



**CITY OF MERRILL**  
**PARKS AND RECREATION COMMISSION**  
**AGENDA • WEDNESDAY, JUNE 3, 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. May 2026 Parks & Recreation Commission Minutes
- III. Approval of Claims**
  1. May 2026 Claims
- IV. General Agenda Items for Consideration**
  1. Discuss and consider a request to lift the hiring freeze to fill the Recreation Manager position
- V. Monthly Reports**
  1. June 2026 Director's Report
- VI. Date and Time of Next Meeting**
- VII. Public Comment**
- VIII. Adjournment**

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**CITY OF MERRILL  
PARKS AND RECREATION COMMISSION  
WEDNESDAY, MAY 6, 2026 MINUTES  
REGULAR MEETING CITY HALL LOWER LEVEL CONFERENCE ROOM 4:15  
PM**

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

Present: Krueger, Malm, Hahn, Henkelman

Present Not Voting: Parks Director Dan Wendorf

Excused: Steve Osness, D8 Alderperson Rebecca Rutkowski, Trisha Kubichek

Absent:

Chairperson Krueger called the meeting to order at 4:15 p.m. Krueger welcomed Alli Henkelman to the Commission and thanked Kyle Gulke for his many years of service on the Commission.

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

1. **April 2026 Minutes** - ( Henkelman/ Hahn) motion/second to place minutes on file. The motion Passed.

**III. Approval of Claims**

1. **April 2026 Claims** - Malm asked Wendorf about the Athletic Park scoreboard funding source. Wendorf stated it was funded by 100% community donations. Those donations were put in a City non-lapsing account until enough funding was gathered to order the board. There were no City funds utilized on the project. Malm also asked about the sprinkler charges and Wendorf stated it was inside the Smith Center. One of the overhead fire suppression sprinkler pipes in the arena failed due to old age and needed to be replaced.

( Malm/ Henkelman) motion/second to approve. The motion Passed.

**IV. General Agenda Items for Consideration**

1. **Election of Chairperson** - Krueger introduced the agenda item and Wendorf explained the rules for nominations for each of the following positions. Malm nominated Krueger to Chairperson, seconded by Hahn - Krueger accepted his nomination. There were no other nominations.

( Malm/ Hahn) motion/second to approve. The motion Passed.

2. **Election of Vice-Chairperson** - Krueger nominated Malm to Vice-Chairperson, Henkelman seconded and Malm accepted his nomination. There were no other nominations.

( Krueger/ Henkelman) motion/second to approve. The motion Passed.

3. **Election of City Plan Commission Representative** - Krueger mentioned that there are already three Parks & Recreation Commissioners on the City Plan Commission. Malm made a motion to nominate Henkelman to the City Plan

Commission, seconded by Hahn. Henkelman accepted the nomination as she is already a citizen appointee to City Plan.

( Malm/ Hahn) motion/second to approve. The motion Passed.

4. **Consider bids for MARC/River Bend Trail Paving Project** - Wendorf informed the Commission of the process and thanked City Engineering staff Novitch and Akey for all of their help in the process. Wendorf stated it was nice to see three competitive bidders. Wendorf discussed the bid summary that was in the packets and said he discussed recommendations with Engineering staff. Wendorf explained the bid form and showed what the base bid was, along with the alternative 1 and 2. Wendorf said the prices were very favorable and all three of the bidders came in under the available funding, including alt 1 and 2. This is great news because it will allow for the entirety of the project to be paved. Malm asked what would become of any remaining River Bend funding. Wendorf stated that he will discuss with River Bend people to see if they have any plans for it, or if they are friendly to possibly spending some on the sidewalk connections from the MARC parking lot to the soccer field areas. They were comfortable recommending the low bid of \$54,153.36 from RC Pavers out of the Wausau area. Malm suggested making sure to budget enough funding for any signage that may be required not only on the new portion through the MARC but other areas around the trail.

( Malm/ Henkelman) motion/second to approve. The motion Passed.

## V. Monthly Reports

1. **May 2026 Director's Report** - Wendorf summarized his report and informed the Commission about happenings this spring and preparations for

## 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.** - Krueger mentioned to everyone that our next meeting will be back up in the Council Chambers - our regular meeting spot.

