



CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
AGENDA • THURSDAY MAY 4, 2023

Regular Meeting

City Hall Council Chambers

6:00 PM

To attend remotely call 334-472-4703 PIN 760 985 262 #

I. Call to Order

II. Minutes from previous meeting:

Consider approval of the minutes from the April 6, 2023 meeting.

III. Agenda Items for Consideration:

1. Loyalty Day Celebration Wrap-up

2. Fair update

3. Rodeo update

4. Calender of Events

5. Continued discussion and possible recommendation on stage rental fees to charge per event for usage. This is a continued discussion from the April meeting.

6. Continued discussion and possible recommendation on facility rental incentive:

a. Parks & Recreation rental policy

b. Expo Center rental policy

7. Discussion on promoting Festival Grounds:

a. Fireworks at Festival Grounds

b. Campgrounds

IV. Monthly Reports:

Monthly Report - Festival Grounds Manager Bjorklund

V. Public Comment

VI. Establish date and time of next meeting:

Thursday, June 1st at 6:00 PM

VII. Adjournment

**CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
THURSDAY, April 6, 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 Lori Anderson-Malm, Facilities Maintenance Manager Nick Wszalek, Public Works Director/City Engineer Rod Akey, Enrichment Center Director Tammie Mrachek (remote), 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. **Agenda Items for Consideration:**

1. Loyalty Day Celebration Update – Festival Grounds Manager Bjorklund gave an update and mentioned everything is on schedule. The schedule and parade route has been approved. There could be up to 70 units for the parade; currently there are 30 units.

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 they are still looking for volunteers to help pound fence posts. He also reported they sold more tickets to date than last year.

4. Calendar of Events – The list of events was included in the packet.

5. Discussion and recommendation on facility rental incentive – Festival Grounds Manager Bjorklund brought this to the committee for discussion. Discussion occurred between the committee members regarding incentives for multiple rentals in a calendar year.

Aldersperson Caylor made a motion to charge every 4th event per calendar year at \$100; rent 3 at \$450 get the 4th for \$100. Aldersperson Rick seconded. After further discussion the motion was withdrawn.

It was decided this would be on the May agenda and the committee would look at the Park & Recreation policy and the Expo Center policy.

Attachment: 2023-04-06 FGC Minutes (9926 : Consider approval of the minutes from the April 6, 2023 meeting.)

6. Discussion and recommendation on promoting the Festival Grounds and facilities –

Mayor Hass started the discussion by stating he would like to see the Festival Grounds and Expo Building used more. Festival Grounds Manager Bjorklund stated his goal is to have 52 events scheduled every year.

It was suggested the Communications Specialist and Social Media Specialist should be included in the Festival Grounds committee meetings.

Aldersperson Caylor talked about Flea Markets and the space is underutilized in July. He also suggested moving the 4th of July fireworks back to the Festival Grounds; maybe have a parade and end at the Festival Grounds. He also stated the Humane Society would need to be included in the discussion but thinks this could be a very large event.

Rodeo Association Rep Bloch spoke about promoting campsites. He also stated he would like the Rodeo to be promoted as a destination. Have a drone fly down the Wisconsin River, Festival Grounds without any crowd in the stands and then with the Festival Grounds and stands full.

It was decided this would be discussed further on the May agenda and ask Police Chief Bennett to be included in that meeting.

7. Discussion on coordinating with the Enrichment Center on events – Mayor Hass stated the Expo Center and Enrichment Center need to work together with events and be mindful not to have duplicate events.

Enrichment Center Director Mrachek agreed with the Mayor regarding not overlapping events. She stated they are considering streamlining the Spring and Fall Craft shows. She will also forward their calendar to the Mayor and Festival Grounds Manager Bjorklund with events they have planned through the fall.

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.

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

III. Minutes from previous meeting:

Meeting minutes from the October 6, 2022 meeting – Aldersperson Rick made a motion to approve the meeting minutes from October 6, 2022. Aldersperson Sabatke seconded and the motion carried.

IV. Monthly Reports:

Monthly Report – Festival Grounds Manager Bjorklund – the report was in the packet and he highlighted some of the items.

V. Public Comment – David Buck from the Fair Association spoke about the campgrounds and asked about fire pits.

VI. Establish date and time of next meeting – The next meeting will be Thursday, May 4th at 6:00 PM

VII. Adjournment

Aldersperson Rick made a motion to adjourn. Aldersperson Caylor seconded and the meeting was adjourned at 6:49 PM.

Minutes prepared by: Lori Anderson-Malm City Clerk

Attachment: 2023-04-06 FGC Minutes (9926 : Consider approval of the minutes from the April 6, 2023 meeting.)

LOYALTY DAY PARADE AND TESTIMONIAL – APRIL 28 AND 29, 2023

MERRILL, WISCONSIN

NOTE for Expo Center: Ensure there is a location for the State Honor Guard to change into and store there items during the parade at the Expo Center.

Plaques for awards and certificate for participates

Five – Gift Bags for VIP – Parade Marshal, Gundel Metz, Hal Roesch, Michele Rathke, and Faith Elford

News Media – Channel 7, 9, 12, and 55 for coverage on Saturday

State VFW Photographer will be taking pictures Friday night and during the Parade, Loyalty Event and Homecoming

Coins – Ordered and delivered

Little Flags – Ordered and will receive Thursday and Friday

Traffic Cones or other items from Merrill Street Department or Coordinate

Parade (Rodeo) Trailers in place – Saturday Morning

Sound System – Merrill Fire Department – Friday – Set up Saturday morning

Markers for the spots for the parade

Set up table for sales of dinner payments, coins, pins, poppies, and quilt

Information table on membership

Podium (x2) to the Expo Center and Parade Trailer

Storage Shed of Loyalty Day – Items are at the post – according to John

Cupcakes are ordered pick up on Friday - Cheryl

Purchase: (For VIP at the Expo) Doughnuts, grapes, breakfast bars, juice, creamer, sugar's, coffee cups, plates, napkins, spoons, knives, and forks– Denni and Jeff Radloff

Make signs for VIP and Distinguished guest for their assigned seat for Program and Awards Ceremony

Centerpieces for the homecoming will be put together on Thursday night and Friday afternoon.

