



**CITY OF MERRILL**  
**FAIRGROUNDS COMMITTEE**  
**AGENDA • THURSDAY, APRIL 3, 2025**

**Regular Meeting**

**City Hall Council Chambers**

**6:00 PM**

To attend remotely call 929-266-2052 PIN 970 230 211 #

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
  1. February 13th and 20th meeting minutes
- 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 for future events.
  6. Discuss and consider green space at the Fairgrounds during the fair.
- 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, May 1st 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, FEBRUARY 20, 2025 MINUTES  
REGULAR MEETING - REVISED DATE 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, D2 Alderperson Caylor, D1 Alderperson Caylor, Brad Becker, D5 Alderperson Holdorf, Becky Meyer  
Present Not Voting: Social Media Specialist/Fairgrounds Coordinator Hallie Savall, City Administrator/Public Works Director/City Engineer Rod Akey, City Attorney Thomas Hayden, City Clerk Anderson-Malm  
Excused: Rodeo rep George Henrichs  
Others present: Henry and Cloe Savall, Cindi Christiansen, Sue Kunkel, Merrill Community Media
  
- II. **Consider approving minutes from the previous meeting**
  1. **Minutes from the October 3, 2024 meeting** - Alderperson M. Caylor motioned to place the minutes on file. Alderperson A. Caylor seconded and the motion passed.
  
- III. **General Agenda Items for Consideration**
  1. **Fair Update** - Brad Becker updated the committee. He stated there are more vendors and mentioned Vic Ferrari will be playing at the Fair this year. All is ahead of schedule.
  2. **Rodeo Update** - No update.
  3. **Permanent Vendor Update** - Becky Meyer updated the committee. She mentioned renting a larger tent between the two permanent vendor stands (St. John and St. Francis) due to the lack of space to sit for eating.
  4. **Calendar of Events** - This was included in the packet.
  5. **Discuss and consider the Expo Center kitchen rental fee.** - FG Coordinator Savall provided information at the meeting. It was decided that this would be included on the next agenda for further discussion.
  6. **Discuss and consider a rate fee increase for the Expo Center.** - Additional information was provided at the meeting. Following discussion, Alderperson M. Caylor motioned to increase the fee, starting with 2026 bookings, to \$500/\$400/\$300. Alderperson Holdorf seconded and the motion passed.
  7. **Consider the best use for the grounds in front of the grandstand.** - CA Akey provided information to the committee. It costs \$5,000 to put sand on and take the sand off on the grounds in front of the Grandstand. Following the discussion, Mayor Hass motioned to remove the sand in front of the

Grandstand on Thursday of the Fair for the remainder of the year.  
Aldersperson A. Caylor seconded and the motion passed.

8. **Update on improvements for 2025.** - CA Akey informed the committee about the following improvements: the fence donated by the Rodeo will be installed, the southwest bathroom will be reconfigured with 2 showers being added, weave will be added to the fence for esthetics, the Armory will be purchased, and electrical updates will be completed.

#### **IV. Monthly Reports**

1. **Monthly Report - Fairgrounds Coordinator Savall** - The report was included in the packet; there were no additional questions.
2. **Consider placing monthly reports on file** - Aldersperson A. Caylor motioned to place the report on file. Aldersperson Holdorf seconded and the motion passed.

#### **V. Public Comment** None.

**VI. Date and Time of Next Meeting - Thursday, March 6th at 6:00 pm** The March meeting will be Call of the Chair.

**VII. Adjournment** Aldersperson Holdorf motioned to adjourn. Aldersperson M. Caylor seconded and the motion passed. The meeting was adjourned at 6:18 pm.

Minutes submitted by City Clerk Anderson-Malm

*Minutes are in draft form until approved at the next scheduled meeting.*

**CITY OF MERRILL  
FAIRGROUNDS COMMITTEE  
THURSDAY, FEBRUARY 13, 2025 MINUTES  
REGULAR MEETING - REVISED DATE CITY HALL COUNCIL  
CHAMBERS 6:00 PM**

- I. **Call to Order** The meeting could not take place due to a lack of a quorum.  
Present: Mayor Hass, D1 Alderperson Caylor, D5 Alderperson Holdorf  
Present Not Voting: Social Media Specialist/Fairgrounds Coordinator Hallie Savall,  
City Administrator/Public Works Director/City Engineer Rod Akey, City Attorney  
Thomas Hayden, City Clerk Anderson-Malm, and Merrill Community Media  
Excused: D2 Alderperson Michael Caylor, Brad Becker, Rodeo rep George  
Henrichs, Becky Meyer
  
- 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**

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>April</b>	4/3/2025	(Festival Grounds Committee Meeting) to be set by Committee
	4/5/2025	Craft and Vendor Show
	4/12/2025	Lange Auction
	4/25-26/2025	Trinity PTO Auction
<b>May</b>	5/1/2025	(Festival Grounds Committee Meeting) to be set by Committee
	5/10/2025	Zurko Flea Market on grounds
	5/10/2025	Wedding
	5/17/2025	Food Truck-a-Palooza
	5/22-23/2025	Anabaptist Ministries event
	5/30/2025	Rider's Club
<b>June</b>	6/5/2025	(Festival Grounds Committee Meeting) to be set by Committee
	6/6-8/2025	Rodeo
	6/13/2025	Rider's Club
	6/21/2025	Wedding
	6/27/2025	Rider's Club
	6/28/2025	Rider's Club all day event
	6/28/2025	Quinceañera

Kitchen Rental Fee –

Currently \$0 cost for renting the kitchen. The Security deposit does increase from \$250 to \$500 but they get that money back.

I propose that we charge \$50 for use of the kitchen (that fee would be for the entirety of their rental) and drop the deposit down to a flat rate of \$250. I'm not opposed to a \$500 deposit for the rental, my issue is that we don't take credit cards for the rentals and people don't always have that money at hand.

Expo Center Rate Fee –

The rental fee has been the same for at least 6 years while others in the community have increased their prices, we have not. The cost of running the building has increased and we need to make up for some of that. Currently, (if possible) we allow those renting the facility to come in the night before their rental and set up and they are also able to come in the day after their rental and take down/clean up. I feel that coming in the night before is a bonus. I do think we can charge for coming the day after to come in. \_\_\_\_\_

Currently the rates are \$450 for the first day, \$350 for the 2<sup>nd</sup> consecutive day and \$250 per day for each additional day.

I propose a \$50 increase to each day occupied. (\$500, \$400, \$300) This will not affect those who have already booked.

I also see several locations that charge a \$50 fee (at least) to come in and clean on Sundays for an event they have on Saturdays. They would need to be out by noon on Sunday. Right now we don't charge to come in on Sundays to clean up.

Comparing our facility with the Merrill Town Hall, they charge \$450 for a non-resident for a wedding or corporate gathering. They also charge \$50 for coming in on Sunday to clean. We have a larger facility that can accommodate more people.

## April 2025 Fairgrounds Coordinator Report

I have had a few tours with bookings for the Expo Center.

Here is the official capacity number for the Expo Center. These were calculated by Joe Bozinski.

Standing Room - 2,337

Theatre seating (chairs only) - 1,670

Tables and Chairs - 779

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 25 food trucks lined up and 35 Craft and vendors. We are looking for more craft vendors. Food trucks are at capacity for this year. Sponsorship money is still coming in and that is going well.

### Kitchen-

We met with Mike Mandli from the Lincoln county health dept.

If its a private event - wedding - birthday party - you dont need a license.

If serving to the public and charging for it - you need a transient license -

Polka Dotted Pie - D&K lunch wagon etc.

I propose a \$50 add to the total rental fee if using the kitchen.