



**CITY OF MERRILL**  
**PARKS AND RECREATION COMMISSION**  
**AGENDA • WEDNESDAY, APRIL 1, 2026**

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**Regular Meeting**

**City Hall Council Chambers**

**4:15 PM**

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**I. Call to Order**

**II. Consider approving minutes from the previous meeting**

1. March 2026 Minutes

**III. Approval of Claims**

1. March 2026 Bills

**IV. General Agenda Items for Consideration**

1. Review & Discuss 10-year capital plan
2. Discuss seasonal staffing

**V. Monthly Reports**

1. April 2026 Parks & Recreation Director's Report

**VI. Date and Time of Next Meeting**

1. Next regularly scheduled meeting is Wednesday, May 6th, at 4:15 p.m. **in the BASEMENT CONFERENCE ROOM** 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, MARCH 4, 2026 MINUTES  
REGULAR MEETING    CITY HALL COUNCIL CHAMBERS    4:15 PM**

**I. Call to Order Roll Call:**

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

Present Not Voting: Parks Director Dan Wendorf

Excused: Trisha Kubichek, Kyle Hahn

Absent:

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

**II. Consider approving minutes from the previous meeting**

1. **February 2026 Meeting Minutes** - ( Osness/ Gulke) motion/second to approve. The motion Passed.

**III. Approval of Claims**

1. **February 2026 Claims** - (D8 Alderperson Rutkowski/ Gulke) motion/second to approve. The motion Passed.

**IV. General Agenda Items for Consideration**

**1. Consider potential adjustments to Smith Center Ice Rental Rates**

- Krueger introduced the agenda item and turned it over to Wendorf. Wendorf began the discussion by stating that the Smith Center ice rates have only been increased a few times over the past 20+ years and their current rates of \$85 per hour for user groups and \$125 for non-user groups is very low. Wendorf pointed to the chart that was provided to the Commission showing ice rates for 11 ice rinks in our area. The chart shows that we charge at least \$50 per hour less to our user groups than the surrounding rinks and \$20-\$30 per hour less for non-user groups. Wendorf stated that the cost for utilities, goods, staffing, and supplies increases every year, and we need to start looking at increasing rates to better help offset our costs. Wendorf also stated that he is bringing this to the Commission now because, in our agreement with Youth Hockey, it states that any potential ice rate adjustments must be brought to them before the end of April to allow for them to plan accordingly for the following season. Wendorf recommended increasing both rates (user and non-user groups) by \$10 per hour for next season and potentially increasing by another \$10 per hour for each in the following season(s) until we get closer to the surrounding rinks. This would put our rates at \$95 per hour for user groups and \$135 per hour for non-users. Krueger asked if it would be better to increase the non-user groups a little more right away and Wendorf said that they could definitely do that if they wished. Wendorf did say that he would have this discussion with Youth Hockey and Ice Reflections to make sure they understand what we are doing and why.

Rutkowski motioned to increase each by \$10 per hour, seconded by Gulke. There was discussion about possibly moving non-user group rates up by \$15 per hour, and the second was friendly to that as well as revisiting this topic at

this time next year to review the rates again. Smith Center Ice Rates would be \$95 per hour for user groups and \$140 per hour for non-user groups. (D8 Alderperson Rutkowski/ Gulke) motion/second to approve. The motion Passed.

2. **Consider proposals for aquatic center pumps** - Wendorf informed the Commission that this was a capital project for this year and that he put our requests for proposals in the local paper, city website, and reached out to a few vendors to inform them of the requests. He said they received two proposals, one from Badger Swimpools (Prairie Du Sac, WI) and Wastewater Solutions (Stuart, FL). Wendorf said that Wastewater Solutions bid a different brand of pumps than was specified, but it appears they will fit what we are looking for for the most part. Badger Swimpools met specifications and matched the exact pumps we were looking for and Badger was one of the main builders of our pool and still currently works on our pool and has great knowledge of our pool, and we have a good/long relationship with them. Wendorf recommends the bid from Badger Swimpools in the amount of \$29,426.90. Malm asked Wendorf if this was an approved capital project and how much we were allocated in the budgetary process. Wendorf stated it was an approved project, and we were allotted \$30,000, so it fits within what we were given.

(D8 Alderperson Rutkowski/ Malm) motion/second to approve the bid from Badger Swimpools for \$29,426.90. The motion Passed.

## V. Monthly Reports

1. **March 2026 Director's Report** - Wendorf summarized his report and informed the Commission on a few upcoming items.

