



CITY OF MERRILL
PARKS AND RECREATION COMMISSION
AGENDA • WEDNESDAY, MAY 6, 2026

Regular Meeting	City Hall Lower Level Conference Room	4:15 PM
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I. Call to Order

II. Consider approving minutes from the previous meeting

1. April 2026 Minutes

III. Approval of Claims

1. April 2026 Claims

IV. General Agenda Items for Consideration

1. Election of Chairperson
2. Election of Vice-Chairperson
3. Election of City Plan Commission Representative
4. Consider bids for MARC/River Bend Trail Paving Project

V. Monthly Reports

1. May 2026 Director's Report

VI. Date and Time of Next Meeting

1. The next regularly scheduled meeting is Wednesday, June 3rd, 2026 at 4:15 p.m. in the Council Chambers at 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, APRIL 1, 2026 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 4:15 PM**

I. Call to Order Roll Call:

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

Present Not Voting: Parks Director Dan Wendorf

Excused: Steve Osness

Absent:

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

II. Consider approving minutes from the previous meeting

1. **March 2026 Minutes** - (D8 Alderperson Rutkowski/ Gulke) motion/second to place minutes on file. The motion Passed.

III. Approval of Claims

1. **March 2026 Bills** - (Gulke/ Hahn) motion/second to approve. The motion Passed.

IV. General Agenda Items for Consideration

1. **Review & Discuss 10-year capital plan** - Wendorf began the discussion by referring the Commission to the 10-year capital document provided in the packets. He stated that the plan is intended to be used as a guide to try and help plan for future projects, replacements, repairs, etc. Wendorf summarized the 10-year plan by reviewing what has been done over the past few years and what has been partially funded as well as not funded. He said that items that were not funded typically get re-slotted back into the plan for future consideration and the deck gets continuously re-shuffled. Wendorf shared with the Commission that he would like to take a slightly different approach on a few things moving forward regarding a few high-use facilities. He stated that he would like to take the Smith Center and Aquatic Center and create a more comprehensive plan for things that are going to need to be fixed, repaired, replaced. The Smith Center is 30 years old, meaning all the doors, windows, chiller/compressors, sinks, fixtures, boards, locks, etc. are old and some of these things are wearing out and showing their age. At some point, these things will need to be replaced and if we can plan accordingly, we could potentially package them together as building upgrades (repairs) and save money in the long run instead of going one door/door closer at a time and having to continuously do that with funding that we simply do not have anymore. Wendorf pointed out the ice rink chiller system that will need to be replaced within the next few years that has been on the plan for a number of years now. It is a very expensive item, but it is critical to have it to make and keep ice. That item is north of \$800,000 and without it, we wouldn't have an ice arena. Hahn asked if there was a way we could engage user groups and the public to help raise funds for this and Wendorf said yes, but it becomes difficult to raise funds sometimes for things that are operational in nature and

not amenity improvements. Malm asked if there was a way we could take a portion of our ice revenues that we generate and create an account to help offset that cost. Wendorf said he would have to have that discussion with administration to gauge those possibilities. The same thing applies to the Aquatic Center, where we are beyond 10 years and are starting to see some things that need to be repaired/replaced. If we create a more comprehensive plan, it gives better clarity on where we stand and what we need to do and we can plan accordingly. Wendorf stated that there are things at the aquatic center that need to be addressed and if we can package them together, it saves us in the same way he referenced with the Smith Center. Wendorf also pointed out that in 2027 we do need funding to perform our 5-year Outdoor Recreation Plan as we are due for that next year. Kubichek asked how someone gets an item added to the Capital Plan. Wendorf stated you simply need to say it, there is no formal process to add items. Gulke requested moving the connection of Prairie Trails to the City Forest up to 2027 to continue connectivity between parks as well as the Ice Age Trail with all the recent successes we've experienced as an Ice Age Trail Community. Wendorf fielded a few additional questions and asked the Commission to study this plan so we are ready for detailed discussions on the 2027 Capital Budget in late summer/early fall.

