



CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
AGENDA • THURSDAY MAY 5, 2022

Regular Meeting

City Hall Council Chambers

6:00 PM

To attend remotely, call 216-839-9870 and PIN 376 190 740#

- I. Call to Order
- II. Agenda items for Consideration:
 1. Fair Update
 2. Rodeo Update
 3. Water & Electric Update
 4. Food Stand Rent for 2022
 5. Arena Lighting Update
 6. Calendar of Events
 7. Review of Lease Payments 2020-2022
- III. Monthly Reports
 1. Meeting minutes from February 3, 2022
 2. Festival Grounds Manager - Bjorklund
 3. Food Vendor Representative - Becky Meyer (no report this month)
- IV. Public Comment
- V. Establish date, time and location of next meeting
- VI. Adjournment

UP COMING EVENTS AT THE FESTIVAL GROUNDS

2022

May	5/5/2022	(Festival Grounds Committee Meeting) to be set by Committee
	5/20/2022	Riders Club
June	6/2/2022	(Festival Grounds Committee Meeting) to be set by Committee
	6/3/2022	Riders Club
	6/4/2022	Wrestling
	6/10-12/2022	Rodeo
	6/24/2022	Riders Club
	6/25-26/2022	Mounted Shooting Event
July	7/7/2022	(Festival Grounds Committee Meeting) to be set by Committee
	7/8/2022	Riders Club
	7/22/2022	Riders Club

	MFG lease payments 2020-2022			
Lessee	Invoice	Amount	Paid	
Lincoln County Rodeo	2020-17	\$1,000.00	6/17/2020	
	2021-232	\$810.49	7/19/2021	utilities used
	2022-028	\$1,000.00	2/9/2022	
Eagles	2020-18	\$712.50	2/20/2020	
	2022-029	\$712.50	1/25/2022	
Knights of Columbus	2020-19	\$617.50	3/20/2020	
	2022-030	\$617.50	2/14/2022	
St John	2020-20	\$1,140.00	3/4/2020	
	2022-031	\$1,140.00	DUE	
Lions	2020-21	\$1,353.75	3/13/2020	
	2022-032	\$1,353.75	1/25/2022	
VFW	2020-22	\$712.50	2/21/2020	
	2022-033	\$712.50	DUE	
St Francis	2020-23	\$712.50	3/4/2020	
	2022-034	\$712.50	2/8/2022	
Optimist	2020-24	\$712.50	2/12/2020	
	2022-035	\$712.50	1/19/2022	
Merrill Riders Club	2020-25	\$1,500.00	6/17/2020	
	2021-102	\$1,200.00	4/13/2021	Pd \$1,500 but refunded \$300
	2022-	not billed yet		for no use of bathrooms 2020
Lincoln County Fair Assoc	2020-26	\$2,500.00	6/10/2021	
	2021-285	\$3,625.00	10/20/2021	utilities
	2022-036	\$2,500.00	DUE	

Attachment: MFG lease payments 2020-2022 (8763 : Review of Lease Payments 2020-2022)

**CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
THURSDAY, FEBRUARY 3, 2022 MINUTES**

Regular Meeting

City Hall Council Chambers

6:00 p.m.

Members Present: Alderpersons John VanLieshout and Mike Rick, Bryan Bloch, Brad Becker, and Michael Caylor

Members Absent: Mayor Derek Woellner and Alderperson Steve Sabatke

Others Present: Festival Grounds Manager Rick Bjorklund, City Administrator Dave Johnson, City Attorney Administrative Assistant Krista Mitchell, Finance Director/Deputy City Clerk Kathy Unertl (remote), IT Manager Dustin Brown, and Merrill Productions video operator

1. Chair VanLieshout called the meeting to order at 6:00 p.m.
2. Agenda Items for Consider:
 1. Update on Electrical, Lighting, and Emergency Public Address planned improvements

Johnson reported that back-ordered electrical parts have been received and will be installed before end of May. The emergency public address system improvements are budgeted for 2022. The \$150,000 lighting improvement funding request is pending before the Bierman Foundation.

2. Continued discussion of lease agreements and rental fees

A new event is requesting potential lower rental fees. Committee member consensus that the rental fees are reasonable.

3. Rodeo Update

Bloch reported that Wisconsin River Pro Rodeo has sold more tickets than past years. There will be video board for advertising. The organization received a State Tourism JEM Grant for advertising in the Fox Valley. The same food vendors open in 2021 will be open for the 2022 Rodeo.

A portable generator will be bought in for electrical power. Having adequate electrical power continues to be a challenge.

The organization is interested in obtaining grant funding for potential 80' x 40' pavilion which could include kitchen prep area in addition to shelter. Potential site mentioned was where the former Lincoln County Humane Society building was located (just west of Memorial Dr.).

Bloch requested information on whom to contact at Lincoln County Pine Crest Nursing Home regarding potential overflow parking.

Attachment: 2022-02-03 FGC Minutes (8760 : Meeting minutes from February 3, 2022)

4. Fair Update

Becker thanked the City of Merrill for the major efforts to deal with the heavy rain on the Wednesday of the 2021 Lincoln County Fair. Those efforts to dry out the grounds were critical to continuing with the event.

Becker advised that the concrete approaches to the Livestock Barn need to be reviewed and potentially improved. A new dirt motor event show is being planned for the Lincoln County Fair. Monster trucks will not be back for the 2022 Fair.

5. Calendar of Events

List of dates for February through April 2022 events was included in the agenda packet. Mitchell reported that there are increasing calls for weddings in 2023 with Festival Grounds Manager Rick Bjorklund showing the City facilities.

3. Monthly Reports

1. Meeting minutes from September 2, 2021 – Motion (Rick/Becker) to approve the meeting minutes. Carried.
2. Festival Grounds Manager – Bjorklund emphasized that the car show and post Labor Day event was positive. Future wrestling events will be on Saturdays (instead of Fridays). Interest in future events is picking up.
3. Food Vendor Representative – Caylor advised that nothing to report. There has not been a recent Food Vendor meeting.

4. Public Comment Period – None.

5. Establish date, time and location of next meeting – Call of the Committee Chair

Caylor requested review of potential refunding of past fees be included on the next Committee meeting agenda.

6. Motion (VanLieshout/Rick) to adjourn at 6:20 p.m.

Minutes prepared by: Kathy Unertl, Finance Director/Deputy City Clerk

Attachment: 2022-02-03 FGC Minutes (8760 : Meeting minutes from February 3, 2022)

Merrill Festival Grounds Report

May 5, 2022

Meetings and Discussions with:

Since there has not been a meeting for a few months, I have reached back and included some past information.

New event potentials: Long Drive Disk Golf, Battle Bots.

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.

The Gun Show was a success as well as Pork in the Park. The two events seemed to play off each other and help each other for attendance.

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

The Nicklaus family tractors and classic cars were not only well received, they helped to fill empty display and exhibit space for the County Fair. Grandstand events were well attended. It would help the presentation of the Fair if the Enrichment Center was open for passive walk-through display and gift shop sales. School displays were missed.

Discussions with Gun show over set-up, move-out and show conduct; also, use of Aqua Jays or other groups for set-up and clean-up.

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

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

Met with Fair committee members about schedule and Carnival; Statewide fair managers; Tom Hayden about County Fair. 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.

