



CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
AGENDA • WEDNESDAY AUGUST 31, 2022

Regular Meeting

City Hall Council Chambers

6:00 PM

To attend remotely phone 442-293-0074 PIN 303 551 826 #

- I. Call to Order
- II. Agenda Items for Consideration:
 1. Discussion on campgrounds on Festival Grounds site - Steve Sabatke and Rick Bjorklund
 - Campground Project
 - Campground Projected Budget and Assumptions
 - Campground message board example and sample forms
 2. Fair Update
 3. Rodeo Update
 4. Food Vendor Update
 5. Calendar of Events
- III. Minutes from previous meeting
 1. Consider approving the minutes from the August 4th meeting
- IV. Monthly Reports:
 1. Monthly Report - Festival Grounds Manager Bjorklund
- V. Public Comment
- VI. Establish date and time of next meeting
 1. Next regular meeting Thursday, October 6 at 6:00 PM
- VII. Adjournment

ACTION/TOPIC	POTENTIAL COST	DISCUSSION	RECOMMENDATION
Pads for Camp Spaces	10K Gravel 20K Asphalt 30K Concrete	User groups have indicated that they are content with the current surface. Units contain leveling jacks. Subsurface is very solid.	Maintain current surface. Brush hog and cut vegetation between hook up boxes and fence-line. Consider pad installations after 1 season.
Collection Boxes (1)	1.5K for New Box from Iron Ranger (Tomahawk uses these at 5 locations); .5 K if made locally	Tomahawk will loan a box to Merrill over the winter to use as a template to make one locally. Potential savings 1K	Use a template from Tomahawk to make a box over the winter.
Segregate Cash box	Anti-theft	Cash box to be secured separate	Box retrieval is separate from cash counting
Message Board	.5K if made in Merrill Shop; 10 ads at \$100 annually	In-house skills can finish this job; frame in a hockey dasher board size plexiglass with post-it backing	Build a Message board in the Merrill shop over the winter
Access to W bathrooms	.2K for key pad lock	Some campers need access to showers. Tomahawk says lack of such access is their biggest complaint. Periodic clean up as part of Expo maintenance	Put key pad locks on W bathrooms; key pad combo given by Grounds Mgr. to each camper unit
Attraction signs on US 51 (3)	DOT program	Brown attraction signs to note Expo Grounds and Camping at 64 exit	Make request of DOT
Dump Station (s)	No cost	City station at designated hours; Friendship House 24/7	Put location on Message board
Bathroom supplies	.5K annually	Routine maintenance	Routine maintenance
Advance Reservations	No cost if all online; Advertising in camping related publications .5K annually.	Partner with Tomahawk for on-line set-up; link to Chamber of Commerce; link to City of Merrill web site	Focus on-line first then consider print ads later.
Length of Season	7 months	Winter restrictions	May- Nov (30weeks)
Maintenance, Labor, Manager	.6K maintenance and labor; 1.2K manager	Daily check of grounds	Regular inspection for safety and facility

			condition
Camper space signs	20 signs at 25 dollars each .5K	posted on fence or stakes to designate each space	Post signs to avoid space confusion and encroachment
Picnic Tables	Use existing inventory	Use 20 tables	Place a table at each space
Garbage pick-up	Use current pick-up schedule		Put Campground on periodic pick-up schedule

Merrill Camp Ground Projected Budget and Assumptions

1. Season length 30 weeks
2. Deduct 15 days for Rodeo, County Fair, Car Show
3. 195 potential rental days
4. \$30 fee per day per spot
5. Assume rental days maximum of 75%, minimum of 50%
6. One time start up cost \$2000 (drop box, message board, key pads, printing, signage)

75% Rental (annual)

Rent	Message Board Ads	Supplies	Maintenance, labor, manager	Net
\$4387.50	\$1000	-\$500	-\$1800	\$3087.50

50% Rental (annual)

Rent	Message Board Ads	Supplies	Maintenance, labor, manager	Net
\$2925	\$1000	-\$500	-\$1800	\$1625



**PARK
USER FEE
VIOLATION
NOTICE**



City of Tomahawk

OPEN ➡

WARNING - Failure to comply with this violation notice will result in a citation and fine.