2. **Discuss seasonal staffing** - Wendorf informed the Commission that the Parks & Recreation Department is short on lifeguards for the Bierman Family Aquatic Center. He said there is enough right now to open, but we are very thin and without more guards there may be times when we have to shuffle the days/hours of operation to fit guard availability. Wendorf stated they have been, and continue to work with MAPS on lifeguard certification courses (there is one coming up within the next few weeks) as well as promoting our joint needs for guards. Wendorf said if anyone knows people that have a potential interest, contact their office, and we can get them pointed in the right direction. Lifeguard shortages are an ongoing issue across the entire country, and we just need to remain vigilant in our quest to find more guards and retain them. Krueger asked how we stood on our hourly pay. Wendorf said we are still pretty much in line with others in the area but will have to increase those wages in the near future so we can ensure we don't lose staffing to other competing businesses. That will definitely be an item for future consideration.

V. Monthly Reports

1. **April 2026 Parks & Recreation Director's Report** - Wendorf summarized his report and pointed out that bids for the River Bend Trail through the MARC are going out next week and will be due at the end of the month. They will be brought to the Commission at the May meeting.

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.** - Krueger

confirmed the next meeting on May 6th at 4:15 p.m. and reminded the Commission again that the location will be in the Basement Conference Room at Merrill City Hall due to another meeting in the Council Chambers at that time. Wendorf stated he will remind everyone before the meeting of the location change.

VII. Public Comment There was no public comment.

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

Meeting adjourned at 5:30 p.m.

		4/1/2026			
ADS ON BOARDS	COMPLETE BOARD CLEANING	4/1/2026	1744	\$800.00	10-55200-02-15000
ALMA CARRETO	SECURITY DEPOSIT MULTI PURPOSE ROOM	4/20/2026	VOUCHER	\$50.00	10-21-7100
AMAZON	AIR FRYERS - AQUATIC CENTER	4/22/2026	112-2569957-0249055	\$259.94	10-55420-03-40100
AMERICAN WELDING	CYLINDER RENTAL	3/31/2026	11575614	\$80.33	10-55300-03-41500
AMERICAN WELDING	CYLINDER RENTAL	3/31/2026	11575308	\$59.87	10-55200-02-15000
ASHLEY MANDERFIELD	REFUND FURRY FIESTA	4/14/2026	VOUCHER	\$45.00	10-45400-46735
BEACON ATHLETICS	FIELD MARKING PAINT	4/14/2026	633440	\$89.00	10-55200-03-40000
BECKY LOVELACE	REFUND FURRY FIESTA	4/14/2026	VOUCHER	\$25.00	10-45400-46735
BELLEVILLE BOOT COMPANY	BOOTS FOR JIM YATES	4/7/2026	21084131	\$191.99	10-55200-03-46500
BLOCK IRON	METAL LOUVER	3/26/2026	809139	\$252.00	10-55200-03-50000
CARQUEST	HEAVY DUTY GARDEN BATTERY	4/13/2026	10846-260045	\$58.36	10-55200-03-50000
CINTAS	UNIFORMS JIM/JOE/Ryan	3/26/2026	4162893579	\$99.11	10-55200-03-46000
CINTAS	UNIFORMS JIM/JOE/Ryan	2/25/2026	4260726138	\$99.11	10-55200-03-46000
CINTAS	UNIFORMS JIM/JOE/Ryan	4/2/2026	4264655182	\$99.11	10-55200-03-46000
CINTAS	MATS/MOPS	4/2/2026	4264654970	\$117.58	10-55400-02-23250
CINTAS	UNIFORMS JIM/JOE/Ryan	4/9/2026	4265559047	\$128.25	10-55200-03-46000
CINTAS	MOPS/MATS	4/16/2026	4266161900	\$213.93	10-55400-02-23250
CINTAS	UNIFORMS JIM/JOE/Ryan	4/16/2026	4266161995	\$157.40	10-55200-03-46000
CINTAS	UNIFORMS JIM/JOE/Ryan	4/23/2026	4266911888	\$157.40	10-55200-03-46000
CONSTANCE HEGYI	SECURITY DEPOSIT	4/27/2026	VOUCHER	\$50.00	10-21-7200
CONSTANCE HEGYI	PARK REFUND - CANCELLATION	4/27/2026	VOUCHER	\$70.00	10-45200-46722
CORRECT DIGITAL DISPLAYS INC	ATHLETIC PARK SCOREBOARD	4/9/2026	517296	\$15,564.97	ATHLETIC PARK
ETCO	SUPPLIES FOR SHOP	3/25/2026	350742	\$33.00	10-55200-03-50000
HAENCO	VAC MOTOR	4/10/2026	17967	\$260.00	10-55400-03-50000
INTEGRITY	SPRINKLER PIPE WAS CRACKED & NEEDED REPLACE	3/16/2026	2808	\$2,143.00	10-55400-03-50000
KARLA SATHRE	REFUND FURRY FIESTA	4/14/2026	VOUCHER	\$25.00	10-45400-46735
KATHERINE AMENT	SECURITY DEPOSIT	4/20/2026	VOUCHER	\$100.00	10-21-7200
KATIE GUIE	SECURITY DEPOSIT	4/20/2026	VOUCHER	\$100.00	10-21-7200
KELLY GUNDERSON	REFUND FURRY FIESTA	4/14/2026	VOUCHER	\$25.00	10-45400-46735
KIEFER AQUATICS	LIFEGUARD SHIRTS	4/22/2026	1451076	\$264.00	10-55420-03-40000
KRUEGER PLUMBING	AUGER DRAIN AT ATHLETIC PARK	4/10/2026	38826	\$313.44	10-55200-02-15000
MARY TUSHOSKI	REFUND FURRY FIESTA	4/14/2026	VOUCHER	\$45.00	10-45400-46735
MENARDS	TOILETBOWL CLEANER/TREATED LUMBER	3/25/2026	79016	\$185.90	10-55200-03-40000

