT	8,000.00 ✓			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		SKATEPARK DESIGN & CONSULT		52 57001-05-27755	Skate-Park-Design	8,000.00
		=== VENDOR TOTALS ===	8,000.00			
=====						
01-004836		STRIDELINE, LLC ✓				
I-071032		SOCKS	582.40 ✓			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		SOCKS		26 55425-03-42777	Lobsterfest-Black Squire	582.40
		=== VENDOR TOTALS ===	582.40			

PACKET: 08529 09/07/2020 - PARK & REC

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-002488		SUNRISE BROADCASTING ✓				
I-12641-5		PARK & REC SPORTS BILLBOARD	249.00 ✓			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		PARK & REC SPORTS BILLBOARD		10 55400-03-41000	Public Relations/Marketi	249.00
		=== VENDOR TOTALS ===	249.00			

01-003331		TORTOISE & HARE ✓				
I-08/07/2020		EVENT DATE: 7/25/2020	135.00 ✓			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		EVENT DATE: 7/25/2020		26 55425-03-42777	Lobsterfest-Black Squire	135.00
		=== VENDOR TOTALS ===	135.00			

01-000650		VICTORY JANITORIAL, INC. ✓				
I-113928		NEUTRAL DISINFECTANT GAL.	164.08 ✓			
8/07/2020	1	DUE: 8/07/2020 DISC: 8/07/2020		1099: N		
		NEUTRAL DISINFECTANT GAL.		10 55200-05-50220	COVID19 - Supplies	164.08
		=== VENDOR TOTALS ===	164.08			
		=== PACKET TOTALS ===	11,543.18			

PACKET: 08829 08/07/2020 - PARK & REC

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

**** TOTALS ****

INVOICE TOTALS 11,754.32
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 211.14CR

BATCH TOTALS 11,543.18

**** G/L ACCOUNT TOTALS ****

BANK	YEAR	ACCOUNT	NAME	AMOUNT	-----LINE ITEM-----		-----GROUP BUDGET-----	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2020	10	-21-0000	Accounts Payable Control	0,537.83-*				
	10	-55200-03-40000	Operating Supplies	454.99	10,000	6,612.99	334,228	162,829.36
	10	-55200-03-43000	Vandalism Repair/Mainten	58.76	1,000	842.30	334,228	162,228.59
	10	-55200-03-46000	Uniform Services	360.99	1,500	1,359.61	334,228	162,923.46
	10	-55200-05-50220	COVID19 - Supplies	164.09	0	1,757.21- Y	334,228	162,120.27
	10	-55200-08-91000	Park Improvements	736.67	13,000	10,207.65	334,228	162,547.69
	10	-55200-03-41500	Self & Non-Support-Expen	9.96	35,000	30,099.62	261,861	162,819.36
	10	-55400-02-23250	Cleaning - Mats/Rugs, Et	379.80	3,000	1,670.70	113,500	50,775.56
	10	-55400-03-40000	Operating Supplies	123.68	3,000	1,056.49	113,500	51,031.69
	10	-55400-03-41000	Public Relations/Marketi	249.00	7,500	5,639.01	113,500	50,206.36
	26	-21-0000	Accounts Payable Control	1,005.35-*				
	26	-55425-03-42777	Lobsterfest-Black Squire	1,005.35	0	1,409.35- Y	0	1,567.75- Y
	52	-21-0000	Accounts Payable Control	8,000.00-*				
	52	-57001-08-77755	Skate-Park-Design	8,000.00	0	8,000.00- Y	4,013,164	3,221,404.39
	99	-14-0010	Due From General Fund	2,937.83 *				
	99	-14-0026	Due From Non-Lapsing	1,005.35 *				
	99	-14-0052	Due From Capital Project	8,000.00 *				
			** 2020 YEAR TOTALS	11,543.18				

PACKET: 0829 08/07/2020 - PARK & REC

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2020	2,537.83
26	8/2020	1,005.35
52	8/2020	8,000.00

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

ABBY CURRAO	SECURITY DEPOSIT	8/12/2020	VOUCHER	\$50.00	10-21-7200
ALISSA ZAYACKOWSKI	SECURITY DEPOSIT	8/12/2020	VOUCHER	\$50.00	10-21-7200
AMANDA PRENTICE	SECURITY DEPOSIT	8/5/2020	VOUCHER	\$50.00	10-21-7200
AMERICAN WELDING	CYLINDER RENTAL	6/30/2020	168432	\$192.10	55200-02-15000
AMERICAN WELDING	CYLINDER RENTAL	7/31/2020	7257007	\$70.72	55300-03-41500
ATCO INTERNATIONAL	CENTURION/QUICKIES	8/18/2020	10561134	\$424.00	55200-05-50220
BAUMGART	WASTE HAULING	8/1/2020		\$148.00	55400-02-23600
BILL FOLTA	SECURITY DEPOSIT	8/20/2020	VOUCHER	\$50.00	10-21-7200
BILL FOLTA	PARK RENTAL JULY	8/20/2020	VOUCHER	\$65.00	10-45200-46722
CHELSEA SCHLIEF	SECURITY DEPOSIT	8/17/2020	VOUCHER	\$100.00	10-21-7200
CINTAS	UNIFORMS	8/13/2020	4058630160	\$71.18	55200-03-46000
CINTAS	UNIFORMS	8/6/2020	4057969784	\$71.18	55200-03-46000
COY SAWYER	SECURITY DEPOSIT	8/17/2020	VOUCHER	\$50.00	10-21-7200
DAVE'S COUNTY MARKET	CLEANING SUPPLIES	8/14/2020	3173	\$13.77	55200-03-43000
GREG EICHELKRAUT	BLACK SQUIRRELL	8/28/2020	VOUCHER	\$310.10	BLACK SQUIRRELL
HALLMAN LINDSAY	STAIN	7/31/2020	10279375	\$359.90	55200-08-91000
JACOB SCHELLPHEFFER	SECURITY DEPOSIT	8/20/2020	VOUCHER	\$50.00	10-21-7200
JANE ROWE	SECURITY DEPOSIT	8/17/2020	VOUCHER	\$50.00	10-21-7200
JANET REIMAN	SECURITY DEPOSIT	8/5/2020	VOUCHER	\$50.00	10-21-7200
JANET REIMAN	PARK REFUND	8/5/2020	VOUCHER	\$55.00	10-45200-46722
JILL ALFT	SECURITY DEPOSIT	8/5/2020	VOUCHER	\$100.00	10-21-7200
JIM LOHFF	SECURITY DEPOSIT	8/20/2020	VOUCHER	\$50.00	10-21-7200
JIM SCHULT	SECURITY DEPOSIT	8/17/2020	VOUCHER	\$50.00	10-21-7200
KELLY KREAGER	SECURITY DEPOSIT	8/20/2020	VOUCHER	\$50.00	10-21-7200
KIM SKIFF	SECURITY DEPOSIT	8/17/2020	VOUCHER	\$50.00	10-21-7200
LONDERVILLE	PARTS FOR SHOP	8/11/2020	5755730	\$69.80	55200-08-91000
LORI LOHFINK	SECURITY DEPOSIT	8/20/2020	VOUCHER	\$50.00	10-21-7200
MENARDS	FLOORING	8/3/2020	30493407	\$1,476.00	CITY FOREST TIMBER SALE
MENARDS	BALLVALVE	6/22/2020	105629	\$16.99	55200-03-50000
MENARDS	ADAPTER	6/5/2020	59331	\$9.55	55200-03-40000
MERRILL ACE HARDWARE	CLEANING SUPPLIES	8/5/2020	198372	\$12.77	55200-03-40000
MERRILL ACE HARDWARE	BROOMS	8/5/2020	19274228124	\$3.00	55200-03-40000
MERRILL ACE HARDWARE	CLEANING/PAINTING SUPPLIES	8/10/2020	198542	\$93.20	55200-03-43000
MERRILL ACE HARDWARE	FASTENERS	8/11/2020	19274228124	\$4.03	55200-03-40000