Friday – April 28, 2023

3:00 PM: Special Guest meet at Northwoods Veterans Post, 601 Johnson Street, Merrill, WI 54452 (See Special Guest)

3:20 PM: Depart Northwoods Veterans Post, 601 Johnson Street, Merrill, WI 54452 to Merrill Historical Society, Inc. 100 E 3rd Street, Merrill, WI 54452

5:30 PM: Depart Merrill Historical Society to return back to Northwoods Veterans Post for meal, drinks and social in the Big Conference Room (Special Guest Invite)

At your leisure: Depart to Hotel or Residence for rest and relaxation

Saturday – April 29, 2023 (50 Degrees and Sunny)

7:30 AM: VIPs meet at the Eagles Club, 1205 Luke Street, Merrill, WI 54452 for Buffet Breakfast - need to *coordinate with Eagles Club for a special area for the VIPs.*

8:50 AM: State Commander and State President to judge home and business for Patriotic decorating

8:00 AM: PLACE OUT TRAFFICE CONES – FOR THE MERRILL FIRE DEPARTMENT LADDER TRUCK TO PARK ONCE PARADE IS OVER.

9:30 AM: VIPs meet at the Expo Center, 303 North Sales, Merrill, WI 54452 (**Coffee, Juice, Doughnuts in the big conference room**) Parade Participants Gather at Merrill Festival Grounds

(Safety Vest) Corey Dornbrack, Paul Kudick, Cory Schultz coordinate with John Rathke on the lining up of the parade.

9:30 AM: Parade participants start arriving the Expo Center Parking Area, 303 North Sales, Merrill, WI 54452 (number given to them for their position in the parade line-up).

9:30 AM: Vehicles being loan to start to show up.

Merrill Fire Department: Stages trucks on Sales Street (encase of an emergency) once parade is complete the “Ladder truck will be parked by the Expo Center with Flag hanging off the ladder truck with ladder in the air”

10:15 AM: Honor Guard and VIP step outside to line up for the parade

10:30 AM – 12:15 PM: March in the parade or watch the parade until finished.

Parade Route: Starting out on 2nd and Sales Street – going right Sales Street – right Highway G – down to Memorial Drive – right on Memorial Drive – right on to 6th Street – left in to the Festival Grounds.

10:00 AM - 2:30 PM: Lunch available at Merrill Expo Center (while supplies last)

12:00 PM -12:55 PM: **Merrill City Band** will play music of choice prior to ceremony starting

12:45 PM: VIP and Distinguish Guest be seated in assigned seats, check in with MC: Clyde Nelson

12:55 PM Master of Ceremonies Clyde Nelson will provide a five minute warning and welcomes the audience to settle in at 1:00 PM and will introduce State Commander to cue the State Honor Guard.

1:00 PM: Program and Awards Ceremony at Merrill Expo Center:

Opening Ceremonies: State VFW Honor Guard (will be stage in back) with Armed Forces Flags to be posted as the Armed Forces medley as the each song is played.

Master of Ceremonies will invite State Commander Michele Rathke to advance the State VFW Honor Guard to present and post the Armed Forces flag as the service medley is played (State President Faith Elford will join Michele at podium)

Michele will instruct those in attendance who served during the presentation of their service flag to stand and sing along to their service song.

City Band: will play Armed Forces Medley, starting with *U.S. Army, U.S. Marines, U.S. Navy, U.S. Air Force and U.S. Coast Guard (check on ordered played)*

Michele orders the State Honor Guard to Post the Armed Forces Flags

Master of Ceremony will call out each branch as the Armed Forces Flag is presented *(need to get the order of the music from Linda)*

State Commander Michele Rathke will order the State VFW Honor Guard to advance the colors and present to the stage and then to the audience

Master of Ceremonies Clyde Nelson will introduce Chaplin Gustafson and request the audience to uncover for the invocation.

Invocation by: Chaplain Scott Gustafson

Master of Ceremony will state: Cover

Sgt Major of the Honor Guard – will state “Present Arms” everyone renders the correct salute.

City Band: will play the National Anthem.

Sgt Major of the Honor Guard – will state “Honor Guard only..... Order Arms” everyone else holds their salute. Honor Guard post the colors..... “Honor Guard Present Arms” “Everyone order arms” *honor guard will depart to the stage area.*

Master of Ceremonies takes over and Michele is seated.

Introductions: Master of Ceremonies Clyde Nelson

Distinguished Special Guests in Attendance

Master of Ceremonies from Director Merrill Chamber, Clyde Nelson, from Merrill, WI

Veterans of Foreign Wars of Wisconsin State Commander (Merrill Residents) Michele Rathke

Veterans of Foreign Wars of Wisconsin Department President Faith Elford from Ft. Atkinson, WI

Veterans of Foreign Wars of Wisconsin Past Department President from 1991 - 1992 Marie Skic from VFW Post 1638 Auxiliary, Merrill, WI

Loyalty Day Parade Chairperson Bill Bialecki (Former City Mayor of Merrill and Past Post VFW Commander)

All-American in 2018-2019 and Captain of the All-State Team in 2014-2015 VFW Post Commander John Rathke, from Merrill, WI

Veterans of Foreign Wars Past Commander-In-Chief Hal Roesch II, from Hampton, VA

Veterans of Foreign Wars of Wisconsin National Council Member Gundel Metz from Madison, WI

Brigadier General Scott Legwold, from Waunakee, WI

City of Merrill, Mayor Steve Hass, from Merrill, WI

Wisconsin State 35th Assembly District Representative Calvin Callahan, from Tomahawk, WI

