



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

Regular Meeting

Bierman Building

6:00 PM

- I. Call to Order
- II. Minutes of previous meeting(s):
 1. Minutes of August 2, 2018 meeting
- III. Agenda items for consideration:
 1. Fair - Debriefing/Suggestions from City Staff for future fair events
 2. Fair Recycling Report
 3. Rodeo Contract
 4. Calendar of Events
- IV. Review and discuss preliminary 2019 budget requests:
 - Room Tax
 - Merrill Festival Grounds
 - Bierman Building
 - Tractor Pull
- V. Monthly Reports:
 1. Festival Grounds Manager Bjorklund
 2. Food Vendor Rep. Caylor
- VI. Public Comment Period
- VII. Establish date, time & location of next meeting
- VIII. Adjournment

**City of Merrill
Festival Grounds Committee
Thursday, August 2, 2018 at 6:00 P.M.
Bierman Building**

I. Alderman Norton called the meeting to order at 6:00 p.m.

Committee members Present: Mayor Derek Woellner, Rob Norton, (Chairperson), Alderman John Van Lieshout, Alderman Tim Meehean, Bryan Bloch, Michael Caylor, Brad Becker

Other attendees included, City Administrator Dave Johnson, City Attorney Tom Hayden, Festival Grounds Manager Richard Bjorklund, Diane Wais, Bill Bialecki, George Henrich Jr., Dave Buck, and a MP3 representative.

Excused: City Clerk Heideman

II. Minutes of pervious meeting:

1. Minutes of the July 12, 2018 meeting.
Motion (Meehean/Van Lieshout) to approve.

III. Agenda Items for consideration:

1. Fair Update
Fair Association Rep. Becker reported that a couple groups who were helpful in the past are no longer able to do it. Fair volunteers will be covering, with himself taking two weeks of vacation to set up and prepare for the fair. Everything is on track with the City, supplies have been ordered, fencing going up. One problem, again with misinformation given, regarding karaoke, beer stands requested background music (c/d's), not karaoke, which was approved by the Fair Association. Monster Truck show will be Sunday, with a truck on display at Brickner's on Saturday for the public to get an up close and personal look. All is going as planned.
2. Calendar of Events/Feedback
Diane reported all feedback again has been positive. This weekend will be busy with four events going on basically at the same time; Relay for Life, Good News Project, a funeral luncheon and the Fair Association setting up for the fair.
3. Skate Park Placement
Chairman Norton reported that the Festival Grounds has been removed from consideration for the Skate Park. He indicated that no

non-fair developments should be considered on this site. Bryan Block indicated that the Festival Grounds should NOT be considered for anything except to GROW what we have started. When the City started this project, it was made known that we are one of the smallest grounds in the state and have become smaller with the Humane Society taking a larger piece. Also, nothing regarding the skate park came to our meeting, but we had to read it in the paper that the grounds were being considered for their site. We were blindsided.

4. 2019 Capital Improvements/Budget Items
Chairman Norton asked for any comments. Meehean indicated to leave as is. Caylor proposed to move the pavement replace up for safety reasons. Dave indicated they are looking into this and working on plans with Engineer Akey on how best to design paving on the grounds. Grant options are being explored, which as in the past, could alter and move-up some of the projects. Motion (Caylor/Meehean) to approve the budget as presented.

IV. Monthly Reports:

1. Festival Grounds Manager Bjorklund

The monthly report was in the meeting packet.

Bjorklund indicated he is looking into some grants offered by the State Department of Tourism. Also if anyone has some time or is available the Fair Association would use some help in lifting and toting.

2. Food Vendor Rep. Caylor

The monthly report was in the meeting packet.

Food Vendor Rep. Caylor indicated they will be changing the night of the meetings to Wednesday. Hopefully this will bring more of the Food Vendors to their meetings. Caylor indicated that the St. John and St. Francis food stands will once again be using the green space between the stands for a tented seating area and the tent has been donated at no cost to the stands for this purpose. Optimist had a water leak. He was asked, how many stands planned on recycling during the fair and he was not sure.

V. Public Comment Period

There were no public Comments

VI. Establish date, time and location of next meeting.

Thursday, September 6, 2018 at 6:00 p.m. in the Bierman Building.

VII. Adjournment

Motion (Meehean/Van Lieshout) to adjourn. Carried.
Adjourned at 6:20 p.m.

Minutes prepared and submitted by:

Thomas N. Hayden
Recording Secretary

SEPTEMBER

Fair – Debriefing/Suggestions from City Staff for future fair events

Fair Recycling Report

Rodeo Contract (Attachment)

Calendar of Events (Attachment)

2019 Budget Proposal

Food Vendor Report – Caylor

Festival Grounds Manager Report – Bjorklund (Attachment)

Attachment: Agenda Items (3599 : Fair - Debriefing/Suggestions from City Staff for future fair events)



CITY OF MERRILL

Office of the City Attorney
Thomas N. Hayden, City Attorney

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e-mail: tom.hayden@ci.merrill.wi.us

October 10, 2017

Bryan Bloch
7706 County Road S
Athens, WI 54411

Re: Merrill Festival Grounds Lease

Dear Mr. Bloch:

As you are aware, the Merrill Festival Committee reviewed your lease for the upcoming 2018 year and proposed no changes to the lease. We understand the event will be held beginning on Friday June 8th, through Sunday June 19th, with 14 days surrounding the event for set up and take down. All other conditions, rents, etc. will remain the same.

