



CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
AGENDA • THURSDAY, MAY 9, 2024

Regular Meeting

City Hall Council Chambers

6:00 PM

To attend remotely, call 319-382-9672 PIN 333 691 177 #

I. Call to Order

II. Consider approving minutes from the previous meeting

1. Minutes from the March 7th meeting.

III. General Agenda Items for Consideration

1. Fair Update
2. Rodeo Update
3. Permanent Vendor Update
4. Food Truck-a-Palooza update
5. Calendar of Events
6. Discuss and consider camping options for August 15, 16, and 17th. Powerhouse has a Paws for a Cause steak cook-off competition and is interested in renting all 20 sites.
7. Discuss and consider the lease of the Merrill Festival Grounds between the City of Merrill and the Lincoln County Fair Association.
8. Discuss and consider a request from Jeremy Lee regarding using a building on the Festival Grounds for a non-profit organization to build bunk beds for less fortunate children.

IV. Monthly Reports

1. Monthly Report - Festival Grounds Manager Bjorklund
2. Consider placing monthly reports on file

V. Public Comment

VI. Date and Time of Next Meeting - Thursday, June 6 at 6:00 pm

VII. Adjournment

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at (715) 536-5594.

**CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
THURSDAY, MARCH 7, 2024 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 6:00 PM**

- I. **Call to Order:** Mayor Hass called the meeting to order at 6:00 pm.
Present: Mayor Hass, Alderperson Rick (remote), Alderperson Sabatke, Becker, Henrichs
Excused: Alderperson Michael Caylor
Absent: Becky Meyer
Others present: David Buck, City Clerk Anderson-Malm, Merrill Community Media
- II. **Consider approving minutes from the previous meeting:**
 1. **February 1st meeting minutes** - Alderperson Rick made a motion to approve the minutes from the February 1st meeting. Alderperson Sabatke seconded and the motion passed.
- III. **General Agenda Items for Consideration:**
 1. **Fair Update** - Brad Becker gave the Fair update.
 2. **Rodeo Update** - George Henrichs gave the Rodeo update.
 3. **Permanent Vendor Update** - There was no permanent vendor update.
 4. **Calendar of Events** - The calendar of events was included in the packet.
 5. **Continued discussion on offering discounts to organizations to use the Festival Grounds** - There was no action and it was recommended to remove this from future agendas.
 6. **Continued discussion and update on campgrounds at the Festival Grounds** - Mayor Hass gave an update.
- IV. **Monthly Reports:**
 1. **Monthly Report - Festival Grounds Manager Bjorklund** - Festival Grounds Manager Bjorklund gave a brief update.
 2. **Consider placing monthly reports on file** - Alderperson Sabatke made a motion to place the monthly report on file. Alderperson Rick seconded and the motion passed.
- V. **Public Comment:** There was no public comment.
- VI. **Date and Time of Next Meeting - Thursday, April 4 at 6:00 PM:**
- VII. **Adjournment:** Alderperson Rick made a motion to Adjourn. Alderperson Sabatke seconded and the motion passed. The meeting was adjourned at 6:10 pm.

Minutes respectfully submitted by City Clerk Anderson-Malm

UP COMING EVENTS AT THE FESTIVAL GROUNDS

2024

May	5/2/2024	(Festival Grounds Committee Meeting) to be set by Committee
	5/4-5/2024	Wedding
	5/11/2024	Lange Auction
	5/18/2024	Food Truck-a-Palooza
	5/25/2024	Quinceañera
	5/31/2024	Riders Club Every Monday & Wednesday evening – Pound Classes
June	6/6/2024	(Festival Grounds Committee Meeting) to be set by Committee
	6/7-9/2024	Rodeo
	6/14/2024	Riders Club
	6/22/2024	Wedding
	6/28/2024	Riders Club Every Monday & Wednesday evening – Pound Classes
July	7/11/2024	(Festival Grounds Committee Meeting) to be set by Committee
	7/12/2024	Riders Club
	7/13/2024	Quinceanera
	7/20-21/2024	Mounted Justice
	7/26/2024	Riders Club Every Monday & Wednesday evening – Pound Classes

August 2, 2023

A LEASE OF THE MERRILL FESTIVAL GROUNDS BETWEEN THE CITY OF MERRILL AND THE LINCOLN COUNTY FAIR ASSOCIATION

This agreement, made and entered into as of 8-4-23, by and between the City of Merrill, Wisconsin, a municipal corporation, hereinafter called the Lessor, and Lincoln County Fair Association whose mailing address is P.O. Box 921, Merrill, WI 54452 hereinafter called the Lessee(s).

WHEREAS, the Lessor owns and operates the Merrill Festival Grounds (hereinafter the "Grounds") and Lessee is desirous of leasing, for 30 days in July or August from the Lessor, a certain parcel of land at the Merrill Festival Grounds, hereinafter more fully described, for the purpose of providing the annual exposition known as the Lincoln County Fair;

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, the Lessee does hereby lease from the Lessor the following premises, rights, and easements upon the following terms and conditions.

