

**Fair Park
Committee Members:**

Ron Buchanan, Chair

Blane Poulson, Vice Chair

Matthew Foelker, Secretary

Gregory Torres

Paul Babcock

**FAIR PARK COMMITTEE
MEETING AGENDA**

April 3, 2014

8:00 a.m.

**Jefferson County Fair Park
Activity Center – Conference Room
503 N. Jackson Avenue
Jefferson, WI 53549**

1. Call to Order
2. Roll call (establish a quorum)
3. Certification of compliance with Open Meetings Law Requirements
4. Public Comment
5. Review agenda
6. Approve Minutes of March 6th Meeting
7. Communications
8. Discussion and possible action to purchase Arena Drag
9. Financial Status Report
10. Fair Park Director's Report
11. Fair Park Supervisor's Report
12. Fair Office Report
13. Set next meeting date and Potential Future Meeting Agenda Items
14. Adjourn

The Committee may discuss and/or take action on any item specially listed on the agenda.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920/674-7101 so appropriate arrangements can be made

Jefferson County Fair Park

March 6, 2014

The Jefferson County Fair Park committee met on Thursday March 6, 2014 at 8:00 a.m. in the Activity Center Conference Room. Present were: (Fair) Ron Buchanan, Blane Poulson, Matt Foelker, Gregory Torres, Paul Babcock, Director David Diestler, Supervisor Roger Kylmanen, Marketing/Administrative Assistant Amy Listle, County Board Chairman John Molinaro, Administrator Ben Wehmeier.

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

Public Comment & Correspondence: Gail Zastrow was recognized for her years of service and was presented an award by State Representative Stephen Nass and Senator Neal Kedzie on March 24, 2014 in the Fair Park Activity Center at 10:30 a.m.

Agenda: The agenda is OK as presented

Minutes: A motion was made by Paul Babcock to accept the minutes as presented, seconded by Matt Foelker. Motion carried.

Discuss & Approve Opportunity for Beer License: David Diestler presented that Augie's Elite Catering of Watertown who currently operates the year-round concessions at the Fair Park would be interested in obtaining a beer license. Matt Foelker made a motion to support the Fair Park's research into this opportunity. Gregory Torres seconded. Motion carried.

Financial Report: Reviewed report

Director's Report: Reviewed report

Supervisor's Report: Reviewed report

Fair Office Report: Reviewed report

Next Meeting: The next regularly scheduled meeting will be Thursday April 3rd at 8:00 a.m. in the Conference Room of the Activity Center.

Being no further business, Matt Foelker made a motion to adjourn the meeting. Gregory Torres seconded. Motion carried. Meeting adjourned at 9:00 a.m.

Jefferson County Fair Park
2014 - February Financial - Narrative

Fair Park - 6901

Revenues			Dollar	Amount	
<u>Acct.</u>	<u>Description</u>	<u>%</u>	<u>Received</u>	<u>Remaining</u>	<u>Reason</u>
TOTAL			\$ -	\$ -	

Expenses			Dollars	Amount	
<u>Acct.</u>	<u>Description</u>	<u>%</u>	<u>Spent</u>	<u>Remaining</u>	
531314	Small Items of Equip	51	\$ 7,654.50	\$ 7,345.50	
3 Freezers -\$250/ Snow Pusher - \$1,650/ 4 Tents - \$3480/ Horse Stalls - \$2,000 - Final Installment					
531326	Advertising	26	\$ 1,838.97	\$ 5,161.03	Tourism Guide & Job Ads
532335	Meals	39	\$ 195.99	\$ 304.00	WI Convention
532336	Lodging	39	\$ 819.00	\$ 1,281.00	WI Convention
533224	Natural Gas	56	\$ 4,868.32	\$ 3,831.68	
TOTAL			\$ 15,376.78	\$ 17,923.21	

Fair Week - 6902

Revenues			Dollars	Amount	
<u>Acct.</u>	<u>Description</u>	<u>%</u>	<u>Received</u>	<u>Remaining</u>	
421001	State Aid	110	\$ 7,034.08		0 Received Yearly Aid
482019	Camping Fee 4-H	65	\$ 9,750.00	\$ 5,250.00	Fair Camping Payments
TOTAL			\$ 16,784.08	\$ 5,250.00	

