



CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
MINUTES • THURSDAY SEPTEMBER 6, 2018

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
Michael Caylor	Food Vendor Rep.	Present	
Rob Norton	Aldersperson - Seventh District	Present	
Tim Meehean	Aldersperson - Eighth District	Present	
John M. Van Lieshout	Aldersperson - Fifth District	Present	
Derek Woellner	Mayor	Present	
Bryan Bloch	Rodeo Assn. Rep.	Present	
Brad Becker	Fair Assn. Rep.	Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Facilities Maintenance Manager Nick Wszalek, Festival Grounds Manager Richard Bjorklund, Alderman Paul Russell, Diane Wais, Bill Bialecki, Darryl Barker, Bryan Moodie and City Clerk Bill Heideman. A student was in attendance to tape the meeting for Merrill Productions.

II. Minutes of previous meeting(s):

1. Minutes of August 2, 2018 meeting

Motion (Meehean/Van Lieshout) to approve.

RESULT: APPROVED

III. Agenda items for consideration:

1. Fair - Debriefing/Suggestions from City Staff for future fair events

Facilities Maintenance Manager Wszalek stated that he was in attendance to get feedback from the committee on possible ways to improve services related to the fair.

Fair Association Rep. Becker noted some minor concerns with the restrooms, but everything else went well. He said that John Kaufman's cleanup crew did high-quality work throughout the fair.

Festival Grounds Manager Bjorklund suggested that the Bierman Building should be open during normal fair hours.

Food Vendor Rep. Caylor reported that there initially was some problems with lights, but those concerns were addressed and rectified.

The possibility of selling cream puffs in the Enrichment Center during the fair was suggested.

Festival Grounds Manager Bjorklund suggested relocating the pie-eating contest and other events to the Bierman Building.

Alderman Russell, a member of the fair board, thanked City staff for their work during the fair.

City Administrator Johnson mentioned that more coordination among the various groups during the fair could be beneficial. Rodeo Association Rep. Bloch agreed and suggested that communications could be improved.

Fair Association Rep. Becker has received feedback from the electricians and plumbers working during the fair. It was noted that dust during the fair was a concern.

Removing the fences around the beer stands during the fair is being considered.

Potential use of the Steckling Building for storage is being researched.

The possibility of additional ATM machines on the grounds is being considered.

Consideration is being given to renewing the contract with Spectrum. That organization provides the carnival for the fair.

Discussion was then held on the possibility of charging an admission fee for the fair. To do so would require fencing, which would then be an issue for future budgets.

2. Fair Recycling Report

Food Vendor Rep. Caylor reported that some of the permanent stands recycled to a certain extent. He mentioned that the Lions Club indicated that they would like to see more recycling of fair refuse, which hopefully will happen next year.

3. Rodeo Contract

A copy of the contract was in the meeting packet. It has been submitted to the Rodeo Association for their consideration.

Motion (Meehean/Van Lieshout) to approve the contract as presented.

RESULT:	APPROVED
----------------	-----------------

4. Calendar of Events

Diane Wais reported that September has been a busy month.

A gun show and "Pork in the Park" are upcoming.

IV. Review and discuss preliminary 2019 budget requests:

Room Tax

The proposed 2019 Room Tax budget was in the meeting packet.

Paving of various sections of the Festival Grounds was discussed.

Further discussion on the 2019 Room Tax budget will occur at the October meeting. At that time, more information will be available.

Fencing of the Festival Grounds was discussed.

No action was taken.

Merrill Festival Grounds

The proposed 2019 Merrill Festival Grounds budget was in the meeting packet. No action was taken.

Bierman Building

The proposed 2019 Bierman Building budget was in the meeting packet. No action was taken.

Tractor Pull

The proposed 2019 Tractor Pull budget was in the meeting packet. No action was taken.

Bill Bialecki provided a verbal review of the 2018 tractor pull. Expansion of the event to span two days is being considered.

V. Monthly Reports:

1. Festival Grounds Manager Bjorklund

The monthly report was in the meeting packet.

Festival Grounds Manager Bjorklund shared verbal information on "Return on Investment".

2. Food Vendor Rep. Caylor

The monthly report was in the meeting packet.

Food Vendor Rep. Caylor noted that the Parks and Recreation Department currently charges \$25 for one-day (temporary) vendors on Labor Day. City Administrator Johnson suggested that those types of vendors should be changed something around \$100. Alderman Norton suggested that the Festival Grounds Committee and the Parks and Recreation Commission could meet to discuss this issue.

Food Vendor Rep. Caylor stated that the permanent stand are working together more and more on purchasing and other issues common to all the permanent stands.

VI. Public Comment Period

Bill Bialecki noted that the temporary vendors are subject to regulations, and that perhaps "Vending by Permit Only" signs could be used to help ensure that temporary vendors are compliant.

It was noted that the some of the wood from the trees removed from the Festival Grounds is being used for various projects.

VII. Establish date, time & location of next meeting

Thursday, October 4th, 2018 at 6:00 P.M. at the Bierman Building.

VIII. Adjournment

Motion (Meehean/Caylor) to adjourn. Carried. Adjourned at 7:29 P.M.