MERRILL ACE HARDWARE	SUPPLIES FOR OUTLET	8/12/2020	69476	\$13.57	55400-03-40000
MERRILL ACE HARDWARE	FUSE	8/14/2020	198706	\$3.99	55200-03-50000
MERRILL ACE HARDWARE	HOSE/FLEX PASTE	8/3/2020	198276	\$52.97	55200-03-40000
MERRILL ACE HARDWARE	WASP SPRAY	8/7/2020	198484	\$3.99	55200-03-40000
MERRILL ACE HARDWARE	LED LIGHT BULBS	8/15/2020	196721	\$93.96	55400-08-82000
MERRILL ACE HARDWARE	BULBS	8/15/2020	198716	\$174.87	55400-08-82000
MERRILL ACE HARDWARE	PARTS FOR SHOP	8/17/2020	198755	\$34.99	55400-003-4000
MERRILL ACE HARDWARE	PARTS FOR SHOP/BULBS	8/17/2020	198792	\$82.92	55400-03-40000
MERRILL ACE HARDWARE	PAINT AND ROLLERS	8/24/2020	198969	\$45.98	55200-08-91000
MERRILL ACE HARDWARE	ELECTRICAL SUPPLIES	8/19/2020	198862	\$91.97	55400-03-50000
MERRILL ACE HARDWARE	TOILET BOWL CLEANER	8/19/2020	196824	\$5.98	55200-03-40000
MERRILL ACE HARDWARE	SPRAYPAINT	8/19/2020	198842	\$51.99	55300-03-41500
MERRILL ACE HARDWARE	PAINT SUPPLIES AND TOILET CLEANER	8/25/2020	199006	\$23.47	55200-03-43000
MERRILL DISTRIBUTING	GLOVES	8/10/2020	1537633	\$79.75	55200-03-40000
MERRILL STREET DEPARTMENT	OIL CHANGE	7/7/2020	P-6	\$114.30	55200-03-50000
MERRILL STREET DEPARTMENT	FIX SMALL EQUIPMENT	7/8/2020	P-0	\$248.74	55200-08-50000
MIKE KUNKEL	SECURITY DEPOSIT	8/20/2020	VOUCHER	\$50.00	10-21-7200
MIKE KUNKEL	PARK RENTAL	8/20/2020	VOUCHER	\$65.00	10-45200-46722
NASSCO	BATH TISSUE	8/10/2020	2651145.001	\$233.75	55200-03-40000
OUR SAVIORS LUTHERAN CHURCH	SECURITY DEPOSIT	8/12/2020	VOUCHER	\$50.00	10-21-7200
PAULA RAASCH	SECURITY DEPOSIT	8/20/2020	VOUCHER	\$50.00	10-21-7200
PETERSON BROTHERS SAND	SCREENED TOP SOIL	8/4/2020	15640	\$56.88	55200-08-91000
PREMIER	BANKERS SQUARE	8/26/2020	12709	\$1,082.66	BANKERS SQUARE NON LASPE
REBECCA ZIMMERMAN	PARK RENTAL	8/20/2020	VOUCHER	\$65.00	10-45200-46722
REBECCA ZIMMERMAN	SECURITY DEPOSIT	8/20/2020	VOUCHER	\$50.00	10-21-7200
RENEE SMITH	SECURITY DEPOSIT	8/5/2020	VOUCHER	\$50.00	10-21-7200
RIVER COUNTRY CO-OP	KEROSENE	8/14/2020	590073	\$29.84	55400-03-40000
SAM'S CLUB	EASTER EGG HUNT	8/18/2020		\$117.60	55300-03-41500
SAR CREATIONS LLC	BLACK SQUIRRELL DECALS	8/5/2020	7331	\$300.00	BLACK SQUIRRELL
SERVICE MOTOR COMPANY	PARTS	7/31/2020	1018	\$1,199.64	55200-03-50000
ST. JOHN CHURCH	PARK RENTAL	8/20/2020	VOUCHER	\$55.00	10-45200-46722
ST. JOHN CHURCH	SECURITY DEPOSIT	8/20/2020	VOUCHER	\$50.00	10-21-7200
STEPHANIE HELVEY	SECURITY DEPOSIT	8/5/2020	VOUCHER	\$50.00	10-21-7200
TRACEY BAGUHN	SECURITY DEPOSIT	8/5/2020	VOUCHER	\$50.00	10-21-7200