Expenses			Dollars	Amount	
<u>Acct.</u>	<u>Description</u>	<u>%</u>	<u>Spent</u>	<u>Remaining</u>	
531101	Tickets/ Entry Tags	26	\$ 970.28	\$ 2,829.72	Family 5 Packs - 2 years
TOTAL			\$ 970.28	\$ 2,829.72	

Fair Park
6901 Fair Park

Date Ran 3/21/2014
Period February
Year 2014

Revenues						17%
Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget	
						0%
457010	SPONSOR REVENUE	-	(40,000.00)	(40,000.00)		0.00%
457025	HORSE SHOW FEES	(500.00)	(26,500.00)	(26,000.00)		1.89%
457026	SHAVING SALES	-	(32,000.00)	(32,000.00)		0.00%
457031	ADMISSION REVENUE	(1,201.66)	-	1,201.66		0.00%
474169	FAIR BILLED	-	(4,000.00)	(4,000.00)		0.00%
482012	BUILDING RENTAL	(8,092.28)	(184,000.00)	(175,907.72)		4.40%
482013	STALL RENTAL	-	(91,000.00)	(91,000.00)		0.00%
482014	WINTER STORAGE RENTAL	(1,895.73)	(37,500.00)	(35,604.27)		5.06%
482015	SPACE-FOOD VENDOR	-	(18,500.00)	(18,500.00)		0.00%
482016	SPACE-BEVERAGE VENDOR	-	(20,000.00)	(20,000.00)		0.00%
482017	SPACE-OTHER VENDOR	(14.00)	(2,300.00)	(2,286.00)		0.61%
482021	CAMPING FEE OTHER	-	(48,000.00)	(48,000.00)		0.00%
486001	VENDING COMMISSION	(27.89)	(1,500.00)	(1,472.11)		1.86%
Totals		(11,731.56)	(505,300.00)	(493,568.44)		2.32%

Expenditures						
Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget	
						0%
511110	SALARY-PERMANENT REGULAR	21,263.18	97,092.00	75,828.82		21.90%
511210	WAGES-REGULAR	14,891.79	51,273.00	36,381.21		29.04%
511220	WAGES-OVERTIME	302.70	1,683.00	1,380.30		17.99%
511230	WAGES-REGULAR OVERTIME	46.66	-	(46.66)		0.00%
511240	WAGES-TEMPORARY	-	13,216.00	13,216.00		0.00%
511310	WAGES-SICK LEAVE	381.46	-	(381.46)		0.00%
511320	WAGES-VACATION PAY	761.75	-	(761.75)		0.00%
511330	WAGES-LONGEVITY PAY	73.44	238.00	164.56		30.86%
511340	WAGES-HOLIDAY PAY	901.25	-	(901.25)		0.00%
511350	WAGES-MISCELLANEOUS(COMP)	137.72	-	(137.72)		0.00%
512141	SOCIAL SECURITY	3,912.19	12,434.00	8,521.81		31.46%
512142	RETIREMENT (EMPLOYER)	2,225.11	10,259.00	8,033.89		21.69%
512144	HEALTH INSURANCE	9,238.83	28,625.00	19,386.17		32.28%
512145	LIFE INSURANCE	6.36	29.00	22.64		21.93%
512146	WORKERS COMPENSATION	-	4,000.00	4,000.00		0.00%
512148	UNEMPLOYMENT COMPENSATIO	-	3,500.00	3,500.00		0.00%
512173	DENTAL INSURANCE	899.23	2,520.00	1,620.77		35.68%
521216	JANITORAL	-	1,700.00	1,700.00		0.00%
521219	OTHER PROFESSIONAL SERV	-	1,000.00	1,000.00		0.00%
521297	STALL CLEANING	-	4,500.00	4,500.00		0.00%
521649	SECURITY SERVICES	-	350.00	350.00		0.00%
529170	GROUPS KEEPING CHARGES	1,127.74	18,226.00	17,098.26		6.19%
529299	PURCHASE CARE & SERVICES	-	500.00	500.00		0.00%
531001	CREDIT CARD FEES	-	600.00	600.00		0.00%
531008	HAZARD RECYCLE CHARGES	-	150.00	150.00		0.00%
531298	UNITED PARCEL SERVICE UPS	-	200.00	200.00		0.00%
531301	OFFICE EQUIPMENT	229.99	2,000.00	1,770.01		11.50%
531303	COMPUTER EQUIPMT & SOFTWA	-	2,000.00	2,000.00		0.00%
531304	NONCAPITAL AUTO	-	950.00	950.00		0.00%
531311	POSTAGE & BOX RENT	77.56	1,350.00	1,272.44		5.75%
531312	OFFICE SUPPLIES	41.43	2,750.00	2,708.57		1.51%
531313	PRINTING & DUPLICATING	19.69	1,200.00	1,180.31		1.64%
531314	SMALL ITEMS OF EQUIP	7,654.50	15,000.00	7,345.50		51.03% *
531320	SAFETY SUPPLIES	-	250.00	250.00		0.00%
531322	SUBSCRIPT NEWSPAPERS&PERIOI	-	110.00	110.00		0.00%

