



CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
AGENDA • THURSDAY SEPTEMBER 2, 2021

Regular Meeting

City Hall Council Chambers

6:00 PM

To attend remotely, call 904-580-8758 and PIN 259 484 768 #.

- I. Call to Order
- II. Agenda Items for Consideration:
 1. Discuss Festival Grounds rental contracts
 2. Review and discussion of 2022 Operating and Capital Budget requests
 3. Rodeo Update
 4. Fair Update
 5. Calendar of Events
- III. Monthly Reports:
 1. Festival Grounds Manager Bjorklund
 2. Permanent Vendor Rep. Caylor (Verbal Report)
- IV. Public Comment Period
- V. Establish date, time and location of next meeting
- VI. Adjournment

September

Discuss Festival Grounds rental contracts (Attachment)

Review and discussion of 2022 Operating and Capital Budget requests (Attachment)

Rodeo Update

Fair Update

Calendar of Events (Attachment)

Festival Grounds Manager Report – Bjorklund (Attachment)

Food Vendor Report – Caylor (Attachment)

Attachment: Agenda Items (8258 : Discuss Festival Grounds rental contracts)

MERRILL FESTIVAL GROUNDS LEASE AGREEMENT AND FEE SCHEDULE

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 Festival Grounds: (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 and 3) \$ _____

Sales tax per DOR 5.5% \$ _____

Security deposit charged in addition to cost of rental \$ _____
(Due upon execution of agreement)

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, 2 AND 3 ALONG WITH PAYMENT TO:
CITY OF MERRILL, 1004 E. First Street, MERRILL, WI 54452
715-539-3510

Attachment: Lease Agreement and Fee Schedule (8258 : Discuss Festival Grounds rental contracts)

FACILITIES REQUESTED FOR RENTAL – (Please mark your preference)

___ **GROUNDS ONLY:**

\$250.00

Daily Fee

\$250.00

Security Deposit

Includes the use of the area lying west of the Grandstand (does NOT include strip of property leased by the permanent food vendors or any other buildings)

Restroom and janitorial supplies are included in the \$250.00 daily fee. Lessee must provide their own garbage receptacles and/or dumpsters and remove all garbage after the event.

___ **STECKLING BUILDING AND PARKING ONLY**

\$250.00

Daily Fee

\$250.00

Security Deposit

Restroom and janitorial supplies are included in the \$250.00 daily fee. Lessee must provide their own garbage receptacles and/or dumpsters and remove all garbage after the event.

___ **GROUNDS AND STECKLING BUILDING** (50' x 120')

\$450.00

Daily Fee

\$350.00

Security Deposit

Includes the use of the area lying west of the Grandstand (does NOT include strip of property leased by the permanent food vendors or any other buildings)

Restroom and janitorial supplies are included in the \$450.00 daily fee. Lessee must provide their own garbage receptacles and/or dumpsters and remove all garbage after the event.

___ **GRANDSTAND AND PARKING ONLY:**

\$1,000.00

Daily Fee

\$2,000.00

Security Deposit

\$50.00 for use of Public Address System

Restroom and janitorial supplies are included in the \$1,000.00 daily fee. Lessee must provide their own garbage receptacles and/or dumpsters and remove all garbage after the event.

___ **GRANDSTAND AND GROUNDS:**

\$1,200.00

Daily Fee

\$2,000.00

Security Deposit

Includes the use of the Grandstand and area lying west on the Grandstands (does NOT include strip of property leased by the permanent food vendors or any other buildings)

Restroom and janitorial supplies are included in the \$1,200.00 daily fee. Lessee must provide their own garbage receptacles and/or dumpsters and remove all garbage after the event.

___ GRANDSTAND, GROUNDS AND STECKLING BUILDING

\$1,600.00

Daily Fee

\$2,000.00

Security Deposit

Includes the use of the Grandstand and area lying west on the Grandstands (does NOT include strip of property leased by the permanent food vendors or any other buildings)

Restroom and janitorial supplies are included in the \$1,600.00 daily fee. Lessee must provide their own garbage receptacles and/or dumpsters and remove all garbage after the event.

