



CITY OF MERRILL
PARKS AND RECREATION COMMISSION
AGENDA • WEDNESDAY, DECEMBER 3, 2025

Regular Meeting

City Hall Council Chambers

4:15 PM

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
 1. November 2025 Minutes
- III. Approval of Claims**
 1. November 2025 Claims
- IV. General Agenda Items for Consideration**
- V. Monthly Reports**
 1. December 2025 Director's Report
- VI. Date and Time of Next Meeting**
 1. The next regularly scheduled meeting will be Wednesday, February 4th, 2026, at 4:15 p.m. at the Merrill City Hall.
- VII. Public Comment**
- VIII. Adjournment**

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**CITY OF MERRILL
PARKS AND RECREATION COMMISSION
WEDNESDAY, NOVEMBER 5, 2025 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 4:15 PM**

I. Call to Order Roll Call:

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

Present Not Voting: Parks Director Dan Wendorf

Excused: Erid Malm, Steve Osness

Absent:

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

II. Consider approving minutes from the previous meeting

- 1. October 2025 Minutes** - (Gulke/D8 Alderperson Rutkowski) motion/second to place minutes on file. The motion Passed.

III. Approval of Claims

- 1. October 2025 Claims** - Krueger asked Wendorf to explain the beneficiary of Black Squirrel Scurry that was listed on the claims. Wendorf stated those are donations that the Black Squirrel Scurry contributes to organizations that help with volunteers for the event via their proceeds. Wendorf stated that the event raises their own funds through sponsorships and registrations.

(Gulke/D8 Alderperson Rutkowski) motion/second to approve. The motion Passed.

IV. General Agenda Items for Consideration

- 1. Discuss and consider potential adjustment to operating hours for Bierman Family Aquatic Center** - Wendorf began the discussion by explaining to the Commission that after several years of operational observance, the operating hours that we have worked with at the Bierman Family Aquatic Center could be adjusted to better reflect patron usage. Wendorf said that after consulting with the aquatic center and department staff, they have a few recommendations to propose. Wendorf stated that the first one would be to adjust the Sunday operating hours from 11:30 am - 6:30 pm to 1:00 pm - 6:00 pm. Wendorf stated that more times than not they open the aquatic center on Sundays at 11:30 and there is hardly anyone there. He stated that, on average, most people begin to arrive at 1:00 on Sundays and by the time they get to 6:00 and beyond, the numbers are very low again. Wendorf said that he still recommends remaining closed on Mondays and that staff really like it so that we can get maintenance tasks done, and we can do staff and guard training those days without risking overtime and fatigue like we used to do after operating hours on Sunday nights. Wendorf then said the other adjustment would be to slightly adjust the operating hours on Tuesdays through Saturdays and the only adjustment proposed would be to end operating hours at 6:00 p.m. instead of 6:30 pm. Wendorf stated that for the same reasons as mentioned above, there simply hasn't been a lot of patrons

at or after 6:00 pm on those weekdays and a lot of that has to do with little league baseball, softball, youth soccer, dinner, and people being busy. Wendorf also asked the Commission if they would grant Park & Rec Staff some latitude to adjust those hours for special circumstances only. For instance, if we know there is going to be a heat advisory, fastpitch tournament, or there is a random day that we find there is still 100 people there at 6:00, Wendorf asked if staff could keep the pool open for an extra half hour to hour (at most) on those evenings to help people beat the heat (if there is still low numbers on those evenings at or near 6:00 it would still close). The Commission asked who would make that call. Wendorf stated that he would work with staff leading up to those days to make that decision and inform the community if/when we intend to flex those hours. Wendorf stated that with the time saved with the new proposed hours, the hours they may potentially flex would not have any budgetary impact — it would still most likely result in a savings.

****Motion Krueger to adjust Bierman Family Aquatic Center hours to Sunday's 1:00 pm - 6:00 p.m., closed on Mondays, 11:30 a.m. - 6:00 p.m. Tuesdays through Saturdays, and allow flex hours as proposed as long as it fits the criteria we just discussed.**

(Krueger/D8 Alderperson Rutkowski) motion/second to approve. The motion Passed.

