CITY OF MERRILL

FESTIVAL GROUNDS COMMITTEE

AGENDA ● THURSDAY JUNE 1, 2023

Regular Meeting | **City Hall Council Chambers** | **6:00 PM**

To attend remotely call 347-754-4615 PIN 275 830 271 #

I. Call to Order

II. Minutes from previous meeting:

Consider approval of the minutes from the May 4, 2023 meeting

III. Agenda Items for Consideration:

1. Fair Update
2. Rodeo Update
3. Calender of Events - will be available at the meeting
4. Continued discusson on promoting Festival Grounds:

a. Fireworks at Festival Grounds - update

b. Campgrounds - update

IV. Monthly Reports:

1. Monthly Report - Festival Grounds Manager Bjorklund - will be available at the meeting

V. Public Comment

VI. Establish date and time of next meeting:

Thursday, July 6, 2023 at 6:00 PM

VII. Adjournment

CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
THURSDAY, May 4, 2023 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 Festival Grounds Manager Richard Bjorklund.

Absent: Becky Meyer

Others Present: City Clerk Anderson-Malm, City Attorney Hayden Social Media Specialist Savall, Marketing Specialist Kuczmarski, David Buck Fair Association and Merrill Productions video operator.

I. **Call to Order -** Chair Hass called the meeting to order at 6:00 p.m.

II. **Minutes from previous meeting –** Alderperson Rick made a motion to approve the minutes from the April 6th meeting. Alderperson Caylor seconded and the motion carried.

III. **Agenda Items for Consideration**:

1. **Loyalty Day Celebration Wrap-up** – Festival Grounds Manager Bjorklund gave an update and mentioned the committee and State Organization were very happy with the results. All feedback was positive.

2. Fair Update – Fair Association Rep Becker mentioned everything is on track for the fair. He would like to schedule a meeting with City Attorney Hayden and the Mayor to go over the lease.

3. **Rodeo Update –** Rodeo Association Rep Bloch mentioned all is going well. Equipment will be arriving on June 2nd and June 3rd is when the posts and snow fences will be put in place.

4. **Calendar of Events –** The list of events was included in the packet. FGM Bjorklund spoke about the ATV/UTV event that is scheduled.

5. Continued discussion and possible recommendation on stage rental fees to charge per event for usage – Festival Grounds Manager Bjorklund mentioned the building rental includes tables and chairs which makes renting the space very attractive. He also said it is not unreasonable to charge for usage of the stage.

Following discussion, Alderperson Caylor made a motion to set a rental fee for the stage rental of $250.00 per event. Alderperson Rick seconded and the motion carried.

Attachment: 2023-05-04 FGC Minutes (10019 : Consider approval of the minutes from the May 4, 2023 meeting)

6. Continued discussion and possible recommendation on facility rental incentive – Festival Grounds Manager Bjorklund mentioned there were a number of single day events that happen multiple times. There are not a lot of events that require a multiple day rental. City Attorney Hayden did not think an incentive is necessary however after further discussion; Alderperson Sabatke made a motion to offer the incentive of three rentals, in one calendar year, at $450.00 and the fourth at $350.00. This is retroactive to January 1, 2023 and will sunset December 31, 2025. Alderperson Caylor seconded and the motion carried.

7. Discussion on promoting the Festival Grounds:

a. Fireworks at Festival Grounds – Mayor Hass started the discussion by stating he spoke with the Humane Society manager. She stated there is no concern for the animals if the fireworks were held at the Festival Grounds.

Public Works Director/City Engineer Akey reached out to the fireworks company regarding this and is waiting for a response. Alderperson Caylor mentioned Pine River uses Fireworks Depot from Wittenberg and also stated a number of citizens are in favor having the fireworks at the Festival Grounds.