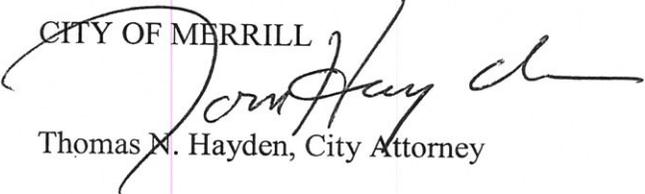
The City of Merrill and the Merrill Festival Committee appreciates what the Wisconsin Pro Rodeo brings to their event and all of the improvements and equipment they have done with the Festival Grounds for the City. Since some of these things may go unnoticed by many, we are asking if you would send a letter outlining the many wonderful things your group has done for the grounds since the City of Merrill acquired the property and plans for the future.

Also, just a reminder, if you have a special request for the permanent food vendors, such as products to be sold, or if you don't care if they open or if you prefer them to be closed, please notify the City Attorney's Office with those requests so a letter can be sent from that office 30 days or more prior to your event.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

CITY OF MERRILL


Thomas N. Hayden, City Attorney

TNH/dw

Encl.

CC: Rob Norton, Chairman Merrill Festival Committee

Attachment: Rodeo Contract Info (3601 : Rodeo Contract)



Bryan Bloch-President
Home: 715.257.7645
Mobile: 715.581.7756
BryanB@wrpr.rodeo

Bryan Moodie-Vice President
Mobile: 715.615.7463
BryanM@wrpr.rodeo

Gail Bloch-Secretary
Home: 715.257.7645
GailB@wrpr.rodeo

Bill Bruening-Treasurer
Mobile 715.551.1446
BillB@wrpr.rodeo

A presentation of the Lincoln County Rodeo Association, Inc., 906 N Center Ave, Merrill, WI 5445

11/2/201

Rodeo Investment into the Merrill Festival Grounds 2017

Electrical \$11,168.77

Labor for Electrical \$2,700.00

Plumbing Parts only \$1,225.38

Finish Building by arena

Labor \$13,500.00

Material \$12,000.00

Total Investment into Festival Grounds \$40,594.15

Visit us at our Website: www.wrpr.rodeo

Josh Grueneberg
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715-432-8743

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715-297-7848

Attachment: Rodeo Contract Info (3601 : Rodeo Contract)

A LEASE OF THE MERRILL FESTIVAL GROUNDS BETWEEN THE CITY OF MERRILL AND THE LINCOLN COUNTY RODEO ASSOCIATION

This agreement, made and entered into as of March 1, 2017, by and between the City of Merrill, Wisconsin, a municipal corporation, hereinafter called the Lessor, and Lincoln County Rodeo Association whose mailing address is 7706 County Road S, Athens, WI 54411 hereinafter called the Lessee(s).

WHEREAS, the Lessor owns and operates the Merrill Festival Grounds (hereinafter the "Grounds") and Lessee is desirous of leasing, at various times, agreeable between the parties, throughout the year, a certain parcel of land at the Merrill Festival Grounds, hereinafter more fully described, for the purpose of providing the annual exposition known as the Wisconsin River Pro Rodeo and various other rodeo related events;

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, the Lessee does hereby lease from the Lessor the following premises, rights, and easements upon the following terms and conditions.

1. **Property Description:** Part of Certified Survey Map No. 2459, as recorded in the Lincoln County Register of Deeds Office, Lincoln County, Wisconsin, except those areas previously leased to service and similar organizations, as well as the public area delineated on the attached map.
2. **Building Construction.** The Lessee shall have the right to erect and alter temporary buildings or structures upon the premises providing such buildings or structures conform to the building code requirements of the Wisconsin Department of Safety and Professional Services, pertinent provisions of any local ordinance in effect, and the work is performed by properly licensed contractors. All plans for such buildings or structures shall be reviewed and approved in writing by the Lessor prior to erection.
3. **Term.** The original term of this lease commences on March 1, 2017 and will continue for 5 years from said date, and shall be automatically renewed from year to year, January 1st through December 31st thereafter. This agreement shall be reviewed yearly for a period of three years after inception, and if renewed, every three years thereafter and rent/conditions adjusted. The original term of this lease commences for 14 days surrounding the Wisconsin River Pro Rodeo event, usually in June of each year.

4. Rent. Lessor shall charge \$1,000.00 plus utilities for the 14 day period of the Wisconsin River Pro Rodeo. No additional rent shall be assessed for periodic use during the remainder of the year to the Lincoln County Rodeo Association, in consideration of the economic and social benefit it provides to the City of Merrill and surrounding area.

Lincoln County Rodeo Association is responsible for all utility payments, paper products, cleanup of grounds/buildings, and repair of damages above and beyond normal wear and tear on the Festival Grounds and/or facilities.

Lincoln County Rodeo Association, with proper permits and licenses, shall be allowed to sell beer in the Grandstand during the Grandstand performances.

5. Use of the Arena Area by Others. Lessor and Lessee agree to the following:

- a) The Arena area may be used by other groups/organizations (“User”) after proper documentation/Lease Agreements are received and completed with the City.
- b) User will be responsible for any damages to the arena and related equipment. It will be at the Lessor and the Lincoln County Rodeo Association’s discretion if damages can be repaired or if replacement is needed.
- c) User will have a Lincoln County Rodeo Association representative on the grounds prior to moving any of the arena panels. (Does not apply to the City)
- d) User must clean arena at the end of each use.
- e) User may drag the arena area and may use the Lincoln County Rodeo Association’s drag. The use of a tiller is not allowed in the arena area.
- f) User is responsible to provide their own tractor. If assistance is needed, they must provide the City a minimum two weeks notice, and City will notify the Lincoln County Rodeo Association of the request. Assistance will be considered, but not guaranteed, based on the resources/availability of Lincoln County Rodeo Association staff.

