



CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
AGENDA • THURSDAY AUGUST 1, 2019

Regular Meeting

Bierman Building

6:00 PM

- I. Call to Order
- II. Minutes of previous meeting(s):
 1. Minutes of June 13, 2019 meeting
- III. Agenda items for consideration:
 1. Consider 2020 Capital Improvements/Budget Items
 2. Consider amending Code of Ordinance Chapter 2, Article VI, Division I, Section 2-151, to change the Mayor from a voting member of the Festival Grounds Committee to an ex-officio, non-voting member and change the City Administrator from an ex-officio, non-voting member of the Festival Grounds Committee to a voting member.
 3. Rodeo Update
 4. Fair Update
 5. Calendar of Events
- IV. Monthly Reports:
 1. Festival Grounds Manager Bjorklund
 2. Permanent Stands Rep. Caylor
- V. Public Comment Period
- VI. Establish date, time & location of next meeting
- VII. Adjournment



CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
MINUTES • THURSDAY JUNE 13, 2019

Regular Meeting

Bierman Building

6:00 PM

I. Call to Order

The meeting began at 6:00 P.M. Food Vendor Rep. Caylor questioned the legality of holding a meeting, based on the fact that a quorum of members was not present. Alderman Norton responded that, rather than a regular meeting, an “informational” meeting would be held.

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

Also in attendance: City Administrator Dave Johnson, Festival Grounds Manager Richard Bjorklund (arr. 6:14), Ron Liberty, Krista Mitchell, Diane Wais, Bill Bialecki and City Clerk Bill Heideman. A representative from Merrill Productions was present to videotape the meeting.

II. Minutes of previous meeting(s);

1. Minutes of April 4, 2019 meeting

The minutes were in the meeting packet.

Because there was no quorum, no action was taken on the minutes.

III. Agenda items for consideration:

1. Discussion on remodeling of bathrooms/showers

City Administrator Johnson reported that there are privacy and liability issues related to the shower area on the grounds. This has led to consideration of either removing the showers or renovating them.

There is funding from the Bierman Foundation available for a removal or renovation project. One suggestion was to install a door and make the present shower space into a locked supply closet.

Consideration of this will continue at the next meeting. No action taken.

2. Fair dates - 2020 and 2021

Fair Association Rep. Becker reported that the fair dates for 2020 and 2021 are not yet established. A carnival has not yet been selected, so the dates will be dependent on carnival availability.

3. Rodeo Update

Attachment: 2019-06-13 FGC Minutes (4355 : Minutes of June 13, 2019 meeting)

Rodeo Association Rep. Bloch was not in attendance, so there was no rodeo update report.

4. Fair Update

Fair Association Rep. Becker reported that current plans call for the Merrill Wrestling Club beer stand to be relocated to across the midway from the VFW and Eagles stands. Also, plans are to remove the fencing at all beer stands. Instead, wristbands (\$1 per day) will be sold to those wishing to purchase beer. The three beer stands will operate the same as they have in the past, but will operate under one Temporary Class "B" (picnic) license, rather than three.

Next year, a group will be planting flowers on the grounds.

5. Calendar of Events

The calendar of events was in the meeting packet.

Diane Wais reported on the calendar.

6. Report on repairs to cattle barn

This item was not on the meeting agenda.

City Administrator Johnson reported that, due to the heavy snow last winter, beams in the cattle barn broke. The problem was only discovered recently.

Repairs were able to be completed in one day (12 hours). At the same time, a rotted column was also repaired.

The estimated bill total is \$2,700. Insurance will cover this, but the City will be responsible for the deductible.

It was noted that not many of this type of cattle barn still exist in Wisconsin. Preserving the barn is a worthy goal, but that does take work.

IV. Monthly Reports:

1. Festival Grounds Manager Bjorklund

The monthly report was in the meeting packet.

Festival Grounds Manager Bjorklund reported on the upcoming wrestling event on June 15th. The cost to the promoter for this show is approximately \$6,000. The goal of the promoter is to "break even". Ticket sales are "soft" right now, although increased advertising has helped sales. Setup (Merrill Aqua Jays Swim Team) will be the day of the event.

2. Permanent Stands Rep. Caylor

Food Vendor Rep. Caylor noted that the minutes of the last two Permanent Stands Committee were in the meeting packet.

V. Public Comment Period

Representing the Merrill Lions, Ron Liberty reported that there was water-related issues at the Lions Club Stand.

Alderman Norton reported that people associated with the rodeo, including the entertainment, expressed their pleasure on the conditions of the grounds and facilities. He then thanked Diane Wais for her work, and praised all others for their efforts from the time the City assumed ownership of the grounds.

Festival Grounds Manager Bjorklund shared comments related to City leadership and the upcoming recall elections.

VI. Establish date, time & location of next meeting

Thursday, July 11th, 2019 at 6:00 P.M. in the Bierman Building.

VII. Adjournment

Adjourned at 6:37 P.M.

