

Jefferson County Fair Park March 3, 2016 | Meeting Minutes

The Jefferson County Fair Park committee met on Thursday, March 3rd at 8:00 a.m. in the Activity Center Conference Room. Present were: (Fair Committee) Blane Poulson, Russell Kutz, Jennifer Hanneman, County Administrator Ben Wehmeier, Fair Park Director David Diestler, Fair Park Supervisor Roger Kylmanen, Marketing/Administrative Assistants Amy Listle and Electrician Neil Matthes. Al Counsell and Matthew Foelker of the Fair Committee were absent.

A quorum of the Jefferson County Fair Park Committee was present, meeting duly noted and the door open.

Review and Approve Agenda

Minutes: A motion was made by Jennifer Hanneman to accept the minutes of the February 4, 2016 meeting as presented, seconded by Russell Kutz. Motion carried.

Communications: None.

Public Comment: None.

Discussion and action on Pepsi Marketing Partnership: Fair Director David Diestler presented materials on the recommendation to continue our partnership with Pepsi. Jennifer Hanneman made a motion to continue the Fair Parks partnership with Pepsi. Seconded by Russell Kutz. Motion passed unanimously.

Discussion and action on Food Service Request for Proposal: Fair Director David Diestler reported that there was initially interest from three food service providers. David's recommendation to the Fair Committee was Jim's Burger Corner of Jefferson to be the new food service provider in the Activity Center for our year-round events and the county fair. Russel Kutz made a motion to approve Jim's Burger Corner to be the main concessionaire in the Activity Center kitchen. Seconded by Jennifer Hanneman. Motion passed unanimously.

Discussion and action on Website Request for Proposal: Fair Director David Diestler presented a spreadsheet with the breakdown of proposals. After further review David recommended that the Fair Park use Saffire Events to build the new website. Jennifer Hanneman made a motion to approve the bid from Saffire Events. Seconded by Russel Kutz. Motion passed unanimously.

Director's Report: David reported Grandstand entertainment is booked and he is working to finalize local bands for the Miller Lite Entertainment Tent. Other family entertainment is booked; Shark Show, Nick's Kids Show, Hoo's Woods, Pig & Duck Races, DJ Dylan, Tractor & Truck Pulls, and Demo Derby. Request for proposals of the Kitchen Food Service, Website Design and Feasibility Study were being worked on. Research on Point of Sale (POS) systems for the office and kitchen were being put on hold.

Supervisor's Report: Roger Kylmanen reported that they are still working to determine if there will be a work camper staying and working at the Fair Park this summer. There was a new heater installed in the maintenance shop and the shop was being reorganized. Our electrician finished up the new panel in the Goat Barn and will be working to update camping electric.

Office Report: Amy Listle reported the office is working to close out 2015 and began taking down payments for events in 2016, and working on creating documents using the County's new document signing program SeamlessDocs. Camping registration for Fair Week is sold out and a waiting list has been created. Amy and Renee have been assisting David with the website and food service request of proposals.

Next Meeting: The next meeting was set for April 7, 2016 at 8:00 a.m. in the conference room of the Activity Center.

With no further business, Jennifer Hanneman made a motion to adjourn the meeting. Russel Kutz seconded. Motion carried. Meeting adjourned at 9:16 a.m.