



CITY OF MERRILL
PARKS AND RECREATION COMMISSION
AGENDA • WEDNESDAY, NOVEMBER 5, 2025

Regular Meeting

City Hall Council Chambers

4:15 PM

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
 1. October 2025 Minutes
- III. Approval of Claims**
 1. October 2025 Claims
- IV. General Agenda Items for Consideration**
 1. Discuss and consider potential adjustment to operating hours for Bierman Family Aquatic Center
 2. Update on 2026 budgetary process
- V. Monthly Reports**
 1. November 2025 Director's Report
- VI. Date and Time of Next Meeting**
 1. The next regularly scheduled meeting will be Wednesday, December 3rd, at 4:15 p.m. at the Merrill City Hall.
- VII. Public Comment**
- VIII. Adjournment**

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at (715) 536-5594.

**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.

10/1/2025

CINTAS	UNIFORMS JIM/JOE/Ryan	9/17/2025	4243599148	\$103.61	10-55200-03-46000
ACESON GRAAP	FLAG FOOTBALL REF	10/10/2025	VOUCHER	\$120.00	10-55300-03-41000
AIDEN DRAKE	FLAG FOOTBALL REF	10/10/2025	VOUCHER	\$120.00	10-55300-03-41000
ALEXANDER BROWN GRUNWALD	FLAG FOOTBALL REF	10/20/2025	VOUCHER	\$90.00	10-55300-03-41000
ALLISON PAULSON	SECURITY DEPOSIT	9/30/2025	VOUCHER	\$100.00	10-21-7200
AMERICAN WELDING & GAS	CYLINDER RENTAL	10/1/2025	11158047	\$60.91	10-55200-02-15000
AMERICAN WELDING & GAS	CYLINDER RENTAL	10/1/2025	11158368	\$82.69	10-55200-02-15000
BOY SCOUT TROOP 503	BENEFICIARY FOR BLACK SQUIRRELL SCURRY	10/1/2025	VOUCHER	\$100.00	BLACK SQUIRRELL SCURRY
BRETT SUCHOCKI	FLAG FOOTBALL REF	10/10/2025	VOUCHER	\$120.00	10-55300-03-41000
BROC SUCHOCKI	FLAG FOOTBALL REF	10/10/2025	VOUCHER	\$90.00	10-55300-03-41000
CASEY BANECK	SECURITY DEPOSIT	10/14/2025	VOUCHER	\$100.00	10-21-7200
CENTRAL WI STATE FAIR	SECURITY DEPOSIT	10/8/2025	VOUCHER	\$100.00	10-21-7200
CINTAS	UNIFORMS JIM/JOE/Ryan	9/24/2025	4244341667	\$99.11	10-55200-03-46000
CINTAS	UNIFORMS JIM/JOE/Ryan	10/1/2025	424508.394	\$99.11	10-55200-03-46000
CINTAS	MOPS/MATS	10/1/2025	4245083321	\$272.73	10-55400-02-23250
CINTAS	UNIFORMS JIM/JOE/Ryan	10/9/2025	4245981035	\$99.11	10-55200-03-46000
CINTAS	UNIFORMS JIM/JOE/Ryan	10/16/2025	4246725482	\$99.11	10-55200-03-46000
CINTAS	UNIFORMS JIM/JOE/Ryan	10/23/2025	4247462511	\$99.11	10-55200-03-46000
CYNTHIA FOX	SECURITY DEPOSIT	9/30/2025	VOUCHER	\$100.00	10-21-7200
DAVE'S COUNTY MARKET	SUPPLIES	9/26/2025		\$12.49	10-55300-03-41500
ERIC MALM	SECURITY DEPOSIT	10/20/2025	VOUCHER	\$100.00	10-21-7200
FRIENDS OF THE RIVER BEND TRAIL	BENEFICIARY FOR BLACK SQUIRRELL SCURRY	10/1/2025	VOUCHER	\$500.00	BLACK SQUIRRELL SCURRY
GRACIN BLOCH	FLAG FOOTBALL REF	10/10/2025	VOUCHER	\$105.00	10-55300-03-41000
