

## **Jefferson County Fair Park September 7, 2017 | Meeting Minutes**

The Jefferson County Fair Park committee met on Thursday, September 7th at 8:00 a.m. in the Activity Center Conference Room. Present were: (Fair Committee) Blane Poulson, Russell Kutz, Matthew Foelker, Ron Buchanan, Debra Hall-Kind, Kathy Steindorf, Fair Park Supervisor Roger Kylmanen, Marketing/Administrative Assistants Amy Listle and Renee Busshardt and County Administrator Ben Wehmeier. Jennifer Hanneman was not in attendance.

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 July 6, 15 & 18, 2017 meeting as presented and seconded. Motion carried.

**Communications:** None

**Public Comment:** None

### **Presentation of Tobacco-Free Study by Jefferson County Health Department**

**Discussion and update on the 2017 Jefferson County Fair Operations and open forum:** There was a lot of positive feedback from the open forum. The new poultry barn setup was a huge success.

**Review of Community Feedback:** None

**Financial Report:** Review of June 2017 and July 2017 financials.

**Review of Fair Park fee schedule:** Ron Buchanan made a motion to give the fair park staff discretion to clean up the fee schedule as needed. This was seconded by Kathy Steindorf and the motion carried.

**Review of the proposed 2018 Budget:** The budget information was reviewed.

**Supervisor's Report:** Roger attended a Harry Potter Festival meeting and drafted a quote for wiring and rental. Charlie Wieder is done for the summer and Theodore Gerfin gave his notice so the fair park is looking for someone to replace him. Chris and Curt Kreklow have been working the weekends as a replacement for the caretakers. Roger presented his list of capital projects for 2018. September will be a busy month with Sheep & Wool, Gemuetlichkeit Days and the Car Show.

**Office Report:** Amy Listle stated that the office staff has been keeping up on the website along with the JCFP TV ads, radio commercials and social media. The office has been reconciling the July and August events. The annual report has been completed along with work being done on the 2018 budget. Amy, Renee and Mikayla attended the Fairest Reunion Day at the Wisconsin State Fair. There was a fair book meeting with the superintendents along with a superintendent pot luck meeting. Mikayla Kind's last day was August 18<sup>th</sup>. The office has been busy with Sheep and Wool camping reservations. Winter storage registration will begin September 13<sup>th</sup>. The Fair Park is researching a new fair software called ShoWorks. The Fair Park is working on sponsorships and community relations. We have been working with Klein's Entertainment to book entertainment for the 2018 fair. Amy is attending the International Entertainment Buyers Association conference in Nashville, TN on October 15-17.

**Discussion and possible action on future meeting schedule and agenda items:** Additional agenda items are: 2018 Budget; How to improve and increase non-fair events; WiFi and Credit Card usage throughout the grounds.

**Next Meeting:** The next regular meeting is set for October 5 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. Matt Foelker seconded. Motion carried. Meeting adjourned at 10:15 a.m.