City of Merrill - Merrill Festival Grounds									
2020 Budget Proposal Summary									
Revenues		2016	2017	2018	2019	2019	2019	2020	Budget
Department		Actual	Actual	Actual	Budget	July	Projected	Request	Change
24-45304	Room Tax (City %)	\$17,835	\$17,262	\$19,112	\$20,450	\$15,168	\$20,450	\$20,975	\$525
24-45225	Merrill Festival Grounds	\$17,701	\$144,270	\$379,492	\$152,150	\$48,941	\$153,880	\$92,150	(\$60,000)
24-45513	Bierman Building	\$0	\$4,900	\$11,300	\$12,500	\$3,950	\$11,500	\$12,500	\$0
Total Revenues		\$35,536	\$166,432	\$409,904	\$185,100	\$68,059	\$185,830	\$125,625	(\$59,475)
Expenses		2016	2017	2018	2019	2019	2019	2020	Budget
Department		Actual	Actual	Actual	Budget	July	Projected	Request	Change
24-45225	Merrill Festival Grounds	\$62,857	\$99,605	\$367,703	\$146,480	\$24,122	\$149,810	\$89,814	(\$56,666)
24-55513	Bierman Building	\$0	\$48,129	\$40,951	\$47,375	\$25,081	\$46,616	\$43,680	(\$3,695)
Total Expenses		\$62,857	\$147,733	\$408,654	\$193,855	\$49,203	\$196,426	\$133,494	(\$60,361)
Net (Revenues - Expenses)		(\$27,321)	\$18,699	\$1,250	(\$8,755)	\$18,856	(\$10,596)	(\$7,869)	\$886
TID No. 3 Expenses		2016	2017	2018	2019	2019	2019	2020	Budget
		Actual	Actual	Actual	Budget	July	Projected	Request	Change
Merrill Festival Grounds		\$214,766	\$335,967	\$23,044	\$300,000	\$62,989	\$82,500	\$150,000	(\$150,000)
								Pending - more info.	
In 2017 - Expo & Parking				Just paving - Grandstand area					
Tractor Pull: Anticipated as break-even event on Merrill Festival Grounds.									
		2016	2018	2019	2019	2019	2020		
		Actual	Actual	Budget	September	Projected	Request		
24-45231	Net Revenues - Expenses	(\$3,396)	\$3,920	\$0	\$0	\$0	\$0		

Attachment: MFG 2020 Budgets - Summary (4356 : Consider 2020 Capital Improvements/Budget Items)

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2019

24 -Merrill Festival Grounds
 Tractor Pull

	2017 ACTUAL	2018 ACTUAL	(-----) 2019 CURRENT BUDGET	(-----) 2019 Y-T-D ACTUAL	(-----) 2019 PROJECTED YEAR END	(-----) 2020 REQUESTED BUDGET	(-----) 2020 BUDGET CHANGE	(-----) PROPOSED BUDGET
REVENUES								
Public Charges-Services								
45231-46300 Tractor Pull Revenues	12,350	6,955	7,000	0	0	4,835	(2,165)	
TOTAL Public Charges-Services	12,350	6,955	7,000	0	0	4,835	(2,165)	
Miscellaneous Revenues								
45231-48500 River Valley Bank-Donation	4,815	0	0	0	4,677	0	0	
TOTAL Miscellaneous Revenues	4,815	0	0	0	4,677	0	0	
TOTAL REVENUES	17,165	6,955	7,000	0	4,677	4,835	(2,165)	
EXPENDITURES								
Personnel Services								
55231-01-21000 Wages - Regular - Perm	0	2,281	2,500	1,440	1,440	1,500	(1,000)	
55231-01-22000 Overtime	0	1,658	1,500	965	965	1,000	(500)	
55231-01-51000 Social Security-Medicare	0	301	310	175	175	175	(135)	
55231-01-52000 WRS - Retirement	0	264	255	145	145	155	(100)	
55231-01-54000 Health Insurance	0	1,096	1,150	678	678	725	(425)	
55231-01-55000 Life Insurance	0	32	35	24	24	30	(5)	
TOTAL Personnel Services	0	5,631	5,750	3,428	3,427	3,585	(2,165)	
Contractual Services								
55231-02-16500 Crowd-Security-Parking	1,418	0	0	0	0	0	0	
55231-02-23555 Portable Toilets	2,010	0	0	0	0	0	0	
55231-02-23600 Waste Removal Services	750	0	0	0	0	0	0	
55231-02-90000 Portable Radios-Rental	350	0	0	0	0	0	0	
TOTAL Contractual Services	4,528	0	0	0	0	0	0	
Supplies & Expenses								
55231-03-40000 Operating - Food-Drink	2	0	0	0	0	0	0	
55231-03-40111 Supplies-Operating	2,415	0	0	0	0	0	0	
55231-03-41000 PR - Event Marketing	6,236	33	0	0	0	0	0	
55231-03-41322 Event Prizes-Trophies	64	66	0	0	0	0	0	
TOTAL Supplies & Expenses	8,717	99	0	0	0	0	0	
Capital Outlay								
55231-08-23522 Clay - Equipment-Labor	0	1,224	1,250	0	1,250	1,250	0	
TOTAL Capital Outlay	0	1,224	1,250	0	1,250	1,250	0	
TOTAL EXPENDITURES	13,245	6,955	7,000	3,428	4,677	4,835	(2,165)	
REVENUE OVER/ (UNDER) EXPENDITURES	3,920	0	0	(3,428)	0	0	0	