Fair Park
6902 Fair Week

Date Ran 3/21/2014
Period February
Year 2014

Revenues 17%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
421001	STATE AID	(7,034.08)	(6,400.00)	634.08	109.91% *
457005	RESERVED SEATING FEES	-	(41,000.00)	(41,000.00)	0.00%
457009	CONTEST ENTRY FEES	-	(850.00)	(850.00)	0.00%
457010	SPONSOR REVENUE	(210.00)	(145,000.00)	(144,790.00)	0.14%
457011	GATE RECEIPTS	(2,250.00)	(240,000.00)	(237,750.00)	0.94%
457013	STALL & PEN FEES	-	(6,000.00)	(6,000.00)	0.00%
457029	FFA ENROLLMENT	-	(2,000.00)	(2,000.00)	0.00%
457030	CREDIT CARD SURCHARGE	-	(1,550.00)	(1,550.00)	0.00%
459001	SODA	-	(15,500.00)	(15,500.00)	0.00%
482015	SPACE-FOOD VENDOR	(355.00)	(32,000.00)	(31,645.00)	1.11%
482016	SPACE-BEVERAGE VENDOR	-	(80,000.00)	(80,000.00)	0.00%
482017	SPACE-OTHER VENDOR	-	(35,000.00)	(35,000.00)	0.00%
482018	SPACE-CARNIVAL	-	(25,000.00)	(25,000.00)	0.00%
482019	CAMPING FEE 4-H	(9,750.00)	(15,000.00)	(5,250.00)	65.00% *
482020	CAMPING FEE VENDOR	-	(3,500.00)	(3,500.00)	0.00%
Totals		(19,599.08)	(648,800.00)	(629,200.92)	3.02%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
511110	SALARY-PERMANENT REGULAR	-	41,611.00	41,611.00	0.00%
511210	WAGES-REGULAR	-	73,062.00	73,062.00	0.00%
511220	WAGES-OVERTIME	-	1,683.00	1,683.00	0.00%
511240	WAGES-TEMPORARY	-	27,977.00	27,977.00	0.00%
511330	WAGES-LONGEVITY PAY	-	135.00	135.00	0.00%
512141	SOCIAL SECURITY	-	10,960.00	10,960.00	0.00%
512142	RETIREMENT (EMPLOYER)	-	9,339.00	9,339.00	0.00%
512143	RETIREMENT (EMPLOYEE)	-	638.00	638.00	0.00%
512144	HEALTH INSURANCE	-	35,524.00	35,524.00	0.00%
512145	LIFE INSURANCE	-	18.00	18.00	0.00%
512173	DENTAL INSURANCE	-	2,502.00	2,502.00	0.00%
514151	PER DIEM	-	1,500.00	1,500.00	0.00%
521219	OTHER PROFESSIONAL SERV	-	4,500.00	4,500.00	0.00%
521647	VETERINARY SERVICES	-	950.00	950.00	0.00%
521648	AMBULANCE/EMS SERVICES	-	3,800.00	3,800.00	0.00%
521649	SECURITY SERVICES	-	4,500.00	4,500.00	0.00%
529299	PURCHASE CARE & SERVICES	-	5,000.00	5,000.00	0.00%
529301	FAIR GATE WORKERS	-	6,100.00	6,100.00	0.00%
529302	FAIR JUDGES	-	7,000.00	7,000.00	0.00%
529303	FAIR SUPERINTENDENTS	-	7,200.00	7,200.00	0.00%
529304	FAIR PARKING SERVICES	-	1,800.00	1,800.00	0.00%
531001	CREDIT CARD FEES	186.58	1,400.00	1,213.42	13.33%
531101	TICKETS/ENTRY TAGS	970.28	3,800.00	2,829.72	25.53% *
531102	TROPHIES/PLAQUES	-	950.00	950.00	0.00%
531103	RIBBONS	-	2,500.00	2,500.00	0.00%
531181	PREMIUMS	-	20,000.00	20,000.00	0.00%
531182	FAIR WEEK SPECIAL ACTS	-	195,000.00	195,000.00	0.00%
531183	SPONSOR FEES	-	8,000.00	8,000.00	0.00%
531184	FAIREST OF THE FAIR	45.52	500.00	454.48	9.10%
531312	OFFICE SUPPLIES	-	500.00	500.00	0.00%
531313	PRINTING & DUPLICATING	-	100.00	100.00	0.00%
531314	SMALL ITEMS OF EQUIP	-	40.00	40.00	0.00%
531326	ADVERTISING	28.00	53,000.00	52,972.00	0.05%
531349	OTHER OPERATING EXPENSES	-	1,500.00	1,500.00	0.00%
531351	GAS/DIESEL	-	1,700.00	1,700.00	0.00%
531367	WOOD SHAVINGS	-	750.00	750.00	0.00%
532332	MILEAGE	-	300.00	300.00	0.00%