City of Merrill - Parks & Recreation Department

Proposed third Parks Laborer position - 2021 fiscal

	Grade 7 - Step 1	If Jan. 4th (2,000 Hours)	If March 29th (1,520 Hours)
Wages	\$19.28	\$38,562	\$29,307
SS/Medicare	7.65%	\$2,950	\$2,242
WRS - Retirement	6.75%	\$2,603	\$1,978
Health Insurance - Family per month	\$1,738.90	\$20,867	\$17,389
Life Insurance -Estimated monthly	\$10.00	\$110	\$90
		\$65,091	\$51,006
If Health Insurance through Non-Lapsing		\$44,225	\$33,617

City of Merrill Parks & Recreation Department

PRELIMINARY - 8/21/2020

Net Cost (Expenses - Revenues) - 2021 Budget Request

Department	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Through Aug-20	2020 Projected	2021 Request	Budget Change
5200 Parks	\$285,227	\$296,800	\$284,064	\$311,598	\$314,728	\$189,907	\$320,950	\$323,500	\$8,772
5201 Athletic Park Lights	\$2,119	\$1,938	\$1,499	\$1,720	\$2,000	\$863	\$1,025	\$1,750	(\$250)
5202 Ott's - Field Lights	\$1,398	\$1,276	\$1,959	\$1,571	\$1,500	\$737	\$1,250	\$1,500	\$0
5300 Recreation	\$155,139	\$176,019	\$193,118	\$189,941	\$180,861	\$104,492	\$165,332	\$204,500	\$23,639
5400 MARC - Smith Center	\$61,394	\$42,195	\$47,464	\$42,859	\$43,000	\$41,027	\$60,785	\$43,325	\$325
						Additional PR-Marketing expended from Fund 24 - Room Tax			
5420 Pool - Aquatic Center	\$37,012	\$45,462	\$45,000	\$60,000	\$60,000	\$10,357	\$10,921	\$60,000	\$0
					Plus Non-Lapsing account				
Total Summary	\$542,289	\$663,690	\$673,104	\$607,689	\$602,089	\$347,383	\$660,263	\$634,575	\$32,488
								From Non-Lapsing	
					*Difference - Savings		\$41,826		

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2020

10 -General Fund
 Parks

	(----- 2020 -----)				(----- 2021 -----)			
	2018 ACTUAL	2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
<u>Intergovernmental</u>								
45200-43510 CARES COVID-19 Reimb	0	0	0	0	5,000	0	0	
TOTAL Intergovernmental	0	0	0	0	5,000	0	0	
<u>Public Charges-Services</u>								
45200-46720 Park Revenue	5,780	12,651	9,500	0	0	9,500	0	
45200-46721 City Forest - Timber Revenue	0	15,005	0	0	0	0	0	
45200-46722 Park Shelter Reservation Rev	5,520	10,953	10,000	3,287	5,000	10,000	0	
TOTAL Public Charges-Services	11,300	38,609	19,500	3,287	5,000	19,500	0	
<u>Miscellaneous Revenues</u>								
45200-48500 Park Donations-No Carryover	250	0	0	50	50	0	0	
45200-48550 Tree Planting Donations	0	240	0	0	0	0	0	
TOTAL Miscellaneous Revenues	250	240	0	50	50	0	0	
TOTAL REVENUES	11,550	38,849	19,500	3,337	10,050	19,500	0	
<u>EXPENDITURES</u>								
<u>Personnel Services</u>								
55200-01-11000 Salaries - Regular	35,130	41,834	40,446	28,324	40,446	42,305	1,859	
55200-01-21000 Wages - Perm - Regular	95,078	105,917	101,807	66,380	101,807	103,750	1,943	
55200-01-21220 COVID-19 Leave	0	0	0	1,250	1,225	0	0	
55200-01-22000 Overtime	3,133	1,249	1,000	0	1,000	2,000	1,000	
55200-01-23000 Longevity	315	315	315	0	315	315	0	
55200-01-25000 Wages - Temp - Regular	38,061	42,924	38,500	19,332	36,500	38,500	0	
55200-01-51000 Social Security	13,452	14,599	14,005	8,582	13,750	14,359	354	
55200-01-52000 Retirement (RRS)	8,940	9,807	8,155	6,393	7,750	8,253	98	
55200-01-54000 Health Insurance	13,915	33,449	34,300	20,834	34,300	34,300	0	
55200-01-55000 Life Insurance	263	294	300	195	300	318	18	
TOTAL Personnel Services	208,286	250,387	238,828	151,290	237,393	244,100	5,272	

55200-01-1100 Salaries - Regular

PERMANENT NOTES:
 Includes 50% of Parks & Recreation Director position.

55200-01-2100 Wages - Perm - Regular

PERMANENT NOTES:
 Please see separate request for third Parks Laborer full-time position.

55200-01-2500 Wages - Temp - Regular

PERMANENT NOTES:
 Includes Flower Watering and River Bend Trail.