Place
Stamp
Here

**City of Tomahawk
PO Box 469
Tomahawk, WI 54487**

PARK USER FEE VIOLATION NOTICE

112 0755

LICENSE PLATE OR VIN					EXP YR	
STATE	TYPE			MAKE		
DAY OF WEEK	DATE	TIME	☐ AM ☐ PM	EMPLOYEE NUMBER		
VIOLATION LOCATION ☐ SARA Park Campground ☐ SARA Park Boat Launch ☐ Bradley Park Boat Launch ☐ Kwahamot Boat Launch						
ADDITIONAL INFORMATION						
\$ _____ NOTICE FEE MUST BE PAID WITHIN 7 DAYS 						

BELOW - FOR OFFICE USE ONLY

DISPOSITION							
☐ PAID		☐ VOIDED		☐ CITATION NO. _____			
NAME							
ADDRESS							
D.L. NUMBER						STATE	EXP.
D.O.B.	SEX	HAIR	EYES	HEIGHT	WEIGHT	RACE	
PAGES OFFICE COPY							



City of Tomahawk Parks Department

Car & Boat Receipt

This is your receipt.

This card must be displayed inside your vehicle on the dashboard (driver's side face up) so we can see visibly.

*Envelope **MUST** also be filled out along with fees paid and deposit envelope in slot.*

Date _____

Must have today's date on receipt.

Place fee inside envelope and seal - \$2.00 Daily Fee

Daily Launching Fee

Vehicle Type: Car Truck

Name _____

Vehicle Lic. # _____

State _____

Date _____

Day (circle one) S M T W T F S

\$ **2.00**

REGISTRATION INSTRUCTIONS (DAILY)

1. Take envelope and fill out completely.

2. Put \$2.00 in envelope.

3. Seal envelope and drop in lock box.

4. Place permit receipt in driver's dashboard (with date on) so it

can be read from outside.

Starting May 2, 2020 any person using City of Tomahawk boat launching facilities will be required to pay a \$2.00 daily launching fee or purchase a \$20.00 annual permit per Sec. 66.91 of the Tomahawk Municipal Code. Penalty: A person who shall violate any provision Sec. 66.91 shall be subject to the penalty in Sec. 1, 14 of the Tomahawk Municipal Cod. The owner of a vehicle involved in a violation of Sec. 66.91 shall be liable for the violation. It shall be no defense to a violation of Sec. 66.91 that the owner was not operating the vehicle at the time of the violation.

Signature _____

DISPLAY ON DASH

CITY OF TOMAHAWK

SITE NO _____

DATE _____ TO _____

NO. 1914

CITY OF TOMAHAWK

NAME _____

LICENSE NO. _____

STATE _____

SITE NO. _____

DATE(S) _____ TO _____

CAMPING FEE

\$ _____ X _____ DAY(S) = _____

**MAKE CHECKS PAYABLE TO:
CITY OF TOMAHAWK****DEPOSIT ENVELOPE
IN COLLECTION BOX****Nº 1914**

IRON RANGERS, LLC

[Home](#)[Our Products](#)[Fee Safe Pics](#)[Contact us](#)

Iron Rangers Fee Collection Equipment Please visit our new website at ironrangersllc.com.

Fee Collection Equipment for campgrounds, day use facilities, boat launch ramps, parking lots, donation sites

"Iron Rangers" equipment has over a 40 year field experience/performance history.

When considering remote fee collection, extensive field experience is a must, as numerous design refinements have resulted from this exposure.

"Iron Rangers" is the factory. We have "0" middle man costs, servicing our customers direct. We practice operating economies, and discount shipping costs. Our workmanship and materials mean quality.

Quality products built in the great Pacific Northwest



please call 800-262-3322 Fax 509-326-5436

Mailing address: 8401 N Hays Ln. Newman Lake, WA. 99025

or e-mail us at ironrangerfeesafe@yahoo.com

Fee Collection Equipment for campground, day use facilities, launch ramps and parking lots.

The following list of equipment has over a 35 year field experience/performance history. When considering remote fee collection, extensive field experience is a must, as numerous design refinements have resulted from this exposure.

Currently we are updating our web site and product information. You may also see our products at saedkworks.com

IRON RANGERS, LLC

[Home](#)[Our Products](#)[Fee Safe Pics](#)[Contact us](#)

Iron Rangers Fee Collection Equipment

Proven design resists the most interested vandal.