**VII. Public Comment** There was no public comment.

**VIII. Adjournment** ( Hahn/ Henkelman) motion/second to adjourn. The motion Passed. Meeting adjourned at 4:47 p.m.

		5/1/2026			
AJ CONTRACT SERVICES, INC	POOL CHEMICALS	4/23/2026	35770	\$4,155.75	10-55420-03-40000
AMERICAN WELDING	CYLINDER RENTALS	4/30/2026	11649177	\$78.35	10-55300-03-41500
AMERICAN WELDING	CYLINDER RENTALS	4/30/2026	11648869	\$58.55	10-55200-02-15000
AMERICAN WELDING	CHEMICALS FOR POOL	5/7/2026	11668002	\$735.41	10-55420-03-50000
AMYLIN JOHNSON	SECURITY DEPOSIT	5/4/2026	VOUCHER	\$100.00	10-21-7200
APPLIED	LINE MARK PAINT WHITE	5/12/2026	7034538725.00	\$259.62	10-55200-03-40000
APPLIED	LINE MRK PAINT WHITE	5/11/2026	7034529183.00	\$259.62	10-55200-03-40000
BLUEJAY 96.3	ADVERTISING	4/30/2026	21513-2	\$269.00	10-55400-03-41000
BRANDT EXTINGUISHERS	ANNUAL INSPECTION ALL PARKS	5/5/2026	15192	\$213.50	10-55200-02-15000
CARQUEST	SHOP SUPPLIES	5/10/2026	50707	\$58.36	10-55200-03-51000
CINTAS	UNIFORMS	5/7/2026	9268417042	\$157.40	10-55200-03-46000
CINTAS	WET MOPS/MATS	4/30/2026	4267658952	\$117.58	10-55400-02-23250
CINTAS	UNIFORMS	4/30/2026	4267689082	\$157.40	10-55200-03-46000
CINTAS	UNIFORMS	5/14/2026	4269171815	\$131.50	10-55200-03-46000
CINTAS	MATS/MOPS	5/14/2026	4269171780	\$213.93	10-55400-02-23250
CINTAS	UNIFORMS JIM/JOE/Ryan	5/21/2026	4269925947.00	\$131.50	10-55200-03-46000
FERGUSON	CIRCULATION PUMP	4/29/2026	1734168	\$32.99	10-55420-03-50000
FERGUSON	CIRCULATION PUMP	4/30/2026	1734168-1	\$289.97	10-55420-03-50000
FERGUSON	BUBBLER HEAD	5/6/2026	1769221.00	\$74.30	10-55200-03-50000
GREEN LAWN	SPRING START UP	5/21/2026	26-42378	\$813.35	10-55200-02-15000
HOLIDAY WHOLESALE	AQUATIC CENTER - CONCESSION STAND	5/20/2026	2339765.00	\$1,760.10	10-55420-03-40100
ISABELLE KELLY- LOWRIE	SECURITY DEPOSIT	5/12/2026	VOUCHER	\$100.00	10-21-7200
JENNY RICE	SECURITY DEPOSIT	5/19/2026	VOUCHER	\$100.00	10-21-7200
LAURA ZELENAK	SECURITY DEPOSIT	5/12/2026	VOUCHER	\$100.00	10-21-7200
LINCOLN COUNTY HEALTH DE	RENEWAL APPLICATION - CONCESSIONS	5/7/2026		\$265.00	10-55420-03-40500
LINCOLN COUNTY HEALTH DE	RENEWAL APPLICATION - AQUATIC POOL	5/7/2026		\$360.00	10-55420-03-40500
LINCOLN COUNTY HEALTH DE	RENEWAL APPLICATION - POOL W/FEATURES	5/7/2026		\$605.00	10-55420-03-40500
MARY LEZOTTE	SECURITY DEPOSIT	5/26/2026	VOUCHER	\$100.00	10-21-7200
MEGAN SPREEMAN	SECURITY DEPOSIT	5/20/2026	VOUCHER	\$50.00	10-21-7100
MENARDS	REFRIDGERATOR	4/30/2026	81025	\$247.00	10-55420-03-40000
MENARDS	A/C FOR AQUATIC CENTER	4/26/2026	80979	\$549.98	10-55420-03-40000
MENARDS	ELECTRICAL SUPPLIES	5/20/2026	30160496.00	\$336.51	10-55200-08-91000
MERRIL ACE HARDWARE	WEED FEED/FASTENERS	5/12/2026	251831.00	\$94.47	10-55200-03-40000