CONDITIONS

1. **PAYMENT:** All users will be required to submit a non-refundable 25% payment of the daily fee and security deposit at the time of the reservation with the balance to be paid no later than 30 days prior to the event for the use of the Festival Grounds.
2. **INSURANCE** Tickets, for the event, cannot go on sale until Proof of Insurance is received by the City. Event Sponsors shall furnish the City of Merrill with a Certificate of Insurance naming the City of Merrill as an additional insured, indicating proof of the following insurance and insurance limits:

Workers Compensation (if applicable) in compliance with the Compensation Law of the State of Wisconsin.

General Liability Insurance with a minimum combined single limit of liability per occurrence for bodily injury and property damage of **\$ 1,000,000**, \$ 2,000,000 if explosion, underground and/or collapse involved. This insurance shall include on the Certificate of Insurance the following coverages:

- a. Premises - Operations
- b. Products and Completed Operations
- c. Broad Form Property Damage
- d. Broad Form Blanket Contractual
- e. Personal Injury
- f. Professional Liability

Automobile Liability Insurance with a minimum combined single liability per occurrence of **\$1,000,000** for bodily injury and property damage. This insurance shall include bodily injury and property damage for the following coverages:

- a. Owned Automobiles
- b. Hired Automobiles
- c. Non-Owned Automobiles

Such insurance shall indicate dates of coverage for all activities relating to the event, including accessing the Festival Grounds to set up prior to the event date(s) and cleaning up after the event.

3. **UTILITIES:** Water, electric, and gas meters will be read at the start and end of an event and billed accordingly.
4. **MAINTENANCE DEPARTMENT CHARGES:** Users will be charged a minimum of 1-hour for a Maintenance staff worker to return to the Festival Grounds for any reason after their normal working hours. Maintenance staff currently works from 8:00 a.m. to 4:30 p.m. (M-F). Users are encouraged to handle event issues during their scheduled work hours. City will furnish custodial service for the purpose of locking and unlocking doors and securing city-owned equipment at a cost of \$25.00 per hour.
5. **CLEANING FEES:** It is the responsibility of the Lessee of the Grandstand, Festival Grounds, or Building or any combination thereof to clean and restore the premises to the condition in which they were rented. This includes, but is not limited to: trash removal, removal of their equipment such as trailers, sound systems, cleaning etc. If the facilities and/or grounds are not cleaned to the satisfaction of the City, then the user will be charged for cleaning at a cost of \$25.00 per hour per employee to compensate the City for such services.
6. **LATE FEE:** All bills must be paid by user within 30 days of receipt. After 30 days, City may assess a late payment fee of 1.5% per month.

FESTIVAL GROUNDS 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, payable in full no less than two weeks in advance of the time of use.
- 2) **RENTAL DEPOSIT FEE**
This deposit fee shall be paid upon execution of Agreement and applied to offset payments at the end of the lease term, provided all payments are made as scheduled. Failure to maintain at least two weeks of advance payment will result in forfeiture of the deposit.
- 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) **ADANDONED 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.

City of Merrill - Merrill Festival Grounds 2022 Budget Summary										
Revenues		2017	2018	2019	2020	2021	Through	2021	2022	Budget
Department		Actual	Actual	Actual	Actual	Budget	Aug-21	Projected	Request	Change
24-45304	Room Tax (City %)	\$17,262	\$19,112	\$21,874	\$15,235	\$14,730	\$14,733	\$17,650	\$21,425	\$6,695
24-45225	Merrill Festival Grounds	\$144,270	\$379,492	\$150,306	\$91,725	\$63,400	\$60,510	\$64,500	\$52,900	(\$10,500)
24-45513	Bierman Building	\$4,900	\$11,300	\$8,625	\$21,499	\$6,500	\$2,603	\$4,000	\$7,500	\$1,000
Total Revenues		\$166,432	\$409,904	\$180,805	\$128,459	\$84,630	\$77,846	\$86,150	\$81,825	(\$2,805)
Expenses		2017	2018	2019	2020	2021	Through	2021	2022	Budget
Department		Actual	Actual	Actual	Actual	Budget	Aug-21	Projected	Request	Change
24-45225	Merrill Festival Grounds	\$99,605	\$367,703	\$115,735	\$78,925	\$81,645	\$60,025	\$110,675	\$48,970	(\$32,675)
24-55513	Bierman Building	\$48,129	\$34,499	\$44,691	\$53,510	\$33,180	\$18,434	\$44,754	\$33,430	\$250
Total Expenses		\$147,734	\$402,202	\$160,426	\$132,435	\$114,825	\$78,459	\$155,429	\$82,400	(\$32,425)
Net (Revenues - Expenses)		\$18,699	\$7,702	\$20,379	(\$3,976)	(\$30,195)	(\$613)	(\$69,279)	(\$575)	\$29,620
TID No. 3 Expenses		2017	2018	2019	2020	Total				
		Actual	Actual	Actual	Actual					
Merrill Festival Grounds		\$335,967	\$14,179	\$76,597	\$151,891	\$578,634				
In 2017 - Expo Building & Parking										
			In 2019 - Paving - Grandstand/Restroom Area							
				In 2020 - Paving & Water (Food Stands)						