Veterans of Foreign Wars State Honor Guard

Chaplin Scott Gustafson, Merrill, WI

Merrill City Band with the direction of Linda Becker

Members of the Loyalty Day Committee, Bill Bialecki, John Rathke, Denni Radloff, Cheryl Skoug, Cody Schultz, Alicia Weix, Rick Bjorklund, John Leiskau, Kory Bennett, Christine Vorpapel, Dave Johnson, and Clyde Nelson

Any other Special Guest in the Audience: _____

(Master of Ceremony will introduce below to speaker and bio can be found in the Loyalty Day Booklet)

Proclamation's presented by: State Representative Calvin Callahan

City of Merrill Mayor Steve Hass

Guest Speakers: State VFW Commander Michele Rathke

State Auxiliary President Faith Elford

VFW Past Commander-In-Chief Hal Roesch II

Brigadier General Scott Legwold

Loyalty Day Chairperson Bill Bialecki

(The Loyalty Day Committee will assist with presentation of awards)

Awards Presentation and Thank you: VFW Post 1638 Commander John Rathke

Master of Ceremony will request everyone to stand and join in of singing God Bless America

City Band: will play "God Bless America" *if you feel comfortable please hold the person next to you hand to show unity. At the end of the song raise your hands up over your head still holding hands.*

Closing Ceremonies

Master of Ceremonies Clyde Nelson: will call on Chaplin Gustafson for the closing prayer and request the audience to uncover for the invocation

Invocation: Closing prayer by Chaplin Gustafson

Master of Ceremony will state: Cover

Master of Ceremony: will state: Sgt Major of the Honor Guard please retire the colors

Sgt Major of Honor Guard: salutes and as requested. Honor Guard retrieves the colors.

Sgt Major of Honor Guard: Once Honor Guard are at the flags will state "Present Arms" everyone renders the correct salute. "

Sgt Major of the Honor Guard – will state "Honor Guard only..... Order Arms" everyone else holds their salute. Honor Guard retires the colors.....

Master of Ceremony: once *honor guard* departs the stage area and heading down the aisle.
 "Everyone order arms"

Master of Ceremony: Thank you everyone for attending the Loyalty Day Ceremony and thank you to the Loyalty Day Committee for your time and support in making this event successful. If you would like to join in on the fun tonight, please make sure you have paid for your dinner starting at 5:00 PM at the Northwoods Veterans Post at 601 Johnson Street, Merrill.

Approximately 2:00 PM - 5:00 PM Free time - take a stroll on the River Bend Trail or drive through council Grounds State Park or take a break at your hotel or residence.

4:50 PM: VIPs return back to Northwoods Veterans Post, 601 Johnson Street, Merrill, WI 54452 for the event starting at 5:00 PM. Testimonial Roast and Celebration for State Commander Michele Rathke and State President Faith Elford.

5:00 PM: Social Hour: Testimonial Roast and Celebration at Northwoods Veterans Post, 601 Johnson Street, Merrill, WI 54452 for Michele Rathke State VFW Commander and Faith Elford State Auxiliary President.

5:45 PM: Opening of the Testimonial Roast by VFW COS Jason Dean.

Prayer by VFW State Chaplin Bill Knudson and Pledge of Allegiance by State Auxiliary Patriotic Instructor Alicia Weix

Dinner

Introduction of Head Table:

Head Table: Michele Rathke, John Rathke, Faith Elford, Robbie Elford, Marla Morgan, Bill Knudson, Jason Dean, Jason Guest, Hal Roesch, and Gundel Metz

Special Guest in the crowd:

Testimonial Roast will take place

8:00 PM: Free concert by Carl Jackson with the Barn Dance Band at Northwoods Veterans Post

POC: Bill Bialecki, 715-409-6214. John Rathke, 715-218-0440. Denni Radloff, 715-218-2661. Cheryl Skoug, 715-218-1156

The two list may be added to if needed:

Special Guest List for Friday Night Events:

1. Michele Rathke
2. Faith Elford
3. Hal Roesch
4. Gundel Metz
5. Scott Legwold

6. Bill Bialecki
7. Denni Radloff
8. Jeff Radloff
9. Clyde Nelson
10. Alicia Weix
11. John Rathke
12. Dave Johnson
13. Cheryl Skoug
14. Adam Wallace
15. Tom Heath
16. Steve Eisenhower
17. Jason Dean
18. Ron Ramos
19. Mary Ann Christopherson
20. Tina Flanagan
21. Doug Mauritz
22. Jennifer Mauritz
23. Steve Hass
24. Lisa Hass
25. Scott Gustafson
26. Calvin Callahan

VIP Guest List for Breakfast at Eagles and Expo Conference Room Area: Michele Rathke, Faith Elford, Ron Ramos, Mary Ann Christopherson, Marie Skic, Hal Roesch, Gundel Metz, Calvin Callahan, Jason Dean, Scott Legwold, Bill Bialecki, State Honor Guard, Tom Heath, Adam Wallace, Steve Eisenhower, Bill Bialecki, John Rathke, Alicia Weix, Denni Radloff, Cheryl Skoug, Clyde Nelson, and District Commanders or their representative,

TESTIMONIAL ROAST AND CELEBRATION

APRIL 29, 2023



SOCIAL @ 5:00 PM

DINNER @ 6:00 PM



For
Michele Rathke State VFW Commander
and
Faith Elford State Auxiliary President

Location: Northwoods Veterans Post
601 Johnson Street, Merrill, WI

\$25.00 payable to VFW-WI

P.O. BOX 6128, MONONA, WI 53716-0128

Deadline for tickets

Monday, April 17, 2023

ATTENDEE(S) NAME(S):

AMOUNT ENCLOSED:

Cowboy and Cowgirl Attire
For Information: 608-221-5276

BUFFET STYLE-BROASTED CHICKEN, PORK LOIN
W/GRAVY, COLESLAW, MASHED POTATOES & GRAVY, MAC & CHEESE, ROLL



Schedule of Events

7:00 AM - 10:00 AM Meet & Greet Activities:

