



CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
AGENDA • THURSDAY AUGUST 4, 2022

Regular Meeting

City Hall Council Chambers

5:15 PM

To attend remotely, call 929-279-4734 PIN 990 716 610 #

- I. Call to Order
- II. Agenda Items for Consideration:
 1. Discussion on campgrounds on Festival Grounds Site - Steve Sabatke and Rick Bjorklund
 2. Discussion of gun shows being held in the Expo Building - Gene Bebel
 3. Discussion and possible action on advertising in a publication for venue to hold quinceanera events - Rick Bjorklund
 4. Fair Update
 5. Rodeo Update
 6. Food Vendor Update
 7. Calendar of Events
 8. Lighting update
- III. Monthly Reports:
 1. Meeting minutes from May 5th and June 2nd
 2. Festival Grounds Manager - Bjorklund
- IV. Public Comment:
- V. Establish date, time of next meeting
 1. Next regular meeting Thursday, September 1 at 6:00 PM
- VI. Adjournment

Hass, Steve

From: Rick Bjorklund <rjb@birchltd.com>
Sent: Friday, July 15, 2022 4:19 PM
To: Hass, Steve
Cc: Sabatke, Steve; Mitchell, Krista; Hayden, Tom; Becker, Brad; 'Bryan bloch'; Johnson, David
Subject: Expo Rental discussion

Hello,

Recently I met with a Hispanic family to look at the Expo for a family event. It is their daughter's 15th birthday and they want to celebrate her "quinceanera". Our building and rates are attractive to the family and I think they will rent it for next November. It is the first quinceanera that we will have booked.

Wisely, we have never spent money on advertising, instead relying on word of mouth and personal visits I make around the area to other event venues to invite events to Merrill. We may want to consider an ad in a Hispanic speaking publication if it appears our Hispanic population has grown enough to become a good customer base.

"quinceanera" events are the Hispanic tradition of a rite of passage for 15 year old daughters
<https://qbydavinci.com/blog/6-quinceanera-traditions-the-how-and-why-behind-the-celebration/>

For info and review.

Rick

Attachment: Expo Rental Discussion (9067 : Discussion and possible action on advertising in a publication for venue to hold quinceanera

UP COMING EVENTS AT THE FESTIVAL GROUNDS

2022

July	7/7/2022	(Festival Grounds Committee Meeting) to be set by Committee
	7/8/2022	Riders Club
	7/22/2022	Riders Club
August	8/4/2022	(Festival Grounds Committee Meeting) to be set by Committee
	8/3-8/8/22	Enrichment Center Quilt Show
	8/12/2022	Riders Club
	8/17-8/21/22	Fair
	8/25-8/26/22	WI Christmas Tree Producers Convention
	8/30/22	Community Night Out
September	9/8/2022	(Festival Grounds Committee Meeting) to be set by Committee
	9/8/2022	FreMarq Company Training
	9/10/2022	Wrestling
	9/17/2022	Pork in the Park
	9/16-9/17/22	Wedding
	9/23-9/24/22	Gun Show
	9/29-10/1/22	Enrichment Center Fall Event

**CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
THURSDAY, May 5, 2022 MINUTES * Revised**

Regular Meeting City Hall Council Chambers 6:00 p.m.

Members Present: Mayor Steve Hass, Alderpersons Michael “Gus” Caylor, Steve Sabatke and Mike Rick, Bryan Bloch and Becky Meyer.

Members Absent: Brad Becker

Others Present: Festival Grounds Manager Rick Bjorklund, City Administrator Dave Johnson, Finance Director/Deputy City Clerk Kathy Unertl (remote), City Clerk Lori Anderson-Malm, and Merrill Productions video operator

1. Chair Hass called the meeting to order at 6:00 p.m.
2. Agenda Items for Consider:

1. Fair Update

No new updates.

2. Rodeo Update

Bloch reported that Wisconsin River Pro Rodeo has received a lot of requests and emails. They will start setting up the Friday before.

The new 10' x 18' video board will be ready for instant replay, display the leader board and will have spots for advertisements.

Food vendors are ready and include the regular previous year's vendors. A variety of food will be available. The BBQ vendor is not participating this year.

EMS is worked out for this year. Overflow parking will be at Pine Crest.

Friday night is Military Night. Saturday is “Tough enough to wear Pink”. Sunday is family day.