FS836 Shell / FS836A Insert Series: Designed for remote locations, featuring *"dual accountability", allowing one person pick-up of funds, with two person accountability. This series has estimated capacity of 50-80 filled envelopes. **

FS1236 Shell / FS1236A Insert Series: Identical design features as the FS836 series, but with greater capacity, estimated at 120 filled envelopes. **

Option: The FS836 / FS1236 Series can be ordered with a Martin Brown powder coated finish at no added cost. Color is shown on the EB-1 Empty Envelope Box. Hot dipped galvanizing is standard for the shells.

EB-1 Empty Envelope Box: This unit is meant to be mounted directly to the FS836 / FS1236 shells, PT836 pay tube, or to other objects such as posts or information boards. The standard size accommodates most Department of Interior Agency envelopes; (6 3/8 x 3 1/8) folded, with a capacity approximating 400 pc's. Mounting is internal and assembly is by riveting. Construction is of .080 aluminum, powder coated Martin Brown.

Winter Covers: "lockable" for FS836 / FS1236 shells. Keep shells free of debris and internal damage during off season. Hot dipped galvanized or brown powder coated finish.

Locks to be supplied by Customer, and need to be Heavy Duty standard shank type.

Blank Fee Envelopes: Folded size is 6 3/8 x 3 1/8, plus an adhesive tab, with perforated stub. Available in quantities of 500 per box, 2,500 per case. White.

*** "Dual Accountability": Security locking system allows removal of insert from shell at the site with separately keyed access slide locks to be removed back at headquarters. A second insert is installed as the other is removed.**

Installation: Customers to supply 4 threaded "j" anchor bolts, nuts and washers for each shell mounted in recommended concrete pad. Requires ratchet and extensions to attach shell to anchors. Detailed instructions available.

for remote locations, featuring

**** envelope capacity varies due to the thickness of funds deposited in the envelope, anti-fishing prongs can be removed in low theft areas to increase capacity.**

FS1236 Shell / FS1236A Insert S****s the FS836 series, but with greater capacity, estimated at 600 filled envelopes.

Option: The FS836 / FS1236 Series can be ordered with a Martin Brown powder coated finish at no added cost. Color is shown on the EB-1 Empty Envelope Box.

A hot dipped galvanizing is standard for the shells.

Blank Fee Envelopes: Folded size is 6 3/8 x 3 1/8, plus an adhesive tab, with perforated stub. Available in quantities of 500 per box .

EB-1 Empty Envelope Box: This unit is meant to be mounted directly to the FS836 / FS1236 shells or to other objects such as posts or information boards. The standard size accommodates most Department of Interior Agency envelopes; (6 3/8 X 3 1/8) folded, with a capacity approximating 400 pc's. Mounting is internal and assembly is by riveting. Construction is of .080 aluminum, powder coated Martin Brown. Special size runs are available.

* "Dual Accountability": Security locking system allows removal of insert from shell at the site with separately keyed access slide locks to be removed back at headquarters. A second insert is installed as the other is removed.

Make a free website with

UP COMING EVENTS AT THE FESTIVAL GROUNDS

2022

July	7/7/2022	(Festival Grounds Committee Meeting) to be set by Committee
	7/8/2022	Riders Club
	7/22/2022	Riders Club
August	8/4/2022	(Festival Grounds Committee Meeting) to be set by Committee
	8/3-8/8/22	Enrichment Center Quilt Show
	8/12/2022	Riders Club
	8/17-8/21/22	Fair
	8/25-8/26/22	WI Christmas Tree Producers Convention
	8/30/22	Community Night Out
September	9/8/2022	(Festival Grounds Committee Meeting) to be set by Committee
	9/8/2022	FreMarq Company Training
	9/10/2022	Wrestling
	9/17/2022	Pork in the Park
	9/16-9/17/22	Wedding
	9/23-9/24/22	Gun Show
	9/29-10/1/22	Enrichment Center Fall Event

**CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
THURSDAY, August 4, 2022 MINUTES**

Regular Meeting City Hall Council Chambers 5:15 p.m.

Members Present: Mayor Steve Hass, Alderpersons Michael “Gus” Caylor, Steve Sabatke, Mike Rick. Other committee members present: Bryan Bloch, Brad Becker and Becky Meyer.