Buffet Breakfast at Merrill Eagles Club

Judging of home and business Patriotic decorating

Parade Participants Gather at Merrill Festival Grounds

10:00 AM - 2:30 PM Lunch available at Merrill Expo Center (while supplies last)

10:30 AM Parade Steps-off from Merrill Festival Grounds:

Parade Grand Marshall Brigadier General Scott D Legwold

12:00 PM Merrill City Band - Patriotic Music Concert at Merrill Expo Center

1:00 PM Program and Awards Ceremony at Merrill Expo Center:

Opening Ceremonies: State VFW Honor Guard

Invocation by: Chaplain Scott Gustafson

Introductions: Master of Ceremonies Clyde Nelson

Distinguished Special Guests In Attendance

Proclamation's presented by: State Representative Calvin Callahan

City of Merrill Mayor Steve Hass

Guest Speakers: State VFW Commander Michele Rathke

State Auxiliary President Faith Elford

VFW Past Commander-In-Chief Hal Roesch II

Brigadier General Scott Legwold

Loyalty Day Chairperson Bill Bialecki

Awards Presentation: Post 1638 Commander John Rathke

Closing Ceremonies

2:00 PM - 5:00 PM Free time

5:00 PM Testimonial Roast and Celebration at Northwoods Veterans Post for Michele Rathke State VFW Commander and Faith Elford State Auxiliary President.

8:00 PM Free concert by Carl Jackson with the Barn Dance Band at Northwoods Veterans Post

#	TYPE OF UNIT	UNIT	Explanation
			NOTE: All Fire Trucks park on Sales Street before 2nd Street - Heading North.
			Welcome to the Veterans of Foreign Wars State of Wisconsin Loyalty Day Parade - as you watch the parade there a judges amongst the crowd to score the parade participants. The Judges in State Chaplin Bill Knudson, Past District 10 Commander George Cusick, Past Chief of Staff Bob Bohles, and Joe Ellis
1	Vehicle	Merrill City Police Department	Thank you to the men and women for controlling traffic for our Loyalty Day Parade. Protecting and serving the City of Merrill. The Merrill City Police Chief is Corey Bennett
2	Vehicle	Lincoln County Sheriff	Protecting and serving the Lincoln County Area and the Lincoln County Sheriff is Ken Schneider
3	Walking	VFW State Honor Guard	Spouses of the Veterans of Foreign Wars of Wisconsin Honor Guard support the Honor Guard at all kinds of events through the year
4	Walking	Guard	Veterans of Foreign Wars of Wisconsin Honor Guard under Command by Sergeant Major John Schultz. The State Honor Guard supports the State Commander and attends parades through out the State of Wisconsin.
5	Vehicle	VFW State Honor Guard	Vehicle in support of the State Honor Guard

6	Walking	Command	State VFW Leadership	The Veteran of Foreign Wars State of Wisconsin is under the Command of State Commander Michele Rathke (Air Force) (Merrill) and Department President Faith Elford (Ft Atkinson). Joining Commander Rathke and President Faith is Veterans of Foreign Wars Past Commander-in-Chief Hal Roesch (Air Force), National Council Member for the Veterans of Foreign Wars of Wisconsin Gundel Metz (Army). Past State Commander Cory Geisler served as State Commander for 2021-2022. (Army) The Veteran of Foreign Wars State of Wisconsin, Senior Vice Commander Ron Ramos, will be elected in 41 days to be the State Commander, according to Commander Rathke and he is a Marine. Chief of Staff Jason Dean assists Commander Rathke with special events over her command year, he is a Marine retired from Active Duty. State Surgeon Angela Thomsen is currently still serving with Wisconsin Army National Guard. State Judge Advocate George Stoeber assists the State Commander with administration actions and advises the State Leadership of procedural actions. Senior Vice President Sherrie Rosenau will be elected in 41 days according to State President Faith Elford and Junior Vice President Cheryl Woodards
7	Walking	Command	State VFW Leadership	
8	Walking	Command	Auxiliary	

9	Walking	Command	State VFW Headquarters Office	The Veteran of Foreign Wars State of Wisconsin, headquarters office is located in Madison, Wisconsin. The State Quartermaster Tom Heath is in charge of the daily operations of the Office and oversees the budget and spending of the State VFW funds. State Adjutant Adam Wallace, ensures the administration of VFW of Wisconsin and organizes the State Commander's events and correspondence. Assistant Adjutant/Quartermaster Steve Eisenhaur is assist with the daily operations. The Veteran of Foreign Wars State of Wisconsin is divided up of 10 Districts, in attendance today is District 1 Commander Manny Salas (Navy), District 2 Commander Karen Singer (Air Force), District 3 Commander Carla McAndrew (Air Force) along with her is VFW 5276 Post Commander Lester Jantzen (Army), District 4 Commander Jorge Calderon (Marine), District 6 Senior Vice Commander Frank Mesa (Army), District 7 Commander Doug Mauritz (Air Force), Past District 8 Commander Pat Moran (Army), District 9 Commander Randy Engness (Navy), District Commander 10 Jason Janecek (Army), and District 11 Commander Woody Woodworth (Navy). Commander Rathke sends a big Thank you to these District Commanders.
0	Walking	Command	VFW District Commanders	

11	Vehicle	Ladder Truck	Merrill City Fire Department	Merrill City Fire Department - Fire Chief Josh Klug
12	Vehicle	Guard	Military Order of the Cooties	Grand Commander Woody Woodards was recently elected as the Grand Commander for Wisconsin. Past Grand Commander Wayne Woodman and Past Grand Commander Tracy Woodman and Cootie of the Year for 2023 are representing the Grand Commander
13	Vehicle	Ladder Truck	Merrill City Fire Department	Thank you to the men and women for protectind and serving the Merrill City Fire Department - Fire Chief Josh Klug
14	Vehicle		Parade Marshall	
15	Vehicle	Vehicle	City of Merrill - Mayor	Mayor Steve Hass
16	Walking	Guard	VFW Post 1638 - Merrill	VFW Post 1638 and Auxiliary have hosted the Loyalty Day Parade for the Veteran of Foreign Wars State of Wisconsin. Post Commander John Rathke would like to thank the City of Merrill for helping host the parade.
17	Vehicle	Veterans	Veteran Wagon	This Patriotic Wagon is filled many veterans across the State of Wisconsin. Loud cheer for their service.