2. **Update on 2026 budgetary process** - Wendorf updated the Commission on the budgetary process through budget meeting number four that occurred the week prior. He stated that fortunately there were no real surprises to this point. Wendorf informed the Commission that the final budget hearing is next week, Tuesday, November 11th. If everything goes smoothly next week and gets approved, he will get to work on preparing for approved capital projects for 2026 as soon as he can so we are prepared to get everything done.

V. Monthly Reports

1. **November 2025 Director's Report** - Wendorf summarized his board report for the Commission and asked for any questions. He highlighted a number of things from the last month.

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 There was no public comment.

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

11/1/2025

AMERICAN WELDING	CYLINDER RENTAL INVOICE	10/31/2025	11225813	\$62.36	10-55200-02-15000
AMERICAN WELDING	HELIUM CYL.	10/31/2025	11226124	\$84.87	10-55300-03-41500
AVERY VOERMANS	FLAG FOOTBALL REF	11/11/2025	VOUCHER	\$75.00	10-55300-03-41000
BLUEJAY 96.3	RADIO ADVERTISEMENT	10/31/2025	20222-8	\$259.00	10-55300-03-41500
BOB'S WEST 64	FUEL PUMP/CAP AND ROTOR 1/2 TON PICKUP	11/1/2025	80155	\$514.56	10-55200-03-51000
BRANDT EXTINGUISHERS	ANNUAL INSPECTION	11/7/2025	14996	\$53.00	10-55400-02-16500
CINTAS	UNIFORMS JIM/JOE/RYAN	10/30/2025	4248202358	\$99.11	10-55200-03-46000
CINTAS	MOPS/MATS	10/30/2025	4248202437	\$231.38	10-55400-02-23250
CINTAS	UNIFORMS JIM/JOE/RYAN	11/6/2025	4248939213	\$99.11	10-55200-03-46000
FABICK	EQUIPMENT RENTAL	11/27/2025	180848-01	\$506.50	10-55200-02-15000
JENNY RICE	SECURITY DEPOSIT	11/13/2025	VOUCHER	\$100.00	10-21-7200
JOY ANNIS	WINTER WONDERLAND	11/13/2025	VOUCHER	\$24.50	26-55300-03-60022
MERRILL ACE HARDWARE	TRASH BAGS	10/30/2025	247916	\$33.99	10-55400-03-44000
MERRILL ACE HARDWARE	MOUSE TRAPS/TRASH BAGS	11/11/2025	248144	\$62.96	10-55400-03-40000
MERRILL ACE HARDWARE	BATTERIES	11/11/2025	248152	\$12.99	10-55400-03-40000
MERRILL ACE HARDWARE	ENTRY LEVEL KEY	11/11/2025	248154	\$39.99	10-55400-08-82000
MERRILL ACE HARDWARE	KEY KWIKSET	11/11/2025	248162	\$2.99	10-55400-03-40000
MERRILL ACE HARDWARE	LIGHTS	11/12/2025	248186	\$26.79	10-55200-03-40000
MERRILL ACE HARDWARE	PINE CLEANER	11/17/2025	248284	\$33.98	10-55400-03-44000
MERRILL STREET DEPARTMENT	P-25/ZERO TURN	10/14/2025	27648	\$174.34	10-55200-03-51000
NAPA AUTO PARTS	TEERING SHAFT BEARING/FLOWER MOTOR RESIST	11/13/2025	164205	\$118.98	10-55200-03-50000
NOAH KLUG	FLAG FOOTBALL REF	11/11/2025	VOUCHER	\$90.00	10-55300-03-41000
PETERSON SAND AND GRAVEL	CONCRETE SAND	11/4/2025	23023	\$152.00	10-55200-08-91000
PREMIER	MEMORIAL PLAQUES	10/29/2025	25684A	\$216.40	MARGE ENGLISH NON-LASPE
R & R SPECIALITIES	ICE PAINTING	10/23/2025	91172	\$2,885.00	10-55400-08-82000
RHYME	COPY MACHINE	11/11/2025	AR886035	\$18.89	10-55300-03-13000
ROTOGRAPHIC	ENVELOPES	10/31/2025	2876-25	\$115.00	10-55300-03-10000
SAM'S CLUB	CHRISTMAS DECORATIONS	11/10/2025		\$299.82	26-55300-03-60022
SERVICE MOTOR COMPANY	OIL PLUG/RING	11/12/2025	50338	\$13.96	10-55200-03-50000
TARA THOMPSON	SECURITY DEPOSIT	10/29/2025	VOUCHER	\$100.00	10-21-7200
TYLER SCOTT	FLAG FOOTBALL REF	11/4/2025	VOUCHER	\$60.00	10-55300-03-41000
WALMART	OFFICE SUPPLIES/PROGRAMS	11/6/2025		\$78.94	10-55300-03-41500
WPRA	MEMBERSHIP RENEWAL - JOE WECKWERTH	11/1/2025	10274	\$150.00	10-55200-03-32000
WPRA	MEMBERSHIP RENEWAL - JIM YATES	11/1/2025	10273	\$150.00	10-55200-03-32000
WPRA	MEMBERSHIP RENEWAL - DAWN SMITH	11/1/2025	10272	\$150.00	10-55200-03-32000
WPRA	MEMBERSHIP RENEWAL - DAN WENDORF	11/1/2025	10271	\$150.00	10-55200-03-32000
WPRA	RYAN GOLISCH MEMBERSHIP	11/17/2025	10871	\$150.00	10-55200-03-32000