6. Use of the Timing Building. Lessor and Lessee agree to the following:

- a) The Timing Building may be used by other groups/organizations (“User”) after proper documentation/Lease Agreements are completed with the City.
- b) User may have the use of equipment stored in the building, provided it is cleaned after use.
- c) User will be responsible for any damages to the building, equipment stored in the building, and related timing equipment. It will be at the Lessor and the Lincoln County Rodeo Association’s discretion if damages can be repaired or if replacement is needed.

- d) User may not hang, or attach items to, nail, cover, or in any way deface the exterior of the building. This includes, but is not limited to covering the sponsors name or the Lincoln County Rodeo Association/Wisconsin River Pro Rodeo's name on the exterior of the building.
- e) The building is the property of the Lincoln County Rodeo Association and shall not be used for storage by any other group.
7. **Non-Exclusive Use.** The Lessee shall have the right to the exclusive use of the parking areas, appurtenances and improvements; the right to install, operate, maintain and store, subject to the approval of the Lessor in the interests of safety and convenience of all concerned, all equipment necessary for the safe operation of the Wisconsin River Pro Rodeo; the right of ingress to and egress from the premises, which shall also extend to Lessee's employees, guests and patrons; the right, in common with others authorized to do so, to use common areas of the Merrill Festival Grounds.
- This lease is expressly subject to Lease Agreements between the City of Merrill and other civic/benevolent organizations. No fees, rents, or similar charges shall be assessed by the Lincoln County Rodeo Association to those organizations during the term of this agreement.
8. **Laws and Regulations.** The Lessee agrees to observe and obey during the term of this lease all laws, ordinances, rules and regulations promulgated and enforced by the Lessor, and by other proper authority having jurisdiction over the conduct of operations at the Merrill Festival Grounds.
9. **Hold Harmless.** The Lessee agrees to hold the Lessor free and harmless from loss from each and every claim and demand of whatever nature made upon the behalf of or by any person or persons for any wrongful act or omission on the part of the Lessee, his agents or employees, and from all loss or damages by reason of such acts or omissions.
10. **Assumption of Risk for Personal Property and Fixtures.** All personal property and fixtures of any kind or description whatsoever, including, but not limited to vehicles and products placed on the leased premises, shall be placed on the leased premises at the Lessee's sole risk, which risk Lessee hereby agrees to assume. The City of Merrill shall not be liable for any damage done to or loss of such personal property, or damage or loss suffered by any business or occupation of the Lessee arising from acts or omissions of others or from the malfunction of any utility or mechanical systems serving the leased premises.
11. **Insurance.** The Lincoln County Rodeo Association shall furnish the City of Merrill with a Certificate of Insurance naming the City of Merrill as an additional insured, indicating proof of the following insurance and insurance limits: Workers Compensation (if applicable) in compliance with the Compensation Law of the State of Wisconsin,

General Liability Insurance with a minimum combined single limit of liability per occurrence for bodily injury and property damage coverage of \$ 2,000,000. This insurance shall include on the Certificate of Insurance the following coverages:

- a. Premises - Operations
- b. Products and Completed Operations
- c. Broad Form Property Damage
- d. Broad Form Blanket Contractual
- e. Personal Injury
- f. Professional Liability

Automobile Liability Insurance with a minimum combined single liability per occurrence of \$1,000,000 for bodily injury and property damage. This insurance shall include bodily injury and property damage for the following coverages:

- a. Owned Automobiles
- b. Hired Automobiles
- c. Non-Owned Automobiles

Such insurance shall indicate dates of coverage for all activities relating to the event, including accessing the Festival Grounds to set up prior to the event date(s), and cleaning up after the event.

12. **Maintenance of Buildings.** The Lessee will maintain the structures occupied by it and the surrounding land premises in good order and make such minor repairs as are necessary. In the event of fire or any other casualty to structures owned by the Lessee, the Lessee shall either repair or replace the building or remove the damaged building and restore the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred. Upon petition by the Lessee, the Lessor may grant an extension of time if it appears such extension is warranted.
13. **Right to Inspect.** The Lessor reserves the right to request entrance to the premises, which request will not be unreasonably withheld, at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement, local ordinances or other regulations.
14. **Taxes.** The Lessee shall pay all taxes or assessments that may be levied against the personal property of the Lessee or the buildings which he may erect on lands leased exclusively to it.
15. **Signs.** The Lessee agrees that no signs or advertising matter may be erected without the consent of the Lessor.

- 16. Default.** The Lessee shall be deemed in default upon:
- a. Failure to pay any sums due within 30 days after due date.
 - b. The filing of a petition under the Federal Bankruptcy Act or any amendment thereto including a petition for reorganization or an arrangement.
 - c. The commencement of a proceeding for dissolution or for the appointment of a receiver.
 - d. The making of an assignment for the benefit of creditors.
 - e. Violation of any restrictions in this lease, or failure to keep any of its covenants after written notice to cease such violation and failure to correct such violation within thirty days.
- 17. Lease Transfer.** The Lessee may not, at any time during the time of this lease, assign or transfer this agreement or any interest contained, without the consent of the Lessor.
- 18. Merrill Festival Grounds Development.** The Lessor herein reserves the right to further develop or improve Merrill Festival Grounds as it sees fit, regardless of the desires or view of the Lessee, and without interference or hindrance.
- 19. Dispute Resolution.** Any controversy or claim arising out of or relating to this Lease or any alleged breach thereof, which cannot be settled between the parties, shall be settled by resolution in the appropriate Court of Record.