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CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2020

10 -General Fund
 Athletic Park Lights

	2018 ACTUAL	2019 ACTUAL	2020			2021		PROPOSED BUDGET
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	BUDGET CHANGE	
EXPENDITURES								
<u>Contractual Services</u>								
55201-02-22000 Electric - Field Lights	1,499	1,720	1,800	863	1,025	1,750	(50)	
TOTAL Contractual Services	1,499	1,720	1,800	863	1,025	1,750	(50)	
<u>Supplies & Expenses</u>								
55201-03-50500 Field Light Replacement	0	0	200	0	0	0	(200)	
TOTAL Supplies & Expenses	0	0	200	0	0	0	(200)	
TOTAL EXPENDITURES	1,499	1,720	2,000	863	1,025	1,750	(250)	

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CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2020

10 -General Fund
 Ott's Park Lights

	2018 ACTUAL	2019 ACTUAL	(----- 2020 -----) CURRENT BUDGET	(----- 2020 -----) Y-T-D ACTUAL	(----- 2020 -----) PROJECTED YEAR END	(----- 2021 -----) REQUESTED BUDGET	(----- 2021 -----) BUDGET CHANGE	(----- 2021 -----) PROPOSED BUDGET
EXPENDITURES								
Contractual Services								
55202-02-22000 Electric - Field Lights	1,959	1,195	1,400	737	1,150	1,400	0	
TOTAL Contractual Services	1,959	1,195	1,400	737	1,150	1,400	0	
Supplies & Expenses								
55202-03-50500 Field Light Replacement	0	376	100	0	100	100	0	
TOTAL Supplies & Expenses	0	376	100	0	100	100	0	
TOTAL EXPENDITURES	1,959	1,571	1,500	737	1,250	1,500	0	

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CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2020

10 -General Fund
 Recreation Programs

	2020					2021		
	2018	2019	CURRENT	Y-T-D	PROJECTED	REQUESTED	BUDGET	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDEGT	CHANGE	BUDGET
REVENUES								
Public Charges-Services								
45300-46745 WPRA Ticket Sales	296	715	1,000	412	668	1,000	0	
45300-46750 Recreation Revenue	67,799	49,274	80,000	1,927	3,500	50,000	(30,000)	
TOTAL Public Charges-Services	68,094	49,989	81,000	2,339	4,168	51,000	(30,000)	
PERMANENT NOTES:								
45300-46750 Recreation Revenue	Maximum number for Summer Playground implemented in 2019.							
TOTAL REVENUES	68,094	49,989	81,000	2,339	4,168	51,000	(30,000)	
EXPENDITURES								
Personnel Services								
55300-01-11000 Salaries - Regular	37,855	37,463	40,446	24,857	40,446	42,305	1,859	
55300-01-21000 Wages - Perm - Regular	46,268	49,752	50,904	33,206	50,904	51,875	971	
55300-01-22000 Overtime	1,155	14	500	0	0	500	0	
55300-01-25000 Wages - Temp - Regular	85,717	67,669	73,500	9,584	15,000	70,000	(3,500)	
55300-01-51000 Social Security	12,760	11,486	12,650	4,927	8,150	12,448	(202)	
55300-01-52000 Retirement (WRS)	6,172	6,196	7,516	4,410	6,950	7,032	(484)	
55300-01-54000 Health Insurance	27,793	29,950	31,300	19,617	31,300	31,300	0	
55300-01-55000 Life Insurance	353	433	495	333	470	530	35	
TOTAL Personnel Services	218,074	202,964	217,311	96,933	153,220	215,990	(1,321)	
PERMANENT NOTES:								
55300-01-1100 Salaries - Regular	Includes 50% of Parks & Recreation Director position.							
Contractual Services								
55300-02-22000 Electric and Natural Gas	6,681	4,667	5,000	3,478	4,750	4,985	(15)	
55300-02-25000 Telephone	827	700	650	469	700	675	25	
TOTAL Contractual Services	7,509	5,367	5,650	3,947	5,450	5,660	10	
Supplies & Expenses								
55300-03-10000 Office Supplies	116	245	250	0	250	250	0	
55300-03-11000 Postage	460	429	500	214	500	450	(50)	
55300-03-13000 Copier	172	282	250	46	250	250	0	
55300-03-19000 Credit Card Fees	382	566	400	269	400	400	0	
55300-03-40000 Operating Supplies	22	5	500	0	500	500	0	
55300-03-40200 WPRA Discount Tickets	0	0	1,000	0	668	1,000	0	
55300-03-41000 Self & Non-Support-Wages	865	405	1,000	300	762	1,000	0	
55300-03-41500 Self & Non-Support-Expens	33,612	29,668	35,000	5,122	7,500	30,000	(5,000)	
TOTAL Supplies & Expenses	35,630	31,599	38,900	5,951	10,830	33,850	(5,050)	

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CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2020

10 -General Fund
 Recreation Programs

	(----- 2020 -----)				(----- 2021 -----)			
	2018 ACTUAL	2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	BUDGET CHANGE	PROPOSED BUDGET
55300-03-4020WPRA Discount Tickets								
	PERMANENT NOTES: There is an offsetting Revenue account.							
55300-03-4100Self & Non-Support-Wages								
	PERMANENT NOTES: Wages paid to Per-Game Limited Term Employees (such as referees/scorekeepers) or sports camp instructors.							
TOTAL EXPENDITURES	261,212	239,930	261,861	106,832	169,500	255,500 (6,361)	
REVENUE OVER/ (UNDER) EXPENDITURES	(193,118)	(189,941)	(180,861)	(104,492)	(165,332)	(204,500)	(23,639)	

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CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2020