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Pending Streets equipment invoice

Attachment: MFG 2020 Budgets - 2019-07-29 (4356 : Consider 2020 Capital Improvements/Budget Items)

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2019

DRAFT

24 - Merrill Festival Grounds
Merrill Festival Grounds

	2017 ACTUAL	2018 ACTUAL	(-----) 2019 CURRENT BUDGET	(-----) 2019 Y-T-D ACTUAL	(-----) 2019 PROJECTED YEAR END	(-----) 2020 REQUESTED BUDGET	(-----) 2020 BUDGET CHANGE	(-----) 2020 PROPOSED BUDGET
REVENUES								
<u>Taxes (or Utility Rev.)</u>								
45225-41110 Property Tax-Festival Ground	129,932	38,212	36,000	36,000	36,000	36,000	0	
45225-41113 Proceeds-Long Term Debt	0	85,000	0	0	0	40,000	40,000	
TOTAL Taxes (or Utility Rev.)	129,932	123,212	36,000	36,000	36,000	76,000	40,000	
<u>Public Charges-Services</u>								
45225-46735 MFG Rental Revenues	10,786	11,886	11,750	11,211	11,750	11,750	0	
TOTAL Public Charges-Services	10,786	11,886	11,750	11,211	11,750	11,750	0	
<u>Miscellaneous Revenues</u>								
45225-48225 Reimb Utilities - Events	2,752	3,251	3,250	0	3,250	3,250	0	
45225-48227 Reimb Supply -Events	0	1,142	1,150	0	1,150	1,150	0	
45225-48460 Insurance Reimbursement	0	0	0	1,730	1,730	0	0	
45225-48500 Bierman Foundation-Grant	0	240,000	100,000	0	100,000	0	(100,000)	
45225-48507 Festival Grounds Donations	800	0	0	0	0	0	0	
TOTAL Miscellaneous Revenues	3,552	244,393	104,400	1,730	106,130	4,400	(100,000)	
45225-48500 Bierman Foundation-Grant								
PERMANENT NOTES: For 2019, restroom interior rehab and funding pass-through for Lincoln County Fair Association's Sell Building (i.e. reroof and reskin metal building).								
TOTAL REVENUES	144,270	379,492	152,150	48,941	153,880	92,150	(60,000)	
EXPENDITURES								
<u>Personnel Services</u>								
55225-01-11000 Wages - Salaried	0	0	0	0	0	0	0	
55225-01-21000 Wages - Perm - Regular	32,780	5,144	5,000	1,480	5,000	5,000	0	
55225-01-22000 Overtime	0	0	0	44	75	0	0	
55225-01-25000 Wages - PT - Regular	410	2,740	350	153	200	350	0	
55225-01-51000 Social Security-Medicare	2,419	539	275	120	275	275	0	
55225-01-52000 WRS - Retirement	2,185	482	250	110	250	265	15	
55225-01-54000 Health Insurance	5,975	2,156	500	338	500	525	25	
55225-01-55000 Life Insurance	75	43	25	11	25	30	5	
TOTAL Personnel Services	43,844	11,103	6,400	2,255	6,325	6,445	45	

Attachment: MFG 2020 Budgets - 2019-07-29 (4356 : Consider 2020 Capital Improvements/Budget Items)

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2019

DRAFT

24 -Merrill Festival Grounds
 Merrill Festival Grounds

	2017 ACTUAL	2018 ACTUAL	(-----) 2019 CURRENT BUDGET	(-----) 2019 Y-T-D ACTUAL	(-----) 2019 PROJECTED YEAR END	(-----) 2020 REQUESTED BUDEGT	(-----) 2020 BUDGET CHANGE	(-----) 2020 PROPOSED BUDGET
Contractual Services								
55225-02-15000 Festival Grounds Manager	12,500	12,000	12,000	6,000	12,000	12,000	0	
55225-02-15122 Camping Permit-LC Health	142	0	0	0	0	0	0	
55225-02-15500 Mowing Services	5,670	3,400	6,000	2,430	5,750	6,000	0	
55225-02-21000 Water and Sewer	3,311	4,599	3,000	174	5,000	6,500	3,500	
55225-02-22000 Electric and Natural Gas	5,845	6,560	6,000	2,906	6,500	6,500	500	
55225-02-24250 Electrical Repair/Maint.	1,964	1,190	1,250	0	1,250	1,250	0	
55225-02-25000 Telephone-iPad	233	222	250	126	250	250	0	
55225-02-50000 Locks-Security	382	69	150	27	150	100	(50)	
55225-02-85000 Inspection-Grandstand	0	3,400	3,230	0	3,230	3,069	(161)	
TOTAL Contractual Services	30,048	31,439	31,880	11,663	34,130	35,669	3,789	

55225-02-8500 Inspection-Grandstand
 PERMANENT NOTES:
 City has contract for 2018 - 2022 with Dant Clayton for annual inspection and repair services.