3. Water & Electric Update

City Administrator Johnson, reported that water is in place and electrical boxes are in 10 spots with 20 available outlets. This is located in the South fence area.

4. Food Stand Rent for 2022

City Administrator Johnson reported that the city gave breaks in rent 2021 for COVID. Alder Caylor mentioned it would be well received for vendors if that break would become permanent.

Attachment: 2022-05-05 FGC Minutes - Revised (9073 : Meeting minutes from May 5th and June 2nd)

A motion was made to offer a 50% reduction in rent for permanent food stand vendors for the 2022 season. Rodeo Rep Block made the Motion. Alder Sabatke seconded. Motion passed.

5. Arena Lighting Update

City Administrator Johnson reported that the bid for last year's lighting quote was \$150,000. This year two bids were received. The first one was for \$250,000 and the second for \$310,000. The Bierman Foundation pledged the initial \$150,000 last year and, after being approached with the current bid amounts, will make up the balance of the current bid when it is granted.

6. Calendar of Events

List of dates for May through July 2022 events was included in the agenda packet.

7. Review of Lease Payments 2020-2022

Reviewed the list of lease payments and who was paid and who was due. Becky Meyer will make sure St. John's is paid.

3. Monthly Reports

1. Meeting minutes from February 3, 2022 – Motion (Caylor/Bloch) to approve the meeting minutes. Carried.
2. Festival Grounds Manager – Bjorklund reported there is increased interest in having events during the weekday. He will bring back this request to the committee for further discussion at a later meeting. It was decided there would be a 2-3 month lead time to notify Tammy for accommodation if needed.

Outdoor activities were also discussed including a Disk Golf long drive contest and a Robotics event.

Caylor talked about a business expo that could be a possibility to hold at the Expo center.

3. Food Vendor Representative – there was no food vendor report for this meeting.
4. Public Comment Period – None.
5. Establish date, time and location of next meeting – Next meeting will be Thursday, June 2, at 6:00 PM in the Council Chambers.
6. Motion (Sabatke/Caylor) to adjourn at 6:19 p.m.

Minutes prepared by: Lori Anderson-Malm City Clerk

**CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
THURSDAY, June 2, 2022 MINUTES**

Regular Meeting

City Hall Council Chambers

6:00 p.m.

Members Present: Mayor Steve Hass, Alderpersons Michael “Gus” Caylor, Steve Sabatke, Mike Rick. Other committee members present: Bryan Bloch, Brad Becker and Becky Meyer.

Absent: City Administrator Dave Johnson

Others Present: Festival Grounds Manager Rick Bjorklund, City Clerk Lori Anderson-Malm, and Merrill Productions video operator

1. Chair Hass called the meeting to order at 6:00 p.m.
2. Agenda Items for Consider:
 1. Fair Update – Fair Association Rep Becker reported the landscaping is complete. Entertainment has been scheduled and they are looking for sponsors.
 2. Rodeo Update – Rodeo Association Rep Bloch reported the setup will take place on Friday. They are having increased online sales. Tickets can be obtained online at WRPR.org website. Overflow parking is set for Pine Crest if needed.
 3. Water & Electric Update –The water and electric is in for the campsites. There are 20 camping spots.
 4. Arena Lighting Update –The lighting will be up and running for the Fair. There was a request to have outlets on all poles. It was decided additional outlets could be added as needed.
 5. Food Vendor Update – There was no update from the food vendors.
 6. Calendar of Events

List of dates for May through July 2022 events was included in the agenda packet.
3. Monthly Reports
 1. Meeting minutes from May 5, 2022 – Motion (Caylor/Sabatke) to approve the meeting minutes.

Attachment: 2022-06-02 FGC Minutes (9073 : Meeting minutes from May 5th and June 2nd)

Mayor Hass asked only City Council members vote until clarification is established regarding voting members. Mayor Hass and City Attorney Hayden are working on this issue.

Aldersperson Rick had questions regarding the lighting bid that was approved at the May Common Council meeting. He wanted clarification regarding the amount from the Bierman Foundation and the additional \$25,000. Discussion occurred regarding this issue. City Attorney Hayden will check on the lighting question and report back at the next meeting.

The motion was amended to approve the minutes except the lighting. Aldersperson Caylor amended the original motion and Aldersperson Sabatke seconded. Carried.