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Merrill Festival Grounds Committee

Date of Meeting: Thursday – September 6th, 2018

Request by: Finance Director Kathy Unertl

Describe below the item(s) you wish to have put on the agenda:
(please attach any pertinent information):

Review and discuss preliminary 2019 budget requests:

- Room Tax – 100% of City retained revenue amount goes to MFG
- Merrill Festival Grounds
- Bierman Building
- Tractor Pull – Finance assumption is that the event gate revenues will cover most of City Streets personnel and equipment expenses.

Tax Increment District No. 3 expenditure timeframe ends in 2020. Replacement paving needs to be 2019 or 2020 infrastructure improvement project.

Signed: *Kathy Unertl*

Date: 8/28/2018

City of Merrill - Merrill Festival Grounds 2019 Budget Proposal Summary								Preliminary
Revenues	2016	2017	2018	2018	2018	2019		Budget
Department	Actual	Actual	Budget	August	Projected	Request		Change
24-45304 Room Tax (City %)	\$17,835	\$17,262	\$20,450	\$15,568	\$18,250	\$18,250		(\$2,200)
24-45225 Merrill Festival Grounds	\$17,701	\$144,270	\$335,000	\$278,122	\$335,311	\$120,000		(\$215,000)
24-45513 Bierman Building	\$0	\$4,900	\$10,000	\$6,700	\$7,500	\$10,000		\$0
Total Revenues	\$35,536	\$166,432	\$365,450	\$300,390	\$361,061	\$148,250		(\$217,200)
Expenses	2016	2017	2018	2018	2018	2019		Preliminary
Department	Actual	Actual	Budget	August	Projected	Request		Budget
24-45225 Merrill Festival Grounds	\$62,857	\$99,605	\$334,575	\$332,928	\$370,125	\$125,780		(\$208,795)
24-55513 Bierman Building	\$0	\$38,692	\$61,200	\$25,067	\$49,373	\$95,490		\$34,290
Total Expenses	\$62,857	\$138,297	\$395,775	\$357,995	\$419,498	\$221,270		(\$174,505)
Net (Revenues - Expenses)	(\$27,321)	\$28,135	(\$30,325)	(\$57,605)	(\$58,437)	(\$73,020)		(\$42,695)
TID No. 3 Expenses	2016	2017	2018	2018	2018	2019		Preliminary
	Actual	Actual	Budget	August	Projected	Request		Budget
Merrill Festival Grounds	\$214,766	\$335,967	\$56,825	\$3,844	\$56,825	\$195,000		\$138,175

Attachment: MFG - 2019 Budget Draft (3593 : Room Tax)

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2018

24 -Merrill Festival Grounds
 Room Tax

	2016 ACTUAL	2017 ACTUAL	(----- 2018 -----) CURRENT BUDGET	(----- 2018 -----) Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2019 -----) REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
<u>Taxes (or Utility Rev.)</u>								
45304-41210 Room Tax	82,857	80,174	95,000	42,501	85,000	85,000	(10,000)	
TOTAL Taxes (or Utility Rev.)	82,857	80,174	95,000	42,501	85,000	85,000	(10,000)	
45304-41210 Room Tax								
PERMANENT NOTES: Increased from 4.0% to 6.0% effective 10/1/2015. Hotel retains 0.1%.								
TOTAL REVENUES	82,857	80,174	95,000	42,501	85,000	85,000	(10,000)	
EXPENDITURES								
<u>Supplies & Expenses</u>								
55304-03-41000 MARC - PR/Marketing	7,022	6,794	8,050	2,909	7,250	7,250	(800)	
55304-03-50000 Tourism Committee-Chamber	58,000	56,117	66,500	24,024	59,500	59,500	(7,000)	
TOTAL Supplies & Expenses	65,022	62,911	74,550	26,933	66,750	66,750	(7,800)	
55304-03-4100MARC - PR/Marketing								
PERMANENT NOTES: 0.5% for PR/Marketing of Merrill Area Recreation Complex.								
55304-03-50000Tourism Committee-Chamber								
PERMANENT NOTES: Per WI Stats, 70.0% to Tourism Commission (through Merrill Area Chamber of Commerce).								
TOTAL EXPENDITURES	65,022	62,911	74,550	26,933	66,750	66,750	(7,800)	
REVENUE OVER/ (UNDER) EXPENDITURES	17,835	17,262	20,450	15,568	18,250	18,250	2,200)	

Attachment: MFG - 2019 Budget Draft (3593 : Room Tax)