Mayor Hass will reach out again to the fireworks company. It was decided this will be on the June agenda for further discussion and updates.

b. Campgrounds – Mayor Hass mentioned he spoke with Lincoln County Coordinator Krueger regarding ARPA funds that may be earmarked for camping for the cities of Merrill and Tomahawk and the surrounding townships regarding camping.

Marketing Specialist Kuczmarski spoke about on-line booking for events and the ability to have this option on the new city website. She stated it would be beneficial to have the ability to book the Festival Grounds and Bierman Building and have a calendar for people and coordinators to view availability of the space.

Rodeo Association Rep Bloch spoke about making the event a destination.

It was agreed this item would be on the June agenda for continued discussion and updates.

8. Discussion and recommendation of stage accessories – Mayor Hass explained the stage that was returned to the city after a theatre group disbanded. The stage is missing steps and rails for tables. The estimate for those accessories is $3,100. This would allow the stage to be rented for events with the additional safety accessories.

Alderperson Caylor made a motion to approve $3,100 for stage accessories to make the stage safe for users/renters. Alderperson Sabatke seconded and the motion carried.

IV. Monthly Reports:

Monthly Report – Festival Grounds Manager Bjorklund – There were no questions and the report was in the packet.

V. Public Comment – There was no public comment.

Attachment: 2023-05-04 FGC Minutes (10019 : Consider approval of the minutes from the May 4, 2023 meeting)

VI. Establish date and time of next meeting – The next meeting will be Thursday, June 1st at 6:00 PM

VII. Adjournment – Alderperson Rick made a motion to adjourn. Bryan Bloch seconded and the motion carried. The meeting was adjourned at 6:44 PM.

Minutes prepared by: Lori Anderson-Malm City Clerk

Attachment: 2023-05-04 FGC Minutes (10019 : Consider approval of the minutes from the May 4, 2023 meeting)

From: Manager LCHS [mailto:manager@furrypets.com]
Sent: Wednesday, May 24, 2023 12:46 PM
To: Hass, Steve
Subject: Fireworks

Hi Steve,

I wanted to apologize if I caused confusion on your end. We know the goal is to utilize the fairgrounds more often and we will definitely make due if the fireworks are held there.