10 -General Fund
 MARC - Smith Center

	2018 ACTUAL	2019 ACTUAL	(----- 2020 -----)			(----- 2021 -----)	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	BUDGET CHANGE
REVENUES							
<u>Public Charges-Services</u>							
45400-46735 Multi-Purpose (Smith Ctr.)	63,353	60,690	67,500	30,188	50,000	67,500	0
45400-46736 MARC Concession Rev.	2,400	2,400	2,400	1,600	2,400	2,400	0
45400-46737 Signs-Youth Hockey Sales	600	735	600	0	635	600	0
TOTAL Public Charges-Services	66,353	63,825	70,500	31,788	53,035	70,500	0
TOTAL REVENUES	66,353	63,825	70,500	31,788	53,035	70,500	0
EXPENDITURES							
<u>Personnel Services</u>							
55400-01-22000 Overtime	169	0	250	0	250	250	0
55400-01-25000 Wages - Temp - Regular	33,763	33,871	34,000	20,659	33,500	34,000	0
55400-01-51000 Social Security	2,595	2,591	2,300	1,580	2,600	2,625	325
55400-01-52000 Retirement (RRS)	0	8	0	0	0	0	0
55400-01-55000 Life Insurance	0	0	0	0	0	0	0
TOTAL Personnel Services	36,526	36,470	36,550	22,239	36,350	36,875	325
<u>Contractual Services</u>							
55400-02-16250 HVAC Service Contract	1,960	3,286	2,500	2,364	2,000	2,500	0
55400-02-16500 Fire/Security Service Con	815	805	750	486	750	750	0
55400-02-16700 Electrical Repairs/Maint	0	0	500	0	500	500	0
55400-02-16800 Door/Window Service	150	0	250	175	250	250	0
55400-02-21000 Water and Sewer	2,911	2,980	3,250	1,791	3,250	3,250	0
55400-02-22000 Electric and Natural Gas	36,114	32,391	37,500	22,009	37,000	37,500	0
55400-02-23250 Cleaning - Mats/Rugs, Etc	2,251	2,216	3,000	1,329	3,000	3,000	0
55400-02-23600 Waste Removal Services	1,438	2,143	1,250	888	1,500	1,250	0
55400-02-25500 Fiber-Internet-Wireless	5,100	5,446	5,250	3,213	5,200	5,250	0
TOTAL Contractual Services	50,738	49,266	54,250	32,256	53,450	54,250	0
<u>Supplies & Expenses</u>							
55400-03-10000 Office Supplies	48	426	500	94	500	500	0
55400-03-13000 Copier	0	0	0	568	0	0	0
55400-03-32000 Education & Conference	135	0	200	0	200	200	0
55400-03-40000 Operating Supplies	4,379	3,548	3,000	1,944	4,500	3,000	0
55400-03-41000 Public Relations/Marketin	5,222	3,482	7,500	1,861	5,500	6,000	(1,500)
55400-03-41022 Signs - Smith Center	1,919	1,518	0	155	320	1,500	1,500
55400-03-41027 Youth Hockey-Sign &	480	320	0	0	0	0	0
55400-03-44000 Janitor Supplies	337	177	500	0	500	500	0
55400-03-50000 Repair/Maint. Supplies	5,201	7,346	5,500	3,187	7,000	5,500	0
55400-03-51500 Ice Machine Supplies	911	383	500	33	500	500	0
TOTAL Supplies & Expenses	18,632	17,198	17,700	7,842	19,020	17,700	0

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CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2020

10 -General Fund
 MARC - Smith Center

	2020				2021			
	2018 ACTUAL	2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
PERMANENT NOTES:								
55400-03-4100 Public Relations/Marketing								
MARC .5% of Room Tax for PR/Marketing - Fund 24 amounts:								
	2016 \$7,022	2019 \$8,612						
	2017 \$6,794	2020 \$6,000	Projected					
	2018 \$7,524	2021 \$6,000	Projected					
Capital Outlay								
55400-08-79000 Crack Sealing/Concrete	0	0	1,000	0	1,000	1,000	0	
55400-08-81000 Floor Scrubber	0	0	0	0	0	0	0	
55400-08-82000 MARC/Smith Improvements	3,244	3,749	4,000	3,722	4,000	4,000	0	
55400-08-82011 Dehumid Compressor Repair	4,677	0	0	0	0	0	0	
55400-08-82233 Scoreboard Replacement	0	0	0	0	0	0	0	
TOTAL Capital Outlay	7,921	3,749	5,000	3,722	5,000	5,000	0	
TOTAL EXPENDITURES	113,817	106,684	113,500	66,059	113,820	113,825	325	
REVENUE OVER/(UNDER) EXPENDITURES	(47,464)	(42,859)	(43,000)	(34,272)	(60,785)	(43,325)	(325)	

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City of Merrill - Aquatic Center

This budget is provided as spreadsheet since expenses are being split between Fund 10 (General) and Fund 26 (Non-Lapsing). Finance Director has combined fiscal information.

	2016	2017	2018	2019	Budget 2020	As of 08/31/20	Final 2020	Budget 2021	Requested Change
Revenues									
Public Charges-Services									
Sponsors	\$400	\$800	\$400	\$1,000	\$0	\$400	\$400	\$0	\$0
Admission Revenue	\$75,185	\$48,745	\$53,353	\$48,952	\$75,000	\$543	\$543	\$75,000	\$0
Concession Revenue	\$30,324	\$25,833	\$28,372	\$27,158	\$30,000	\$209	\$209	\$30,000	\$0
Focus on Energy			\$264						
Insurance - Damages				\$3,839					\$0
Non-Lapsing (Fund 26)*	\$0	\$42,631	\$33,483	\$15,514	(\$8,625)		\$0	(\$8,625)	\$0
Tax Levy	\$37,013	\$45,482	\$45,000	\$60,000	\$60,000	\$10,357	\$10,921	\$60,000	\$0
Total Revenues	\$142,922	\$163,471	\$160,872	\$156,462	\$156,375	\$11,509	\$12,073	\$156,375	\$0

**Fund 26 (Non-Lapsing) was \$69,806 as of 12/31/2018 and \$54,292 as of 12/31/2019 (with no 2020 expenditures anticipated). This Non-Lapsing account will continue to be used for capital improvements & repairs, as well as offset any operating deficits.