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2018

24 -Merrill Festival Grounds
 Merrill Festival Grounds

	2016 ACTUAL	2017 ACTUAL	(----- 2018 -----) CURRENT BUDGET	(----- 2018 -----) Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2019 -----) REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
<u>Taxes (or Utility Rev.)</u>								
45225-41110 Property Tax-Festival Ground	10,000	129,932	26,000	26,000	26,000	26,000	0	
45225-41113 Proceeds-Long Term Debt	0	0	55,000	0	55,000	80,000	25,000	
TOTAL Taxes (or Utility Rev.)	10,000	129,932	81,000	26,000	81,000	106,000	25,000	
45225-41113 Proceeds-Long Term Debt								
PERMANENT NOTES: In 2019, restroom interior rehab (two facilities).								
<u>Public Charges-Services</u>								
45225-46735 MFG Rental Revenues	0	10,786	11,000	11,311	11,311	11,000	0	
TOTAL Public Charges-Services	0	10,786	11,000	11,311	11,311	11,000	0	
<u>Miscellaneous Revenues</u>								
45225-48225 Reimb-Utilities-Event Sponso	2,552	2,752	3,000	810	3,000	3,000	0	
45225-48500 Bierman Foundation-Grant	0	0	240,000	240,000	240,000	0	(240,000)	
45225-48507 Festival Grounds Donations	5,149	800	0	0	0	0	0	
TOTAL Miscellaneous Revenues	7,701	3,552	243,000	240,810	243,000	3,000	(240,000)	
TOTAL REVENUES	17,701	144,270	335,000	278,122	335,311	120,000	(215,000)	
EXPENDITURES								
<u>Personnel Services</u>								
55225-01-11000 Wages - Salaried	0	0	0	0	0	0	0	
55225-01-21000 Wages - Perm - Regular	4,111	32,780	5,000	9,514	11,250	5,000	0	
55225-01-22000 Overtime	0	0	0	0	0	0	0	
55225-01-25000 Wages - PT - Regular	0	410	350	171	350	350	0	
55225-01-51000 Social Security-Medicare	295	2,419	275	683	775	275	0	
55225-01-52000 WRS - Retirement	271	2,185	250	648	750	250	0	
55225-01-54000 Health Insurance	1,145	5,975	300	2,634	3,000	300	0	
55225-01-55000 Life Insurance	15	75	25	26	39	25	0	
TOTAL Personnel Services	5,838	43,844	6,200	13,676	16,164	6,200	0	
<u>Contractual Services</u>								
55225-02-15000 Festival Grounds Manager	10,000	12,500	12,000	7,000	12,000	12,000	0	
55225-02-15122 Camping Permit-LC Health	237	142	0	0	0	0	0	
55225-02-15500 Mowing Services	5,910	5,670	6,000	2,550	4,250	6,000	0	
55225-02-15525 Snow Removal Services	0	0	0	0	0	0	0	
55225-02-21000 Water and Sewer	5,852	3,311	2,000	1,073	3,750	3,000	1,000	
55225-02-22000 Electric and Natural Gas	6,176	5,845	6,000	2,940	6,000	6,000	0	
55225-02-24250 Electrical Repair/Maint.	1,883	1,964	1,250	1,190	1,500	1,250	0	

Attachment: MFG - 2019 Budget Draft (3593 : Room Tax)

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2018

24 -Merrill Festival Grounds
 Merrill Festival Grounds

	2016 ACTUAL	2017 ACTUAL	(----- 2018 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	2019 BUDGET CHANGE	PROPOSED BUDGET
55225-02-25000 Telephone-iPad	506	233	275	152	250	250	(25)	
55225-02-50000 Locks-Security	153	382	150	35	150	150	0	
55225-02-85000 Inspection-Grandstand	0	0	0	0	3,400	3,230	3,230	
TOTAL Contractual Services	30,716	30,048	27,675	14,940	31,300	31,880	4,205	
Supplies & Expenses								
55225-03-30000 Mileage	0	73	0	0	0	0	0	
55225-03-40000 Operating Supplies	346	225	500	151	500	500	0	
55225-03-43000 Vandalism Repair/Maint	0	0	0	0	500	0	0	
55225-03-43333 Expo Center-PR/Marketing	0	0	1,500	0	0	1,000	(500)	
55225-03-44000 Janitor Supplies	0	0	0	3,252	3,750	2,500	2,500	
55225-03-50000 Repair/Maint Supplies	1,831	87	1,000	33	250	1,000	0	
TOTAL Supplies & Expenses	2,177	385	3,000	3,436	5,000	5,000	2,000	
Capital Outlay								
55225-08-21111 Plastic Fencing	0	388	0	0	0	0	0	
55225-08-23522 Sand - Equipment-Labor	4,197	1,373	1,500	0	0	1,500	0	
55225-08-24333 Plumbing Repair/Maint	1,939	0	500	0	500	500	0	
55225-08-26500 Retaining Wall-Sales St.	0	18,262	0	0	0	0	0	
55225-08-75775 Steckling Bldg-Metal	0	0	70,000	71,915	73,000	0	(70,000)	
55225-08-75782 Restroom-Paint/Repair	0	0	0	4,686	5,500	80,000	80,000	
55225-08-75788 Barn - Repair/Maint	13,800	0	500	0	0	500	0	
55225-08-75790 Barn-Electrical Imp.	0	5,305	0	0	0	0	0	
55225-08-75800 Ticket Booths	3,791	0	0	0	0	0	0	
55225-08-81000 Floor Cleaner-Restroom	0	0	0	3,661	3,661	0	0	
55225-08-81753 New Restroom -Grandstand	0	0	225,000	220,614	235,000	0	(225,000)	
55225-08-91225 Weed Control/Mulch	400	0	200	0	0	200	0	
TOTAL Capital Outlay	24,127	25,328	297,700	300,877	317,661	82,700	(215,000)	
55225-08-2111Plastic Fencing			PERMANENT NOTES: For 2019, TID No. 3 improvements will include: Trees - E. 6th St. \$ 25,000 New east lighting \$ 20,000 Pavement replacement \$150,000					
55225-08-7578Restroom-Paint/Repair			PERMANENT NOTES: In 2018, painted/repared exterior of one restroom.					
55225-08-7578Restroom-Paint/Repair			CURRENT YEAR NOTES: Interior rehab (sinks, stools, and stalls) in 2019 for two restrooms.					
55225-08-7580Ticket Booths			PERMANENT NOTES: Funded from 2015 and 2016 donations.					
TOTAL EXPENDITURES	62,857	99,605	334,575	332,928	370,125	125,780	(208,795)	
REVENUE OVER/ (UNDER) EXPENDITURES	(45,156)	44,665	425	(54,806)	(34,814)	(5,780)	(6,205)	

Attachment: MFG - 2019 Budget Draft (3593 : Room Tax)