DRAFT

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2021

24 -Merrill Festival Grounds
Room Tax

	2019 ACTUAL	2020 ACTUAL	(----- 2021 -----) CURRENT BUDGET	(----- 2021 -----) Y-T-D ACTUAL	(----- 2021 -----) PROJECTED YEAR END	(----- 2022 -----) REQUESTED BUDEGT	(----- 2022 -----) BUDGET CHANGE	(----- 2022 -----) PROPOSED BUDGET
REVENUES								
Taxes (or Utility Rev.)								
45304-41210 Room Tax	101,621	63,998	65,225	38,372	85,000	100,000	34,775	
TOTAL Taxes (or Utility Rev.)	101,621	63,998	65,225	38,372	85,000	100,000	34,775	
45304-41210 Room Tax								
PERMANENT NOTES: Increased from 4.0% to 6.0% effective 10/1/2015. Hotel retains 0.1%.								
TOTAL REVENUES	101,621	63,998	65,225	38,372	85,000	100,000	34,775	
EXPENDITURES								
Supplies & Expenses								
55304-03-41000 MARC - PR/Marketing	8,612	3,965	4,837	2,553	7,850	8,575	3,738	
55304-03-50000 Tourism Committee-Chamber	71,135	44,798	45,658	21,087	59,500	70,000	24,342	
TOTAL Supplies & Expenses	79,747	48,763	50,495	23,639	67,350	78,575	28,080	
55304-03-41000MARC - PR/Marketing								
PERMANENT NOTES: 0.5% for PR/Marketing of Merrill Area Recreation Complex.								
55304-03-50000Tourism Committee-Chamber								
PERMANENT NOTES: Per WI Stats, 70.0% to Tourism Commission (through Merrill Area Chamber of Commerce).								
TOTAL EXPENDITURES	79,747	48,763	50,495	23,639	67,350	78,575	28,080	
REVENUE OVER/ (UNDER) EXPENDITURES	21,874	15,235	14,730	14,733	17,650	21,425	6,695	

