

**CITY OF MERRILL
PARKS AND RECREATION COMMISSION
WEDNESDAY, OCTOBER 1, 2025 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 4:15 PM**

I. Call to Order Roll Call:

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

Present Not Voting: Parks Director Dan Wendorf

Excused:

Absent:

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

II. Consider approving minutes from the previous meeting

1. **September 2025 minutes** - (Osness/D8 Alderperson Rutkowski) motion/second to approve. The motion Passed.

III. Approval of Claims

1. **September 2025 Bills** - (D8 Alderperson Rutkowski/ Kubichek) motion/second to approve. The motion Passed.

IV. General Agenda Items for Consideration

1. **Review and discuss 2026 Parks & Recreation Draft Operating Budget**
- Wendorf began the discussion by giving the Commission an overview of the Parks & Recreation Department's operating budget and it's categories. He stated it is broken up into four categories: Parks, Recreation, Smith Center/MARC, and Bierman Family Aquatic Center. He explained to the Commission the different revenue and expense categories and how each one of them work within each category as well as each of the subcategories within the expenses and generally what they are used for. Wendorf stated that historical use is used to try and determine what to budget for the upcoming year and each year they try very hard to make sure that they stay within budget in each of the categories. If he sees an area that we are trending beyond the allotted number, he will underspend in another category to make sure and try to balance things out in the end. Wendorf pointed out some changes to a few areas, especially equipment repair under the Parks category and Maintenance/Repair under Aquatic Center. Wendorf said their equipment is all commercial and is used heavily and repairs are going to be necessary every year, same with maintenance. Wendorf also pointed out to the Commission that 2025 was a good year overall for our budget and that it is looking good to finish out the year. Wendorf also stated that with little wiggle room in our budgets anymore, most of the adjustments are made to wage adjustments and personnel related steps.
2. **2026 Capital Budget update** - Wendorf informed the Commission that the Capital Budget process has been going well thus far. As of this week, the four

items that the Commission approved are still alive. Wendorf stated that there is still at least one more budget meeting (as of now) as well as the final budget hearing. Wendorf stated that he hopes that everything remains funded because most of them were half funded last year and it would be nice to move to other things that are in need of funding next year and beyond.

V. Monthly Reports

- 1. October 2025 Director's Report** - Wendorf began the discussion by answering several questions from the Commission. He informed them the MARC ballfield lighting project will be wrapping up within the next several weeks and that the only hold up right now is for WPS and Intercon to switch the power from our old electrical service to the new one and energize it. Then Musco will come up and show us how to operate the new system and make sure the lights are aligned properly to give us the lighting levels that were specified. Wendorf also stated that within the next few weeks they will be starting the ice install process at the Smith Center for the winter season.

VI. Date and Time of Next Meeting

- 1. The next regularly scheduled meeting is Wednesday, November 5th, 2025 @ 4:15 p.m. in the Council Chambers at the Merrill City Hall. -**

VII. Public Comment There was no public comment.

VIII. Adjournment (Osness/D8 Alderperson Rutkowski) motion/second to adjourn.
The motion Passed.