Supplies & Expenses								
55225-03-30000 Mileage	73	0	0	0	0	0	0	
55225-03-40000 Operating Supplies	225	1,635	500	0	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	1,000	0	1,000	1,000	0	
55225-03-44000 Janitor Supplies	0	3,329	3,500	(164)	3,500	3,500	0	
55225-03-50000 Repair/Maint Supplies	87	102	1,000	67	250	1,000	0	
TOTAL Supplies & Expenses	385	5,066	6,000	(97)	5,750	6,000	0	

Capital Outlay								
55225-08-20000 LC Fair Association-Sell	0	0	80,000	0	80,000	0	(80,000)	
55225-08-21111 Plastic Fencing	388	0	0	0	0	0	0	
55225-08-23522 Sand - Equipment-Labor	1,373	0	1,000	0	0	1,000	0	
55225-08-24333 Plumbing Repair/Maint	0	0	500	672	875	500	0	
55225-08-75775 Steckling Bldg-Metal	0	71,915	0	0	0	0	0	
55225-08-75782 Restroom-Paint/Repair	0	6,546	20,000	6,900	20,000	0	(20,000)	
55225-08-75788 Barn - Repair/Maint	0	0	500	2,730	2,730	40,000	39,500	
55225-08-75790 Barn-Electrical Imp.	5,305	0	0	0	0	0	0	
55225-08-81000 Floor Cleaner-Restroom	0	3,661	0	0	0	0	0	
55225-08-81753 New Restroom -Grandstand	0	237,973	0	0	0	0	0	
55225-08-91225 Weed Control/Mulch	0	0	200	0	0	200	0	
TOTAL Capital Outlay	7,066	320,095	102,200	10,302	103,605	41,700	(60,500)	

55225-08-2111 Plastic Fencing
 PERMANENT NOTES:
 For 2020, TID No. 3 improvements will include:
 Pavement replacement \$150,000
 (E. 2nd St. between Sales St. and Memorial Dr.)

55225-08-7578 Restroom-Paint/Repair
 PERMANENT NOTES:
 In 2018, painted/repared exterior of one restroom. In 2019, interior restroom improvements to two restrooms.

Attachment: MFG 2020 Budgets - 2019-07-29 (4356 : Consider 2020 Capital Improvements/Budget Items)

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2019

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24 -Merrill Festival Grounds
 Merrill Festival Grounds

	2017 ACTUAL	2018 ACTUAL	(-----) 2019 CURRENT BUDGET	(-----) 2019 Y-T-D ACTUAL	(-----) 2019 PROJECTED YEAR END	(-----) 2020 REQUESTED BUDEGT	(-----) 2020 BUDGET CHANGE	(-----) 2020 PROPOSED BUDGET
55225-08-7578Barn - Repair/Maint								
	PERMANENT NOTES: For 2020 Capital, door replacements, exterior wood siding repair, and interior wood structure repairs.							
TOTAL EXPENDITURES	81,343	367,703	146,480	24,122	149,810	89,814 (56,666)	
REVENUE OVER/(UNDER) EXPENDITURES	62,927	11,789	5,670	24,819	4,070	2,336 (3,334)	

Attachment: MFG 2020 Budgets - 2019-07-29 (4356 : Consider 2020 Capital Improvements/Budget Items)

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2019

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24 -Merrill Festival Grounds
Bierman Building

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----) CURRENT BUDGET	(----- 2019 -----) Y-T-D ACTUAL	(----- 2019 -----) PROJECTED YEAR END	(----- 2020 -----) REQUESTED BUDGET	(----- 2020 -----) BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
Public Charges-Services								
45513-46732 Expo Center Revenues	4,900	11,300	12,500	3,950	11,500	12,500	0	
TOTAL Public Charges-Services	4,900	11,300	12,500	3,950	11,500	12,500	0	
TOTAL REVENUES	4,900	11,300	12,500	3,950	11,500	12,500	0	
EXPENDITURES								
Personnel Services								
55513-01-11000 Wages - Salaried	3,576	0	0	0	0	0	0	
55513-01-21000 Wages - Perm - Regular	0	1,040	5,000	857	3,000	3,000	(2,000)	
55513-01-22000 Overtime	0	0	0	0	0	0	0	
55513-01-25000 Wages - PT - Regular	5,721	9,268	10,000	7,154	10,500	10,500	500	
55513-01-51000 Social Security	711	783	1,150	608	1,000	1,150	0	
55513-01-52000 Retirement (WRS)	632	127	750	64	350	375	(375)	
55513-01-54000 Health Insurance	605	548	1,250	636	1,000	1,250	0	
55513-01-55000 Life Insurance	39	13	50	2	20	30	(20)	
TOTAL Personnel Services	11,285	11,779	18,200	9,321	15,870	16,305	(1,895)	
Contractual Services								
55513-02-16250 HVAC Service Contract	0	0	1,250	0	1,000	1,000	(250)	
55513-02-16500 Fire/Security Service	2,137	1,236	1,500	416	1,250	1,250	(250)	
55513-02-16700 Electrical Repair/Maint	0	0	1,250	0	1,000	1,000	(250)	
55513-02-21000 Water and Sewer	594	1,195	2,250	535	1,350	1,500	(750)	
55513-02-22000 Electric and Natural Gas	7,195	8,313	9,500	4,040	8,500	9,000	(500)	
55513-02-23250 Cleaning - Mats/Rugs, Etc	588	2,098	2,000	962	2,000	2,000	0	
55513-02-23600 Waste Removal Services	0	0	250	0	250	250	0	
55513-02-25000 Telephone (Backup 911)	134	490	500	326	500	500	0	
55513-02-25500 Fiber-Internet-Wireless	3,299	5,748	6,000	3,353	6,000	6,000	0	
TOTAL Contractual Services	13,947	19,081	24,500	9,632	21,850	22,500	(2,000)	
Supplies & Expenses								
55513-03-30000 Mileage - Custodians	0	150	0	0	150	150	150	
55513-03-40000 Operating Supplies	787	1,173	1,500	235	1,250	1,500	0	
55513-03-44000 Janitor Supplies	4,682	2,291	3,000	1,478	3,000	3,000	0	
55513-03-44744 Kitchen Equip-Operating	0	0	0	106	106	125	125	
55513-03-50000 Repair/Maint. Supplies	138	25	175	19	100	100	(75)	
TOTAL Supplies & Expenses	5,607	3,639	4,675	1,838	4,606	4,875	200	