DRAFT

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2021

24 -Merrill Festival Grounds
Merrill Festival Grounds

	2019 ACTUAL	2020 ACTUAL	(----- 2021 -----) CURRENT BUDGET	(----- 2021 -----) Y-T-D ACTUAL	(----- 2021 -----) PROJECTED YEAR END	(----- 2022 -----) REQUESTED BUDEGT	(----- 2022 -----) BUDGET CHANGE	(----- 2022 -----) PROPOSED BUDGET
REVENUES								
<u>Taxes (or Utility Rev.)</u>								
45225-41110 Property Tax-MFG	36,000	36,000	36,000	36,000	36,000	36,000	0	
45225-41113 Proceeds-Long Term Debt	0	0	0	0	0	0	0	
TOTAL Taxes (or Utility Rev.)	36,000	36,000	36,000	36,000	36,000	36,000	0	
<u>Intergovernmental</u>								
45225-43510 CARES - COVID-19 Reimb	0	3,714	0	0	0	0	0	
TOTAL Intergovernmental	0	3,714	0	0	0	0	0	
<u>Public Charges-Services</u>								
45225-46735 MFG Rental Revenues	12,336	12,011	2,500	3,200	3,750	12,500	10,000	
TOTAL Public Charges-Services	12,336	12,011	2,500	3,200	3,750	12,500	10,000	
45225-46735 MFG Rental Revenues								
PERMANENT NOTES: Other than Merrill Riders and utility contractor rental, Food Vendor leases paid in 2020 included 2021 use.								
<u>Miscellaneous Revenues</u>								
45225-48225 Reimb Utilities - Events	3,360	0	3,250	810	3,250	3,250	0	
45225-48227 Reimb Supply -Events	879	0	1,150	0	1,000	1,150	0	
45225-48460 Insurance Reimbursement	1,730	0	0	0	0	0	0	
45225-48500 Bierman Foundation-Grant	96,000	40,000	20,500	20,500	20,500	0	20,500	
TOTAL Miscellaneous Revenues	101,970	40,000	24,900	21,310	24,750	4,400	20,500	
45225-48500 Bierman Foundation-Grant								
PERMANENT NOTES: For 2020 and 2021, livestock barn rehab.								
TOTAL REVENUES	150,306	91,725	63,400	60,510	64,500	52,900	10,500	
EXPENDITURES								
<u>Personnel Services</u>								
55225-01-11000 Wages - Salaried	0	0	0	340	500	0	0	
55225-01-21000 Wages - Perm - Regular	7,891	8,574	5,000	9,191	11,500	5,000	0	
55225-01-22000 Overtime	342	0	0	301	500	0	0	
55225-01-25000 Wages - PT - Regular	931	0	350	201	350	350	0	
55225-01-51000 Social Security-Medicare	656	536	275	717	1,000	275	0	
55225-01-52000 WRS - Retirement	599	579	265	671	875	265	0	
55225-01-54000 Health Insurance	3,038	2,762	525	5,166	5,750	2,500	1,975	
55225-01-55000 Life Insurance	76	2	30	64	85	30	0	
TOTAL Personnel Services	13,533	12,453	6,445	16,650	20,560	8,420	1,975	

DRAFT

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2021

24 -Merrill Festival Grounds
Merrill Festival Grounds

	2019 ACTUAL	2020 ACTUAL	(----- 2021 -----) CURRENT BUDGET	(----- 2021 -----) Y-T-D ACTUAL	(----- 2021 -----) PROJECTED YEAR END	(----- 2022 -----) REQUESTED BUDGET	(----- 2022 -----) BUDGET CHANGE	(----- 2022 -----) PROPOSED BUDGET
Contractual Services								
55225-02-15000 Festival Grounds Manager	11,500	9,500	8,750	6,000	10,000	12,000	3,250	
55225-02-15333 WI DNR Permit	0	144	150	0	150	150	0	
55225-02-15500 Mowing Services	5,460	4,960	5,000	4,485	5,500	5,000	0	
55225-02-21000 Water and Sewer	3,859	1,935	5,500	1,883	5,500	5,500	0	
55225-02-22000 Electric and Natural Gas	6,558	4,168	6,500	3,801	5,000	6,500	0	
55225-02-24250 Electrical Repair/Maint.	100	16	1,000	0	5,000	1,000	0	
55225-02-25000 Telephone-iPad	231	219	250	152	250	250	0	
55225-02-50000 Locks-Security	122	124	100	0	100	100	0	
55225-02-85000 Inspection-Grandstand	3,230	3,069	3,000	2,915	2,915	3,000	0	
TOTAL Contractual Services	31,059	24,133	30,250	19,236	34,415	33,500	3,250	
55225-02-8500 Inspection-Grandstand								
PERMANENT NOTES: City has contract for 2018 - 2022 with Dant Clayton for annual inspection and repair services.								
Supplies & Expenses								
55225-03-30000 Mileage	300	500	0	400	600	500	500	
55225-03-40000 Operating Supplies	150	30	500	0	500	500	0	
55225-03-43000 Vandalism Repair/Maint	0	0	0	0	0	0	0	
55225-03-43333 Expo Center-PR/Marketing	0	0	1,000	0	0	1,000	0	
55225-03-44000 Janitor Supplies	2,354	0	2,750	0	2,500	2,750	0	
55225-03-50000 Repair/Maint Supplies	67	0	500	45	500	500	0	
TOTAL Supplies & Expenses	2,871	530	4,750	445	4,100	5,250	500	
Fixed Charges								
55225-05-50220 COVID19 - Supplies	0	3,714	0	0	0	0	0	
TOTAL Fixed Charges	0	3,714	0	0	0	0	0	
Capital Outlay								
55225-08-20000 Sell Bldg - LC Fair Assoc	47,831	0	0	0	0	0	0	
55225-08-23522 Sand-Clay Materials/Equip	0	0	1,000	0	1,000	1,000	0	
55225-08-23575 Grandstand Lighting Impro	0	0	0	0	0	0	0	
55225-08-24333 Plumbing Repair/Maint	672	198	500	243	500	500	0	
55225-08-75775 Steckling Bldg-Metal	0	0	0	0	0	0	0	
55225-08-75782 Restroom-Paint/Repair	16,839	330	0	24	100	0	0	
55225-08-75788 Barn - Repair/Maint	2,730	37,135	38,500	21,954	27,500	0	(38,500)	
55225-08-75790 Barn-Electrical Imp.	0	0	0	0	0	0	0	
55225-08-81000 Floor Cleaner-Restroom	0	0	0	0	0	0	0	
55225-08-81001 Signage - MFG Buildings	0	0	0	0	0	0	0	
55225-08-81008 Signage - MFG Buildings	0	0	0	1,474	22,500	0	0	
55225-08-91225 Weed Control/Mulch	0	432	200	0	0	200	0	
TOTAL Capital Outlay	68,072	38,095	40,200	23,694	51,600	1,700	(38,500)	