City of Merrill
Parks & Recreation Department
1100 Marc Dr. | Merrill, WI | 54452
Phone: (715) 536-7313
parks@ci.merrill.wi.us

December 2025 Parks & Recreation Director Report

Parks: The fall season is behind us already and it is time to bring on winter. We were able to finally get everything winterized throughout our park system with the last few facilities being at the MARC. I believe I mentioned that we hosted the WIAA Cross Country Sectionals at the very end of October so we left facilities open through that time to accommodate their event. The crew also finished up our mulching, turf work, and preparations for the winter. Some of these preparations include staking out parking lot edges, curbs, and other obstructions so they can plow safely after it snows. They have also been working on maintenance and repair tasks in our park facilities now that they are closed for the season and we have time. It is always difficult to do some of the finer things when it is full rental season because it is always busy and always a lot of other daily tasks with timelines on them, especially from May 1st through October 1st. They are also starting to bring some picnic tables back to the shop to work on over the winter months. Every year our picnic tables are used and abused by thousands of people so we have to repair them in the winter so they are ready to go again for rentals and nice weather season. We did have the final budget hearing on November 11th and it went good and was passed. There were no last minute changes and our capital remained the same as our original request so we are good there. I will begin preparing for executing all of the items we received through the capital funding process so we have things ready to get done next year. Early again next spring we will have to begin the process all over again with a new capital list so we are prepared for the 2027 budget. After waiting for almost 3 months, I finally heard back from WPS on our request to remove the two old wooden light poles in Normal Park. It looks like those will be removed within the next week or two, which will be nice to get those two eye sores out of there. It will also save us money as we will no longer receive their monthly yard light service charges there once they are gone (even though they did de-energize them over a month ago). I have been working with the Street Department on the trail signage for the Prairie River Pathway. We have a lot of signs that have to go up to mark the way and make it easy for people to follow the trail (both on and off road). We are going to go with slightly bigger signs for key/high visibility areas, and some smaller ones to mark intersections while the trail is on the road. We still need to finish fine tuning the north connection at Prairie Trails to connect our trail to the new trail. With the Spruce St. extension still being gravel, the trail will still run the original route but will have to wait until all of the houses are finished up in there and the road is paved over the next few years. When everything is done, we will create a GPS map of the new trail and put it on our website so that people have the ability to see where it goes and how to use it.