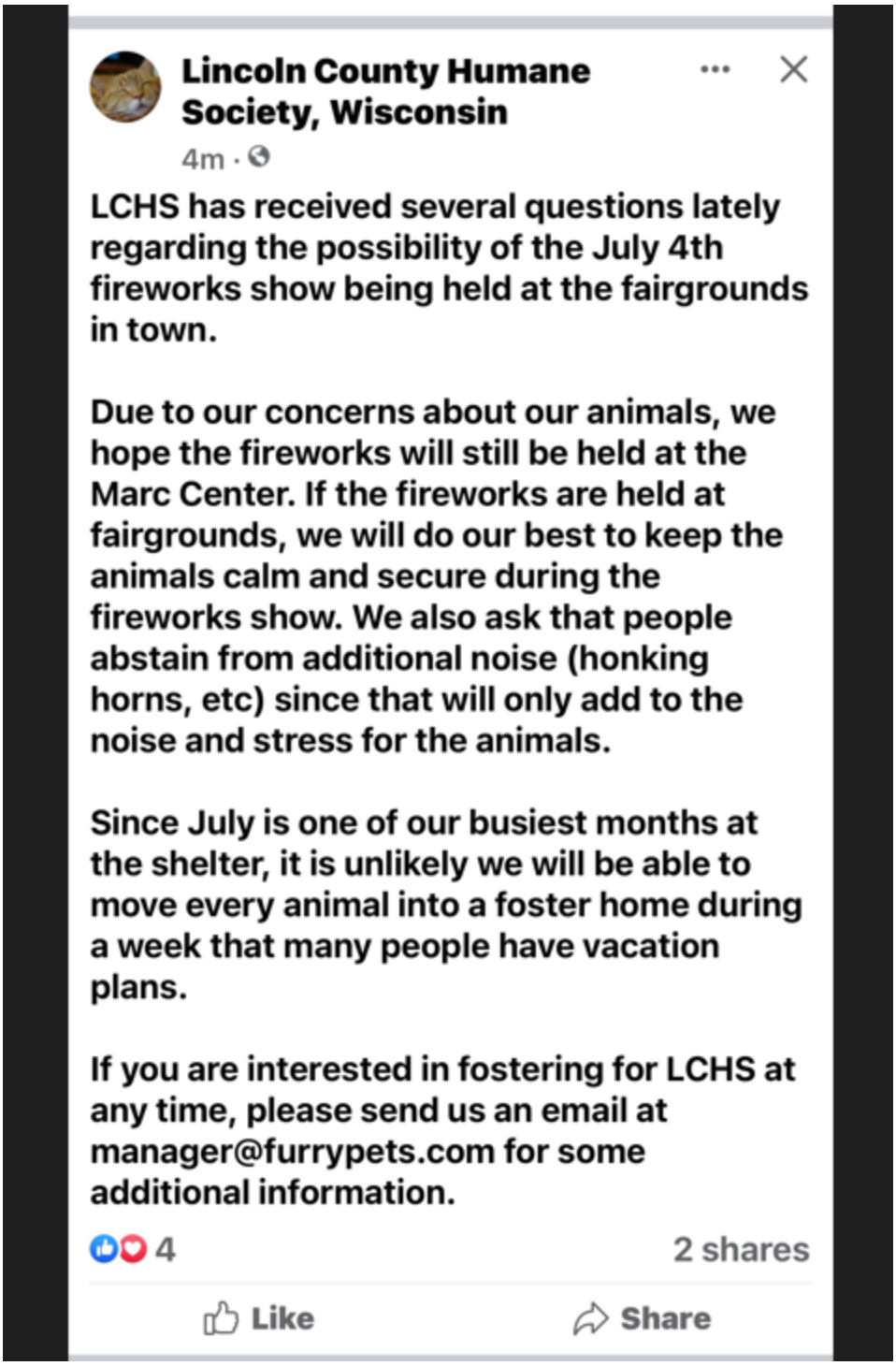
We're guessing it will be a similar experience as the demos or monster trucks. With those, we will make plans for additional white noise, blocking the windows to reduce noise, etc. Although I'm sure the animals don't love it, the staff and volunteers make it work. Knowing in advance there is the possibility of the fireworks in the fairgrounds has helped so that we can accommodate the additional noise as much as possible.

I added to our statement to say it was only the view of the shelter and not intended to attack anyone hoping for the fireworks to be at the fairgrounds. I hope that clears things up for everyone. Thanks again for reaching out!

Please let me know if you have any questions.

Thanks,
Liz

Attachment: Email regarding Fireworks at Festival Grounds (10024 : a. Fireworks at Festival Grounds - update)



Lincoln County Humane Society, Wisconsin

4m ·

LCHS has received several questions lately regarding the possibility of the July 4th fireworks show being held at the fairgrounds in town.

Due to our concerns about our animals, we hope the fireworks will still be held at the Marc Center. If the fireworks are held at fairgrounds, we will do our best to keep the animals calm and secure during the fireworks show. We also ask that people abstain from additional noise (honking horns, etc) since that will only add to the noise and stress for the animals.

Since July is one of our busiest months at the shelter, it is unlikely we will be able to move every animal into a foster home during a week that many people have vacation plans.

If you are interested in fostering for LCHS at any time, please send us an email at manager@furrypets.com for some additional information.

4 2 shares

Like Share

Attachment: FB post from LC Humane Society (10024 : a. Fireworks at Festival Grounds - update)

Merrill Camp Ground Projected Budget and Assumptions

1. Season length 30 weeks; 7 days per week; 20 spaces; $30 per space
2. Deduct 15 days for Rodeo, County Fair, Car Show
3. 4185 potential rental space/days
4. $30 fee per day per spot ($125,550 at 100%occupancy)
5. Assume rental days of 10%
6. Clean-up 30 weeks at $100 per week by Merrill Band Boosters; Manager 52 weeks at $100 per week.
7. One time start-up cost $8600 (drop box, message board, key pads, printing, signage, County permit fee, contingency and inspection)
8. Merrill Marketing to sell 10 ads at $100 per ad; also assist connection of web site to Tomahawk, events and potential user groups; expand use of social media to potential user groups.