MERRILL ACE HARDWARE	CLEANING SUPPLIES	4/23/2026	251518	\$24.97	10-55400-03-40000
MERRILL ACE HARDWARE	GARDEN HOSE	4/16/2026	251283	\$32.36	10-55200-03-40000
MERRILL ACE HARDWARE	FASTENERS	4/22/2026	251140	\$7.16	10-55200-03-40000
MERRILL ACE HARDWARE	FASTENERS	4/23/2026	251426	\$50.12	10-55200-03-40000
MERRILL ACE HARDWARE	TRASH BAGS	5/6/2026	251706	\$33.99	10-55200-03-40000
MERRILL ACE HARDWARE	CLEANER FOR SLIDES AT AQUATIC CENTER	5/15/2026	251939	\$59.16	10-55420-30-40000
MERRILL ACE HARDWARE	PAN DSH	5/11/2026	251798.00	\$9.99	10-55200-03-40000
MERRILL ACE HARDWARE	LAMPHOLDER/BOX EXTENSION	5/6/2026	251704.00	\$8.98	10-55200-03-40000
MERRILL ACE HARDWARE	STIHL 6 PACK HP ULTRA	5/13/2026	251862.00	\$18.99	10-55200-03-40000
MERRILL ACE HARDWARE	PAINT BRUSH	5/19/2026	252010.00	\$13.98	10-55200-03-40000
MERRILL ACE HARDWARE	CONCRETE AND GARAGE FLOOR PAINT	5/20/2026	252064.00	\$105.98	10-55200-03-40000
MERRILL BLUEJAY SOCCER	SECURITY DEPOSIT	5/19/2026	VOUCHER	\$50.00	10-21-7100
MERRILL ELEMENTRAY PTO	SECURITY DEPOSIT	5/20/2026	VOUCHER	\$100.00	10-21-7100
MERRILL FOTO NEWS	MARC - BIDS PAVING	4/1/2026	3362	\$149.58	10-55200-08-91000
MERRILL STREET DEPARTMENT	P-6 - JACOBSIN MOWER	4/30/2026	29453	\$323.69	10-55200-03-51000
MERRILL STREET DEPARTMENT	P-18 - GRAVELY ZERO TURN MOWER	4/28/2026	29450	\$439.14	10-55200-03-51000
MERRILL STREET DEPARTMENT	P - 26 - GRAVELY 52 INCH LANDMOWER	4/28/2026	29449	\$153.72	10-55200-03-51000
MERRILL STREET DEPARTMENT	P-24 - JOHN DEERE Z TRACK MOWER	4/15/2026	29440	\$267.12	10-55200-03-51000
MERRILL STREET DEPARTMENT	P-15 - 2020 DODGE RAM 3500	4/13/2026	29437	\$176.45	10-55200-03-51000
MERRILL STREET DEPARTMENT	P-4 - GMC 33500	4/13/2026	29436	\$157.93	10-55200-03-51000
MULTI MEDIA CHANNELS	SILENT SPORTS QUARTER PAGE AD	4/19/2026	320205	\$303.00	LACK SQUIRRELL SCURRY
NAPA AUTO PARTS	FLEX HOUSE FOR PRESSURE WASHER	5/7/2026	189367	\$65.99	10-55200-03-40000
PREMIER	CUSTOM SIGNS	5/12/2026	27207A	\$864.00	ATHLETIC PARK NON LASPE
R.A. PINNO & SONS	STORM DAMAGED DUGOUT AT LIONS	5/6/2026	1-176-26PB	\$1,000.00	10-55200-08-91000
RHYME	COPY MACHINE	5/11/2026	AR937052	\$32.13	10-55300-03-13000
RIESTERER & SCHNELL	JOHN DEERE - DON'T START	5/12/2026	9292697.00	\$714.14	10-55200-03-51000
RIVER COUNTY CO-OP	ROUNDUP	5/8/2026	5077332	\$607.60	10-55200-08-91000
RTL ELECTRIC	ATHLETIC PARK - CONCESSIONS AREA	5/5/2026	RO733	\$161.37	10-55200-02-15000
SARAH MAYHAK	SECURITY DEPOSIT	5/19/2026	VOUCHER	\$100.00	10-21-7200
STAINLESS SPECIALIST	SHUTDOWN ICE RINK UNIT	5/7/2026	45737	\$1,290.38	10-55400-02-16250
SWIDERSKI	DEF SYSTEM ON NEW HOLLAND	5/8/2026		\$506.52	10-55200-03-51000

