



**CITY OF MERRILL**  
**FAIRGROUNDS COMMITTEE**  
**AGENDA • THURSDAY, FEBRUARY 20, 2025**

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**Regular Meeting**  
**- Revised Date**

**City Hall Council Chambers**

**6:00 PM**

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To attend remotely call 260-227-7074 PIN 781 628 680 #

**I. Call to Order**

**II. Consider approving minutes from the previous meeting**

1. Minutes from the October 3, 2024 meeting

**III. General Agenda Items for Consideration**

1. Fair Update
2. Rodeo Update
3. Permanent Vendor Update
4. Calendar of Events
5. Discuss and consider the Expo Center kitchen rental fee.
6. Discuss and consider a rate fee increase for the Expo Center.
7. Consider the best use for the grounds in front of the grandstand.
8. Update on improvements for 2025.

**IV. Monthly Reports**

1. Monthly Report - Fairgrounds Coordinator Savall
2. Consider placing monthly reports on file

**V. Public Comment**

**VI. Date and Time of Next Meeting - Thursday, March 6th 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  
FAIRGROUNDS COMMITTEE  
THURSDAY, OCTOBER 3, 2024 MINUTES  
REGULAR MEETING-REVISED 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 A. Caylor, Alderperson M. Caylor, Alderperson Lass, Brad Becker  
Present Not Voting: Festival Grounds Manager Rick Bjorklund, City Attorney Thomas Hayden, City Administrator/Public Works Director/City Engineer Rod Akey, City Clerk Anderson-Malm, Merrill Community Media  
Excused: George Henrichs, Becky Meyer
- II. **Consider approving minutes from the previous meeting**
  1. **Minutes from the September 5th meeting.** - Alderperson A. Caylor motioned to place the minutes on file. Alderperson M. Caylor seconded and the motion passed.
- III. **General Agenda Items for Consideration**
  1. **Fair Update** - Brad Becker updated the committee.
  2. **Rodeo Update** - There was no update.
  3. **Permanent Vendor Update** - There was no update.
  4. **Calendar of Events** - This was included in the packet. Some of the events were highlighted.
  5. **Review and discuss fees for fairground rentals** - The committee discussed the fees for fairground rentals. Following the discussion, Alderperson M. Caylor motioned to accept the rates for 2025. Alderperson A. Caylor seconded and the motion passed.
  6. **Discuss and consider the trees on Memorial Drive and the fence installation.** - City Administrator Akey provided information to the committee regarding the trees on Memorial Drive and the possible removal of them before the fence installation. The committee discussed options for clearing out some of the trees without removing all the trees. Following the discussion, Alderperson Lass motioned to remove the red pine trees on Memorial Drive before the fence installation. Brad Becker seconded and the motion passed on a 3/2 roll call vote. Alderperson M. Caylor and Mayor Hass voted no. It was requested this item be forwarded to the October 12th Common Council agenda.
  7. **Campgrounds - update and discussion** - Mayor Hass and City Administrator Akey provided an update regarding the campground area.
- IV. **Monthly Reports**

1. **Monthly Report - Fairgrounds Manager Bjorklund** - The report was included in the packet. Fairgrounds Manager Bjorklund stated the snowmobile event is a rubber tire event.
2. **Consider placing monthly reports on file** - Alderperson M. Caylor motioned to place the report on file. Alderperson Lass seconded and the motion passed.

**V. Public Comment** There was no public comment.

**VI. Date and Time of Next Meeting - Thursday, November 7th at 6:00 pm** The November meeting was changed to Call of the Chair.

#### **VII. Closed Session**

1. **The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85 (1) (c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; discuss the Fairgrounds Manager position, contract terms, and related matters.** - Mayor Hass read the closed-session language. Alderperson M. Caylor motioned to enter into a closed session. Alderperson A. Caylor seconded and the motion passed on a 5/0 roll call vote. The closed session included: Mayor Hass, Alderperson Lass, Brad Becker, Alderperson M. Caylor, Alderperson A. Caylor, City Attorney Hayden, City Administrator Akey, Fairgrounds Manager Bjorklund, Alderperson Meyer and City Clerk Anderson-Malm.

City Clerk Anderson-Malm recorded minutes without objection. The committee discussed the Fairgrounds Manager position and contract terms.

#### **VIII. Reconvene in Open Session**

1. **The Committee may reconvene in open session for possible action related to the closed session item.** - The committee did not reconvene in open session.

**IX. Adjournment** The committee adjourned from the closed session. Alderperson M. Caylor motioned to adjourn. Alderperson A. Caylor seconded and the motion passed. The meeting was adjourned at 6:50 pm.

Minutes submitted by City Clerk Anderson-Malm  
*Minutes are in draft form until approved at the next scheduled meeting.*

## UP COMING EVENTS AT THE FAIR GROUNDS

### 2025

<b>February</b>	2/1/2025	Pine Crest Town Hall meeting
	2/1/2025	Winter Race
	2/6/2025	(Festival Grounds Committee Meeting) to be set by Committee
	2/22/2025	Winter Race
	2/22/2025	Lange Auction
<b>March</b>	3/6/2025	(Festival Grounds Committee Meeting) to be set by Committee
	3/7-3/8/2025	Gun Show
	3/22/2025	Little Lakes Banquet
<b>April</b>	4/3/2025	(Festival Grounds Committee Meeting) to be set by Committee
	4/5/2025	Craft and Vendor Show
	4/25-26/2025	Trinity PTO Auction

## February 2025 Report -

I have begun familiarizing myself with the Fairgrounds, Outbuildings, and the Expo Center.

I have had a tour with a family for their event in June.

I am getting an official capacity number for the Expo Center. I have different numbers and would like to make sure we advertise the correct capacity.

I am working on updating the website to have more information on the expo and the fairgrounds.

I am working with Krista to update the contract for the Expo center and the contract for the fairgrounds -.

The Food Truck-a-Palooza planning is going well. I have several trucks lined up and more interest every day.

Below is a list of ideas I would like to see come to the Grounds. I am happy to see the Zurko Flea Market coming to the grounds 3 times this summer. Hopefully this will be a regular event. I did bring this list to this committee in July of 2023 but it still applies.

Motorcycle Rodeo -

Outdoor Flea Market -

Concert events indoor/grandstand/under a tent -

Regional Cornhole tournament

Regional Dart Tournament

Regional Pool Tournament

Snowmobile/atv/utv swap meet

Continued Quad Race events

Auctions indoor/outdoor

Community Pig Roast and concert

Sportsmans showcase Expo (hunting, fishing, camping) maybe Fall or Spring to be able to have boats/campers stationed outside.

City Fundraisers and events (Catered, Bartenders)

Block Party Weekend/Music festival, food trucks, open food buildings on midway, 2 days/evenings of music and fun with local bands.

Early summer car show

Stand alone tractor pull

Comedy show

Dueling pianos

Trunk or Treat - (Halloween event)

Finding sponsors or hosts of these events will be my main goal. Some the City could do/run but without the funding this would be difficult.

Some ideas are great with correct posting and marketing strategies.

I also think that if we start doing music and evening events within the expo center, we should think about having bartenders included/available with the event. (I do have a select few

bartenders that would be open to do this.) It is also an option to have a non profit -ex. (Special Olympics) to have the first option to get a picnic license and sell beverages at these events.

I look forward to working with all of you on this committee and am excited to see what we can bring to Merrill.

Respectfully Submitted,  
Hallie Savall  
Fairgrounds Coordinator