18	Vehicle	Vehicle	Tracy Jopek ?	Walter-Sgt. Ryan Jopek's 1966 Chevy truck, which was named after legendary NFL running back Walter Payton, Jopek's favorite player. After Sgt. Ryan Jopek was killed in action on Aug. 1, 2006 serving during Operation Iraqi Freedom when an improvised explosive device detonated near his convoy in Tikrit, Iraq the Merrill Community and others help restore this truck in Honor of Sgt Ryan Jopek. His mother Tracy Jopek continues to serve in honor of her son Ryan. She continues to serve in so many way through out the Merrill Community.
19		Vehicle	Merrill Area United Way	Dee Olsen is the Executive Director for the Merrill Area United Way. She would like to thank VFW Post 1638 Member Ralph Wangen for his assistance in the parade. United Way is strong supporter of veterans.
20	Vehicle	Police/Fire #2	Merrill City Fire Department	Thank you to the men and women for protectind and serving the Merrill City Fire Department - Fire Chief Josh Klug
21	Motorcycles	Riders	VFW of Wisconsin	VFW of Wisconsin Riders are under the guidance of President Manny Salas. If you are a member of the VFW or Auxiliary and love to ride your motorcycle see one of the Riders to sign up.
2	Float	Guard	VFW Post 6705	VFW Post 6705 Post Commander is Richard (Sarge) Verheyen. Denmark Community Post 6705 held the Loyalty Day Parade last year in Denmark, Wisconsin. This post is part of the District 8.

23	Walking	Guard	VFW Post 10203	VFW Post 10203 Post Commander is Terry Krueger. This post is part of the District 7.
				VFW Post 388 Post Commander is Dan Southworth. Post 388 Wausau, celebrated their 100 year anniversary supporting their veterans, community and families. This post is part of the District 7.
24	Walking	Guard	VFW Post 388	
25	Float	Guard	VFW Post 388	
				VFW Post 664 Post Commander is Leroy Wiken. Representing the post is Quartermaster Tina Flannigen. Post 664 Clintonville, celebrated their 100 year anniversary supporting their veterans, community and families. This post is part of the District 7. Post 664 earned the National Community Service Award for 2022.
26	Vehicle	Guard	VFW Post 664	
				Patriot K-9 of Wisconsin offers at no cost to qualified Veterans, we educate and train Psychiatric Service Dog Teams to have a fulfilling and meaningful life in the community of their choice. Helping veterans win the war against suicide, depression and anxiety by empowering them with the use of a service dog.
27	Walking	Animal	Patriot K-9 of Wisconsin	
28	Vehicle	Animal	Patriot K-9 of Wisconsin	
				VFW Post 6279 Post Commander is Past 7th District Commander Scott Colburn This post is part of the District 7.
29	Marching	Guard	VFW Post 6729	

30	Vehicle	Police/Fire #3	Merrill City Fire Department	Thank you to the men and women for protectind and serving the Merrill City Fire Department - Fire Chief Josh Klug
31	Vehicle	Guard	VFW Post 10262	VFW Post 10262 Post Commander Norb Strasser and just celebrated their 50 year anniversary supporting their veterans, community and families. This post is part of the District 7.
32	Vehicle	Guard	VFW Post 10262	
33	Marching	Youth	Boy Scout Troop 503	Merrill VFW Boy Scout Troop 503 is sponsored by the VFW Post 1638 have produced a lot of Eagle Scouts over the 40 years of service.
34	Vehicle	Police/Fire #1 Vehicle	Pine River Fire Department	Pine River Fire Department was established in 2005 and is a volunteer fire department. They host pig roast event each year to raise money for the fire department and to donate to local non-profit organizations through out the year.
35	Vehicle	Guard	VFW Post 1621	VFW Post 1621 Post Commander is Mike Zientek This post is part of the District 1 and the State Quartermaster's home post.
36	Walking	Youth	Merrill Busy Bees 4-H Club	Leaders Sue Kunkel and Jane Schulz of Merrill Busy Bees 4-H Club they meet on the first Monday of the month at 6:15 PM at Our Saviors Lutheran Church. 4-H is about having fun, learning, exploring and discovering. In 4-H, young people make new friends, develop new skills, become leaders and help shape their communities.

37	Vehicle	Guard	VFW Post 7308	VFW Post 7308 Post Commander is John McCoy. Pleasant Prairie Memorial Post 7308 is an All-American Post and is very active in the Kenosha, WI area.
38	Motorcycles	Guard	District Seven Riders Group	The District Seven Riders Group is for VFW Riders, Friends, and Supporters. Operating as a unit of the District 7. You do not have to ride to become a member of our group. We participate in various military and community events to assist in raising funds. District Seven Riders say "Thank you to Michele and Faith for their leadership"
39	Motorcycles	Guard	District Seven Riders Group	
40	Vehicle	Police/Fire #2 Vehicle	Pine River Fire Department	Pine River Fire Department was established in 2005 and is a volunteer fire department. They host pig roast event each year to raise money for the fire department and to donate to local non-profit organizations through out the year.
41	Marching	Guard	VFW Post 2778	VFW Post 2778 Post Commander is Wayne. Harvey Pieve VFW Post 2778 is very active in the Appleton, Wisconsin Community. This post is part of the District 8.
2	Marching	Guard	VFW Post 10406	VFW Post 10406 Post Commander is John Dehnke. Cochrane-Buffalo City VFW Post 10406 is very active in the Cochrane, Wisconsin Community. This post is part of the District 9.

