

Jefferson County Fair Park November 3, 2016 | Meeting Minutes

The Jefferson County Fair Park committee met on Thursday, November 3rd at 4:30 p.m. in the Activity Center Conference Room. Present were: (Fair Committee) Blane Poulson, Russell Kutz, Jennifer Hanneman, Matthew Foelker, Ron Buchanan, Fair Park Director David Diestler, Fair Park Supervisor Roger Kylmanen, Marketing/Administrative Assistants Amy Listle and Renee Busshardt, County Administrator Ben Wehmeier and County Board Chairman Jim Schroeder.

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 to accept the minutes of the October 6, 2016 meeting as presented and seconded. Motion carried.

Communications: None

Public Comment: None

Discussion and appointment of two citizen Fair Committee members: A roll call vote was proposed by Blane Poulson to meet in closed session and was passed unanimously. The committee met in closed session from 4:32 pm to 4:37 pm as to this issue. After reconvening, with a consensus of the committee, County Board Chairman Jim Schroeder announced that the two citizen committee members will be Kathleen Steindorf and Debra Hall-Kind effective November 7, 2016.

Financial Report: The financial report from September 2016 was reviewed.

Director's Report: David reported that he is working on entertainment for the 2017 Fair and has gotten verbal commitments from a few acts and also a vendor map of the Fair. Ecommerce has been set up through our website provider, Saffire although a few additions need to be made. Winter storage is in full swing. We are about 85-90% filled and on budget. David will continue to work on contacting sponsors and the Fair Park Feasibility Study.

Supervisor's Report: Roger reported all the outside buildings have been winterized. The grounds crew fixed vents in the horse barn before winter storage came in and will do the same to the dairy barn before it gets too filled with storage. Travis will be using his comp time before the end of November. Some staffing hours were saved for the part-time staff for winter snow removal. Items, including the dump truck, were listed on the Wisconsin Surplus Auction site. Roger also stated that there is only one weekend left to fill with horse shows which is July 1 & 2. This was a challenge since each show has to get approval for their weekends from their council.

Office Report: Amy Listle stated that the office staff has been preparing for the Fair Appreciation Dinner to be held tonight. The office has also been managing the winter storage, reconciling Fair Park events and compiling data for the new financial system being implemented. The staff has been working on compiling premium check corrections to be paid with the November audit. The Fair Park website along with the JCFP TV ads, radio commercials and social media has been updated. October Fair Park events have been reconciled.

Next Meeting: The next meeting was set for December 1, 2016 at 8:00 a.m. in the conference room of the Activity Center.

With no further business, Ron Buchanan made a motion to adjourn the meeting. Jennifer Hanneman seconded. Motion carried. Meeting adjourned at 4:57 p.m.