



CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
MINUTES • THURSDAY JANUARY 5, 2017

Regular Meeting

City Hall Council Chambers

5:30 PM

I. Call to Order

Alderman Norton called the meeting to order at 5:30 P.M.

Attendee Name	Title	Status	Arrived
Rob Norton	Aldersperson - Seventh District	Present	
Tim Meehean	Aldersperson - Eighth District	Present	
Bill Bialecki	Mayor	Present	
Paul Russell	Aldersperson - First District	Present	
Neal Christensen	Food Vendor Rep.	Present	
Dale Christiansen	Fair Assn. Rep.	Present	
Bryan Bloch	Rodeo Assn. Rep.	Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Alderwoman Kandy Peterson, Alderman John Burgener, Alderwoman Mary Ball, Alderman Ryan Schwartzman, Michael Geisler, James Kreger, Clyde Nelson, Randy Wixson, Taylor Dinges, Bill Dinges, Dick Stoeckmann, Carrie Cordova, Amanda Kostman, Gene Bebel, Sue Kunkel, Bryan Moodie, John Grueneberg, Cindi Christiansen, Dave Buck, Mike Caylor Jr., Brad Becker, Robert Caylor, Diane Wais and City Clerk Bill Heideman.

II. Minutes of previous meeting(s):

1. Minutes of November 10, 2016 meeting

Motion (Meehean/Russell) to approve.

RESULT: APPROVED

III. Agenda items for consideration:

1. Contract language for permanent vendor stands

A draft of a document entitled "Merrill Festival Grounds Ground Lease" was distributed. When this document is finalized and approved, it will serve as a contract between the City of Merrill and the "permanent" vendors at the Festival Grounds.

Section six (Restriction on Events) and Section five (Sale of Products) of the document were discussed. In Section two (Building Construction), Mayor Bialecki suggested that language be added to only allow licensed building contractors.

Neal Christensen requested that he be allowed to take the draft document back to the Permanent Vendor group, so that they can discuss and potentially amend it.

Dale Christiansen stated that, during the fair, the Fair Association needs to have some control over the permanent vendors.

Alderman Meehean suggested that language related to security at events that serve alcohol should be included in the contract. The Fair Association agrees with this suggestion, but the Rodeo Association disagrees.

Neal Christensen stated that the Permanent Vendor group would be meeting in one or two weeks, and that meeting agenda would include discussion and potential revision(s) of the contract. City Attorney Hayden requested that he be allowed to attend that meeting.

Discussion on the proposed contract will continue at the Festival Grounds Committee meeting in February. No action was taken at this time.

2. Contract language for Fair Association use of grounds

A draft of a document entitled "A Lease of the Merrill Festival Grounds Between the City of Merrill and the Lincoln County Fair Association" was distributed. When this document is finalized and approved, it will serve as a contract between the City of Merrill and Lincoln County Fair Association for the use of the Festival Grounds for the fair.

Dale Christiansen requested that he be allowed to review the document and discuss it with the Fair Association.

Changes to Section three (Term) were suggested. In Section two (Building Construction), Mayor Bialecki suggested that language be added to only allow licensed building contractors.

Alderman Meehean suggested that some accounting-related amendments be made to the contract.

Alderman Russell suggested that the contract be for 25 years. He also suggested an annual review in the first two years, with a review every three years after that.

Discussion on the proposed contract will continue at a future Festival Grounds Committee meeting. No action was taken at this time.

3. Determine fee for use of grounds by Merrill Riders Club

City Administrator Johnson reported that the Merrill Riders Club is a bit different than other groups that use the grounds. At the events the Merrill Riders Club holds at the Festival Grounds, the public is not really invited to attend.

It was noted that, for Merrill Riders Club events, the City should recoup their costs. Alderman Meehean suggested that the Merrill Riders Club should have a contract with the City for their events. He added that the fee should be, at a minimum, sufficient to allow the City to cover their costs. Alderman Meehean suggested contacting the Parks and Recreation Department and/or Commission to obtain information on establishing fee amounts.

No action was taken at this time.

4. Determine fees/no fees for other events such as Relay for Life and Rodeo

Motion (Meehean/Bialecki) to not charge a fee to the group who uses the grounds for the annual "Relay For Life" event. Carried.

It may be possible for other non-profit entities to receive a waiver of the fee when using the grounds. However, these fee waiver requests would need to be submitted to the Festival Grounds Committee, who would then, on a case by case basis, make a decision on the request.

Festival Grounds Manager Richard Bjorklund will be responsible for scheduling events at the Festival Grounds. Alderman Russell stated that he would like to see Mr. Bjorklund in attendance at all Festival Grounds Committee meetings.

Mike Caylor Jr. made comments related to the time of meetings. He suggested that the meetings start a bit later, to make it easier for those working during the day to attend.

Potential fees to be charged to the Rodeo Association were discussed. Bryan Bloch noted that the Rodeo Association is a non-profit organization, and the revenue generated by the rodeo is returned to the community. City Administrator Johnson stated that the Rodeo Association has spent money on improving the facility. Based on that, City Administrator Johnson suggested that any fee charged to the Rodeo Association should be less than fees charged to entities that have no investment in the facilities. Bryan Bloch and the Rodeo Association will discuss the possibility of a fee/contract arrangement.

Neal Christiansen requested a copy of an audited report on the 2016 Tractor Pull.

A potential contract with the Rodeo Association will be discussed at the February meeting. No action was taken at this time.

IV. Establish date, time and location of next meeting

Thursday, February 2nd, 2017 at 6:00 P.M., in the City Hall Common Council Chambers.

V. Public Comment Period

Alderman Norton noted the large turnout and thanked all those in attendance.

Randy Wixson stated that the Merrill Area Chamber of Commerce hopes to hold the 2017 "Pork in the Park" event at the Festival Grounds.

Gene Bebel asked questions related to the use of the Enrichment Center. He also asked whether "mobile" food vendors would be subject to a fee when selling at Festival Grounds events.

VI. Adjournment

Motion (Bialecki/Meehean) to adjourn. Carried. Adjourned at 6:54 P.M.