MENARDS	WOOD/TOILETBOWL CLEANER	3/25/2026		\$185.90	10-55200-03-40000
MENARDS	CONCRETE GARAGE PAINT	4/8/2026	79791	\$230.93	10-55200-08-91000
MERRILL ACE HARDWARE	STICKY BACK TRAPS	3/30/2026	250880	\$23.99	10-55200-03-40000
MERRILL ACE HARDWARE	TRAP & UNION	4/7/2026	251046	\$9.99	10-55200-03-50000
MERRILL ACE HARDWARE	BG BLOWER	4/9/2026	251111	\$335.98	10-55200-03-40000
MERRILL ACE HARDWARE	HEAT CABLE	3/31/2026	250898	\$46.99	10-55200-03-50000
MERRILL ACE HARDWARE	SEALER CONCRETE	4/14/2026	251232	\$39.96	10-55200-03-40000
MERRILL ACE HARDWARE	SUPPLIES FOR SHOP	4/14/2026	251235	\$31.96	10-55200-03-40000
MERRILL ACE HARDWARE	LIGHT BULBS	4/14/2026	251216	\$14.99	10-55200-03-40000
MERRILL FOTO NEWS	CHRISTMAS GREETING	3/1/2026		\$180.00	10-55400-03-41000
MERRILL FOTO NEWS	ADVERTISING	3/31/2026	3362	\$339.00	10-55400-03-41000
MERRILL FOTO NEWS	ADVERTISING	3/31/2026	3362	\$390.00	10-55300-03-41500
MORGAN WARDALL	REFUND FURRY FIESTA	4/14/2026	VOUCHER	\$25.00	10-45400-46735
NASSCO	URINAL BLOCKS/PAPER TOWEL/HAND SOAP	4/13/2026	6690901	\$616.66	10-55200-03-40000
NEESE MEDIA	ADVERTISING MERRILL GOLF CLUB	3/24/2026	8119	\$298.00	10-55400-03-41000
PAM WARRICHARET	REFUND FURRY FIESTA	4/14/2026	VOUCHER	\$45.00	10-45400-46735
PREMIER	NECK BANDS, WOOD PLAQUES, BANNERS	4/10/2026	26957	\$258.00	BLACK SQUIRRELL SCURRY
REINDERS	TURFACE	3/24/2026	2450984-00	\$660.00	10-55200-08-91000
REINDERS	LAWN SEED	3/26/2026	2451132	\$1,115.00	10-55200-08-91000
RHYME	COPY MACHINE	4/13/2026	AR928773	\$38.24	10-55300-03-13000
RIVER COUNTY COOP	RYEGRASS SEED	3/26/2026	1910956	\$6.79	10-55200-08-91000
SUNRISE BROADCASTING	ADVERTISING	4/2/2026		\$269.00	10-55400-03-41000
TAMMY PINKERTON	REFUND FURRY FIESTA	4/14/2026	VOUCHER	\$25.00	10-45400-46735
VIP OFFICE PRODUCTS	KEYS FOR LATHEM	3/25/2026	118128-001	\$29.99	10-55300-03-10000
WERNER ELECTRIC SUPPLY	WIRING FOR PROJECT	4/24/2026	8045646	\$175.50	10-55200-08-91000
WERNER ELECTRIC SUPPLY	WIRING FOR PROJECT	4/23/2026	80431156	\$175.50	10-55200-08-91000



