



**CITY OF MERRILL**  
**FESTIVAL GROUNDS COMMITTEE**  
**AGENDA • THURSDAY, FEBRUARY 1, 2024**

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**Regular Meeting**

**City Hall Council Chambers**

**6:00 PM**

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To attend remotely, call 414-882-6768 PIN 789 116 287 #

- I. Call to Order
- II. Consider approving minutes from the previous meeting:
  1. Minutes from the November 2nd meeting
- III. General Agenda Items for Consideration:
  1. Fair Update
  2. Rodeo Update
  3. Permanent Vendor Update
  4. Calender of Events
  5. Discussion on promoting the Festival Grounds:
    - a. Update and discussion on Food-Truck-a-Palooza on May 18, 2024
    - b. Update and continued discussion on camping
  6. Discussion on offering discounts to organizations to use the Festival Grounds
- 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, March 7 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, November 2, 2023 MINUTES**

**Regular Meeting      City Hall Council Chambers      6:00 p.m.**

Members Present: Mayor Steve Hass, Alderperson Steve Sabatke and Alderperson Mike Rick (remote). Bryan Bloch was excused. Alderperson Michael Caylor, Brad Becker and Becky Meyer were absent.

Others Present: City Clerk Anderson-Malm, City Attorney Hayden, Festival Grounds Manager Bjorklund, Arnie Lange and Merrill Community Media video operator.

- I. **Call to Order** - Chair Hass called the meeting to order at 6:00 p.m.
  
- II. **Minutes from previous meeting** – Alderperson Sabatke made a motion to approve the minutes from the September 7th meeting. Alderperson Rick seconded and the motion carried.
  
- III. **Agenda Items for Consideration:**
  1. **Fair Update** – no update given
  
  2. **Rodeo Update** – no update given
  
  3. **Permanent Vendor Update** – no update given
  
  4. **Calendar of Events** – The calendar was included in the packet. There is a conflict with the Quilt Expo and the Lincoln County Fair in August 2024. Mayor Hass will discuss with Fair Rep Becker.
  
  5. **Discussion on promoting the Festival Grounds:**
    - a. **Update and discussion on Food Truck event May 18, 2024** – Mayor Hass reported on the progress Hallie Savall has made with this event. Twenty food truck operators have been contacted. The Corn hole Tournament has a promoter to handle this event. The Sawmill Brewery and VFW have been contacted regarding beverages. Incredible Bank will donate a tent for the tournament. There are a number of other items that are being worked on for this event. Continued information will be provided at the next meetings.
  
- IV. **Monthly Reports:**
  - Monthly Report – Festival Grounds Manager Bjorklund** – The report was provided at the meeting. Festival Grounds Manager Bjorklund highlighted some of the items on his report. He also thanked Hallie Savall, Arnie Lange and volunteer groups that help the promoters and events.

Alderperson Rick made a motion to place his report on file. Alderperson Sabatke seconded and the motion carried.

- V. **Public Comment** – Arnie Lange from Lange Auction Realty made a public comment regarding setting up for his events.
- VI. **Establish date and time of next meeting** – The next meeting will be the Call of the Chair
- VII. **Adjournment** – Alderperson Rick made a motion to adjourn. Alderperson Sabatke seconded and the motion carried. The meeting was adjourned at 6:24 PM

Minutes prepared by: Lori Anderson-Malm City Clerk

## **UP COMING EVENTS AT THE FESTIVAL GROUNDS**

### **2024**

<b>February</b>	2/3/2024	Lange Auction Every Monday & Wednesday evening – Pound Classes
<b>March</b>	3/1-2/2024	Gun Show
	3/14-15/2024	Lincoln County Economic Summit
	3/23/2024	Wedding Every Monday & Wednesday evening – Pound Classes
<b>April</b>	4/12-13/2024	Trinity PTO Auction
	4/26/2024	Anabaptist Health Ministries Business Event Every Monday & Wednesday evening – Pound Classes

## February Food Truck Update

I don't have much to update this month with the large update from January.

I am excited to see craft and vendors mailing in their applications. Newschannel 9 shared the event on their facebook page and that brought in quite a bit of inquiries about all aspects of the event. It also doubled our followers in a day which has more people interested in the event.

Rick and I met Wednesday Jan. 24 and came up with a game plan to follow up with sponsors to get a definitive answer so we know where we are budget wise. I will send out another round of sponsorship letters and we will follow up in person within 2 weeks. This will give them time to decide and allow us to come up with a game plan if we don't get the amount we need. Minimum of \$7000. I do need to get \$1000 to reserve the tents. I am in the process of doing that now.

I feel we have a great start and will have more trucks and vendors in the coming weeks.

Thank you,

Hallie

Needs	Estimated Price	Reason	Contact
<b>60x80 Tent</b>	\$2,400	Cornhole Tournament - 40x80 is not wide enough	Everest Party Rentals
<b>40x80 Tent</b>	\$1,450	For Dining and entertainment	Everest Party Rentals
<b>20x20 Tent</b>	\$325	Beverages	Everest Party Rentals
<b>Advertisement</b>	\$500	Adding to the foto news silver sponsorship to broaden our reach for newspaper ads.	Jennifer Gartmann
<b>Radio Entertainment</b>	\$1,000	for WIFC and WDEZ to each be there for 2 hours - 11-3	Cameo Almi
<b>Brad Emanuel - music</b>	\$500	330-7 live music	Brad Emanuel
<b>Cornhole manager</b>	\$300	Jordan will run the Cornhole event	Jordan Steltenpohl
<b>Cornhole payback 200%</b>	up to \$1600	I would like to match the entry fees to payback for the tournament. This will bring in more players if there is money added. We can always add a lesser amount as well. This is just how much it would be if we have 40 teams at \$40 per team entry.	Hallie
<b>ATM on site</b>	Unknown	Im not sure of who to contact for this. Will	Hallie

			get info soon.	
	<b>Garbage</b>	Unknown	I would like to use the city garbages if possible. Unkown how much this will cost for use and removal.	Hallie
	<b>Banners, Flyers and posters</b>	Unknown	I will work with Tammy from Premiere about creating the banners and layout for the posters	
	<b>Possible kids games</b>	unknown	Hoping to have a few things for the kids to do	Hallie
	<b>Food Trucks</b>	\$0	They will be bringing in money. \$25 Fee per truck space	Hallie
	<b>Vendors</b>	\$0	They will be bringing in money. \$25 Fee per vendor space	Hallie
	<b>Security</b>	\$0	Police Chief Bennett stated that they will be present.	Hallie
	<b>Beverages</b>	\$10 Picnic License	Zach Kubicheck will run the beverage tent. We will pay for the picnic license that the Chamber will hold for the event	