THE LIFEGUARD STORE	LIFEGUARD SUITS AND SHIRTS	5/19/2026	218565.00	\$140.00	10-55420-03-40000
THEODORE WOLLER	SECURITY DEPOSIT	5/26/2026	VOUCHER	\$50.00	10-21-7200
VIKING ELECTRIC	LIGHTS AT OTT'S BALLFIELD	4/29/2026	S010242156001	\$431.10	10-55202-02-22000
VIKING ELECTRIC	LIGHTS AT OTT'S BALLFIELD	4/30/2026	S010242156.002	\$431.40	10-55202-02-22000
VIP OFFICE PRODUCTS	HOLDER, LIT, LEAFLET	5/11/2026	118280-001	\$11.99	10-55400-03-10000
WALMART	BIRTHDAY PARTY SUPPLIES	5/6/2026		\$36.76	10-55300-03-41500
WALMART	PARK SHOP CLEANING SUPPLIES	5/6/2026		\$29.82	10-55200-03-40000
WALMART	AQUATIC CENTER	5/6/2026		\$61.77	10-55420-03-40000
WALMART	OFFICE	5/6/2026		\$19.86	10-55400-03-10000
WALMART	SMITH CENTER	5/6/2026		\$20.22	10-55400-03-40000
WALMART	AQUATIC CENTER	5/12/2026		\$157.80	10-55420-03-40000
WALMART	BIRTHDAY PARTY SUPPLIES	5/12/2026		\$9.43	10-55300-03-41500
WERNER ELECTRIC SUPPLY	SHATTER PROOF BULBS	4/27/2026	S8043156.002	CR \$175.50	
WERNER ELECTRIC SUPPLY	LED ADJUSTABLE WALL PACK	5/6/2026	8044189.001	\$330.82	10-55200-03-50000
WERNER ELECTRIC SUPPLY	LED FLOOD LIGHT FEAT POWER SE	5/6/2026	8052008.001	\$96.40	10-55200-03-50000
WI WOODLAND OWNERS	TAX EXEMPT REFUND	5/4/2026	VOUCHER	\$3.65	10- 24- 2100



City of Merrill  
Parks & Recreation Department  
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## June 2026 Parks & Recreation Director's Report