Aquatic Center Expenditures	2016*	2017	2018	As of 07/11/05	Budget 2020	As of 08/31/20	Projected 2020	Budget 2021	Requested Change
Personnel Services				Closed/Rain - July 4th					
Overtime	\$1,921	\$2,426	\$2,561	\$0	\$2,000	\$0	\$0	\$2,000	\$0
Wages - Temp	\$68,203	\$81,136	\$79,102	\$70,736	\$80,000	\$168	\$168	\$80,000	\$0
Social Security	\$5,364	\$6,392	\$6,246	\$5,408	\$6,325	\$13	\$13	\$6,325	\$0
	\$75,488	\$89,954	\$87,909	\$76,144	\$88,325	\$181	\$181	\$88,325	\$0

Staffing Hours	2016	Hours 2017	2018	Hours 2019	Hours 2020
Pool Manager, Lifeguards, & Admissions/Concessions		6,298		5,925	
		5,625		5,888	
				Closed due to COVID-19	

Contractual Service:	2016	2017	2018	2019	2020	As of 08/31/20	Projected 2020	2021	Requested Change
Water & Sewer	\$7,785	\$6,262	\$6,192	\$6,327	\$7,500	\$0	\$0	\$7,500	\$0
Electric & Natural Gas	\$16,325	\$18,731	\$14,276	\$16,613	\$15,500	\$1,505	\$2,000	\$15,500	\$0
Security-Alarms/Cameras		\$8,584	\$1,175	\$764	\$1,300	\$1,100	\$1,125	\$1,300	\$0
	\$24,110	\$33,577	\$21,643	\$23,704	\$24,300	\$2,605	\$3,125	\$24,300	\$0

Supplies & Expenses	2016	2017	2018	2019	2020	As of 08/31/20	2020	2021	Requested Change
Credit Card Fees	\$330	\$400	\$500	\$489	\$500	\$30	\$75	\$500	\$0
Education & Conference	\$600	\$0	\$0	\$0	\$600	\$0	\$0	\$600	\$0
Operating Supplies	\$15,720	\$12,648	\$14,171	\$14,700	\$13,750	\$1,774	\$1,774	\$13,750	\$0
Concessions Supplies	\$16,961	\$13,787	\$15,755	\$17,427	\$18,000	\$0	\$0	\$18,000	\$0
License Fee(s)	\$2,149	\$1,122	\$1,012	\$1,012	\$1,150	\$1,162	\$1,162	\$1,150	\$0

Aquatic Center Expenditures	2016*	2017	2018	As of 07/11/05	Budget 2020	As of 08/31/20	Projected 2020	Budget 2021	Requested Change
Repair/Maint. Supplies	\$7,564	\$5,597	\$6,875	\$9,515	\$7,250	\$0	\$0	\$7,250	\$0
Signage		\$2,507	\$1,889						\$0
Concessions Equipment		\$710							\$0
Aquatic Furniture				\$4,720					\$0
Hot Water Heaters		\$2,189		\$299					
Pump Repairs				\$5,579					
Pumps - Chemical - Booster				\$2,197					
LEDs - Electrical			\$9,825						\$0
	\$43,324	\$38,960	\$50,027	\$55,938	\$41,250	\$2,966	\$3,011	\$41,250	\$0
Technology									
Network Support/Maint.					\$500		\$0	\$500	\$0
Member Tracking Software			\$117		\$500		\$0	\$500	\$0
ShopKeep POS (Fund 26)				\$230					
ShopKeep POS (Fund 10)		\$980	\$1,176	\$1,176	\$1,500	\$5,756	\$5,756	\$1,500	\$0
	\$0	\$980	\$1,293	\$1,406	\$2,500	\$5,756	\$5,756	\$2,500	\$0
Total Expenditures	\$142,922	\$163,471	\$160,872	\$157,192	\$156,375	\$11,508	\$12,073	\$156,375	\$0

*Various technology, security, and concessions equipment funded from Fund 26 (Non-Lapsing) in 2016 and 2017.

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2020

10 -General Fund
 Aquatic Center

	(----- 2020 -----)				(----- 2021 -----)			
	2018 ACTUAL	2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
<u>Public Charges-Services</u>								
45420-46730 Aquatic Center-Sponsors	400	1,000	0	400	400	0	0	
45420-46734 Aquatic Center Revenue	53,353	48,952	75,000	543	543	75,000	0	
45420-46735 Concession Revenue	28,372	28,158	30,000	209	209	30,000	0	
TOTAL Public Charges-Services	82,126	78,109	105,000	1,152	1,152	105,000	0	
TOTAL REVENUES	82,126	78,109	105,000	1,152	1,152	105,000	0	
EXPENDITURES								
<u>Personnel Services</u>								
55420-01-22000 Overtime	2,561	0	2,000	0	0	2,000	0	
55420-01-25000 Wages - Temp - Regular	79,102	70,736	80,000	168	168	80,000	0	
55420-01-51000 Social Security	6,246	5,408	6,325	13	13	6,325	0	
55420-01-52000 WRS - Retirement	0	0	0	0	0	0	0	
TOTAL Personnel Services	87,910	76,144	88,325	181	181	88,325	0	
55420-01-2500 Wages - Temp - Regular								
			PERMANENT NOTES:					
			Hours vary based upon weather conditions.					
			Total of 6,298 Hours in 2016					
			Total of 5,625 Hours in 2017					
			Total of 5,925 Hours in 2018					
			Total of 5,888 Hours in 2019					
			Closed in 2020 due to COVID-19					
<u>Contractual Services</u>								
55420-02-21000 Water and Sewer	0	5,876	7,500	0	0	7,500	0	
55420-02-22000 Electric and Natural Gas	0	11,007	15,500	1,505	2,000	15,500	0	
55420-02-95000 Security-Alarms/Cameras	0	764	1,300	1,100	1,125	1,300	0	
TOTAL Contractual Services	0	17,646	24,300	2,606	3,125	24,300	0	
<u>Supplies & Expenses</u>								
55420-03-19000 Credit Card Fees	500	489	500	30	75	500	0	
55420-03-32000 Education & Conference	0	0	600	0	0	600	0	
55420-03-40000 Operating Supplies	14,171	14,700	13,750	1,774	1,774	13,750	0	
55420-03-40100 Concession Supplies	15,755	17,427	18,000	0	0	18,000	0	
55420-03-40500 License Fee(s)	1,012	1,012	1,150	1,162	1,162	1,150	0	
55420-03-50000 Repair/Maint. Supplies	6,874	9,515	7,250	0	0	7,250	0	
TOTAL Supplies & Expenses	38,312	43,143	41,250	2,966	3,011	41,250	0	

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CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2020