[illegible]

Animal	Horse	Lincoln County Rodeo	The Lincoln County Rodeo Association, Inc. is entering our 34th season of professional rodeo. Our mission is to provide quality family entertainment and promote the sport of professional rodeo. Come and join us in Merrill WI for a weekend of action-packed western family fun. Professional Cowboys and Cowgirls from around the country compete to showcase their talents. Enjoy great food, live music, vendor and shopping for all ages. Experience the beauty of the Wisconsin Northwoods while attending the Wisconsin River Pro Rodeo. June 9-11, 2023.
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UP COMING EVENTS AT THE FESTIVAL GROUNDS

2023

May	5/4/2023	(Festival Grounds Committee Meeting) to be set by Committee
	5/4-5/6/2023	MEC Craft & Vendor Event
	5/19-20/2023	Wedding
	5/19/2023	Riders Club - Grounds
	Every Monday & Wednesday evening – Pound Classes	
June	6/1/2023	(Festival Grounds Committee Meeting) to be set by Committee
	6/2/2023	Riders Club – Grounds
	6/3/2023	Wedding
	6/9-11/2023	Rodeo
	6/16-18/23	Wedding
	6/23/2023	Riders Club – Grounds
	6/24-25/2023	Mounted Justice – Grounds
	Every Monday & Wednesday evening – Pound Classes	
July	7/6/2023	(Festival Grounds Committee Meeting) to be set by Committee
	7/7/2023	Riders Club – Grounds
	7/21/2023	Riders Club – Grounds
	7/29/2023	Quad Racing – Grounds
	Every Monday & Wednesday evening – Pound Classes	

Here you go Lori, it is in duplicate form so after we fill it out the renter keeps the white copy and we keep the yellow copy underneath and file it. We keep a hard copy book/schedule for all of our facilities and our online system (CivicRec) keeps the online schedule for people to see what is available. We keep both yet so that we are always 100% sure that we don't make a mistake with double booking something.

Like I said earlier, since we went to online reservations/registrations, we probably do 5 in person reservations to every 100 online ones.

If they have any questions you can encourage them to reach out to me - we have been reserving facilities for a very long time, and are always happy to answer questions.

Dan Wendorf
Director
Parks & Recreation
City of Merrill
(715) 536-7313
dan.wendorf@ci.merrill.wi.us
Smith Center
1100 Marc Drive, Merrill, WI 54452
www.ci.merrill.wi.us

Attachment: Dan's email with rental information (9936 : a. Parks & Recreation rental policy)

MERRILL PARK SHELTER RESERVATIONS REC. DEPT. 715-536-7313

_____ **KITCHENETTE PARK** \$70 rental fee / \$50 deposit

_____ **STANGE PARK** \$70 rental fee / \$50 deposit

_____ **OTTS PARK** \$60 rental fee / \$50 deposit
(electricity west of shelter inside gray box on utility pole)

_____ **RIVERSIDE PARK** \$60 rental fee / \$50 deposit

_____ **NORMAL PARK** \$60 rental fee / \$50 deposit

_____ **AGRA PAVILION** \$90 rental fee / \$100 deposit

Month: _____ Day: _____ Check # _____

Fee and deposit must be paid at the time the reservation is made: no reservations are taken over the phone.

Fee/Deposit paid _____ / _____ / _____ / Date Returned: _____

Shelter area reserved for:

_____ / Signature _____

Address to send refund or explanation of non-refund

_____ / Phone #: _____

Rules & Regulations: 1) Lock up electricity and water and turn off lights. 2) Shut windows (Kitchenette/Stange/Normal) 3) Clean up area and put all trash in dumpster 4) Leave park by 10:30 when park closes. **If you encounter any serious problems during your reservation time, please contact the Merrill Police Dept at 715-536-8311.**

Pick up key by: _____ **Return key by:** _____

Return the key at the Smith Center, 1100 Mare Drive, during regular office hours. If you forget to pick up your key and if an employee gets called in, you will forfeit \$25.00 of your security deposit. A refund or an explanation of non-refund will be mailed to your within 30 days. You WILL forfeit your refund if the park facilities are not left in an orderly manner. You also agree to release and hold harmless the City of Merrill against all injuries, liabilities, damages or incidental claims of any nature whatsoever resulting from the use of the premises. You can cancel your reservation up to 30 days prior to the date to be used and still receive deposit back with a cancellation fee of \$5.00

Attachment: Park & Rec rental agreement (9936 : a. Parks & Recreation rental policy)

MERRILL FESTIVAL GROUNDS – EXPO HALL AGREEMENT FOR RENTAL

By and Between CITY OF MERRILL, a Wisconsin Municipal Corporation (herein after referred to as “CITY”)

AND

Print Name, _____ (herein after referred to as “USER”)

Address _____ City _____ State _____

Home Telephone _____ Cell Phone _____ Work Telephone _____ E-Mail _____

User may utilize a licensed catering service or bring in their own food and non-alcoholic beverages. Any alcoholic beverage **SALES** require the appropriate City of Merrill License (Picnic License). User agrees to hold harmless the City of Merrill for any damages related to this agreement.

As more specifically set forth in the Terms and Conditions attached to this document and incorporated herein, CITY shall hereby let to USER and USER shall hereby lease from CITY the exclusive use of the following area(s) of the Expo Center: (See Page #2)

Type of event: _____
(If wedding, please name bride and groom)

Requested Reservation Date(s): _____

Cost of rental and related services (Per details on page 2) \$ _____

Sales tax per DOR 5.5% \$ _____

Security deposit charged in addition to cost of rental \$ _____

TOTAL AMOUNT DUE NOW: \$ _____

Agreement is entered into this _____ day of _____, 20____.