55225-08-23575 Grandstand Lighting Improv**PERMANENT NOTES:**
For 2022, please see \$75,000 Capital request.

DRAFT

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2021

24 -Merrill Festival Grounds
Merrill Festival Grounds

	2019 ACTUAL	2020 ACTUAL	(----- 2021 -----) CURRENT BUDGET	(----- 2021 -----) Y-T-D ACTUAL	(----- 2021 -----) PROJECTED YEAR END	(----- 2022 -----) REQUESTED BUDEGT	(----- 2022 -----) BUDGET CHANGE	(----- 2022 -----) PROPOSED BUDGET
59225-08-2357Grandstand Lighting Improv								
CURRENT YEAR NOTES:								
Future Capital items:								
2023 - Livestock Barn Roof - \$240,000								
2024 - Grandstand Roof - \$375,000								
TCTAL EXPENDITURES	115,535	78,925	81,645	60,025	110,675	48,870	(32,775)	
REVENUE OVER/ (UNDER) EXPENDITURES	34,770	12,800	(18,245)	485	(46,175)	4,030	22,275	

DRAFT

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2021

24 -Merrill Festival Grounds
Bierman Building

	2019 ACTUAL	2020 ACTUAL	(-----2021-----) CURRENT BUDGET	(-----2021-----) Y-T-D ACTUAL	(-----2021-----) PROJECTED YEAR END	(-----2022-----) REQUESTED BUDGET	(-----2022-----) BUDGET CHANGE	(-----2022-----) PROPOSED BUDGET
REVENUES								
<u>Intergovernmental</u>								
45513-43510 CARES COVID-19 Reimb	0	799	0	0	0	0	0	
TOTAL Intergovernmental	0	799	0	0	0	0	0	
<u>Public Charges-Services</u>								
45513-46732 Expo Center Revenues	8,625	700	6,500	2,603	4,000	7,500	1,000	
TOTAL Public Charges-Services	8,625	700	6,500	2,603	4,000	7,500	1,000	
<u>Miscellaneous Revenues</u>								
45513-48500 Bierman Foundation-Grant	0	20,000	0	0	0	0	0	
TOTAL Miscellaneous Revenues	0	20,000	0	0	0	0	0	
TOTAL REVENUES	8,625	21,499	6,500	2,603	4,000	7,500	1,000	
EXPENDITURES								
<u>Personnel Services</u>								
55513-01-11000 Wages - Salaried	0	0	0	0	0	0	0	
55513-01-21000 Wages - Perm - Regular	1,152	2,818	1,250	180	1,250	1,250	0	
55513-01-22000 Overtime	0	0	0	0	0	0	0	
55513-01-25000 Wages - PT - Regular	12,564	6,187	8,500	2,459	5,000	5,500	3,000	
55513-01-25500 Lincoln Industries-Custod	0	0	0	1,583	2,500	3,000	3,000	
55513-01-51000 Social Security	1,042	674	850	322	675	850	0	
55513-01-52000 Retirement (WRS)	86	190	150	12	175	150	0	
55513-01-54000 Health Insurance	905	1,513	775	92	750	775	0	
55513-01-55000 Life Insurance	4	(14)	30	2	15	30	0	
TOTAL Personnel Services	15,753	11,368	11,555	4,650	10,365	11,555	0	
<u>Contractual Services</u>								
55513-02-16250 HVAC Service Contract	1,051	0	500	1,856	1,856	1,000	500	
55513-02-16500 Fire/Security Service	1,652	2,060	2,000	1,908	1,908	2,000	0	
55513-02-16700 Electrical Repair/Maint	0	126	500	0	500	500	0	
55513-02-21000 Water and Sewer	1,091	912	1,250	766	1,250	1,250	0	
55513-02-22000 Electric and Natural Gas	7,520	6,337	7,500	5,016	7,500	7,500	0	
55513-02-23250 Cleaning - Mats/Rugs, Etc	1,845	2,286	2,000	1,142	2,000	2,000	0	
55513-02-23600 Waste Removal Services	0	0	250	0	0	0	250	
55513-02-25000 Telephone (Backup 911)	520	836	500	451	750	500	0	
55513-02-25500 Fiber-Internet-Wireless	5,748	3,097	3,000	1,362	3,000	3,000	0	
TOTAL Contractual Services	19,429	15,654	17,500	12,501	18,764	17,750	250	