10 -General Fund
 Aquatic Center

	2018 ACTUAL	2019 ACTUAL	2020			2021		PROPOSED BUDGET
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	BUDGET CHANGE	
<u>Technology</u>								
55420-15-45000 Network Support/Maint.	0	0	500	0	0	500	0	
55420-15-46352 Member Tracking Software	117	0	500	0	0	500	0	
55420-15-46377 ShopKeep POS System	787	1,176	1,500	5,756	5,756	1,500	0	
TOTAL Technology	904	1,176	2,500	5,756	5,756	2,500	0	
TOTAL EXPENDITURES	127,126	138,109	156,375	11,509	12,073	156,375	0	
REVENUE OVER/(UNDER) EXPENDITURES	(45,000)	(60,000)	(51,375)	(10,357)	(10,921)	(51,375)	0	

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Smith Center Ice Arena – “Return to Ice” Plan

Due to COVID-19 recommendations, the Smith Center Ice Arena would like to announce a number of changes and safeguards to be implemented when we open our ice to the public. It is our intention and hope to have ice this year but we realize that changes to our normal operational procedures will need to be different in order to address COVID-19 recommendations and guidelines.

The Smith Center intends to follow the up to date Lincoln County Health Department (LCHD) Recommendation. We will also be following guidelines from CDC, WDHS, WEDC, WIAMA, USA Hockey and have been consulting with other Indoor Rinks in our area to collaborate and share creative ideas to keep patrons safe, while continuing to provide quality ice programming.

COVID-19 Procedures:

- All skaters and participants shall arrive at the arena ready to skate. Locker rooms will be closed until further notice.
- All user groups are to keep a daily rink attendance record (including name, phone number, and parent/guardian) to help with fast and efficient contact tracing should a case be reported. It would be preferred to be an electronic roster for fast sharing with LCHD if needed.
- Participants will spread their equipment out around the perimeter of the arena in pre-marked areas to allow for adequate physical distancing.
- If anyone is feeling ill or is experiencing any symptoms of COVID-19, please do not enter the building.
- If anyone becomes ill and tests positive for COVID-19 after recently visiting the Smith Center, please report it immediately to LCHD to allow for prompt contact tracing.
- Wash hands frequently.
- We will provide hand sanitizing stations around the arena in addition to regular hand soap in public restrooms.
- Maintain physical distance of at least 6 feet or more from anyone who is not a member of your nuclear family (residing within the same household)
- Current LCHD recommendations limit mass gatherings to 50 people or less. To accomplish this, it may include limiting spectators to one parent only (or no parents at all and utilize LiveBarn).
- Under current LCHD recommendations, we will only allow single game use or single team practice format in the arena to keep gathering numbers to a minimum.
- If mask mandate is in place, everyone who enters the facility is required to wear a mask.
- If we allow spectators, we will have designated areas on the bleachers spaced out according to guidelines to allow for adequate physical distancing.

- Community Room/Concessions will see less tables/chairs/sitting areas and it will be spaced out to allow for ample room.
- Merrill Youth Hockey will work with LCHD to comply with all food related compliance.
- There will be no games in the Community Room to avoid repetitive use/high touch areas.
- Drinking fountains will be turned off. The water bottle filling station will remain on.
- Ice time will be altered slightly to allow for one team to exit the ice, collect their belongings, and exit the building and allow for sanitizing before the next team enters the building. *If we have issues with this we may institute a "one way" flow through the building with a enter only area and an exit only area to prevent pinch points.
- Player's box areas will be stretched out to allow for physical distancing. This will require players to sit outside the normal boxed in areas. Chairs will be provided to allow for additional seats
- MYHA and MIRFSC should consult with LCHD before beginning competition to determine best practices related to their respective sports. Contact vs. no contact between players, contact between coach/instructor and participant, etc.
- Public Skate: must call ahead to book a time slot to skate to allow gatherings to remain adequate. Upon arrival, participants shall physically distance while waiting to pay and/or receive rental skates. Subsequent time slots will be adjusted to allow for the previous group to exit the building, items to be sanitized, and get set up for the next group.
- The Merrill Parks & Recreation Department/Smith Center would like at least a few volunteers from MYHA and MIRFSC to help with sanitizing while their respective group is utilizing the facility. Mainly to be able to consistently sanitize high touch areas throughout the arena (door handles, railings, tables, chairs, benches, etc.)
- Failure to adhere to these policies could result in lost ice time or rink closure.

We realize this is a big change in the way we are all used to operating during ice time, but these are not usual circumstances. Our number one priority is for our participants and their families to have a safe place to recreate. These measures are put into place to try and continue to provide a safe place for our community and visitors to enjoy.

As has been the case since COVID-19 was declared a global pandemic, information changes frequently. We promise to keep everyone up to date on any changes immediately, and will adapt our policies according to the latest information/recommendations.

Sincerely,

Dan Wendorf
 Parks & Recreation Director
 City of Merrill



Fall webworm activity in July

Posted on August 3, 2020

By Todd Lanigan, forest health specialist, Eau Claire, Todd.Lanigan@wisconsin.gov, 715-210-0150

Fall webworm started showing up in early July. This native insect feeds on deciduous trees and shrubs and appears every year in yards and forests. It is often noticed first by the loose webbing over branch tips. It can even completely cover a small tree with webbing. If you look inside the webbing, you will find partially eaten leaves, frass (caterpillar poop) and both live and dead caterpillars.



Fall webworm larvae feed within webbed enclosures at branch tips. Credit: Courtney Celley, US Fish & Wildlife Service.

Fall webworm is more of a cosmetic issue than a tree health problem, but the webs can be removed if people are concerned about them. Open the webbing using a rake, fishing pole, long stick or another long tool to allow predators to get at the caterpillars inside. Or people can use their tool to roll up the webbing, peel it away from the branch and place the entire thing in a container of soapy water for a couple of days before discarding.

Insecticides can also be used to control this insect. If you decide to go this route, make sure the insecticide is labeled for caterpillars/fall webworm and that it will penetrate inside the webbing. With all pesticides, the user needs to carefully read and follow label directions.