## VI. Date and Time of Next Meeting

1. **The next regularly scheduled meeting will be Wednesday, April 1st, 2026 at 4:15 p.m. in the Council Chambers at Merrill City Hall -**

## VII. Public Comment

- ## VIII. Adjournment
- ( Osness/ Gulke) motion/second to adjourn at 4:50 p.m. The motion Passed.

3/1/2026

AMERICAN WELDING	CYLINDER RENTAL	2/28/2026	11502847	\$78.33	10-55300-03-41500
AMERICAN WELDING	CYLINDER RENTAL	2/28/2026	1150238	\$184.35	10-55200-02-15000
ASHLEY SCHMELTZER	SECURITY DEPOSIT	3/9/2026	VOUCHER	\$100.00	10-21-7200
BARB LAATSCH	SECURITY DEPOSIT	3/3/2026	VOUCHER	\$100.00	10-21-7200
BLACK RIVER SEPTIC	PORTABLE UNIT	2/27/2026	I15	\$250.00	26-55250-08-27998
BLUEJAY 96.3	ADVERTISING	2/28/2026	20222-12	\$259.00	10-55400-03-41000
CINTAS	MATS/MOPS	2/19/2026	4260143747	\$213.93	10-55400-02-23250
CINTAS	UNIFORMS JIM/JOE/RYAN	2/19/2026	4260143916	\$99.11	10-55200-03-46000
CINTAS	MOPS/MATS	3/5/2026	4261630771	\$117.58	10-55400-02-23250
CINTAS	UNIFORMS JIM/JOE/RYAN	3/5/2026	4261630887.00	\$99.11	10-55200-03-46000
CINTAS	UNIFORMS JIM/JOE/RYAN	2/25/2026	4260726439	\$99.11	10-55200-03-460000
CINTAS	UNIFORMS JIM/JOE/RYAN	3/12/2026	4262391879	\$113.68	10-55200-03-460000
CINTAS	UNIFORMS JIM/JOE/RYAN	3/19/2026	4263146161	\$128.25	10-55200-03-460000
CINTAS	RUGS/MOPS	3/19/2026	4263146163	\$231.93	10-55400-02-23250
DAWN SMITH	FOOD SHOW - HOLIDAY WHOLESALE FOR AQUATIC	3/12/2026	VOUCHER	\$201.55	10-55420-03-41500
ETCO ELECTRIC	PARTS FOR SHOP	3/10/2026	3506116	\$183.61	10-55200-03-40000
ETCO ELECTRIC	PARTS FOR SHOP	3/17/2026	3506442	\$621.00	10-55200-08-91000
ETCO ELECTRIC	PARTS FOR SHOP	3/10/2026	3506115	\$33.00	10-55200-03-40000
FERGUSON	CLEANING SUPPLIES	3/10/2026	1489893	\$243.98	10-55400-03-5000
GRAINGER	FAN BLADES	3/3/2026	2767223181	\$70.68	10-55200-03-50000
GRAINGER	FAN MOTOR FOR RESTROOM	3/2/2026		\$275.62	10-55200-03-50000
GRAINGER	FAN MOTOR FOR RESTROOM	3/9/2026	1578496823	\$151.50	10-55200-03-50000
HARDGRAVE APPLIANCE	VACUUM AND VACUUM BAGS	2/26/2026	26425	\$455.13	10-554000-08-8200
INTERNATIONAL SOCIETY OF ARBORICULTURE	WISCONSIN CHAPTER DUES	3/2/2026	1420451	\$50.00	10-55200-03-32000
JANSSEN HEATING AND COOLING	LP TANKS FILLED	3/3/2026	30391	\$210.00	10-55400-03-51500
KIEFER AQUATICS/THE LIFEGUARD STORE	LIFEGUARD UNIFORMS	3/9/2026	1579036	\$719.50	10-55420-03-40000
MERRILL ACE HARDWARE	ROPE	2/26/2026	250183	\$16.58	10-55200-03-40000
MERRILL ACE HARDWARE	PARTS FOR SHOP	2/26/2026	250180	\$37.07	10-55200-03-50000
MERRILL ACE HARDWARE	SAW BLADE	3/2/2026	250244	\$27.99	10-55200-03-40000
MERRILL ACE HARDWARE	SILICONE/DEADBOLT	3/12/2026	250478	\$38.98	10-55200-03-50000
MERRILL DISTRIBUTING	LATEX GLOVES	2/27/2026	1788650	\$143.24	10-55400-03-50000
MERRILL DISTRIBUTING	URINAL BLOCKS	3/19/2026	1790737	\$80.62	10-55200-03-40000
MERRILL FOTO NEWS	SCOREBOARD BID NOTICE	3/1/2026		\$169.00	SCOREBOARD NON LASPE
MERRILL FOTO NEWS	CAPITAL PROJECT - PUMPS	3/1/2026		\$169.00	CAPITAL PROJECT - PUMPS
MERRILL STREET DEPARTMENT	OLD ZAMBONI	2/11/2026	29394	\$462.05	10-55200-03-51000
MERRILL STREET DEPARTMENT	BROOM ON NEW HOLLAND	2/17/2026	29398	\$2,309.80	10-55200-03-51000
MERRILL STREET DEPARTMENT	JOHN DEERE TRACTOR	2/18/2026	29401	\$804.85	10-55200-03-51000
PAR MAR	SERVICE CALL	3/4/2026	5001345	\$117.18	10-55400-02-16500
PREMIER	SIGNS FOR ARENA	3/12/2026	26698A	\$310.00	10-55400-03-41022
PREMIER	SIGN BOARDS/DASHERBOARDS	3/11/2026	30226-A	\$310.00	10-55400-03-41022
RHYME	COPY MACHINE	2/11/2026	AR911082	\$19.76	10-55400-03-13000
RHYME	COPY MACHINE	3/11/2026	919601	\$15.11	10-55400-03-13000
SARA CLARK	REFUND AGRA	3/18/2026	VOUCHER	\$90.00	10-45200-46722
SARA CLARK	SECURITY DEPOSIT	3/18/2026	VOUCHER	\$100.00	10-21-7200
SKATE CITY	SUMMER PLAYGROUND FIELD TRIP	3/12/2026		\$100.00	10-55300-03-415000
STAINLESS SPECIALIST	ENTRYWAY HEATER	3/12/2026	45515	\$2,644.03	10-55400-03-50000
VICTORY	POWDER FREE GLOVES	3/11/2026	139921	\$100.00	10-55200-03-40000
VOOMI	FAN MOTOR FOR RESTROOM	3/1/2026		\$234.20	10-55200-03-50000
WALMART	CLEANING SUPPLIES/CANDY EASTER EGG HUNT	3/6/2026		\$79.08	10-55400-03-40000
WALMART	TABLE COVERING	3/20/2026		\$25.30	10-55300-03-41500
ZORO	FAN MOTOR FOR RESTROOM	3/9/2026	4931684287	\$69.00	10-55200-03-50000