Absent: City Administrator Dave Johnson - excused

Others Present: Festival Grounds Manager Rick Bjorklund, City Clerk Lori Anderson-Malm, City Attorney Hayden, David Buck and Merrill Productions video operator

I. **Call to Order** - Chair Hass called the meeting to order at 5:15 p.m.

II. **Agenda Items for Consideration:**

1. **Discussion on campgrounds on Festival Grounds Site** – Festival Grounds Manager Bjorklund brought information to the meeting for camp sites not included in the agenda packet. Discussion between the committee members regarding shower facilities for campers; possible key pad access. He will get more information from Tomahawk and other areas with additional information including drop boxes for cash payments. Other topics that were discussed included permits that might be required, garbage and recycle bins and dump stations. No action was taken.

2. **Discussion of gun shows being held in the Expo Building** – Mayor Hass reported on a discussion City Administrator Johnson had with Gene Bebel. Mr. Bebel has concerns regarding gun shows being held at the Expo Center. City Attorney Hayden and Mayor Hass will meet with Mr. Bebel to discuss further.

3. **Discussion and possible action on advertising in a publication for venue to hold Quinceanera events** – Festival Grounds Manager Bjorklund reported on the possibility of advertising for Quinceanera events at the Expo Center. Currently word-of-mouth is bringing families in for these events. Festival Grounds Manager Bjorklund will reach out to Tony Gonzales regarding these events.

4. **Fair Update** – Fair Association Rep Becker reported on the upcoming fair. There are no issues that were reported. There will be added security this year. Some of the events will be the Demolition Derby on Friday and Tractor Pulls on Saturday. There will also be a Christian music group on Thursday with free admission to the grandstand.

5. **Rodeo Update** - Rodeo Association Rep Bloch stated the Rodeo was very successful. A community impact information sheet was handed out at the meeting. The economic impact for the 3-day event was \$192,871.000. People from 8 states came to the rodeo. They used expanded advertising including the digital billboard, radio and television.

City of Merrill - Festival Grounds Committee minutes – Thursday, August 4, 2022

Attachment: 2022-08-04 FGC Minutes (9168 : Consider approving the minutes from the August 4th meeting)

6. Food Vendor Update – Permanent Vendor Rep Meyer stated the Eagles and VFW will be sharing entertainment this year. Prices will remain pretty much the same for soda and beer. Burger prices will be going up .50 cents.

7. Calendar of Events

List of dates for July through September 2022 events was included in the agenda packet.

8. Lighting Update – Mayor Hass gave the lighting update. All lights are up and aimed properly. The speaker system is set up and working.

III. Monthly Reports:

1. **Meeting minutes from May 5th and June 2nd** – Alderperson Caylor made a motion to approve the meeting minutes from May 5th and June 2nd. Alderperson Rick seconded and the motion carried.

2. **Festival Grounds Report** – The report was in the agenda packet. An additional piece of information was handed out at the meeting regarding the possible use of the Brickyard School for some days in September. City Attorney Hayden will contact the party interested.

IV. **Public Comment Period** – None.

V. **Establish date, time and location of next meeting** – The next regular scheduled meeting will be Thursday, September 1 at 6:00 PM.

VI. **Adjournment** – Alderperson Rick made a motion to adjourn. Alderperson Caylor seconded and the meeting was adjourned at 5:59 PM.

Minutes prepared by: Lori Anderson-Malm City Clerk

Attachment: 2022-08-04 FGC Minutes (9168 : Consider approving the minutes from the August 4th meeting)

Merrill Festival Grounds Report

Sept 1, 2022

Meetings and Discussions with:

The County Fair made several improvements that helped the layout and ascetics of the grounds. The parking layout using lines and numbers helped set an orderly move-in and helped later arrivals find spaces. Music and tent entertainment seems well received and appreciated. Nicklaus family antiques and cars helped fill out exhibit space and was very appreciated. Pock-a-dot pie did an excellent job in the Expo and their cream puffs were great! New flower beds were very nice additions. Barn and auction layout were excellent.

Campground project information is for discussion and/or action by the committee.

Doing events on Saturday instead of Friday helped the wrestling show on March 26, 2022. The show did very well and the promoter will book others on Saturdays only. Next event will be held in September and they are pleased with the advance sale so far.

The Horse Show also seems to have increased its participation and attendance. Their new leadership should be commended for the success.

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

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

Krista Mitchell regarding event potentials; show Expo to potential renters, potential wedding receptions; company meetings; re-tour Expo for wedding family review. Word seems to be spreading in the Hispanic and Amish communities about the Expo for their events (weddings and quincineros). If it continues by word of mouth we may not have to consider advertising.

Met with Dan Barbacovi during the Fair several times about Fair schedule; alternative dates and WI Fairs Meeting.