City of Merrill
Parks & Recreation Department
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Bid Summary – Marc Trail Paving Project

Bids were opened and read aloud in the Council Chambers of the Merrill City Hall on Thursday, April 30, 2026 at 2:00 p.m.

In attendance was Caleb Novitch, Engineering Assistant for the City of Merrill, Dan Wendorf, Parks & Recreation Director, and representatives from all three bidding entities.

<u>Company Name & Address</u>	<u>Meets Specs (Y/N)</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Total</u>
American Asphalt of Wisconsin PO Box 98 Mosinee, WI 54455-0098	Y	\$46,490.31	\$7,382.48	\$13,314.66	\$67,187.45
RC Pavers LLC (No address given)	Y	\$38,173.68	\$5,523.84	\$10,455.84	\$54,153.36
Northeast Asphalt Inc. 1524 Atkinson Drive Green Bay, WI 54303	Y	\$40,789.80	\$5,902.40	\$11,172.40	\$57,864.60

Dan Wendorf
 Recording Secretary
 4/30/2026



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May 2026 Parks & Recreation Director's Report

Parks: April is typically one of our busiest and craziest months of the entire year (along with June) as we are getting everything ready to go for spring sports, park shelters and amenities ready for reservations, all of our outdoor areas open up and become heavily used, and just people out and about using things and creating waste. We have to prepare and open all of our facilities, switch over our equipment, pick up after winter months, all while adjusting to all four seasons in one day on some occasions. Luckily we have the best crew anywhere and they always find a way to get it done and get it done very well! We ran into some high water issues in our parks during the week of April 13th that created a few problems, but thankfully nothing major like other communities. We had our usual spring problems with some flooding at Stange, Prairie Trails, Athletic Park had some water in left field causing a high school game to be moved, as well as Riverside Park to name a few. Again, fortunately the river levels came down within a few days and we are finally back to pretty normal flow levels with both rivers and playing games on all of our fields. The Athletic Park Scoreboard was installed on April 16th with no issues (with the exception of their crew getting their bucket truck stuck twice). The board was put to use right away on April 20th and was really great to see, it is going to be a great amenity for the next 20+ years. The Lion's Park shelter project began on April 21st and immediately ran into some issues with ground water so they pivoted to a single continuous footing instead of individual deeper holes with concrete to alleviate water issues now and into the future. The Pinno crew is also rebuilding the 3rd base dugout at Lion's on Diamond 1 that was damaged by the wind during the storm at the end of December. This project should be finished by the end of the week of April 27th. Our parks opened on May 1st for the season and we are ready to go for the season. We have a really good number of reservations again this year and are still filling up whatever parks/dates are left. Starting to roll on some pool related items such as scheduling plaster work to get done before we do start up with Badger Pool. They will bring our pumps with them on one of their trips so we have those with us and save shipping costs. We will also be preparing other areas: shades put up on the shade areas, admissions set up, concessions, chemical deliveries, and all other supplies and arrangements made. We are still short on lifeguards for the season and are still trying to fill some spots so we don't have to adjust our hours or days so we'll see how that transpires over the next few weeks. I will keep you all informed as we get closer to opening. As previously mentioned, I am going to spend time this summer creating a list of maintenance repairs and replacements needed at the Aquatic Center in one document in hopes that we can get some things taken care of. My biggest worry is letting things go too long and not taking proper care of this very popular community amenity. Things are expensive to maintain and replace but this decision was made and we do have to take care of it. Youth baseball and softball leagues will begin on the first full week of May (week of the Commission Meeting). So our basically all of our athletic fields will be hopping for the next few months between the youth leagues and high school/middle school spring sports. It is great to see so many people using our facilities as well as so many visitors coming into Merrill. Our parks, athletic fields, and amenities attract tens of thousands of visitors each year and make Merrill vibrant. We need to continue to make our parks a priority and invest in them! Merrill Fastpitch has invested more funding into the MARC with a few more projects. They funded the building of an announcer's booth above the first base dugout on MARC Diamond 1 as well as moving the fencing in on MARC Diamonds 5 & 6. This brings the field depth in line with softball dimensions and allowed the spare fencing to be wrapped around to the first base lines on each of those fields. This cuts down on ball chasing on overthrows to first base as well as keeps fans safer from being hit with any of those over throws.