**Parks & Recreation Department 10-Year Capital Project & Equipment Requests**

Park/Project	Priority Order	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Key Fobs at Smith Center	Unfunded	\$25,000	Future									
Replace rental skates at Smith Center		<del>\$10,000</del> \$5,000	Done									
Remove/repave Streeter Square basketball Court (repeat request)	Unfunded	\$40,000 \$5,000										
Replace BFAC Pool Heater	funded	\$35,000	Complete									
Replace BFAC pumps	Partial	\$35,000 \$10,000	Complete in '26									
Refurbish decking & rails on Prairie Trails bridge (repeat request)	2026	\$20,000	Complete in '26									
Keypad locks on park shelters	unfunded	\$10,000										
Replace all park entrance signs (repeat request)	2026	<del>\$20,000</del> \$15,000	Complete in '26									
Finish concrete around park shelters(Riverside/Ott's/Normal/Stange) (repeat request)	2026	\$20,000 \$9,000	Complete in '26									
Key Fobs at Smith Center	future		\$25,000									
Replace rental skates at Smith Center (cont'd)	Remove Request		\$5,000									
Remove/repave Streeter Square basketball court (repeat request)	Move to future		\$25,000 Find private funds									
Refurbish decking and rails on Prairie Trails bridge (repeat request)	Funded		\$20,000									
Replace park entrance signs (cont'd)	Funded		\$20,000									