10% Rental projection of all available spaces (annual)

Rent-income	Message Board Ads-income	Request to County for start-up, signage, message center, drop box, key pad, printing, permits, contingency and inspection	Clean-up, labor, manager	Net
$12,555	$1000	$8,600	-$8200	$5355

Attachment: Camp Ground Project Assumptions 052023 (10025 : b. Campgrounds - update)

Merrill Festival Grounds

Campsite Program

Start-up costs from County (Message Center, Drop Box, Key Pads, Site Numbers, Printing, Fees, Permits)	$8,600.00
Income Projection (10% of total rentable spaces, ads)	$13,555.00
Expense (Supplies, clean-up, manager)	$8,200.00
Net Projection	$5,355.00

Attachment: Campground Budget Request 052023 (10025 : b. Campgrounds - update)

ACTION/TOPIC	POTENTIAL COST	DISCUSSION	RECOMMENDATION
Pads for Camp Spaces	10K Gravel 20K Asphalt 30K Concrete	User groups have indicated that they are content with the current surface. Subsurface is very firm. Units contain leveling jacks. Subsurface is very solid.	Maintain current surface. Brush hog and cut vegetation between hook up boxes and fence-line. Consider pad installations after 1 season.
Collection Boxes (1)	2.5K for New Box from Iron Ranger (Tomahawk uses these at 5 locations). Merrill HS FabLab is not accepting more projects now.	Potential savings of 1K if Fab Lab could be used	Order a drop box from Iron Ranger
Contingency	1.5K		In case costs escalate
Message Board	2K made in by local contractor; Merrill Marketing Manager to sell 10 ads at $100 annually		Contract with Merrill Glass or similar local business
Access to W bathrooms	.5K for key pad lock	Some campers need access to showers. Tomahawk says lack of such access is their biggest complaint. Periodic clean up by Merrill Band Boosters	Put key pad locks on W bathrooms; key pad combo given by Grounds Mgr. to each camper unit
Attraction signs on US 51 (3)	DOT program	Brown attraction signs to note Expo Grounds and Camping at 64 exit	Make request of DOT
Dump Station (s)	No cost	City station at designated hours; Friendship House 24/7	Put location on Message board
Bathroom supplies	1K annually	Routine maintenance	Routine maintenance
Advance Reservations	No cost if all online; Advertising in camping related publications .5K annually.	Partner with Tomahawk for on-line set-up; link to Chamber of Commerce; link to City of Merrill web site	Focus on-line first then consider print ads later.
Length of Season	7 months	Winter restrictions	May- Nov (30weeks)
Maintenance, Labor, Manager	3K maintenance and labor; 3K manager	Daily check of grounds	Regular inspection for safety and facility condition
Camper space signs	20 metal signs at 50	posted on fence to	Post signs to avoid

Attachment: Campground Project 052023 (10025 : b. Campgrounds - update)

	dollars each 1K	designate each space	space confusion and encroachment
Picnic Tables Campfire Pits Hot ash containers	Use existing inventory 20 portable fire pits at 100 each…2K 3 at 200 each .6K	Use 20 tables	Place a table at each space Chain to fence, 20ft Placed at equal distance
Garbage pick-up	Use current pick-up schedule		Put Campground on periodic pick-up schedule
Permits	First time permit fee of $.555 K, Annual fee after that is $.175K	Inspection can take place with 2 weeks notice	Ask for inspection when ready

Attachment: Campground Project 052023 (10025 : b. Campgrounds - update)