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2018

24 -Merrill Festival Grounds
 Bierman Building

	2016 ACTUAL	2017 ACTUAL	(----- 2018 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2019 -----) REQUESTED BUDGET	BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
Public Charges-Services								
45513-46732 Expo Center Revenues	0	4,900	10,000	6,700	7,500	10,000	0	
TOTAL Public Charges-Services	0	4,900	10,000	6,700	7,500	10,000	0	
TOTAL REVENUES	0	4,900	10,000	6,700	7,500	10,000	0	
EXPENDITURES								
Personnel Services								
55513-01-11000 Wages - Salaried	0	3,576	0	0	0	0	0	
55513-01-21000 Wages - Perm - Regular	0	0	15,000	838	7,500	10,000	(5,000)	
55513-01-22000 Overtime	0	0	0	0	0	0	0	
55513-01-25000 Wages - PT - Regular	0	5,721	0	4,670	7,500	50,000	50,000	
55513-01-51000 Social Security	0	711	1,150	416	1,150	1,150	0	
55513-01-52000 Retirement (WRS)	0	632	1,000	111	750	850	(150)	
55513-01-54000 Health Insurance	0	605	4,575	390	2,500	3,500	(1,075)	
55513-01-55000 Life Insurance	0	39	50	13	50	65	15	
TOTAL Personnel Services	0	11,285	21,775	6,438	19,450	65,565	43,790	
Contractual Services								
55513-02-16250 HVAC Service Contract	0	0	1,250	0	0	1,250	0	
55513-02-16500 Fire/Security Service	0	2,137	2,500	1,199	1,199	2,250	(250)	
55513-02-16700 Electrical Repair/Maint	0	0	1,250	0	0	1,250	0	
55513-02-21000 Water and Sewer	0	594	1,750	1,085	1,150	2,250	500	
55513-02-22000 Electric and Natural Gas	0	7,195	14,500	4,703	9,000	9,500	(5,000)	
55513-02-23250 Cleaning - Mats/Rugs, Etc	0	588	1,000	1,295	1,750	1,750	750	
55513-02-23600 Waste Removal Services	0	0	500	0	250	500	0	
55513-02-25000 Telephone (Backup 911)	0	134	1,000	315	500	500	(500)	
55513-02-25500 Fiber-Internet-Wireless	0	3,299	7,500	3,832	6,000	6,000	(1,500)	
TOTAL Contractual Services	0	13,947	31,250	12,429	19,849	25,250	(6,000)	
Supplies & Expenses								
55513-03-40000 Operating Supplies	0	787	1,000	1,153	1,500	1,500	500	
55513-03-44000 Janitor Supplies	0	4,682	1,500	1,648	3,000	3,000	1,500	
55513-03-50000 Repair/Maint. Supplies	0	138	175	0	175	175	0	
TOTAL Supplies & Expenses	0	5,607	2,675	2,801	4,675	4,675	2,000	

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CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2018

24 -Merrill Festival Grounds
 Bierman Building

	2016 ACTUAL	2017 ACTUAL	2018			2019		PROPOSED BUDGET
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	
Capital Outlay								
55513-08-81001 Signange-Bierman Bldg.	0	4,424	0	0	0	0	0	
55513-08-81113 Portable Bar/Locking Refr	0	0	5,500	2,000	4,000	0	(5,500)	
55513-08-81120 Freezer-Kitchen	0	0	0	1,399	1,399	0	0	
55513-08-81247 Landscaping-Materials	0	3,428	0	0	0	0	0	
TOTAL Capital Outlay	0	7,852	5,500	3,399	5,399	0	(5,500)	
TOTAL EXPENDITURES	0	38,692	61,200	25,067	49,373	95,490	34,290	
REVENUE OVER/(UNDER) EXPENDITURES	0	(33,792)	(51,200)	(18,367)	(41,873)	(85,490)	(34,290)	

Attachment: MFG - 2019 Budget Draft (3593 : Room Tax)

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2018

24 -Merrill Festival Grounds
 Tractor Pull

	2016 ACTUAL	2017 ACTUAL	(----- 2018 CURRENT BUDGET	(----- 2018 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- REQUESTED BUDEGT	(----- 2019 BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
Public Charges-Services								
45231-46300 Tractor Pull Revenues	16,035	12,350	6,955	6,955	6,955	10,000	3,045	
TOTAL Public Charges-Services	16,035	12,350	6,955	6,955	6,955	10,000	3,045	
Miscellaneous Revenues								
45231-48500 River Valley Bank-Donation	25,000	4,815	0	0	0	0	0	
TOTAL Miscellaneous Revenues	25,000	4,815	0	0	0	0	0	
TOTAL REVENUES	41,035	17,165	6,955	6,955	6,955	10,000	3,045	
EXPENDITURES								
Personnel Services								
55231-01-21000 Wages - Regular - Perm	0	0	0	2,281	2,281	2,500	2,500	
55231-01-22000 Overtime	0	0	0	1,658	1,658	1,500	1,500	
55231-01-51000 Social Security-Medicare	0	0	0	301	301	310	310	
55231-01-52000 WRS - Retirement	0	0	0	264	264	255	255	
55231-01-54000 Health Insurance	0	0	0	1,096	1,096	1,250	1,250	
55231-01-55000 Life Insurance	0	0	0	32	32	35	35	
TOTAL Personnel Services	0	0	0	5,631	5,632	5,850	5,850	
Contractual Services								
55231-02-15555 WTPA & Patrol-Sled-Scale	15,025	0	0	0	0	0	0	
55231-02-16500 Crowd-Security-Parking	1,500	1,418	0	0	0	0	0	
55231-02-23555 Portable Toilets	1,990	2,010	0	0	0	0	0	
55231-02-23600 Waste Removal Services	750	750	0	0	0	0	0	
55231-02-90000 Portable Radios-Rental	350	350	0	0	0	0	0	
TOTAL Contractual Services	19,615	4,528	0	0	0	0	0	
Supplies & Expenses								
55231-03-40000 Operating - Food-Drink	934	2	0	0	0	0	0	
55231-03-40111 Supplies-Operating	1,117	2,415	0	0	0	0	0	
55231-03-41000 PR - Event Marketing	10,009	6,236	0	33	33	0	0	
55231-03-41322 Event Prizes-Trophies	6,194	64	0	66	66	0	0	
TOTAL Supplies & Expenses	18,254	8,717	0	99	99	0	0	