Forestry: The crew did another amazing job and was able to get all 100+ trees planted before the ground started to freeze up. Huge thank you to them once again for doing a tremendous job. We held our Arbor Day Tree Planting/Tree City USA observance on October 29th at Stange Park near some trees that we had freshly planted this fall. I have started working on our 2025 Tree City USA application from the National Arbor Day Foundation. We will once again qualify with flying colors thanks to our communities continued investment and interest in our community forestry program. I have also been trying to work with our new Tree Inventory system to enter our newly planted trees and catalog them. Our GIS Specialist is working on fine-tuning the tree maintenance portion of this and should be ready to use that portion very soon. This will allow me the efficiency to use the iPad in the field to enter tree inspection notes and recommendations and share it with the Street Department without having to take notes and use emails. There will be a few things to work out as we launch this but I know I have said it before but I think this is a great thing for us and I am obviously pretty excited about it. As time allows I will be able to continue to inventory every tree that we have everywhere (with the exception of the City Forest – there we go by volume timber, timber types, and timber stands).



City of Merrill

Parks & Recreation Department

1100 Marc Dr. | Merrill, WI | 54452

Phone: (715) 536-7313

parks@ci.merrill.wi.us

Recreation: We are entering the busy holiday season and had a great start with our Thanksgiving themed Turkey Time Music Party down at the Agra Pavilion. It is always fun to help get everyone into the holiday spirit. We have a few more really fun ones coming up for Christmas for children, families, and special needs. We have our annual Winter Wonderland on December 5th at the Agra Pavilion. This event was reimagined several years ago to replace Breakfast with Santa and spruce it up a bit. It has grown each year and is becoming a very popular event. The following day we have Sensory Santa for children with special needs. This program allows families to sign their special needs children up for a 15 minute time slot where they can meet Santa and do some crafts and a treat – without all of the noise, distraction, and crowd of the Winter Wonderland. We will finish the season up with a Christmas Time Music Party on December 11th down at the Agra Pavilion once again. After we finish the holiday recreation programs up we will quickly transition into preparations for the busy 2026 spring/summer recreation programs. As mentioned many times, there is a tremendous amount of work and detail that goes into all of these programs so we try and get a good head start on all of it. It also allows us to get registrations out there as early as possible in the spring so we can promote it and hopefully get a lot of participation. We also have our Little Dribblers Co-Ed Youth Basketball League starting right away in early January for 1-3rd grade boys and girls. It is a very popular program that we hope continues to grow in numbers. Our Tuesday morning Tot Time Playgroup sessions have been growing in popularity. This is held every Tuesday morning in the Community Room in the Smith Center with toys and a small bounce house set up for kids to play on while their parent(s) or guardian(s) have a chance to play with them and/or socialize with others.

Smith Center: Ice has been up and running for over a month already and things have been going well. All teams and clubs are well into their seasons and our ice time has been good. We are still splitting ice time with Marathon County on our varsity co-op team the East Merrill United Bluejacks. We have a pretty busy schedule shaping up this season and hopefully that continues for all organizations. Youth Hockey has asked me about the possibility of extending their summer ice by a week or two. I explained a few concerns that I had to them and also informed them that I would be much more comfortable having this discussion with the Commission before answering that question. Over the winter months we will continue to work with dry floor event organizers and potential new ones to make sure we are prepared for their events in 2026 and to try and fill out our schedule.

Note: I would like to wish everyone a very safe and Happy Holiday Season! I truly appreciate all of your work, insights, opinions, and support on the Commission. You have all helped make a positive impact on our department, parks, programs, and the community! I would also like to thank everyone (staff, volunteers, participants, sponsors, etc.) for making 2025 the tremendous success that it was. We couldn't have done it without everyone's involvement however large or small. Merrill is a great community!!

Respectfully Submitted,

Dan Wendorf
Parks & Recreation Director
City of Merrill