1. **Property Description:** Part of Certified Survey Map No. 2459, as recorded in the Lincoln County Register of Deeds Office, Lincoln County, Wisconsin, except those areas previously leased to service and similar organizations, as well as the public area delineated on the attached map.
2. **Building Construction.** The Lessee shall have the right to erect and alter temporary buildings or structures upon the premises providing such buildings or structures conform to the building code requirements of the Wisconsin Department of Safety and Professional Services, pertinent provisions of any local ordinance in effect, and the work is performed by properly licensed contractors. All plans for such buildings or structures shall be reviewed and approved in writing by the Lessor prior to erection.
3. **Term.** This lease commences on 8-4-23 and will continue for 1 year from said date, and shall be automatically renewed from year to year, January 1st through December 31st thereafter. This agreement shall be reviewed yearly for a period of three years after inception, and, if renewed, every three years thereafter and rent/conditions adjusted. The original term of this lease commences 14 days prior to the opening date of the 5 – day fair and ends 11 days after the final date of the fair. Lincoln County Fair Association agrees to work with and cooperate with any organization that may require usage of the grounds during the thirty (30) day period of this lease.
4. **Rent.** Lessor shall charge \$2,500.00 plus utilities for the thirty (30) day period that the grounds are leased by Lincoln County Fair Association. Lincoln County Fair

August 2, 2023

Association is also responsible for all utility payments, provision of paper products, cleanup of grounds/buildings, and repair of damages above and beyond normal wear and tear on the Festival Grounds and/or facilities.

Lincoln County Fair Association shall also, in consideration of the City allowing the Lincoln County Fair Association to use the Cattle Barn for storage of its personal property, winterize the Cattle Barn, including emptying and "blowing out" water lines, water heaters, etc., after the Fair has concluded, and before October 15th of each year. Merrill Water Utility will discontinue water service on or about October 31st.

Lincoln County Fair Association shall install, at its sole expense if desired, ventilation fans in the Cattle Barn building, which shall become property of the City of Merrill.

Lincoln County Fair Association, with proper permits and licenses, shall be allowed to sell beer in the Grand Stand during the Grand Stand performances.

5. **Use of Certain Equipment.** Lincoln County Fair Association owns picnic tables, garbage cans, fencing, and cement barriers which may be used by other organizations upon request.
6. **Non-Exclusive Use.** The Lessee shall have the right to the exclusive use of the parking areas, appurtenances and improvements; the right to install, operate, maintain and store, subject to the approval of the Lessor in the interests of safety and convenience of all concerned, all equipment necessary for the safe operation of the Lincoln County Fair; the right of ingress to and egress from the premises, which shall also extend to Lessee's employees, guests and patrons; the right, in common with others authorized to do so, to use common areas of the Merrill Festival Grounds.

Any organization, not part of the Lincoln County Fair Association, wishing to vend during the Lincoln County Fair, shall be required to sign an agreement with the Lincoln County Fair Association stating they will abide by the rules, regulations and exclusives stated in said agreement. Failure to sign would result in a conflict of interest with the Lincoln County Fair Association and will not be allowed to be open and/or vend during the fair. This does not include the seven (7) vendors selling from their stands, specifically: Lincoln County 4-H, St. John Church, St. Francis Church, Fraternal Order of Eagles Merrill Aerie #584, Veterans of Foreign Wars (VFW), Merrill Lions Club, and Optimist Club.

This lease is expressly subject to the Lease Agreements between the City of Merrill and other civic/benevolent organizations ~~listed in (c) above~~. No fees, rents, or similar charges shall be assessed by the Lincoln County Fair Association to those organizations during the term of this agreement, *unless agreed upon.*

7. **Laws and Regulations.** The Lessee agrees to observe and obey during the term of this lease all laws, ordinances, rules and regulations promulgated and enforced by the Lessor, and by other proper authority having jurisdiction over the conduct of operations at the Merrill Festival Grounds.

FESTIVAL GROUNDS REPORT

05-09-24

FOOD TRUCK EVENT

Hallie has done an excellent job getting the event off the ground. She has identified 25 possible vendors and established a list of potential sponsors.

Hallie has good acumen for events. She has a good feel for the variables and nuances that events present to producers and is flexible in her planning.

CHURCH AND RELIGIOUS SERVICES

The Anabaptist event this past weekend graciously changed their move-in from 5pm to 8pm at the last minute when we told them the building was not available as planned. I was a nice presentation and teaching event that likes the building very much. Other Amish services also like the building and have help spread the word in that community to use the Expo.

AUCTION(S)

The shows have had almost 200 attendees and the last 2 have been close to 250. Lange Auctions has spoken with an additional 6 estates and will be producing more events in the future. The Auction seems to have adapted to the reduced move time we have given it.

TRINITY PTA

Trinity Church PTA conducted their Auction, raffle and fund raiser. It was successful and Lange Auction did the volunteer auction for them. The building was quite warm at move-in so they were given the key for the AC control by City management. That is a good policy and I would recommend that the AC key be included on the promoter's key ring.

QUAD RACING

Event on July 29. Tim English and his family have done an excellent job. With its success, other groups have been spoken to and are thinking about doing competitions also. We will help Tim make some adjustments in dirt and jumps that will reduce gravel. We will also help them become aware of Tourism grants from the Chamber.

WRESTLING

The last wrestling show was well received by the audience. The promoter was hoping for 200+ people but the crowd was closer to 150. Ryan Schwartzman has helped the event raise significant sponsor dollars which has kept the show coming back.

GUN SHOW(S)

The producer was more than happy with the last show. All booth space has been sold out with a waiting list. I talking with many vendors, they are very happy that the show moved to Merrill from Wausau.

FLEA MARKET

I have met a number of times with Jodi for her planning for the next Flea Market and she seems well prepared for another successful event.

MOUNTED SHOOTING

The past event was happy and successful. It should be an annual event now and we will try to help them with possible grants from Tourism. They formed a working relationship with the Merrill Rider's Club which should help both organizations.

QUINCINEROS/WEDDINGS

Almost half of the facility walk-throughs are now for Quincineros events. Word has spread through the Hispanic community that our facilities are excellent and welcoming. Weddings continue to be a mainstay and universally are happy with the facilities. We have done many showings and walk throughs on the weekends and in the evening. Brides like to bring back their wedding party, family and DJ's to help finalize their plans.

We are looking at content and facilities for potential camping and will help the city departments as needed.