Attachment: MFG 2020 Budgets - 2019-07-29 (4356 : Consider 2020 Capital Improvements/Budget Items)

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2019

DRAFT

24 -Merrill Festival Grounds
 Bierman Building

	2017 ACTUAL	2018 ACTUAL	(-----) 2019 CURRENT BUDGET	(-----) 2019 Y-T-D ACTUAL	(-----) 2019 PROJECTED YEAR END	(-----) 2020 REQUESTED BUDEGT	(-----) 2020 BUDGET CHANGE	(-----) 2020 PROPOSED BUDGET
Capital Outlay								
55513-08-81001 Signange-Bierman Bldg.	4,424	0	0	0	0	0	0	
55513-08-81088 Blinds for Windows	0	1,053	0	0	0	0	0	
55513-08-81113 Portable Bar Unit	0	4,000	0	0	0	0	0	
55513-08-81120 Freezer-Kitchen	0	1,399	0	0	0	0	0	
55513-08-81123 Tables-Carts EXPO	0	0	0	4,290	4,290	0	0	
55513-08-81247 Landscaping-Materials	3,428	0	0	0	0	0	0	
TOTAL Capital Outlay	7,852	6,452	0	4,290	4,290	0	0	
TOTAL EXPENDITURES	38,692	40,951	47,375	25,081	46,616	43,680	(3,695)	
REVENUE OVER/(UNDER) EXPENDITURES	(33,792)	(29,651)	(34,875)	(21,131)	(35,116)	(31,180)	3,695	
FUND TOTAL REVENUES	246,509	486,535	266,650	101,416	265,057	206,985	(59,665)	
FUND TOTAL EXPENDITURES	196,191	485,285	275,405	85,988	275,653	214,854	(60,551)	
REVENUE OVER/(UNDER) EXPENDITURES	50,318	1,250	(8,755)	15,428	(10,596)	(7,869)	886	

*** END OF REPORT ***

Attachment: MFG 2020 Budgets - 2019-07-29 (4356 : Consider 2020 Capital Improvements/Budget Items)

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2019

DRAFT

24 -Merrill Festival Grounds
 Room Tax

	2017 ACTUAL	2018 ACTUAL	CURRENT BUDGET	2019 Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	2020 BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
Taxes (or Utility Rev.)								
45304-41210 Room Tax	80,174	88,789	95,000	48,525	95,000	97,500	2,500	
TOTAL Taxes (or Utility Rev.)	80,174	88,789	95,000	48,525	95,000	97,500	2,500	
45304-41210 Room Tax								
PERMANENT NOTES: Increased from 4.0% to 6.0% effective 10/1/2015. Hotel retains 0.1%.								
TOTAL REVENUES	80,174	88,789	95,000	48,525	95,000	97,500	2,500	
EXPENDITURES								
Supplies & Expenses								
55304-03-41000 MARC - PR/Marketing	6,794	7,524	8,050	3,602	8,050	8,250	200	
55304-03-50000 Tourism Committee-Chamber	56,117	62,152	66,500	29,755	66,500	68,275	1,775	
TOTAL Supplies & Expenses	62,911	69,676	74,550	33,357	74,550	76,525	1,975	
55304-03-4100MARC - PR/Marketing								
PERMANENT NOTES: 0.5% for PR/Marketing of Merrill Area Recreation Complex.								
55304-03-50000 Tourism Committee-Chamber								
PERMANENT NOTES: Per WI Stats, 70.0% to Tourism Commission (through Merrill Area Chamber of Commerce).								
TOTAL EXPENDITURES	62,911	69,676	74,550	33,357	74,550	76,525	1,975	
REVENUE OVER/ (UNDER) EXPENDITURES	17,262	19,112	20,450	15,168	20,450	20,975	525	

net to
 MFG

Attachment: MFG 2020 Budgets - 2019-07-29 (4356 : Consider 2020 Capital Improvements/Budget Items)