533221 WATER	-	1,100.00	1,100.00	0.00%
533222 ELECTRIC	-	8,200.00	8,200.00	0.00%
533223 SEWER	-	1,400.00	1,400.00	0.00%
533224 NATURAL GAS	-	80.00	80.00	0.00%
533235 STORM WATER UTILITY	-	1,182.00	1,182.00	0.00%
533236 WIRELESS INTERNET	-	430.00	430.00	0.00%
535242 MAINTAIN MACHINERY & EQUIPM	-	200.00	200.00	0.00%
535245 GROUNDS IMPROVEMENTS	544.40	2,200.00	1,655.60	24.75%
535247 BLDG REPAIR & MAINT	-	3,000.00	3,000.00	0.00%
535297 REFUSE COLLECTION	-	2,000.00	2,000.00	0.00%
535347 BEVERAGE PURCHASES	-	16,000.00	16,000.00	0.00%
535355 PLUMBING & ELECTRICAL	-	7,000.00	7,000.00	0.00%
536533 EQUIPMENT RENT & LEASE	-	63,000.00	63,000.00	0.00%
571009 MIS PC GROUP ALLOCATION	261.84	1,571.00	1,309.16	16.67%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	399.66	2,398.00	1,998.34	16.67%
591519 OTHER INSURANCE	201.18	3,200.00	2,998.82	6.29%
Totals	2,637.46	648,800.00	646,162.54	0.41%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
					0%
Totals		-	-	-	0.00%
Total Business Unit		(16,961.62)	-	16,961.62	0.00%

Fair Park
6906 Donations

Date Ran 3/21/2014
Period February
Year 2014

Revenues 17%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
	485106 FAIR EXPANSION DONATIONS	(250.00)	260.79	510.79	-95.86%
Totals		(250.00)	260.79	510.79	-95.86%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
	594960 CAPITAL RESERVE	-	15,653.00	15,653.00	0.00%
Totals		-	15,653.00	15,653.00	0.00%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
Totals		-	-	-	0.00%

Total Business Unit		(250.00)	15,913.79	16,163.79	-1.57%
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Jefferson County
Fair Park Totals

Date Ran 3/21/2014
Period February
Year 2014

17%

Business Unit	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
6901 Fair Park	Revenue	(11,731.56)	(505,300.00)	(493,568.44)	2.32%
	Expenditures	90,951.59	703,032.00	612,080.41	12.94%
	Other Sources	-	-	-	0.00%
Total		79,220.03	197,732.00	118,511.97	40.06%
6902 Fair Week	Revenue	(19,599.08)	(648,800.00)	(629,200.92)	3.02%
	Expenditures	2,637.46	648,800.00	646,162.54	0.41%
	Other Sources	-	-	-	0.00%
Total		(16,961.62)	-	16,961.62	0.00%
Total All Business Units	Revenue	(31,330.64)	(1,154,100.00)	(1,122,769.36)	2.71%
	Expenditures	93,589.05	1,351,832.00	1,258,242.95	6.92%
	Other Source	-	-	-	0
Grand Total Fair Park		62,258.41	197,732.00	135,473.59	31.49%