As a native insect, fall webworm defoliation is unlikely to cause any harm to healthy trees. Use a control method described above if you are concerned about the aesthetics of a defoliated tree. Do not prune off the branch or burn the nest. Burning will cause more harm to the tree than the caterpillars will. For more information about fall webworm, visit [this page](#) from Michigan State University Extension.

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September 2020 Parks & Recreation Director's Report

Parks: Another summer season has come and gone and they certainly don't seem to slow down no matter the circumstances. Our summer staff was done on August 26th so we are back down to our two full time park laborers until next May. We were fortunate once again to have a fantastic summer crew, and although we only went with three of them, they were great and will definitely be missed. As mentioned in my previous board report, we were able to keep up with things this summer by re-allocating staff members to ensure that we could complete everything in and around our parks. Again, a special thank you to everyone in our department for being so flexible and willing to do whatever it takes to keep our parks clean and beautiful. The staff re-allocation also allowed us to do some additional things that we just haven't been able to do for a few years such as, routine painting/staining, small fixes/repairs, graffiti paint cover up and fixing, deep cleaning in certain areas, small landscaping projects, summer tree planting/replacing, etc. Hopefully the weather averages out to finish the year so that we can keep up with our routine park tasks that will continue with us until the snow arrives. Our Park Shelters will close again on October 1st (with the exception of Agra Pavilion) which always helps alleviate some of the work. All in all, our shelter reservations after July 1st worked out pretty well. Most people adhered to the recommendations and we are thankful that we were able to finish what we started for the reservation season. Work began on the Athletic Park wall tuck pointing project on August 20th and will continue for the next few weeks until completion. It will be nice to have that restored and fixed so we can get another 80+ years out of it. I met with Street Superintendent and City Engineer the week of August 17th to go over the parking lot paving at Athletic Park that is expected to be taking place yet this fall. We also went over and visited the stairs by Lion's Park to see the best way to handle those. City Engineer offered up a few options including using a special cement patch they have been using to fix as best as we can, along with the railings that need work and reopen them during the warm weather months only. By closing the stairs down in the winter, it would reduce the corrosion on the railings, reduce our staff hours trying to shovel and salt, and reduce the weathering caused by sand/salt on the concrete itself. The other options include removing the top section and bottom section that can be reached and putting mega-block style barricades in place to close them for good. The closer we looked at the stairs, the more we realized that complete removal could be very costly and difficult to safely do. I have been working with River Rat creator, our crew, the Street Department, along with the fabricators who built the enclosure and Lincoln Windows to get everything to fall into place so we can finish the sculpture installation. I am hoping we can get things to work out by the time we meet but will keep you informed. I have also been organizing the projects at Normal Park that City Band raised money for which includes: in ground irrigation, paths to connect the northeast corner of the park to the southwest and playground, gazebo, and restrooms. This will also include LED lights at the entrances of these paths and along them. I am hoping we have enough time yet this year to complete these projects and they will help the park function out tremendously when finished. I also would like to thank a volunteer for their work in helping repaint and restore the Stange Public Park letters and garden area. This person donated their time and talents to spruce things up there. We also had a few skaters

volunteer to repaint the ramps at the Skate Park. Although it wasn't quite the color we discussed, it was great to see the initiative and passion. I would like to remove the old tennis courts and fencing from there yet this fall as well. It is not used and is starting to look dilapidated and I think would be easier to turn that into green space and less weed trimming there. Merrill Baseball finished up their adjusted seasons this past week and everything went very well at all age levels with minimal issues. Merrill Fastpitch began their fall league on 8/23 and it went very well also. They will host one more on 8/30, then take a break until mid-September when they host two Sundays before finishing up for the season. Fastpitch, like baseball, is following health recommendations as well.

Forestry: Now that things are drying out and we have had some continued heat, some trees are beginning to show some signs of stress. This is pretty typical of this time of year, and fortunately for us we didn't have any elongated stretches during June or July of dry drought-like weather. Trees are feeling the shorter days already and slowing down so they should be just fine. I do have a number of trees that I need to inspect as the calls have been a little more lately and I will do so before I spend quite a bit of time getting our fall pruning schedule organized, as well as our fall tree plantings ready. As with any season here in Wisconsin, I hope for average weather to maintain our tree health and keep the highs and lows leveled off. The WDNR Urban Forestry Grant is due on October 1st so I have been working on that so we are ready to submit on time this year. Hopefully we are successful this year, the competition has increased significantly on those grants since I started so all we can do is write a good grant and hope for the best.

Recreation: We finished up our Nerf Wars and August City Wide Egg Hunt and they were both very successful. We had a great response to both of the events and activities and it was great to be able to offer something to get everyone excited and active. We will begin work on our 2021 recreation season earlier this year with a plan A, B, C . . . or how many ever it takes to be prepared for the upcoming year. It is important to use this time to prepare and plan so we can adjust and adapt much easier this time around with knowledge and preparation. As with everyone on planet earth, it is our hope that things return to normal sooner than later so we can all get back to doing what we love, providing great programs for our citizens.

Smith Center: We are still moving forward with plans for ice install and having ice this season. I have developed a return to ice document that I sent to Lincoln County Health Department and am waiting to hear back from them. We are also finishing up a number of projects inside the arena. This off season has been extremely productive for us and the amount of things we were able to accomplish. Some projects include: office carpeting and reorganizing, completely reorganized skate room and Zamboni pit, painted locker rooms, fixed all light fixtures and ballasts, removed all bleachers and cleaned them and areas underneath, painted entryway floor, replaced north service door, and deep cleaning to name a few. I have met with Youth Hockey and Ice Reflections organizations to ensure that we communicate leading up to ice this year with all of the potential issues we have to work through. Both organizations have requested ice a little earlier this year and I am working through that. One of the things we need to ensure is that the investment is worth the effort. That means that one or both of the organizations have to purchase enough consistent ice to make it worthwhile. We are working through that right now and I will keep you informed.

Respectfully Submitted,
Dan Wendorf
Parks & Recreation Director