City of Merrill, Wisconsin
 Capital Plan
 2020 thru 2024

DRAFT

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2020	2021	2022	2023	2024	Total
Borrowing-20-Years (City Tax Levy)								
Cattle Barn - Rehab	MFG-20-001	1	40,000					40,000
Potential Grounds Fencing	MFG-22-011	5			60,000			60,000
Borrowing-20-Years (City Tax Levy) Total			40,000		60,000			100,000
Tax Levy								
Landscaping	MFG-21-005	5		10,000				10,000
Gates & Signage	MFG-21-009	2		30,000				30,000
Cattle Barn Repainting	MFG-24-002	2					20,000	20,000
Tax Levy Total				40,000			20,000	60,000
GRAND TOTAL			40,000	40,000	60,000		20,000	160,000

2020 Project ?
 TID No. 3 - E. 2nd St. Paving
 (Sales St. to Memorial Dr.) #

Attachment: MFG 2020-2024 Capital Draft (4356 : Consider 2020 Capital Improvements/Budget Items)

Capital Plan
City of Merrill, Wisconsin

2020 thru 2024

Department Festival Grounds
 Contact City Administrator
 Type Maintenance
 Useful Life 20 years
 Category Buildings
 Priority 1 Critical

Project # **MFG-20-001**
 Project Name **Cattle Barn - Rehab**

Description **Total Project Cost: \$40,000**
 Cattle Barn door replacement, siding repair, internal wood structure bracing repair, and enclose open tops of walls to keep pigeons out of building.

Justification
 The first year the City owned the Festival Grounds, Habitat for Humanity replaced some rotted wood siding and repaired three walk-in doors on the Cattle Barn. Lincoln Wood donated windows for the rotunda and Mark Raymer installed them as a donation.
 There is more wood siding that is rotted and needs to be replaced. Two sliding doors, two overhead doors, and two walk-in doors need to be replaced. One interior vertical wood support needs to be repaired.
 Rehab work is needed In order to maintain and continue to use this historic building.

Expenditures	2020	2021	2022	2023	2024	Total
Construction/Maintenance	40,000					40,000
Total	40,000					40,000

Funding Sources	2020	2021	2022	2023	2024	Total
Borrowing-20-Years (City Tax Levy)	40,000					40,000
Total	40,000					40,000

Budget Impact/Other

Attachment: MFG 2020-2024 Capital Draft (4356 : Consider 2020 Capital Improvements/Budget Items)

Capital Plan
City of Merrill, Wisconsin

2020 thru 2024

Department Festival Grounds
 Contact City Administrator
 Type Improvement
 Useful Life 15 years
 Category Landscaping
 Priority 5 Future Consideration

Project # **MFG-21-005**
 Project Name **Landscaping**

Description **Total Project Cost: \$10,000**
 Potential additional landscaping (i.e. trees and shrubs).

Justification
 Mature trees removed from west and north sides of Merrill Festival Ground due to Bierman Building construction and E. 6th St. improvements. Some trees will be planted beginning in Fall 2018. However, some additional landscaping might be needed.

Expenditures	2020	2021	2022	2023	2024	Total
Other		10,000				10,000
Total		10,000				10,000

Funding Sources	2020	2021	2022	2023	2024	Total
Tax Levy		10,000				10,000
Total		10,000				10,000

Budget Impact/Other

Attachment: MFG 2020-2024 Capital Draft (4356 : Consider 2020 Capital Improvements/Budget Items)

Capital Plan
City of Merrill, Wisconsin

2020 thru 2024

Department Festival Grounds
 Contact City Administrator
 Type Equipment
 Useful Life 15 years
 Category Equipment: Miscellaneous
 Priority 2 Important

Project # **MFG-21-009**
 Project Name **Gates & Signage**

Total Project Cost: **\$30,000**

Description

Swinging gates for Merrill Festival Grounds - Memorial Dr. and Sales St. entrances.

Justification

The existing paved areas are not City of Merrill streets. Gates would be better than wooden barriers that are often moved.

Expenditures	2020	2021	2022	2023	2024	Total
Other		30,000				30,000
Total		30,000				30,000

Funding Sources	2020	2021	2022	2023	2024	Total
Tax Levy		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

Attachment: MFG 2020-2024 Capital Draft (4356 : Consider 2020 Capital Improvements/Budget Items)

Capital Plan
City of Merrill, Wisconsin

2020 thru 2024

Department Festival Grounds
 Contact City Administrator
 Type Improvement
 Useful Life 20 years
 Category Fencing
 Priority 5 Future Consideration

Project # **MFG-22-011**
 Project Name **Potential Grounds Fencing**

Description **Total Project Cost: \$60,000**
 Potential fencing around Merrill Festival Grounds.

Justification
 Fencing of MFG property is under discussion.

Expenditures	2020	2021	2022	2023	2024	Total
Other			60,000			60,000
Total			60,000			60,000

Funding Sources	2020	2021	2022	2023	2024	Total
Borrowing-20-Years (City Tax Levy)			60,000			60,000
Total			60,000			60,000

Budget Impact/Other

Attachment: MFG 2020-2024 Capital Draft (4356 : Consider 2020 Capital Improvements/Budget Items)

Capital Plan

2020 thru 2024

City of Merrill, Wisconsin

Department Festival Grounds
 Contact City Administrator
 Type Maintenance
 Useful Life 10 years
 Category Buildings
 Priority 2 Important

Project # **MFG-24-002**
 Project Name **Cattle Barn Repainting**

Description **Total Project Cost: \$20,000**
 Power wash and repaint the historical cattle barn.

