



**CITY OF MERRILL**  
**FESTIVAL GROUNDS COMMITTEE**  
**AGENDA • THURSDAY JANUARY 4, 2018**

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**Regular Meeting**

**Bierman Building**

**6:00 PM**

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- I. Call to Order
- II. Minutes of previous meeting(s):
  1. Minutes of December 7, 2017 meeting
- III. Agenda items for consideration:
  1. Continue discussion and reporting of alcohol licensing
  2. Fair financial report/update from Fair Assn. Rep. Becker
  3. Summary of 2017 activities
- IV. Monthly Reports:
  1. Food Vendor Rep. Christensen
  2. Festival Grounds Manager Bjorklund
- V. Public Comment Period
- VI. Establish date, time and location of next meeting
- VII. Adjournment



**CITY OF MERRILL**  
**FESTIVAL GROUNDS COMMITTEE**  
**MINUTES • THURSDAY DECEMBER 7, 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.	Excused	
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, Gloria Kunkel, Dave Buck, Clyde Nelson, Emily Dinges, Bill Dinges, Diane Wais and City Clerk Bill Heideman.

**II. Minutes of previous meeting(s):**

**1. Minutes of November 2, 2017 meeting**

Fair Assn. Rep. Becker suggested that, in the Riders Club portion of the minutes, language be added to specify that the discussion of the grounds conditions was in reference to the grounds "in the arena area".

Motion (Meehean/Russell) to approve, incorporating the amendment.

**RESULT: APPROVED AS AMENDED**

**III. Agenda items for consideration:**

**1. Continue reporting and discussion of alcohol licensing**

City Attorney Hayden reported that Festival Grounds Manager Bjorklund is in the process of formulating a plan on this issue. City Attorney Hayden requested that consideration be delayed until the January, 2018 meeting.

Without objection, it was so ordered.

**2. Fair financial report/update from Fair Association Rep. Becker**

Fair Assn. Rep. Becker reported that the financial reports are not yet complete. Therefore, he has nothing to report at this time.

**3. Leases:**

Relay for Life of Merrill

Information as in the meeting packet.

Representing the Relay for Life, Gloria Kunkel provided verbal details on the 2018 event, scheduled for August 3<sup>rd</sup> and 4<sup>th</sup>. The grandstand will be used, but only for the fireworks.

Motion (Meehean/Bialecki) to approve, with a \$250 fee for the use of the grounds, plus a \$250 security deposit. There would be no charge for the use of the arena.

**RESULT: APPROVED**

#### Lincoln County Fair Association

Information was in the meeting packet.

The lease commenced on March 1<sup>st</sup>, 2017, and runs for five years. The lease specifies that it is to be reviewed annually for the first three years after inception.

Motion (Norton/Meehean) to retain the lease for 2018, continuing the same conditions in effect for 2017.

**RESULT: APPROVED**

#### 4. Monthly Reports:

##### Food Vendor Rep. Christensen

Food Vendor Rep. Christensen had nothing new to report at this time.

##### Festival Grounds Manager Bjorklund

The report was distributed at the meeting.

Festival Grounds Manager Bjorklund reported verbally on the report, which included information on the following:

- General
- Tractor Pull
- Rodeo
- County Fair
- Bierman Expo Hall
- Board Information

#### IV. Public Comment Period

Food Vendor Rep. Christensen asked whether a year-end report on 2017 events and building rentals would be prepared, distributed and discussed.

Clyde Nelson thanked the committee for extending the Fair Association Lease under the same conditions and fee amount.

Diane Wais reported on 2018 events.

V. Establish date, time and location of next meeting

Thursday, January 4<sup>th</sup>, 2018 at 6:00 P.M. at the Bierman Center.

VI. Adjournment

Motion (Meehean/Russell) to adjourn. Carried. Adjourned at 6:43 P.M.

## 2017 Events – MERRILL FESTIVAL GROUNDS

### MAY

May 19 <sup>th</sup>	Riders Club	
May 19 <sup>th</sup>	Riders Club	

### JUNE

June 2 <sup>nd</sup>	Riders Club	
June 9, 10 & 11 <sup>th</sup>	Rodeo	
June 16 <sup>th</sup>	Riders Club	

### JULY

July 7 <sup>th</sup>	VFW Benefit	
July 8 <sup>th</sup>	Tractor Pull	
July 12 <sup>th</sup>	Ribbon Cutting Ceremony	Expo
July 12 <sup>th</sup>	Begin Fair Set up	
July 21 <sup>st</sup>	Riders Club	
July 26, 27, 28, 29, 30	Fair	

### AUGUST

August 5 <sup>th</sup>	VFW Event	Expo
August 8 <sup>th</sup>	Community Night Out	Grounds/Expo
August 10 <sup>th</sup>	Fair Clean up Complete	
August 11 <sup>th</sup> & 12 <sup>th</sup>	Relay for Life	
August 18 <sup>th</sup>	Merrill Riders	
August 22 <sup>nd</sup>	Optimist – Pasta Bowls	Expo
August 25 <sup>th</sup>	Memorial – Ron Turner	Expo

### SEPTEMBER

September 4 <sup>th</sup>	Park and Recreation	
September 17 <sup>th</sup>	Riders Club	

### OCTOBER

October 5 <sup>th</sup>	Fair Association Meeting	Expo
October 14 <sup>th</sup>	Alft Benefit	Expo
October 19, 20, 21	Enrichment Center Craft Show	Expo

### NOVEMBER

No Bookings

### DECEMBER

No Bookings

Respectfully submitted,

Diane Wais  
Legal Assistant

Attachment: 2017 Events (3017 : Summary of 2017 activities)