DRAFT

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2021

24 -Merrill Festival Grounds
Bierman Building

	2019 ACTUAL	2020 ACTUAL	(----- 2021 -----) CURRENT BUDGET	(----- 2021 -----) Y-T-D ACTUAL	(----- 2021 -----) PROJECTED YEAR END	(----- 2022 -----) REQUESTED BUDGET	(----- 2022 -----) BUDGET CHANGE	(----- 2022 -----) PROPOSED BUDGET
Supplies & Expenses								
55513-03-30000 Mileage - Custodians	443	452	150	0	350	150	0	
55513-03-40000 Operating Supplies	350	741	1,250	61	1,250	1,250	0	
55513-03-44000 Janitor Supplies	2,969	977	2,500	1,134	2,500	2,500	0	
55513-03-44744 Kitchen Equip-Operating	106	0	125	0	125	125	0	
55513-03-50000 Repair/Maint. Supplies	1,352	119	100	89	100	100	0	
TOTAL Supplies & Expenses	5,220	2,289	4,125	1,283	4,325	4,125	0	
Fixed Charges								
55513-05-50220 COVID19 - Supplies	0	1,793	0	0	0	0	0	
TOTAL Fixed Charges	0	1,793	0	0	0	0	0	
Capital Outlay								
55513-08-81000 Floor Scrubber/Vacuum	0	4,014	0	0	0	0	0	
55513-08-81001 Signage-Bierman Bldg.	0	300	0	0	300	0	0	
55513-08-81123 Tables-Carts EXPO	4,290	0	0	0	0	0	0	
55513-08-81247 Landscaping	0	18,092	0	0	0	0	0	
TOTAL Capital Outlay	4,290	22,406	0	0	300	0	0	
TOTAL EXPENDITURES	44,691	53,510	33,180	18,434	33,754	33,430	250,	
REVENUE OVER/ (UNDER) EXPENDITURES	(36,067)	(32,011)	(26,680)	(15,831)	(29,754)	(25,930)	750	
FUND TOTAL REVENUES	260,551	185,616	135,125	101,486	153,500	160,400	25,275	
FUND TOTAL EXPENDITURES	239,974	181,199	165,320	102,099	211,779	160,875	(4,445)	
REVENUE OVER/ (UNDER) EXPENDITURES	20,578	4,417	(30,195)	(613)	(58,279)	(475)	29,720	

DRAFT

CAPITAL REQUEST 2022-2031

Department Festival GroundsResponsible Person David Johnson

PROJECT # _____

PROJECT NAME Grandstand Area Lighting

CATEGORY _____

Improvement ☒ Equipment _____PRIORITY 1 (1 High...5 Low)Useful Life 25 yearsDESCRIPTION Replace and upgrade lighting for grandstand events

JUSTIFICATION The present lighting for grandstand events has proven to be inadequate. The present lighting shines into the eyes of vieqwers in the grandstand , it casts shadows that are dangerous for event participants, the lights must be manually adjusted from a bucket truck for each event and there ar insufficient lumens for this size area. Presently we have the Rodeo (3 days), the Fair (5 days), and the Merrill Riders Club (6 separate weekends) using this area. We need more lights on higher poles with more lumens to properly light this area.