Fair Park Director's Report – April 2014

1. Selected ticketing company – Showare
 - a. Contract being reviewed by Phil
 - b. Look at changing credit card processing company
 - i. Lexis Nexis - \$2.50 min. – 3.25% -- Not until May
 - ii. FSI (Credit card processing co.) – Contract expires in April - extending
2. Huber (CSW) workers
 - Sent email with conditions to Huber Office, Cpt. Wallace & Sheriff
3. Contracts
 - a. Kitchen –Beer sales – Information w Phil & Ben (County & City attorneys)
 - b. Soda – Boy Scouts
4. Website – Update design
 - Graphic Designer –Jennifer Erdman would be available in summer - She designs JCTC Guide
5. Sponsors
 - a. Working on contracts – Havil-Spoerl, Daybreak Foods, Generac, Jones Dairy, Standard Process
 - b. Working on TV & radio station sponsorships
 - c. Boucher Automotive Group - Sponsorship
6. Entertainment
 - Contracts at Phil's office
7. WI Sheep & Wool
 - a. Held meeting - Comfortable w Augie's Elite Catering
 - b. Solved food problems – Kitchen/ breakfast, boxed lunch, coffee, tent – buffet, Pizza & subs
 - c. Worked w Bob – make sure all vendors have insurance certificates
 - d. All campers that don't pre-register by August 31st will pay an additional \$10/night fee
8. Preparing list of building repairs and updates (see list)
9. Training Leslie
10. Advertising
 - a. Working on ads for ticket sales – Radio, TV & print
 - b. Designs – billboards
 - c. Brochures – JCTC, Discover, Village Profile,
 - d. Developed 2014 Marketing Plan

FAIR PARK SUPERVISORS REPORT

April 3, 2014

- We have doing general repairs in the shop on horse stalls, cage bottoms, tables and equipment maintenance
- Getting storage out of buildings and as we have room greasing blower bearings and checking belts
- Working on fixing up trailer for our water wagon
- Getting quotes for fixing doors on Horse and Dairy Barns, and side doors on Warm up Arena

ARENA DRAG

3/19/2014

We need an arena drag that can rip and break up the hard pan under surface in our arenas and spread the upper sand to a consistent level depth. Not many drags can do all of this so we are limited on what we could get for pricing. Our arena does get packed down in areas where the horses ride more and for the Car Show, Sheep & Wool Festival or dog agility events we will water and pack down the arenas with a roller. Many of the lesser priced drags will smooth out the upper sand surface but will not break up the hard pan surface

There were only 3 drags that I could find that could do what we need.

TR37.5 was the by far the drag that would work best for what we need for maintaining our arena. Cost is \$4,195 plus adding a \$1,495 profiler option for a total \$5,690

I called Proven Power and they can get me the exact same set up for \$5,590 and it has the same or better warranty

Other drags I looked at

- The Riata RA1108 this drag would not be aggressive enough to break up the hard pan under surface. \$5,321.56. This would not fit our needs and does not have the additional profiler we added onto the TR3.
- Reveal 4 N 1arena drag plus wheel kit is \$8,230
- I also talked to Waupun Implement, Midstate and Farmers Implement and they only carry the lighter farrows and drags. Not something that would break up a hard packed arena

I would like to purchase the TR37.5 with the profiler for \$5,590 from Proven Power.

I talked to 2 people who use TR3 drag and they gave very positive remarks on how much they like this drag. I also talked to 2 local trainers that recommended this arena drag

Thanks,
Roger Kylmanen

**Jefferson County Fair Park Committee Meeting
Thursday, April 3, 2014**

Fair Office Report

- Almost finished with judge selection for Fair contracts will be mailed this week.
- Fair Books and Entry forms were handed out to 4-H club leaders on March 20th. Extra Fair Books can be purchased in the Fair Office for \$5.00 each. Entry Forms are due May 16th.
- Fair 4H Camping Registration: North/NW side is SOLD OUT.
- Family 5 Packs are on-sale now in the Fair Office, UW-Extension Office, and the Courthouse.
- Working with Nasco to create Fair poster and brochure.
- Organizing vendor information, applications are still coming in. Deadline is June 2nd.
- Working to get Fair Help: Gate workers & Office Help.
- Training Leslie!

Amy Listle & Leslie Pelikan
Marketing/ Administrative Assistants