

Jefferson County Fair Park  
February 13, 2013

The Jefferson County Fair Park Committee met on Wednesday, February 13, 2013 at 10 a.m. in the Activity Center Conference Room. Present were: (Fair) Ron Buchanan, Blane Poulson, Matt Foelker and Paul Babcock, Fair Park Director David Diestler, Fair Park Supervisor Roger Kylmanen, Secretary Gail Zastrow, Administrator Gary Petre and County Board Chair John Molinaro.

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

**Public Comment:** No one present

**Agenda:** OK as presented

**Minutes:** Blane Poulson made a motion to accept the minutes for December 6, 2012. Paul Babcock seconded. Motion carried.

**Communications:** Several thank you cards received

**Sheriff's Department Event:** The Honor Guard of the Sheriff's Department will be hold a 5K run in May 2013 and would like to use the Fair Park grounds as the staging area. A motion was made by Matt Foelker, seconded by Paul Babcock to set the usage fee of \$75 for use of the Pavilion only. Motion carried.

**2013 Fair:**

- a) Entertainment – announced February 12, 2013 live on WSLD and in the papers. We are working with the City of Jefferson, Jefferson County and Wisconsin State Patrol for signage.
- b) Vendor Contracts – they have been sent out to last year's vendors.

**Fair Park Director's Report:** Shared copies of the maps, brochure and updates on the website. Also reviewed the financial report and where we stand now with sponsorship

**Fair Park Operations Report:**

- a) RFP – For Camping Pedestals and Panel and a second quote for Fair Time Electrical – bids due Feb 22<sup>nd</sup> at noon.
- b) HVAC Update – reviewed the cost to bring in air conditioning vs. replacing furnaces
- c) Full Time Maintenance Position – Job description has been sent to Carlson Dettman. Position begins May 15<sup>th</sup>

**Fair Office Report:**

- a) Administrative Assistant Position – Job description has been sent to Carlson Dettman. Position begins April 1<sup>st</sup>.
- b) Wisconsin Association of Fairs Convention
  - i) Summary of convention from Roger, Gail, Amy and Alex attached.
  - ii) VIP Award Winner – Amy Kramer - Amy Kramer was selected as the VIP Award winner for District #4. She wasn't at convention but will receive a Rosette and Plaque. Amy will be returning this year to do beverage

**Future Agenda Items:** Fair 2013, Long Range Planning, Stand By Generator

**Next meeting:** Regular Meeting on March 7, 2013. (Paul Babcock will not be available)

Being no further business, Paul Babcock made a motion to adjourn the meeting. Blane Poulson seconded. Meeting adjourned at 11:15 a.m.