Attachment: MFG - 2019 Budget Draft (3593 : Room Tax)

Merrill Festival Grounds

September 2, 2018

Grandstand and Grounds:

General:

Placing an interstate facing billboard on City property is ongoing with a probable underwriter. The underwriting has been discussed at several levels inside of the company and continues to pass review by corporate departments.

New lighting is being installed. Creating height with new or altered poles would be helpful. Addition of lighting needs to continue to create a safe and user-friendly environment.

Additional electric hook-ups along the fence line and in the infield are a priority along with sewer hook-up or dump stations and water connections.

Identification and prioritization of capital improvements for the grounds is an ongoing exercise and is conducted in accord with the TIF requirements and user group needs. Current projects to improve the appearance and function of existing buildings will be noticeable to the community and user groups.

For Capital improvement consideration, successful Festival Grounds facilities are generally described as:

1. Year-round facilities and are multi-use
2. Indoor, fully climatized exhibition-style building(s)
3. Entertainment venue customized for specific market demand in the form of a grandstand, race track, indoor arena, amphitheater, etc.
4. Defined and improved camping facilities
5. Dedicated livestock facilities
6. Up-to-date restrooms and patron amenities

Additional categories could include: Perimeter Fence (with caution), reduction of Humane Society footprint, paving/asphalt, plantings, trees, electrical grid, winterized buildings, canopies, shade and rest areas, picnic tables, sewer and water hook-ups.

Tractor Pull:

NTPA/WTPA consultants made recommendations to assist Merrill to make the correct dirt preparations. Crews have opened the track and are using several methods for its preparation.

Additional marketing through tagging bank buys is being considered.

The committee is considering the addition of future events including garden tractors, semi-trucks, ATV's, motorcycles and Monster Trucks and may consider adding a day.

Pricing was reduced and was well received.

The Tractor Pull is being re-structured as a non-stock corporation by River Valley Bank's law firm.

Rodeo:

Next year, porta toilets will not be required so the physical layout will be better for all. In general, the layout was crisp and efficient.

Vending could help concessions. ATM is a good concession.

Extensive photos of the grounds lay-out were taken as well as drone photos. The layout was more efficient this year.

Upgraded infield electric panels are becoming a priority as well as possible access to sewer and dump station facilities.

New welcome signs could help at the entrance and at the entertainment tent.

We are seeking ways to scrub the grandstand after Sat show.

County Fair:

August 15-19

Sell display space under the Grandstand and east of the restrooms and west of the carnival. Invite the military to move displays in at no cost. Leave no empty space. Consider active and/or participative displays such as chain saw carving, wood working, fish tank, kid's shows, animal petting, jugglers, etc. Such shows are inexpensive, easy to book and easily fill space as needed. They give a sense of activity and fun and help to keep families at the grounds longer. The only kids show this year was provided complimentary by the carnival owner.

Location of the new restrooms worked very well.

Need a good ATM vendor.

Statewide, the carnival business is experiencing unusual contractions. Steps to assure a carnival contract for future years should be taken immediately. Consider alternative pricing structures.

Use the Expo stage for pie eating and butter carving contests and additional programs. The expo stage is rarely busy. Open the Enrichment Center for passive display of projects and programs, sell items to the public and hand out information to increase public awareness and participation.

The committee in charge of the livestock auction (the fair is a terminal show) has done a superb job of lining up corporate and private buyers for the auction. It is one of the better auctions in the state in the county fair category. The work done by the committee is a model for the fair to use in seeking additional support, sponsorship and possible angel underwriting. Such additional support is essential to help the fair continue to be a “free fair”.

Add lights to the east and west poles in the grandstand to keep from having to refocus lights. Consider raising the height of the north grandstand poles to reduce glare into the grandstand seating.

Have a heavier presence of electrician, labor and management during set-up. Distribute keys to assigned managers, lock electric panels, reduce hose and cable crossings.

No stock trucks or private vehicles should be parked next to or behind food stands. Set-up a stock truck area where ALL vendors must remain.

Campers restricted to infield or south fence line only.

Bury utility runs in a grid pattern across all area to be asphalted. Asphalt as much area as possible.

Reduce or eliminate vehicle traffic at the gate at the south end of the Expo. If it has to be used restrict the hours and credential. Put stock trailers across 6th St.

Arena dirt and roadway dirt is breaking down into dust and fine particles.

Remove Bulls and Barrels show. Consider doing 2 nights of Monster Trucks and Demo. Horse show on opening day is not attended by participants or the public. Replace it with a sponsorable show.

Not enough traffic to warrant one way on 6th St. Use the east parking area for credentialed and vip parking.

Make a show out of animal judging. Judges to be encouraged to talk about what they are looking for and why each animal has special features.

Grandstand shows need to be limited to 1.5-2 hours time limit. Sunday show needs to start at 2 so the people attending the show stay on the fairgrounds afterwards and bring benefit to the vendors.