**Parks:** May is always a very crazy month for us simply because of the amount of things going on while we are preparing for everything else at the same time. It was great to be able to have three of our four seasonal employees begin on May 18<sup>th</sup>! Those extra hands give us the ability to really spread out and cover real ground every day and accomplish multiple things at the same time. Even better is the fact that all of our seasonal employees at Buildings & Grounds are returners so they don't require any training or hand holding and can hit the ground running. Pinno Buildings finished the shelter at Lion's Park right before Little League started and it looks very nice and functions well too. A very special thank you to Pinno and Merrill Baseball Association for their contribution to that facility, its users, and the community. We secured agreements with RC Pavers for the MARC/River Bend Trail project right after our last Commission Meeting so we're all set for that project to take place this summer when they have time in their schedule. The new score booth was completed on MARC D1 above the first base dugout. Another big thank you to Merrill Fastpitch for their contribution as this booth will help their organization with their tournament(s), Legion Softball, as well as High School Softball teams. I have been working with the sign company on our remaining park entrance signs that we received funding to finish this summer. The design will be the same as the ones we installed last summer and we are working on pricing as we speak so we can order what we need and get it all finished up. It will be very nice to have uniformity with our signs (with the exception of a few specialty signs that we still have). I am pushing to get them ordered so that we can get the old ones removed and new ones installed while we still have extra hands around to help us. We will also be starting to prepare for the Prairie Trails Pedestrian Bridge decking replacement over the summer. We will replace as much as we can and will make sure we replace the lumber in greatest need first and stretch our dollars as far as we can. This project will be time consuming but it is something we can work on when we have time and knock out as much as possible as time permits. Youth baseball and softball leagues are also in full swing and things have been operating very well at their respective locations. The High School softball, baseball, and soccer seasons are winding down and we were fortunate to be able to host regional games for softball and baseball during the week of 5/26. The Merrill Baseball Association hosted their annual tournament on May 29-31<sup>st</sup> at Lion's, Ott's, and Athletic Parks. They have almost 50 teams from all over the state visit our parks/community. The Aquatic Center is coming along finally. The weather once again created a delay in some of the plaster work we had scheduled. They need temperatures consistently above 50 degrees for the plaster to set up and we barely got that to happen (finally on May 18<sup>th</sup>). We are performing start up the week of May 26<sup>th</sup> and should have the pool full of water by the end of that week and pumps turned over. Once the pumps and system is running we will begin the process of balancing the water and getting prepared for opening day on June 9<sup>th</sup>. We don't have enough staff to open before that time with school going past Memorial Day and training required for staff the following week. We are still short on lifeguards for the season and we will adjust that accordingly if/when we run into days or weeks that we know we are going to be short. Our park shelter reservations are off to a good start. We have a great number of reservations in our parks for the summer season. We have to repair two of our new boat launch planks at Riverside Park after a Lincoln County Highway Department water truck backed down it to fill with water and cracked two of them and they need to be replaced. Lincoln County has agreed to pay for the new planks. I sat in on an E-Bike and E-Moto webinar on 5/13 that was hosted by Rails to Trails Conservancy. It was very informative and something that we are going to have to discuss in the near future here as I have mentioned previously. There are quite a few communities currently creating policy and I think it is wise to let some of this play out so we can learn from what others experience. E-Bikes are great and they are growing exponentially but there are issues that come with them on streets and trails.



# City of Merrill

## Parks & Recreation Department

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**Forestry:** Trees are finally leafing out and growing. This spring weather really held up tree processes quite a bit from a function standpoint. Soil temperatures, lower moisture, and less sunlight are big contributors to the trees being behind. It looks like we are catching up nicely with temperatures and we have had a little more moisture to work with so all is well with tree health and function at this point. I have some tree calls that I need to catch on, which is pretty typical for this time of year when people start to see areas that don't leaf out or dead spots – they really stand out when the tree crown fills out. I will get to those once we get everything set for the summer, it is tough to be in so many places at the same time this time of year. I have started discussions with our WDNR Forester regarding future City Forest timber sales. He and I are going to start getting together to map out several future timber sales and we'd like to plan it so we have several cuts over several years. This will help us for planning purposes and to be prepared to execute these when we have time to do so. It is also nice to generate revenue from these sales to help us continue to build our non-lapsing fund that helps with other projects that we would typically not be able to do.

**Recreation:** The summer recreation season is literally upon us with programs beginning next week. We have good numbers with most of our programs and are ready to kick things off for the season. Summer Playground numbers are pretty solid again this year considering the number of things that are offered early in the summer season for them. We'll probably take a really good look at the Summer Playground program after this season and evaluate what we would like to do moving forward. Whether that means we adjust our maximum number down slightly or reimagine what that program looks like, it is always important to evaluate what we do. Declining enrollment is a real thing and it does impact participation numbers in not only our programs, but all programs around our community. Less children is simply less children and there is not much we can do but adjust. We are very excited for a very fun summer and we have some great programs that are going to be very much enjoyed by a lot of families!

**Smith Center:** We have had a great dry floor event season so far in the arena and community room with a good number of small and large events over the past month. We hosted the elementary school PTO end of the school year party on May 15<sup>th</sup> that saw hundreds of people through our doors. We have also had several birthday parties, a guest speaker, and several other large rentals in the arena over the past few weeks to name a few. We also have the June Dairy Breakfast coming up on the weekend of June 13<sup>th</sup> as well as a large corporate rental from Sierra Pacific before we start getting things ready for summer ice in July and into early August. We also wrapped up our Tuesday tot time sessions in the community room towards the middle/end of May and it was very successful with the number of people who came out to participate. We will resume this event when the weather starts to turn in the fall once again. This time of year we want to encourage everyone to go play on our playgrounds and soak in some nice weather and play outside.

Respectfully Submitted,

*Dan Wendorf*

Dan Wendorf  
Parks & Recreation Director  
City of Merrill