			<b>2026</b>										
Finish concrete around park shelters (cont'd)	Funded		\$16,000										
Replace Aquatic Center feature pumps (cont'd)	Funded		\$30,000										
				<b>2027</b>									
Replace compact tractor				\$70,000									
Replace Streeter Square Playground				\$125,000									
Replace (2003) Polaris Ranger UTV				\$30,000									
Funding for 5-year Outdoor Recreation Plan (NCWRPC)	Mandatory			\$10,000									
Remove/replace sand in pool filters				\$10,000									
Replace one of our ½ ton pick-up trucks - old water utility pickup truck				\$65,000									
Replace sound system in Smith Center				\$15,000									
Replace boardwalk at Prairie Trails - with elevated granite surface over coarse rock				\$30,000									
					<b>2028</b>								
Replace Safety Netting at Athletic Park				\$45,000									
Replace 2002 1-ton truck				\$85,000									
Replace Ott's Park Playground				\$150,000									
Replace large field Jacobsen Mower				\$130,000									
Replace chiller system in Smith Center				\$800,000+									
					<b>2029</b>								
Replace existing diamond dragger					\$30,000								
Keypad locks on park shelters	Repeat request				\$10,000								
Replace Stange Park Playground					\$175,000								
Renovate Legion Building for rentals (including ADA)					\$100,000								
Replace two (2) zero turn mowers					\$50,000								
Replace sound system in Smith Center					\$15,000								
					<b>2029</b>								

Replace parking lot(s) Ott's, Kitchenette, Lion's						\$430,000						
Replace Zamboni Batteries						\$20,000						
Connect Prairie Trails to City Forest						\$30,000						
							<b>2030</b>					
Create pedestrian path into Riverside Park						\$100,000						
Replace used burgundy ½ ton pickup						\$65,000						
Build Splash Pad at location TBD						\$350,000						
Micro surfacing River Bend Trail first section Park St – Stange St						\$75,000						
							<b>2031</b>					
Install back-up generator for Smith Center								\$75,000				
Resurface pickleball courts								\$25,000				
Funding for 5-year Outdoor Recreation Plan (NCWRPC)	Mandatory							\$15,000				
Replace canopy covers at Aquatic Center								\$15,000				
Repave access road into Riverside Park								\$150,000				
Resurface Ott's tennis courts								\$25,000				
									<b>2032</b>			
Refurbish Stange 2-arch Bridge								\$75,000				
Upgrade/improve skate park								TBD				
Repave parking lot closest to Smith Center								\$135,000				
Install lights on MARC trails								\$75,000				
Construct shelter at City Forest								\$75,000				
									<b>2033</b>			
Repave south & west parking lot at MARC								\$200,000				
Replace New Holland 100hp tractor								\$110,000				
										<b>2034</b>		
Micro surfacing River Bend Trail second section - Park to Cooper											\$75,000	
Replace pool heater											\$45,000	
Replace two (2) zero turn mowers											\$50,000	





# City of Merrill

## Parks & Recreation Department

1100 Marc Dr. | Merrill, WI | 54452

Phone: (715) 536-7313

parks@ci.merrill.wi.us

### April 2026 Parks & Recreation Director's Report

**Parks:** Happy "spring" to everyone. It hasn't been the smoothest transition of seasons but that is a way of life here in northcentral Wisconsin to say the least. The most obvious obstacle for us over the past few weeks was the crazy blizzard weekend of March 14-16 that buried us all. With totals well over two feet of snow, our guys had their hands full to say the least. Our crew did a masterful job as always getting snow removed on multiple occasions to make sure people had access to our amenities without skipping a beat, thank you very much to our guys (and the Street Department/Lincoln County/Townships) for putting themselves in harm's way to keep us all safe. I think what makes everyone a bit grumpy about this was that right before all of the new snow, we were well on our way to being able to work on our athletic fields and park facilities to get them ready for the season. But that is the funny part about spring in Wisconsin as we all know. Obviously we now have a literal ton of snow and moisture to purge before we can get back to where we were, and hopefully it all goes gradually so we don't create additional issues. In the mean time we will continue getting everything else ready around the fields that we can – restrooms un-winterized and fix any issues, benches, bleachers, bases, and other supplies set up so we are ready when the weather allows. I ordered the aquatic center pumps right after our last meeting and they will be brought up with Badger Pool when they come to do some un-winterizing and plaster work for us so we don't have to pay for shipping. When weather allows, we'll also start getting some of the shades up and prep work done in the pool as well. All of our other park facilities and amenities open up on May 1<sup>st</sup>, along with park shelter reservations so we're working to get all other facilities prepped and ready to go for reservations and usage for the season. I have been working on all other capital projects for this year so we are ready to accomplish them this summer while we have good weather and helping hands. One of the projects (Prairie Trails Bridge re-decking) we will work with the park users and public to make sure we inform people when the bridge is closed. We will try to do it in stages to make sure that we only do what we can handle each day and re-open before we leave for the day. The Lion's Park shelter that Merrill Baseball and Pinno are donating will begin as soon as the snow is gone (again). I have been working with them on making the arrangements to move the existing concession stand and disconnect/reconnect the power that runs into the little building currently. I am also going to have Pinno rebuild the 3<sup>rd</sup> base dugout on diamond 1 at Lion's that had the roof blow off in the storm on December 28<sup>th</sup>. Insurance is going to cover it and we initially thought we could simply put the roof back on and refasten it but the mortar is over 40 years old and won't hold so we'll have Pinno rebuild it quickly while they are there working on the shelter. I am still working with City Engineering office on the River Bend Trail project through the MARC and we are still intending to hopefully include this project in with the Taylor Street road work this summer. I haven't heard much from Youth Soccer so as of now we will concentrate on the main trail only and leave the additional connections off of the plan as we don't have funding to add those pieces. I have been keeping in touch with Nevco for the Athletic Park Scoreboard project. We are still on track to receive the scoreboard any day now and install will take place very shortly after. Hopefully it is all finished up within the next week or so and the nice part is it is a simple removal of the existing and install right back in the same place with the same fasteners/wiring. Friends of Council Grounds reached out and would like to do a joint Candle Light Walk on May 2<sup>nd</sup> between our trails and theirs so we will work with the Friends of the River Bend Trail to hopefully help if they need it. More information on this to follow.