Bierman Expo Hall:

The Northern Wisconsin Gun Show producer for the NRA will bring 2 gun shows per year to the Expo (September and March).

Marvin Krause Productions has expressed an interest to rent the Expo for their show(s). It is difficult to get onto their schedule, but they have heard good things about the building and the treatment of the shows by the city.

We have been complimented by user groups for such clean facilities, for the building being well laid out and equipped. Nick does an excellent job. Rental rates are user friendly and equally applied.

Reservations for weddings are increasing monthly. Diane is superb at talking with the potential users. She has excellent acumen for event business.

Jack Koshick, talent buyer for NRG Radio is interested in the Expo as a possible concert site as well as wrestling events. He has visited on-site and met with some of the city representatives and resources. We are exploring a joint-venture with another wrestling producer to reduce initial risk for the first event. An underwriter has been found for \$1000.00 to help launch the event.

Cameo Roets, Marketing director for WIFC, WDEZ, WSAU, WOZZ AND Fox has visited and is considering producing radio station entertainment concerts at the expo.

August 2018 Permanent Stands Meeting

August 29, 2018

Present: Mike Opichka – Eagle’s Club; Becky Meyer – St. John’s; Ken Adam’s – Lion’s Club; Darrell Barker – Knights of Columbus; Mike Caylor – St. Francis.

Mike Caylor called the meeting to order at 6:34 PM.

Fair 2018: A general discussion on how the fair went for all the stands. Lion’s Club reported an average fair, St. Francis reported nearly identical results as to last year with a slower Sunday putting a dent in record profits from Friday night; St. John’s reported a great year with a record breaking night from Wednesday, Eagle’s Club reported their sales were down but not to the level of any alarm. Overall everyone was pleased with the fair this year and the carnival. Garbage collection was done this year by John Kaufman’s employees and everyone expressed how clean they felt things were. We all agreed that we do not want to see continued raises in soda prices as we do not want to pass that cost onto the consumer, many of whom are children. It is hoped future agreements with the fair board can include larger soda bottles or cans to keep prices within market. Everyone agreed they would not be against paying a small fee to the Boy Scouts who provide our stands with product as they truly earn their money with their hard work every day stocking our stands.

Recycling: Everyone reported they recycled this year although some were limited. Stands such as St. John’s just took everything to Schulz’s, St. Francis collected a total of 200 gallons of recyclables which would have been destined for the landfill in previous years. Ken Adam’s from the Lion’s Club reported his group mostly recycled cardboard but would like to see this initiative expanded further on the grounds to include portable bottle collection points. Consideration was also given to switching to soda cans instead of plastic bottles on what that would do for recycling.

Product Pricing: A discussion was held on our prices to the consumer in 2018, it was agreed we would re-visit this in spring when we see where the market prices are.

Supply Costs: It was agreed we need to work better on sharing information on product pricing in order to keep finding the best bargain. One example cited was food boats, something most stands use thousands of each year. Prices can vary from local vendors, a box store and from a production company in Wausau. Another example was potatoes. Last year stands that used fresh potatoes purchased them from a local wholesaler and paid \$15 per 50-pound case. This

year's later fair and market prices raised the cost per case to \$23 per case. Mike Caylor was able to talk to a potato farm in Antigo who provided the same 50-pound box for \$5 per box, or a savings of \$18 per case. Considering St. Francis and the Knights (who shared the potatoes) used a total of 2350 pounds of potatoes, this savings on potatoes alone was \$846. Last year the Knights bought their potatoes from a grocery store and paid \$25 per box, so this year they saw considerable savings by doing shared/group buying with their neighbors.

Potatoes: The potatoes from Antigo may not always be available this late into the season or at this low of a cost. We agreed to discuss this again in spring and see where the Antigo markets stand, it is quite possible a large group buying effort will take place here.

Fair 2019: Everyone was reminded the dates will likely be the same for the fair for many years to come. As was noted earlier everyone was happy with Spectrum Carnival and only heard good reports from members of the public. We assume the Fair Board had a similar experience and therefore we assume the fair will remain in the same time frame which everyone supports. The beer stands are also happy with the idea that 2018 was the last year of the fencing around the beer stands. If the Fair Board opts to go with wrist bands they are stocked and ready to go.

Labor Day: Knights and Eagle's will be closed, St. Francis, St. John's and Lion's will be open, Optimists had previously reported they would be open as well. VFW will open as they do an every other year rotation with the Eagle's.

Events for 2019: Mike Caylor again discussed with the group potential events on the grounds next year. He will reach out to Richard Bjorklund to further this discussion of our interests and concerns.

Capital Improvements: We again discussed paving and our wish that this become a priority item for the city which it appears now to be.

Open discussion: Ken Adam's from the Lion's Club expressed his concern again over Labor Day and transient vendors. He is aware the Republican Party is not having their annual chicken BBQ again this year and every permanent stand should find plenty of hungry customers; but Ken's concern was that people who come in to vend for events such as Labor Day pay a minimum fee. The Lion's Club has a very large financial stake in the Labor Day Celebration and he noted each

permanent stand as a result of their city lease pays an average of \$120 per day they open based on the day's open formula. Some stands pay more per day open as they are not allowed to open for such events as the tractor pull or Pork in the Park. Caylor reminded the group when this fee change by the city was first brought up Neal Christensen was our leader and he requested he or a rep from our group be allowed to speak in front of the Park and Recreation Committee on the matter but no invitation was ever extended to his knowledge. Ken Adam's said he would like to see this matter revisited for 2019, he also would like to see the city consider making some events down there as no outside vending group events just as they limit our stands for events.

Adjourn: The meeting was adjourned at 7:09 PM.

M. Caylor/Chair