



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

**Regular Meeting**

**Bierman Building**

**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	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	
Bryan Bloch	Rodeo Assn. Rep.	Present	
Brad Becker	Fair Assn. Rep.	Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Festival Grounds Manager Richard Bjorklund, Alderwoman Kandy Peterson, Dick Stoeckmann, Diane Wais and City Clerk Bill Heideman. Representatives from Relay for Life were also present. A student was in attendance to tape the meeting for Merrill Productions.

II. Minutes of previous meeting(s):

1. Minutes of September 7, 2017 meeting

Motion (Meehean/Russell) to approve.

<b>RESULT:            APPROVED</b>
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III. Agenda items for consideration:

1. Continue reporting and discussion of alcohol licensing

City Attorney Hayden reported that a Request for Proposal (RFP) will be prepared for consideration by potential licensees. The City will be purchasing some "bar" equipment for the eventual licensee.

2. Continue disucssion of Non-Profit/Chartiable policy

City Attorney Hayden distributed a memo on Non-Profit Organizations Use Policies. He explained that the committee needs to answer the following questions:

- Which organizations are considered charitable and which are considered non-profit, and why?
- Should an hourly rate and/or a partial day rate be included in the fee schedule?
- Which groups, if any, are exempt from rental charges?

Motion (Meehean/Bloch) to change the Monday-Thursday daily rental fee for the Bierman Expo Center to \$300. Carried.

Discussion was then held on potential exceptions to the fee schedule. Alderman Norton suggested that, considering the size of their financial commitment to the facility, the Bierman Family Foundation could request a fee exception for Bierman Family Foundation events held at the facility.

No action was taken on exceptions to the fee schedule.

### **3. Commercial kitchen rental**

Diane Wais reported that she has received a request to rent the Bierman Expo Center commercial kitchen only.

City Administrator Johnson noted that, in the past, a similar request was received to use the commercial kitchen at City Hall. That request was denied.

Motion (Bialecki/Christensen) to initiate a policy prohibiting the rental of only the Bierman Expo Center commercial kitchen. Motion failed.

Clerk's Note: At the November 2<sup>nd</sup>, 2017 Festival Grounds Meeting, Alderman Norton requested that the October 5<sup>th</sup>, 2017 minutes be amended to add an additional motion under the "Commercial kitchen rental" agenda item. The additional motion was to allow rental of the entire hall for \$450 (plus \$500 kitchen deposit), if the renter opts to use the commercial kitchen only. A review of the meeting notes and the video of the meeting did not seem to include such a motion. However, there was discussion and apparent consensus that this type of rental would be allowed.

### **4. 2017 Fair recap**

Brad Becker reported that the financial report related to the 2017 fair are still being prepared.

### **5. 2018 Fair dates**

The tentative dates for next year's fair are Wednesday, August 15<sup>th</sup>, 2018 to Sunday, August 19<sup>th</sup>, 2018. Spectrum Carnival will be providing the rides, games, etc.

The Association of Fairs - District II meeting was held recently at the facility. It is possible that Merrill could become a permanent host to this annual meeting.

Festival Grounds Manager Bjorklund stated that, in his opinion, changing to one-way traffic on East Sixth Street (Sales Street to Memorial Drive) during the fair does not make sense.

### **6. Food vendor lease**

A copy of the proposed lease was in the meeting packet.

City Administrator Johnson reported that the tractor pull sponsor does not want to decide which "permanent" vendors can be open for the tractor pull. Therefore, in the future, the City will be making that decision.

Discussion was held on the proposed lease. Discussion will continue at the November meeting. At that meeting, Neil Christensen may propose some amendments to the document.

No action was taken at this time.

#### 7. Rodeo Association lease

A copy of the proposed lease was in the meeting packet.

Neil Christensen requested that it be noted that the rodeo has made donations to improve the facility and has also allowed other entities to use rodeo-owned equipment.

Motion (Meehean/Russell) to approve the lease document, as presented.

<b>RESULT:</b>	<b>APPROVED</b>
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#### 8. Monthly report from Festival Grounds Manager Bjorklund

Verbal information on upcoming projects and events was provided.

#### IV. Public Comment Period

Sheri Pudlowski expressed her hope that the future would bring increased community involvement in events at the Enrichment Center.

Representatives from Relay for Life shared their plans for the 2018 Relay for Life, which may include a parade.

Bryan Bloch was pleased to report that the Wisconsin Pro Rodeo has been given a national award, the 2017 "Small Committee of the Year", from the Women's Professional Rodeo Association (WPRA).

#### V. Establish date, time & location of next meeting

Thursday, November 2<sup>nd</sup>, 2017 at 6:00 P.M. at the Bierman Center.

#### VI. Adjournment

Motion (Becker/Meehean) to adjourn. Carried. Adjourned at 8:01 P.M.