GREEN LAWN	REPLACED VALVE	9/30/2025	25-39686	\$333.67	10-55200-03-50000
JAMES BARKER	FLAG FOOTBALL REF	10/10/2025	VOUCHER	\$150.00	10-55300-03-41000
JANIS AMENT	SECURITY DEPOSIT	10/7/2025	VOUCHER	\$100.00	10-21-7200
JASE STEINAGEL	FLAG FOOTBALL REF	10/10/2025	VOUCHER	\$30.00	10-55300-03-41000
JOE WECKWERTH	CLOTHING ALLOWANCE EXPENSE	10/19/2025	VOUCHER	\$189.89	10-55200-03-46500
JOHNATHAN BARNETT	FLAG FOOTBALL REF	10/10/2025	VOUCHER	\$135.00	10-55300-03-41000
JUDY RYAN	PART OF SECURITY DEPOSIT RETURN	10/27/2025	VOUCHER	\$10.00	10-21-7200
LANGE AUCTION REALTY	SMITH CENTER ARENA RENTAL	10/7/2025	VOUCHER	\$100.00	10-21-7100
MASON BLOCH	FLAG FOOTBALL REF	10/10/2025	VOUCHER	\$105.00	10-55300-03-41000
MASON BOWMAN	FLAG FOOTBALL REF	10/10/2025	VOUCHER	\$120.00	10-55300-03-41000
MELISSA SCHROEDER	SECURITY DEPOSIT	10/3/2025	VOUCHER	\$100.00	10-21-7200
MENARDS	FVP RV MARINE/XHOSE/CABLE TIE/NOZZLE	9/30/2025	69628	\$13.64	10-55200-03-40000
MENARDS	CHRISTMAS LIGHTS FOR AGRA	10/13/2025		\$563.82	26-55300-03-60022
MENARDS	2X8X16 WOOD	10/21/2025	70723	\$22.35	10-55200-08-91000
MERRILL STREET DEPARTMENT	P-23	9/2/2025	27316	\$757.12	10-55200-03-51000
MERRILL ACE HARDWARE	LOOPED MOPHEAD	9/22/2025	246959	\$15.99	10-55200-03-50000
MERRILL ACE HARDWARE	PAINT BRUSHES	10/1/2025	247164	\$75.95	10-55200-03-50000
MERRILL ACE HARDWARE	FASTENERS	9/19/2025	246916	\$32.20	10-55200-03-50000
MERRILL ACE HARDWARE	KEYS/FASTENERS	10/1/2025	247173	\$25.67	10-55200-03-50000
MERRILL ACE HARDWARE	PAINT	10/1/2025	247182	\$57.17	10-55200-03-50000
MERRILL ACE HARDWARE	FASTENERS	10/3/2025	247230	\$14.54	10-55200-03-50000
MERRILL ACE HARDWARE	OVEN CLEANER	10/5/2025		\$26.97	10-55200-03-50000
MERRILL ACE HARDWARE	CONCRETE MIX/FLEX SEAL	10/5/2025	247284	\$63.96	10-55200-03-40000
MERRILL ACE HARDWARE	DOOR LATCH/GORILLA GLUE	10/9/2025	247376	\$41.98	10-55200-03-50000
MERRILL ACE HARDWARE	LAWN SPREADER	10/15/2025	247516	\$18.99	10-55200-0891000
MERRILL ACE HARDWARE	KEYS	10/22/2025	247711	\$18.54	10-55200-03-50000
MERRILL ACE HARDWARE	FASTENERS/KICKDOWN DOOR HOLDS	10/20/2025	247647	\$168.49	10-55400-08-82000
MERRILL ACE HARDWARE	FLY TRAPS	10/23/2025	247723	\$15.98	10-55200-03-40000
MERRILL AMATEUR RADIO GROUP	BENEFICIARY FOR BLACK SQUIRRELL SCURRY	10/1/2025	VOUCHER	\$100.00	BLACK SQUIRRELL SCURRY
MERRILL FOTO NEWS	LABOR DAY AD	9/1/2025		\$1,088.00	LABOR DAY ACCOUNT
MERRILL STREET DEPARTMENT	P-12	9/25/2025	27337	\$284.52	10-55200-03-51000
MERRILL STREET DEPARTMENT	P-3	9/18/2025	27331	\$200.88	10-55200-03-51000
MERRILL STREET DEPARTMENT	P-9	9/11/2025	27326	\$148.21	10-55200-03-51000
MERRILL STREET DEPARTMENT	P-1	9/11/2025	27325	\$176.11	10-55200-03-51000
MERRILL STREET DEPARTMENT	P-69	9/3/2025	27319	\$127.56	10-55200-03-51000