Justification
 Cattle barn painted in 2016.

Expenditures	2020	2021	2022	2023	2024	Total
Construction/Maintenance					20,000	20,000
Total					20,000	20,000

Funding Sources	2020	2021	2022	2023	2024	Total
Tax Levy					20,000	20,000
Total					20,000	20,000

Budget Impact/Other

Attachment: MFG 2020-2024 Capital Draft (4356 : Consider 2020 Capital Improvements/Budget Items)

CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Committee of the Whole
Re: Creating Chapter 2, Article VI, Division 1, Section 2-151
to add Merrill Festival Grounds Committee

ORDINANCE NO. 2016-
Introduced: _____
1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Committee/Commission Action: _____

AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

Section 1. Chapter 2, Article VI, Division 1, Section 2-151 of the Code of Ordinances for the City of Merrill is created as follows:

Sec. 2-151 – Merrill Festival Grounds Committee.

1. **Purpose.** The Festival Grounds Committee (herein after known as The Committee) is the Merrill governmental entity that manages the Merrill Festival Grounds. The purpose of the Committee is to oversee the marketing, development, and maintenance of the Festival Grounds, and to increase Festival Grounds usage for the good of the community and surrounding area. The Committee shall consist of City of Merrill officials and user group representatives who will work with the City of Merrill and the Common Council for this purpose.

2. **Committee Powers and Responsibilities.**

A. Responsibilities

- (1) The Committee is responsible for the day-to-day management and maintenance of the grounds and its facilities, and may hire a Facility Director for that purpose, providing funds are available, as well as assigning functions to City staff.
- (2) The Committee shall be authorized or empowered to authorize payment of reasonable compensation for services rendered and to make payments and distributions which support the purposes set forth in this ordinance.

Attachment: Ordinance adding City Administrator as voting committee member (4357 : Ordinance to make City Administrator a voting member

- (3) The Committee shall plan and implement Festival Grounds building projects. This includes the construction of new buildings and facilities, major landscaping projects, etc. The Committee will seek approval when required from the Merrill Common Council.

B. Membership

- (1) The Committee will consist of seven (7) voting members. Representatives that sit on the Committee from each of the three user groups shall be elected or appointed by those groups. The breakdown of members shall be:
- a. Merrill Common Council Member (3 – voting)
 - b. ~~Mayor-Merrill City Administrator~~(1 – voting)
 - c. Rodeo Association representative (1 – voting)
 - d. Fair Association representative (1 – voting)
 - e. Permanent Food Vendor group representative (1 – voting)
 - f. ~~Merrill City Administrator~~Mayor (ex-officio)

C. Terms

Non-Common Council members of the Committee will be appointed to two (2) year terms and may be reappointed.

D. Officers

The Committee Chair and Vice–Chair shall be appointed by the Mayor from among the Common Council members.

E. Replacements

Replacements to the Committee will be made by the Mayor, with confirmation by the Common Council.

F. Resignation

A Committee member may resign at any time by providing written notice to the Mayor. Resignations shall be effective upon the date specified within the written notice.

G. Per Diem and Travel

Members of The Committee shall be paid a per diem for their services rendered to the Organization per City policy. Reimbursement of expenses for travel by a Committee member while on Committee business shall be determined on a case-by-case basis by the entire Committee.

H. Minutes

Minutes of each meeting shall be recorded and distributed by the City Clerk.

3. Committee Meetings

A. Regular Meetings

The Committee shall meet monthly, and at the call of the Committee Chair, if deemed necessary. Meetings may be cancelled by the Committee Chair if no business is to come before the Committee.

B. Quorum

A quorum for regular and special meetings consists of four (4) voting Committee Members being present.

C. Meeting Notifications.

Committee meetings shall be posted and held in accordance with Wisconsin statutes.

4. Staff

Should resources become available, the Committee reserves the right to approve by a majority vote the process of hiring a facility director for the program and any other staff that is deemed necessary and can be funded, with Common Council approval.

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: _____

Approved:

Adopted: _____

Approved: _____

~~William R. Bialecki~~ Derek Woellner, Mayor

Published: _____

Attest:

William N. Heideman, City Clerk

Attachment: Ordinance adding City Administrator as voting committee member (4357 : Ordinance to make City Administrator a voting member

Merrill Festival Grounds

August 1, 2019

Grandstand and Grounds:

General:

Thanks to the crews and the city for making the asphalt happen.

Perhaps a youth ATV track could be developed in conjunction with local ATV dealers.

In the process of removing snow mass from the sides of the Expo Hall building, it became impossible to do so without dragging landscape stone with the snow being removed. Future consideration to replacing the stone with another material may eliminate this problem.

Addition of lighting needs to continue to create a safe and user-friendly environment. Raising the grandstand poles and enhancing the light clusters is a priority for safety, production and ease of operation (not having to keep refocusing).

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.