CITY OF MERRILL

RESERVED BY:

By: _____
Name: _____

By: _____
Print Name _____

RETURN PAGES 1 AND 2 ALONG WITH PAYMENT TO:
CITY OF MERRILL, 1004 E. First Street, MERRILL, WI 54452
715-539-3510

Attachment: 2023 FINAL EXPO CENTER AGREE BLANK (9937 : b. Expo Center rental policy)

FACILITIES REQUESTED FOR RENTAL **(please mark your preference)**

Expo Hall Base rate of \$450.00 per day (plus sales tax per DOR). Multiple day rentals will receive a rate of \$350.00 for second consecutive day and \$250.00 per day for each additional consecutive day. A minimum security deposit of \$250.00 is required for each rental. All daily rentals run from 6:00 a.m. – 12:00 midnight. Renter must reserve and pay for all set up time required. All partial day usage will be charged as a full day's rental fee. For events which, in the opinion of the facility management, will require additional time, labor, and logistical coordination an additional non-refundable fee of \$50.00 will be payable at the time reservations are made. Special/Larger events (four (4) days or more) will be charged at a rate agreed upon by the City of Merrill and the "User".

Expo Hall with Kitchen Base rate of \$450.00 per day (plus sales tax per DOR). Multiple day rentals will receive a rate of \$350.00 for second consecutive day and \$250.00 per day for each additional consecutive day. A minimum security deposit of \$500.00 is required for each rental. All daily rentals run from 6:00 a.m. – 12:00 midnight. Renter must reserve and pay for all set up time required. All partial day usage will be charged as a full day's rental fee. For events which, in the opinion of the facility management, will require additional time, labor, and logistical coordination an additional non-refundable fee of \$50.00 will be payable at the time reservations are made. Special/Larger events (four days or more) will be charged at a rate agreed upon by the City of Merrill and the "User".

ADDITIONAL ITEMS AVAILABLE/REQUESTED:

Rental to include:

- _____ Steel folding chairs (maximum of **500** available)
 _____ 8' folding banquet tables (maximum of **88** available)
 _____ Free-standing podium (**1** available)

Additional Charges:

- _____ Other set up required. Please specify: _____

 _____ Clean-up (\$25 per person per hour)

Additional Requests/Agreements: _____

Rental Begins: Day _____ Date _____ Time _____

Rental Ends: Day _____ Date _____ Time _____

City _____ (Initial) **User** _____ (Initial)

EXPO CENTER AGREEMENT TERMS AND CONDITIONS

1) PAYMENT

USER agrees to pay CITY the rate shown on the face of this document for the stated use of the facility, upon execution of Agreement.

2) RENTAL DEPOSIT FEE

This deposit fee shall be paid upon execution of Agreement.

3) USE OF ADJACENT FACILITIES

USER agrees to use only the designated areas and restroom facilities as indicated on cover page(s) of this agreement.

4) BANNED SUBSTANCES

USER agrees that no drugs or illegal substances of any kind shall be allowed on the premises under any circumstances. USER understands that any violation of this paragraph shall give CITY the right to terminate this Agreement without penalty to CITY and permanently bar USER, or any member or guest of USER, from the premises.

5) USE OF FACILITIES

USER agrees to use and occupy said premises in a safe and careful manner and shall comply with all applicable municipal state and federal laws, any rules and regulations as prescribed by CITY OF MERRILL.

6) DISCLAIMER

CITY assumes no responsibility for the manner in which the USER utilizes the facility which is let hereby. Any performances or other activities taking part during the time period covered by this agreement shall be under the sole and direct supervision and control of the USER or its officers, agents, employees, members, guest, patrons, or invitees. CITY assumes no responsibility for the manner in which said performances or activities are conducted and carried out.

7) LIABILITY

USER agrees to indemnify and hold CITY harmless from any and all loss, cost and expense arising out of any liability, or claim of liability, for injury or damages to persons or property sustained by anyone, by reason of the use or occupation of the facilities under this Agreement, or by any act of omission of USER or any of its officers, agents, employees, members, guests, patrons, or invitees and USER shall pay any and all damage to the property of CITY or loss or theft of such property, done or caused by such persons.

8) LOST PROPERTY

City assumes no responsibility whatsoever, for any property placed on the premises, and CITY is hereby expressly released and discharged from any and all liabilities for any loss of property that may be sustained by reason of the use of said premises under this Agreement.

9) RIGHT TO CONTROL

It is understood the City hereby reserves the right to control and manage premises and to enforce all necessary and proper rules for the management and operation of the premises and for CITY employees or other authorized representatives to enter and exercise their authority at the premises, at any time. CITY also

reserves the right, but not the duty, through its employees and representatives, to eject any objectionable person or persons from the premises and USER hereby waives any and all claims for damages against CITY or any of its representatives resulting from the exercise of this authority.

10) CANCELLATION

CITY reserves the right to cancel any scheduled rental time for any reason including, but not necessarily limited to equipment failure, or scheduling or special events. In the event of such cancellation, a mutually satisfactory later time and date will be substituted for the canceled time whenever possible. Any cancellation on behalf of USER will be penalized as follows. Notice of less than 60 days, USER is obligated to fulfill all payment terms of Agreement.

11) ASSIGNMENT

USER may assign this Agreement or any portion of this Agreement only with the prior written approval of CITY.

12) ABANDONED PROPERTY

CITY shall have the sole right to collect and have custody of all articles left in the premises by persons using the facilities under authority of this Agreement. After a period of twenty-four (24) hours, any such property shall be deemed abandoned and become the property of CITY.

13) TAXES

The fees payable under this Agreement shall not be construed to include local, state or federal sales, use, excise, personal property, or other similar taxes shall be assumed and paid for by USER.

14) ENTIRE AGREEMENT

This document constitutes the entire Agreement between the parties and supersedes all previous communications, representations, understandings and agreement whether oral or written, between the parties.

15) AMENDMENTS

This Agreement cannot be modified in any way except by a written document signed by both parties.

16) GOVERNING LAW

This Agreement shall be governed by the laws of the State of Wisconsin both as to interpretation and performance.

17) SEVERABILITY

If any provision of this Agreement is determined to be unenforceable or invalid, the remaining provisions of this Agreement shall not be effected thereby and shall remain in full force and effect.