MERRILL STREET DEPARTMENT	P-18	9/2/2025	27315	\$42.00	10-55200-03-51000
NATALIE BARNETT	FLAG FOOTBALL REF	10/10/2025	VOUCHER	\$75.00	10-55300-03-41000
NORTHWOODS NURSERY, LLC	TREES	10/16/2025	82217	\$4,655.00	10-55200-08-92000
NORTHWOODS NURSERY, LLC	TREES	10/16/2025	82217	\$1,112.00	10-55200-08-91000
NORTHWOODS NURSERY, LLC	TREES	10/16/2025	82217	\$5,000.00	CITY TREE PLANT FUND
NORTHWOODS VETERAN POST	BENEFICIARY FOR BLACK SQUIRRELL SCURRY	10/1/2025	VOUCHER	\$1,000.00	BLACK SQUIRRELL SCURRY
RANAY NICKLAUS	SECURITY DEPOSIT SMITH CENTER ARENA	9/30/2025	VOUCHER	\$100.00	10-21-7100
RHYME	COPY MACHINE	9/12/2025	AR868158	\$49.40	10-55400-03-13000
RHYME	COPY MACHINE	10/13/2025	877106	\$40.81	10-55300-03-13000
RYAN GOLISH	CLOTHING ALLOWANCE EXPENSE	10/6/2025	VOUCHER	\$308.74	10-55200-03-46500
SARA HALL	SECURITY DEPOSIT	10/14/2025	VOUCHER	\$100.00	10-21-7200
SUNRISE BROADCASTING	ADVERTISING LABOR DAY	10/3/2025		\$1,100.00	LABOR DAY ACCOUNT
SUNRISE BROADCASTING	ADVERTISING	10/3/2025		\$259.00	10-55300-03-41500
TERRA HOLDRIDGE	SECURITY DEPOSIT	9/30/2025	VOUCHER	\$50.00	10-21-7200
VFW AUXILIARY	BENEFICIARY FOR BLACK SQUIRRELL SCURRY	10/1/2025	VOUCHER	\$100.00	BLACK SQUIRRELL SCURRY
WALMART	ICE PAINTING	10/16/2025		\$3.77	10-55400-08-82000
WEINBRENNER	BOOTS JIM YATES	10/22/2025	260010095	\$105.00	10-55200-03-46500



City of Merrill
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November 2025 Parks & Recreation Director's Report

Parks: Our prolonged stretch of above average temperatures and nice weather have been wonderful and allowed us to accomplish a great deal of tasks. We have everything winterized that needs it and are ready for the winter season to settle in. We always have to wait a few extra weeks for a few facilities (MARC Soccer & Softball) due to middle school soccer and high school cross country seasons. We hosted the high school cross country sectionals on Friday, October 24th at the MARC, which is a pretty big deal. In my years here we have never hosted it but there was a lot of teams and people here for the event and it is always great to show off our facilities to a new group of visitors who we always hope will enjoy their visit and come back for more! The crew has been very busy winterizing, fixing and repairing things in and around our shelters and facilities, aerating and topdressing high use turf areas, mulching leaves in all of our parks, and preparing for winter to name a few tasks. The guys finished our park entrance sign installs with the ones we were able to purchase this year and I really think they look fantastic. They also wrapped up all aquatic center winterization and the repairs that we could get to this fall. Some of these tasks include taking down all shade canopies, repair protective wooden posts, clean climbing wall panels, grind rust off posts and rust proof. I met with a company out of the Chippewa Falls area that does slide rejuvenation work for quotes because our slides are going to need to be re-coated, re-caulked, and have some work done in the near future and I will include that with our capital for next year. We do need to routinely maintain all of the functions at the aquatic center so that we prolong each of their individual life-spans. I would like to thank Caleb Thompson for doing a great job on his Eagle Scout Project in refurbishing the totem pole at Normal Park. RTL Electric donated their time and equipment to remove it and we staged it in one of the buildings at the Fairgrounds so he could perform the work and RTL picked it back up and put it back in the ground several weeks ago. RTL also donated their time to install an Osprey Nest platform at Ott's Park in hopes that we can talk them into building their next on it instead of the ballfield lights in the right field corner. On Tuesday, October 21st, I met with a representative from Musco Lighting to officially commission and test our new ballfield lights at the MARC. We did discover that the installers didn't turn the power on to any of the poles individually so we had to go to all 14 poles and turn them on but once they were we fired everything up and it looks amazing. Chairperson Krueger was also there and helped out so thank you Chad for the assistance in the 38 degree drizzle ☺ We did identify a few issues that they are going to fix right away; one of the up lights on D1 isn't working and one of the lights in the right field corner of D3 wasn't working either. Otherwise the lumen levels met or exceeded specifications and I think everyone is excited to see them in action in 2026. I have been working with Street Superintendent Bonack on plans to hopefully put some finishing touches on the Prairie River Pathway. Dustin and I drove the route recently and mapped everything out for sign locations, road markings and sharrows, as well as other tasks that we need to finish up on. We also have two spurs to finish up. The first is the final connection on the physical site at Prairie Trails (the trail from Spruce St to the Prairie Trails property was completed recently by the company doing Spruce St, but we need to connect it on our property). And we have a short trail spur that we are going to stub over on our ROW to the Sawmill area. This short spur on City property really connects users to a lot of businesses in that area without having to backtrack and will hopefully be a very useful piece.

