



CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
MINUTES • THURSDAY FEBRUARY 2, 2017

Regular Meeting

City Hall Council Chambers

6:00 PM

I. Call to Order

Alderman Norton called the meeting to order at 6:00 P.M.

Attendee Name	Title	Status	Arrived
Rob Norton	Alderman - Seventh District	Present	
Tim Meehan	Alderman - Eighth District	Excused	
Bill Bialecki	Mayor	Present	
Paul Russell	Alderman - 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, Festival Grounds Manager Richard Bjorklund, Alderwoman Kandy Peterson, Alderwoman Mary Ball, Les Sabatke, James Kreger, Sue Kunkel, Carrie Cordova, Dick Duginski, Ron Liberty, Bailey Iwen, Chelsea Grund, Pete Annis, Josh Gruenberg, Bill Dinges, Emily Dinges, Billy Dinges, Victoria Cable, Jimmy Lawson, Mike Caylor Jr., Cindi Christiansen, Paul Proulx, Diane Wais and City Clerk Bill Heideman.

II. Minutes of previous meeting(s):

1. Minutes of January 5, 2017 meeting

Motion (Russell/Bloch) to approve.

RESULT: APPROVED

III. Agenda items for consideration:

1. Contract language for permanent vendor stands

Alderman Norton thanked Neal Christensen for his work with the other permanent vendors.

It was reported that, at all events, green space will available to set up tent(s) and seating.

Dale Christiansen stated that it seems as if the fair board is facing revenue losses on several fronts, and that they are fighting an uphill battle. Alderman Norton suggested Festival Grounds Manager Bjorklund as a possible resource.

It was suggested that the word "VENDOR" be added to the title of the agreement.

Mayor Bialecki suggested that the agreement specify that fencing would be optional. He also suggested that language be added to require all food vendors to possess a food license obtainable from Lincoln County.

Section #4 of the agreement (Rent) was then discussed.

Motion (Norton/Christensen) to establish the annual rental fee for permanent vendors at \$23.75 per linear foot of the land they are leasing on the grounds. Carried.

Neal Christensen requested that all permanent vendors be provided a copy of the agreement, as it now exists.

Motion (Norton/Russell) to approve the "Merrill Festival Grounds Vendors Ground Lease" document.

RESULT:	APPROVED
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2. Contract language for Fair Association use of grounds

Motion (Bialecki/Russell) to lay this item over until the March meeting. Mayor Bialecki then requested that his motion be withdrawn. Without objection, it was so ordered.

Section #4 of the agreement (Rent) was discussed. Alderman Norton questioned the 10% of net profit that the Lincoln County Fair Association would be required to submit to the City. Alderman Norton would prefer a specific dollar amount.

Motion (Bialecki/Christiansen) to remove the required payment of 10% of net profit and instead insert zero as the amount the Lincoln County Fair Association would be required to submit to the City. On a roll call vote, the motion tied 3-3. Therefore, the motion failed. Voting No - Bloch, Christensen and Norton.

Alderman Norton raised the possibility of the cattle barn being used for storage. He was told that this was part of an earlier agreement between City Administrator Johnson and Dale Christiansen.

Discussion on the agreement with the Lincoln County Fair Association will continue at the March meeting. No action was taken at this time.

3. Contract language for Rodeo Association use of grounds

A draft copy of the lease agreement was distributed at the meeting. The Lincoln County Rodeo Association is proposing to pay \$1,000 to lease the grounds for nine days.

Neal Christensen questioned whether the five-year term of the agreement, suggesting a one-year term instead. Dale Christiansen agreed with this. It was noted that the lease agreement with the Fair Association is also for five years.

Motion (Bialecki/Russell) to approve the lease agreement with the Lincoln County Rodeo Association.

RESULT:	APPROVED
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4. Cost for grounds and building use

Neal Christensen suggested that the forms for using the grounds should be on the March agenda. It was also suggested that consideration of the fee for the Riders Club should be on the March agenda.

Motion (Russell/Bialecki) to approve a "Grounds Only" daily fee of \$250 and a "Grounds Only" security deposit of \$250. Carried.

Motion (Christiansen/Bloch) to approve a "Steckling Building and Parking Only" daily fee of \$250 and a "Steckling Building and Parking Only" security deposit of \$250. Carried.

Motion (Bloch/Christiansen) to approve a "Grounds and Steckling Building" daily fee of \$450 and a "Grounds and Steckling Building" security deposit of \$350. Carried.

Motion (Christensen/Russell) to approve a "Grandstand and Parking Only" daily fee of \$1,000 a "Grandstand and Parking Only" security deposit of \$2,000 and a \$50 fee for use of the Public Address System. Carried.

Motion (Bloch/Russell) to approve a "Grandstand and Grounds" daily fee of \$1,200 and a "Grandstand and Grounds" security deposit of \$2,000. Carried.

Motion (Bialecki/Bloch) to approve a "Grandstand, Grounds and Steckling Building" daily fee of \$1,600 and a "Grandstand, Grounds and Steckling Building" security deposit of \$2,000. Carried.

Motions related to conditions in the Lease Agreement & Fee Schedule

Motion (Russell/Bloch) to approve the PAYMENT section, as amended, to include the following sentence. At the time of booking, the user would be required to pay 25% (non-refundable) of the total cost, with the remainder due no later than 30 days prior to the event. Carried.

Motion (Christiansen/Bialecki) to approve the INSURANCE section. No sale of tickets will be allowed before the user provides a Certificate of Insurance. Carried.

Motion (Russell/Christiansen) to approve the UTILITIES (water, electric, gas) section. Carried.

Note: The MAINTENANCE DEPARTMENT CHARGES section will be discussed at the March meeting.

Motion (Bialecki/Christiansen) to approve the CLEANING FEES section. Carried.

Motion (Christiansen/Bloch) to approve the LATE FEES section. 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. Carried.

Motion related to charges for the Expo Center (without kitchen)

Motion (Christensen/Norton) to approve a base daily rate of \$600. The fee for the second day would be \$400, and the fee for any other consecutive day(s) would be \$200. The security deposit would be \$250. Carried.

Motions related to charges for the Expo Center with Kitchen

Motion (Bloch/Bialecki) to approve a base daily rate of \$700. The fee for the second day would be \$500, and the fee for any other consecutive day(s) would be \$300. The security deposit would be \$500. Setup fee would be \$50. On a roll call vote, the motion was tied 3-3. Therefore, the motion failed. Voting No - Russell, Christiansen and Norton.

Motion (Norton/Russell) to approve a base daily rate of \$600. The fee for the second day would be \$400, and the fee for any other consecutive day(s) would be \$200. The security deposit would be \$500. Setup fee would be \$50. Carried.

IV. Public Comment Period

Dick Duginski stated that he was pleased that things seem to be moving forward.

V. Establish date, time and location of next meeting

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

VI. Adjournment

Motion (Bialecki/Russell) to adjourn. Carried. Adjourned at 8:35 P.M.