2. Festival Grounds Manager – Bjorklund reported the wrestling event sales are doing well. Event set-up is requiring very little oversight.

Aldersperson Sabatke asked if additional campsites would improve the events and Festival Grounds Manager Bjorklund agreed having more campsites could increase attendance.

Aldersperson Sabatke asked if there was discussion regarding collecting rents for camping for various events. It was decided this item would be on next month's agenda for discussion.

3. Food Vendor Representative – there was no food vendor report for this meeting.
4. Public Comment Period – None.
5. Establish date, time and location of next meeting – Next meeting will be the Call of the Chair.
6. Motion (Rick/Caylor) to adjourn at 6:13 p.m.

Minutes prepared by: Lori Anderson-Malm City Clerk

Merrill Festival Grounds Report

August 4, 2022

Meetings and Discussions with:

Rodeo was outstanding. The committee tweaked some layout issues which turned out beneficial. Even though the event had rain threaten, it dodged it and did very well. Attendance was excellent also. The Rodeo committee shows good discipline and creativity in all of its production. We are fortunate to have this long standing, mature event in Merrill.

Mounted shooting event went very well and the promoters were happy. We will look for possible sponsors and/or donors to help with expenses and rent.

Camp Site preliminary review:

1. Pricing. Most camp sites in the region (Antigo, Tomahawk, Council Grounds, Rhinelander) charge \$30. Most provide power and water with sewer dump sites remotely available. Council grounds does not provide water.
2. Power requirements have been requested to have 50 amps available.
3. Payment drop boxes with anti-theft mechanism are available from Iron Rangers, Inc. They might be replicated by local metal manufacturers from a template (Tomahawk has volunteered to provide a box they use for our review).
4. Tomahawk has 10 sites that are at capacity through the summer and they have a constant request from people for more camping. They may put in some tent camping spots. Merrill camping spots would be welcome to them.
5. Merrill and Tomahawk could cooperate for on-line reservations.
6. Camping requires afterhours and weekend supervision.

Car show and post parade event is a unique Merrill event that has grown organically over several decades. The event runs very smooth for a one day set up and tear down procedure. Excellent sales for food stands.

Doing events on Saturday instead of Friday helped the wrestling show on March 26, 2022. The show did very well and the promoter will book others on Saturdays only. Next event will be held on 10 September.

The Horse Show also seems to have increased its participation and attendance. Their new leadership should be commended for the success.

More families are requesting Quincineros events.

Discussions with Gun show over set-up, move-out and show conduct; also, use of school shooting club for set-up and clean-up.

Tom Hayden regarding City procedures, agreement issues, scheduling restrictions, etc.
Krista

Krista Mitchell regarding event potentials; show Expo to potential renters, potential wedding receptions; company meetings; re-tour Expo for wedding family review

Met with Dan Barbacovi about Fair schedule; alternative dates and WI Fairs.

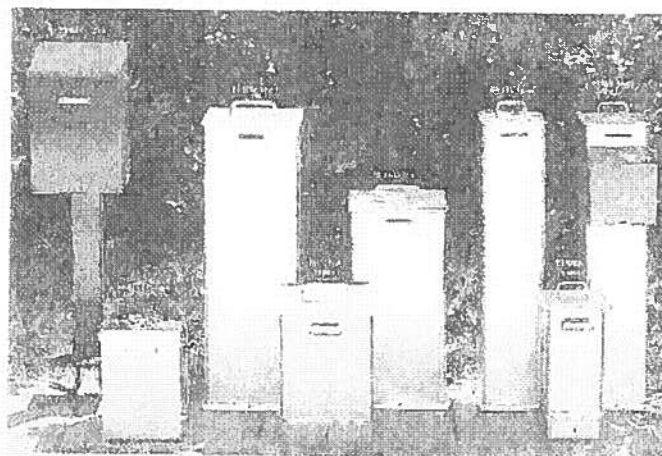
Attended the State County Fair conference in the Dells for 2.5 days (no cost to the committee).

Request discussion on multiple day usage of Expo as to logistics, rates and tolerance for mid-week use.

IRON RANGERS, LLC

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Our standard Fee Collection Equipment.



Fee Collection Tube and Envelope Box used at boat launch in Coeur d'Alene, Idaho. Envelope Box is installed on information board.