Forestry: Our fall 2025 trees were ordered and delivered on October 16th. Fortunately I was able to have all of the sites marked on the boulevards and in the parks so the guys could get started on planting almost right away. We ordered 105 trees this fall, which is down a bit from previous years due to having tree planting funding cut for this year during last year's budget process but we're happy with any amount that we can get. We would have been down even further but we were pretty fortunate this year to have 17 memorial trees that were paid for by the Memorial Tree Program. I am proud of our tree planting program that we have been able to build since I started working here. We've been able to plant over 5,000 trees on our streets and in our parks and some of that funding has been community investment as well as grants, donations, and memorials. I'd like to continue to plant even more trees moving forward to ensure that we



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stay well ahead of natural attrition/mortality, road construction and developments, and storms. I will be working on our 2025 Tree City USA Application over the next few months in order to be ready to submit it by the end of the year. We also had our Arbor Day Observance/Planting on Wednesday, October 29th to recognize our accomplishments for the year and celebrate our rich forestry tradition and history here in Merrill. I will be spending time over the winter months getting comfortable with our new “in-house” forestry program to replace TreeKeeper Online. The new program is right on an iPad and compatible with what the Street Department and Water Utility uses. I can do everything I need to do while I am in the field and even submit work orders that are shared directly with the Street Department. This is much more efficient than TreeKeeper and it will save us some money.

Recreation: Our fall/winter recreation guides are out and in circulation and being promoted. As always we have a great fall and winter line up of programs and activities for our citizens to participate in. This one does a great job of capturing some seasonal holiday spirit and has some great activities for youth and families. We have some great Thanksgiving and Christmas events and activities planned again for this year. Hopefully we have great numbers again this winter for our Little Dribblers Co-Ed Youth Basketball League. As with every year, we will spend a considerable amount of time preparing for 2026 recreation over the winter months to allow enough time to handle all of the planning/arrangements/details that go with the heavy summer schedule. There is a lot that goes into our summer recreation programs and Dawn always does a phenomenal job with it every year.

Smith Center: After a fantastic dry floor event season, we were able to get our ice installed and ready for day one on October 27th. The install process went pretty smooth and thankfully we had no issues along the way. There is a lot of work that goes into putting the ice in (and taking it out as well) and I want to thank our guys for always doing a great job. Our Arena Specialists and Park Crew work together to make sure that all of the pieces to the puzzle fit together to go from dry floor to beautiful ice in a few weeks time. We have a pretty good ice schedule to start the year and as always it usually fills in more as we go along and everyone gets settled in with their organizations. We have another season with the high school co-op boy’s hockey team, the East Merrill United Bluejacks. I am not sure if this relationship will continue but it splits ice time between East and Merrill rinks. They have been a co-op team now for the past 5 seasons if I remember correctly. The only difference to us in this relationship is that they have to split ice time between the Smith Center and Marathon Park so that each of us get “home practices” and “home games.” With two communities represented they have two home rinks. We are excited about and looking forward to another great year of ice in the Smith Center!

Respectfully Submitted,

Dan Wendorf
Parks & Recreation Director
City of Merrill