Capital improvement categories could include: Perimeter Fence (with caution and concurrence of user groups), reduction of Humane Society footprint, paving/asphalt at the Grandstand and improved elevation between the east and west bathrooms, plantings, trees, electrical grid, winterized buildings, canopies, shade and rest areas, picnic tables, sewer and water hook-ups.

Tractor Pull:

The Midstate's Pullers replaced the WTPA/NTPA. The Dirt Flingers (minis and garden tractors and specialty classes) were added with the antique Pullers for the daytime free show.

Sales were down but the show(s) were excellent.

Additional marketing and tagging of Bank advertising is needed.

Rodeo:

Rodeo 2019 suggestions for city and show

1. Entrance Gate created a nice welcoming sense of arrival.

2. The new layout of the grounds was excellent and well received by all.
3. Show did a good job of watering down the entrance area and practice areas to hold down arena dust.
4. Commercial and concessions set-up was accomplished rapidly and was a clean presentation.
5. Though the intent was good the use of orange plastic barrier was not necessary. Saw horse barriers look better and accomplish the same goal.
6. Double check electrical load balance along the Memorial fence line.
7. Increase infield electrical capacity to 600 amps.
8. Elevate arena light poles by 20 feet and continue to add lighting across the grounds.
9. Obtain a hydrant hose bib (similar to the ones used by the carnival) for better hose use.
10. Elevate/barrier an area with hose and water for horse washing.
11. Put benches along the chutes for use by contestants.
12. VIP and handicap parking worked very well.
13. Parking operation in general, was excellent; the best of any event.
14. Consider moving the tent a few feet west to better avoid utilities.
15. Consider “selling” deep discount tickets for Sunday only to sponsor’s favorite charities.

County Fair:

Recommendations: fencing inside the fairgrounds be reduced or eliminated. Check points for age can be maintained with a stamp or wristband given for daily ID. Encourage all beer stands to provide entertainment. Consider eliminating the beer stand at the Grandstand in exchange for a re-stated financial and operating agreement with the permanent stands.

Sell display space under the Grandstand and east of the restrooms and west of the carnival and east of poultry barn. 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.

Replace the ATM vendor.

Statewide, the carnival business is experiencing unusual contractions and shifts. Steps to assure a carnival contract for future years should be taken. 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 areas to be asphalted. Asphalt as much area as possible and bring to a flat grade.

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 credentials. Put livestock 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 hour-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 first Wrestling Show produced about 250 attendees. Given the short lead time, it was an encouraging turnout.

The wrestling promoter has set a second show for Sept 28. Ryan Schwartzman has helped the promoter tremendously and the Chamber has helped with sales and marketing.

The Northern Wisconsin Gun Show producer was very happy with the show results and looks forward to a long relationship at the Festival Grounds.

Marvin Krause Productions gained about 1400 attendance which is not bad for being on opening day weekend.

Reservations for weddings are increasing monthly.

We are seeking additional event genre for the Expo.

Permanent Stands Meeting

7-24-19

Present:

Eagle's Club: David "Wiz" Sherfinski, Bryan Plautz, Jerry Leopold, Neal Christensen, Thomas "Pineapple" Mattos**Lions Club:** Ken Adams, Jack Kasper**VFW:** Mike Porath**Optimist Club:** Randy Wixon**Knights of Columbus:** Darryl Barker, Bill Henson, Pete Mueller arrive at 6:22**St. Francis:** Mike Caylor

Although no formal agenda was in place the main purpose of the meeting was to meet with Paul Russell and Brad Becker from the Lincoln County Fair Board (FB) in order to go over any concerns or questions for the upcoming fair. The main group was scheduled to meet at 6:00 PM with the FB arriving at 7:00 PM but at the request of FB rep Paul Russell their arrival was moved up to 6:00 PM. Brad Becker never arrived.

Items covered:

Paul provided information on a number of topics related to the fair, the future of the fair and the current state of the fair when it comes to vending. The members of the group also provided Paul with a number of ideas they had for the future of the fair in order to draw more people in.

Paul thanked the four permanent food stands who all provided financial support directly to the fair board this year.

Beer vending:

Numerous questions remains regarding the vending or beer which will now be done under one license at the event, if the City Council grant that license on August 13th. The beer fences, which have been in place since the 1980's will be removed on a trial basis only this year.

The FB and the beer vendors were planning on a meeting for July 29th in hopes of clarifying the rest of the issues.

Other issues:

John Kaufman's crew will be back this year doing routine maintenance, garbage removal, parking and soda distribution for this year's fair. Paul said having Kaufman's crew take over the parking was due to a lack of interest by non-profit groups and a large cost savings. Everyone reiterated their praise for the cleanliness of the grounds last year and the prompt service from the grounds crew.

Paul Russell left at 7:01 PM.

The group discussed pricing for this year's fair. Some of the prices are not yet known as the FB has yet to get back to us for soda pricing. A slight increase in prices for food will be felt around the midway as most food vendors have not raised prices in over four years and most vendors were seeing profits at less than 50% of costs.

The group agreed to meet back as late as August 7th or perhaps earlier if needed to discuss the fair. Everyone agreed we likely will have unfinished business due to the lack of answers from the FB. We may also hold a huddle on the Wednesday night of the fair if need be.

If needed – the next meeting will be Wednesday August 7th, 2019 at 6:00 PM.