18) FORCE MAJEURE

Neither party shall be liable for any damages, resulting from the elements, acts of God, or any other cause beyond the reasonable control of the parties.

19) SECURITY DEPOSIT

A security deposit will be required for each rental. Minimum deposit is \$250.00 for Expo Center and \$500.00 for Expo Center with Kitchen. Larger deposits may be required for certain events that have the potential to require more clean up, will produce more trash, or cause damage to the facility. Security deposit is non-refundable in the event that USER cancels event unless a written notice of more than 60 days is given. Security deposit will be returned to USER within 30 days of rental if facilities rented are returned on time in the proper condition. CITY reserves the right to deduct from deposit any expenses incurred to correct any damages or deficiencies in facilities upon return.

20) FACILITY CLEANUP

USER is responsible for all clean-up of facilities rented, including bagging all garbage produced. Rental fee includes garbage disposal after being bagged. USER will take occupancy of facility in the condition it is expected to be returned in. Entire cleanup must be performed within time allotted for rental unless prior arrangements were made OR unless facility is otherwise scheduled, user will be allowed entry to cleanup by noon on the day following the event. Additional time needed for cleanup will be billed at a rental rate of \$25.00 per hour. Facility must be returned in the same condition as received. If not \$25.00 per person per hour to clean will be charged to user.

21) NOTICES

Any notices required or permitted under this Agreement shall be in writing. Such notices shall be delivered in person or sent by registered or certified mail, return receipt requested addressed to the addressee shown on the face of the Agreement. Notice shall be effective when mailed, or upon delivery if delivered in person.

To City: send two copies

City Administrator
City of Merrill
1004 E. First Street
Merrill, WI 54452

And

City Clerk
City of Merrill
1004 E. First Street
Merrill, WI 54452

Any party making change in their address shall be responsible for notifying all other parties of the change. Notice to the addresses listed above shall be effective until such time as a change is made in accordance with this paragraph.

Save the Date!

Join us at the Merrill Fairgrounds
July 29th, 2023

Gates open @ 8 am

Registration from 9am-12pm (Pre-register online OR day of!)

Practice 12:30pm-1:30pm

Pro Practice 1:30pm-1:45pm

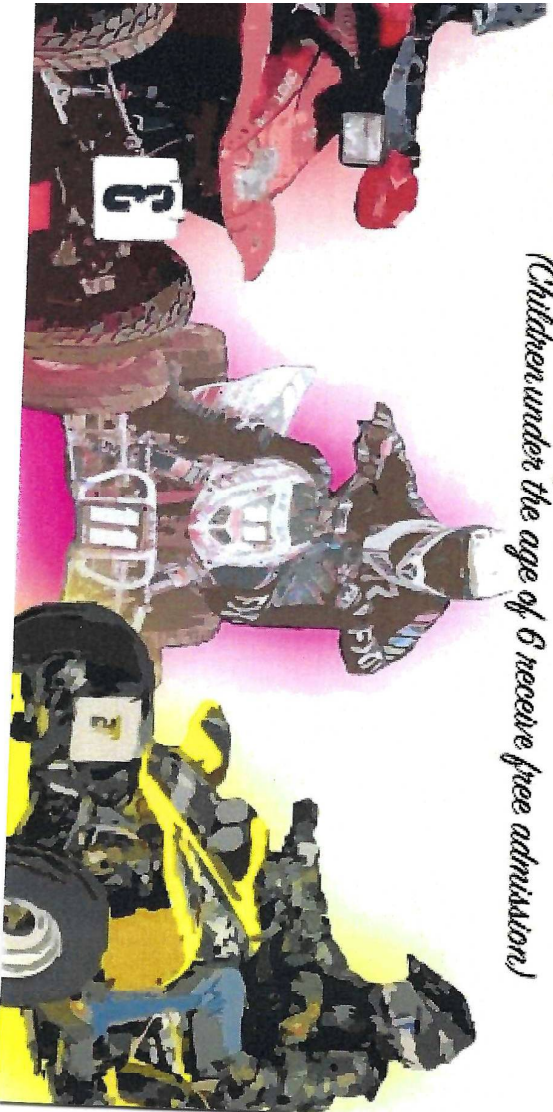
Flag drops @ 2:30pm

General Admission: \$10

Pit-Pass: \$20

Overnight Parking: \$10

(Children under the age of 6 receive free admission)



FESTIVAL GROUNDS REPORT

5-4-23

LOYALTY DAY PARADE AND CEREMONY (2 attachments)

The Program books are complete and look excellent

VFW will hand out little American flags along the parade route. Parade route clean-up is set.

Chamber bucks will be used as thank you's for contributors and participants.

Parade Units are complete and attached

Chamber will coordinate press release changes with Chantele

FLEA MARKET(S)

Jodie Malsack and her husband plan to do a spring and fall market starting this year in Sept. Jodie is an outstanding business woman and very dedicated. I am happy she is onboard.

AUCTION(S)

Auction crowds have grown to approx. 150. Producer seems quite happy and is considering doing more. Dates in July and August have been provided to him.

QUAD RACING

Continue to meet and talk with Tim English about an event this summer. It is now committed and significant progress has been made by the promoter with entries, sponsors, event times, ticketing, etc. With its success, other groups are thinking about doing competitions also and will be encouraged.

WRESTLING

It was a good show with 4 new headliners. Happy crowd arrived early and stayed late. Even had 2 cars "tailgate"! Next show is TBA.

GUN SHOW(S)

The producer was more than happy with the last show. It set attendance records for him. The City crews did a great job pushing snow for more parking with late season snows. Pressure on the gun collecting public seems to encourage more attendance.

MOUNTED SHOOTING

The event was happy and successful. It should be an annual event now.

FACILITY ITEMS

Dented wall of Sell Building may indicate car bumpers should be installed

Podium/Stage has been placed on the west wall of the Expo. So far one wedding and Loyalty Day will use it. Other events may use (TBD) it but some will require its removal. It has not hindered other activities.