Forestry: The Street Department is pretty much caught up with the late winter/early spring tree work with the exception of some stragglers that always pop up at or after leaf out when we can see more detail. After leaf out is a great evaluation period (especially for questionable health trees) to see dead branches, flaws, and percentage of canopy foliage. I will be inspecting trees at or after leaf out to catalog some of these trees to see how much life is left or not. So

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far our young trees are looking good and are leafing out nicely. Hopefully we continue to see average moisture for the remainder of the growing season as it seems like we either get way too much or nothing at all. I will also be spending time building our fall tree planting over the next several months to make sure we are ready for that process when dormancy begins. I want to thank Kate Drewek (our GIS Specialist) once again for her great work on our new (in house) tree inventory & maintenance program. She has been training me on the new program and we have done several field trainings. The new program is working out great so far and I really enjoy being able to take the iPad out in the field and being able to enter all of the data right on the spot. She did a great job, thanks Kate!

Recreation: We have been promoting our upcoming programs and registrations have been going pretty good so far. Still some time to go but it is looking like a good summer on tap for recreation in Merrill. Summer Playground will have solid numbers again this year but I do not think we will hit that 60 children per day limit we set so we may want to lower that number in 2027. Lowering the limit allows us to save our budget on staffing and supplies. We will see how the summer goes overall before making that decision this fall. We are set on staffing for this summer with our Summer Playground program but we do have a new opening in recreation to fill long-time Recreation Assistant, Joy Annis's, vacancy after her retirement on April 17th. We are posting that position in hopes of filling it soon as it is an important part time "utility position" that also allows Dawn and I some flexibility in the office and in the field as well. I would like to thank Joy for her 2+ decades of amazing service to our department and community. Joy did so many things for us in every facet of our entire department and developed so many relationships throughout the community. She will be missed very much to say the least. THANK YOU FOR EVERYTHING JOY!! We are finishing final preparations for all of our programs so that when school is out and our programs begin, we are ready for everything that comes our way.

Smith Center: The arena has been transformed once again from winter to spring/summer. WE have finished cleaning the boards, glass, bleachers, locker rooms, floors, windows, and everywhere in between. It is important for us to perform these tasks in the time we are given so that we keep up with keeping the facility clean. During the "ice in" months we have tens of thousands of players/coaches/family/fans through our doors visiting the Smith Center and we want to keep it looking nice at all times. We have had a number of rentals since ice removal with a number more coming up. As previously mentioned there are a few events that are not happening this year unfortunately (Trinity Block Party, Paper Cities Kennel Club, and possibly Hi & Low Auto Show). I spoke with them and none of this is due to us or our facility. Trinity is most likely going to reimagine their event and host it at their facility, Paper Cities Kennel Club has been running into volunteer issues as well as another show in a bigger city on the same weekend, and Auto Show people have been transitioning their business to other ventures. We'll have to start getting prepared for summer ice towards the middle end of June so we have enough time for the process, which is the nature of the event business. As discussed at our last meeting I will be doing the same at the Smith Center as the Aquatic Center with maintenance items/upgrades/replacements that we seriously need to plan for in the very near future. I gathered some information from Greenheck/Turner Arena recently with their new chiller install and have been discussing it with our guy from Stainless Specialists to drill down on detailed information that applies to us.

Respectfully Submitted,

Dan Wendorf

Parks & Recreation Director,
City of Merrill