

Jefferson County Fair Park  
March 19, 2009

The Jefferson County Fair Park Committee met on Thursday, March 19, 2009 at 4:00 p.m. in the Activity Center Conference Room. Present were: (Fair) Ron Buchanan, Amy Kramer, Blane Poulson, Mike Burow, Scott Seefeldt, Fair Park Director Paul Novitzke, Fair Park Supervisor Roger Kylmanen, Secretary Gail Zastrow; Administrator Gary Petre; and Neil Matthes.

Let the record show that a quorum is present, meeting duly noted and the door open.

**#4 Review Agenda:** As stated

**#5 Public Comment & Correspondence:** Neil state that Helenville and Jefferson fire departments will be burning the building together. We should notify the neighbors what we are planning to do.

**#6 Minutes:** Amy made a motion to accept the minutes as presented. Blane seconded. Motion carried.

**#7 Discussion and Possible Action Regarding Charge for Outside Catering:** We currently have a list of preferred caterers. They pay 10% of gross food and soda sales. During Fair, picnics are not paying the Fair anything. A policy needs to be established consistently. Paul suggests 10% catering fee for all groups during Fair. For other events, \$75 fee for groups under 200 people and \$175 fee for groups over 200 people. Mike made a motion to charge either a 10% catering fee or \$175 for over 200 people and \$75 for under 200 people which ever is larger. Blane seconded the motion. Motion carried.

**#8 Discussion and Possible Action Regarding Manure Fees:** Much discussion and comparison with other county fairs. Some Fairs charge a recycling fee in addition to the "Stall/Pen Fee" allowed by ATCP 160. General consensus was to wait a year and take no action for 2009 Fair. There is a \$10 processing fee for each FFA member that isn't a 4-H member (4-H members are being charged \$20/member).

**#9 Discussion and Possible Action Regarding Charge for Outside Rental Companies:** This would be for events that we make arrangements or event uses drapes, portable toilets, tents, etc. We don't have very many currently. Mike made a motion to leave this to Fair Park Director's discretion. Blane seconded. Motion carried.

**#10 Discussion and Possible Action Regarding Weather Insurance:** We have taken out the weather event insurance for the grandstand acts for over 10 years. We have collected once. The rain is measured in Madison. The cost relates to the amount insured. Paul will do more checking and revisit next month.

**#11 Discussion and Possible Action Regarding Wages at Fair:** The two financial people have been at the same pay rate for several years. At the budget meeting last August it was suggested to increase their rate. They were budgeted for a \$.75 increase. They will have additional responsibilities and work with adding beer and soda revenue. It was suggested to increase their hourly wage in steps with the increase to go up \$2 for 2009. Ron made a motion to increase the finance wage to \$13.00 for 2009 but still keep the expenditures at budget. Mike seconded. Motion carried 4 yes, 1 no.

**#12 2009 County Fair:** We have added new food vendors and new areas. Reserve seating for the concerts will go on sale Saturday, April 4 at 9:00 a.m.

**#13 Fair Park Director's Report:** Separate report handed out. Reviewed marketing partnerships, cost savings measures for our department, and how we are trying to increase revenue during Fair with merchandise.

**#14 Fair Park Operation's Report:** Separate report handed out. Roger will have an expense breakdown for the next meeting on a couple of events.

**#15 Potential Future Meeting Agenda Items:** Weather Insurance, Financial Comparison, Event cost breakdown

**#16 Next Meeting:** The regular scheduled monthly meeting will be April 16 at 4:00 p.m.

Being no further business, Amy made a motion to adjourn the meeting. Blane seconded. Motion carried with meeting adjourning at 5:20 p.m.