Expenditure Schedule

PRIOR TOTAL

\$0

2022	2023	2024	2025	2026	TOTAL	FUTURE TOTAL
\$75,000					\$75,000	

Funding Sources

PRIOR TOTAL

\$0

New Borrowing - 20 Years

2022	2023	2024	2025	2026	TOTAL	FUTURE TOTAL
\$75,000					\$75,000	

DRAFT

CAPITAL REQUEST

2022-2031

Department

Festival Grounds

Responsible Person

David Johnson

PROJECT #**PROJECT NAME** Festival Grounds-wide Public Address System

CATEGORY

Improvement ☒ XEquipment ☐**PRIORITY** 2 (1 High...5 Low)**Useful Life** 10 years**DESCRIPTION**

Install Festival Grounds-wide public address system for events.

JUSTIFICATION

There currently is not a public address system that covers the Festival Grounds. With the 2021 tornado warning during the Fair we were unable to make announcements telling Fair goers to seek shelter.

This PA system would be in buildings as well as outdoors and could also be used to make announcements for events.

Expenditure Schedule

PRIOR TOTAL	2022	2023	2024	2025	2026	TOTAL	FUTURE TOTAL
	\$12,500						

Funding Sources

PRIOR TOTAL	2022	2023	2024	2025	2026	TOTAL	FUTURE TOTAL
Bierman Foundation	\$12,500						

OPERATIONAL IMPACT/OTHER

This is both a safety and convenience concern.

Attachment: MFG 2022 Budget Draft (8256 : Review and discussion of 2022 Operating and Capital Budget requests)

DRAFT

UP COMING EVENTS AT THE FESTIVAL GROUNDS

2021

September	09/02/21	(Festival Grounds Committee Meeting) to be set by Committee
	09/10/21	Rider's Club (grounds)** - Rain Date
	09/17-18/21	Gun Show
	09/18/21	Pork in the Park (grounds)**
October	10/07/21	(Festival Grounds Committee Meeting) to be set by Committee
	10/09/21	Wedding
November	11/4/2021	(Festival Grounds Committee Meeting) to be set by Committee
	11/13/2021	Humane Society aluminum can recycling
	11/13/2021	Possible wrestling show

**** Yearly Repeat Events ****

Merrill Festival Grounds

September 2, 2021

Meetings and Discussions with:

Christmas tree conference was a success. Producers were pleased with the facilities. Will restrict table and chair inventory to the Expo building since the racks were not able to properly move the equipment. Aqua Jays did a good job with set-up and move-out.

County Fair was successful and well received. The Niclaus family tractors and classic cars were not only well received, they helped to fill empty display and exhibit space. Grandstand events were well attended. It would help the presentation of the Fair if the Enrichment Center was open for passive walk through display and gift shop sales. School displays were missed.

Ryan S. to explore alternative wrestling promoters (Jack K. had by-pass surgery) about prospects for future events and sponsors. Probable next date is in November.

Discussions with Gun show over set-up, move-out and show conduct; also use of Aqua Jays for set-up and clean-up.

Tom Hayden regarding City procedures, agreement issues, scheduling restrictions, etc.

Krista Mitchell regarding event potentials; show Expo to potential renters, potential wedding receptions; re-tour Expo for wedding family review

Paul Russell County Fair concession contracts; County Fair Committee members about Fair schedule and opening; Fair committee about schedule and Carnival; Statewide fair managers; Tom Hayden about County Fair. Dan Barbacovi about Fair schedule; alternative dates and WI Fairs.

Bryan B. about post Rodeo event review.

Compliments to Rod A. for the re-paving project that has proven to have good drainage from harsh rains. City crews and Carnival crews cooperated very well to pump out the lot on opening day.