**Forestry:** I finally caught up with my old list of tree inspections before the snow arrived and the Street Department will get that taken care of yet this spring before they need to get onto road projects. As the weather improves (and after leaf out) I will continue with more pre-emptive inspections for fall to regenerate a good list for tree work. As always, we hope the remainder of the spring season is average and easy on our urban trees to help them continue to grow and thrive. I will also be building a list of good tree planting sites for our fall tree planting as it is always helpful to start as early as possible each year and be prepared.

*An equal opportunity/affirmative action employer.*



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**Recreation:** We held our annual Children's Festival on March 14<sup>th</sup> at the Expo Center at the Fairgrounds. As previously mentioned, we had to move it due to still having ice in at the Smith Center and an early Easter this year. All in all it went very well over there and we thank them for allowing us to use their facilities. A big thank you to Dawn Smith and Joy Annis for their great work on this event. It is a lot of work to organize the event and set it up when it is in our own building, but they did a masterful job regardless of the change of venue and I cannot thank them enough for an amazing job once again. This is our unofficial "kick off" to the new recreation season so hopefully we fill up our programs with excited participants. We could still use at least one male playground leader as we currently have none and we only have enough staff to cap our registration numbers at 50 instead of 60. We are still advertising and trying to find additional staff but if we don't, that may be our final maximum number. We have a similar issue with lifeguard staffing at the Aquatic Center right now. We could really use more lifeguard applicants. The PRMS pool is having the exact same problems and we are working with them (like we do every year) to try and encourage more students to become lifeguard certified. There is a course coming up and hopefully we get some guards out of that. We are not at this point yet, but if we don't have enough guards we will have to adjust our operating hours and/or days to match when we have enough. Again, with both of these we will continue to push and promote to gain a few more. After two plus decades, Joy Annis is going to retire from our department and we are going to miss her. I would like to thank her for everything she has done for our department and community. There wasn't anything that Joy wouldn't do at any time for anyone. To say that she will be missed is an understatement. THANK YOU JOY! With her retirement we will have to find someone to fill that position. It is an important position in that this person helps with recreation programs, some events, and also helps fill in the office occasionally. With only two people in our office, especially during spring & summer seasons, there are many times where we both have to be out working on things and it's important to have someone who can staff the office once in a while.

**Smith Center:** Our last day of ice was March 19<sup>th</sup> and we began ice removal right away so we could finish early the week after. Overall it was a very good year with our user groups as well as others that used the rink along the way. We hosted some very big ice events this season including the annual Ice Reflections Figure Skating Show, High School figure skating championships (our girls team won the championship), youth hockey State Tourney, high school games, and everything in between! It brought many thousands of people into our community over the winter months. Next season will be more high school hours due to the dissolving of the East/Merrill Co-Op. It will only be Merrill Bluejays High School Hockey next season so they will practice and play solely at the Smith Center. This won't have much effect on our regular ice schedule as most other organizations/user groups don't begin their regular ice times until at or after 5:00 p.m. anyways. With the ice out, we'll continue spending a lot of time cleaning every corner of the building and preparing for upcoming dry floor events this season. We also spend this time with preventative maintenance and repairs where they're needed because it is difficult to do many of these things with 200' x 85' of ice covering the entire floor.

Respectfully Submitted,

*Dan Wendorf*

Parks & Recreation Director  
City of Merrill