

**Fair Park  
Committee Members:**

**Al Counsell**

**Matthew Foelker**

**Jennifer Hanneman**

**Russell Kutz**

**Blane Poulson**

**FAIR PARK COMMITTEE  
MEETING AGENDA**

**May 1, 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. Election of Committee Chair, Vice Chair and Secretary
6. Review agenda
7. Approve Minutes of April 3rd Meeting
8. Communications
9. Financial 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**  
**April 3, 2014 | Meeting Minutes**

The Jefferson County Fair Park committee met on Thursday April 3, 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 Assistants Amy Listle & Leslie Pelikan, County Board Chairman John Molinaro, and Finance Director Brian Lamers.

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

**Public Comment & Correspondence:** None

**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 purchase of Arena Drag:** Roger Kylmanen presented quotes and research on purchasing a new arena drag. A motion was made by Paul Babcock to approve the purchase of a new arena drag from Proven Power in Oconomowoc. Matt Foelker seconded. Motion carried.

**Discuss & Approve new ticketing company:** David Diestler presented the information on selecting a new ticketing company to be used for concert ticket sales for Fair. The ticket company name is Showare. A motion was made in favor of Showare by Matt Foelker. Seconded by Gregory Torres. Motion carried.

**Discussion on new financial processing system:** David Diestler and Brian Lamers presented the information on the possible new credit card processing plan and account system. No action needed to be taken at this time.

**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 May 1st at 8:00 a.m. in the Conference Room of the Activity Center.

Being no further business, Gregory Torres made a motion to adjourn the meeting. Matt Foelker seconded. Motion carried. Meeting adjourned at 8:40 a.m.

Jefferson County Fair Park  
2014 - March Financial - Narrative

Fair Park - 6901

<b>Revenues</b>			<b>Dollar</b>	<b>Amount</b>	
<u>Acct.</u>	<u>Description</u>	<u>%</u>	<u>Received</u>	<u>Remaining</u>	<u>Reason</u>
	N/A				
<b>Expenses</b>			<b>Dollars</b>	<b>Amount</b>	
<u>Acct.</u>	<u>Description</u>	<u>%</u>	<u>Spent</u>	<u>Remaining</u>	
511110	Salary - Permanent Reg.	33	\$ 31,731.05	\$ 65,360.95	100% payroll going to FP
511210	Wages - Reg.	45	\$ 23,000.03	\$ 28,272.97	100% payroll going to FP
531314	Small Items of Equip	56	\$ 8,446.16	\$ 6,553.84	
	3 Freezers -\$250/ Snow Pusher - \$1,650/ 4 Tents - \$3480/ Horse Stalls - \$2,000 - Final Installment				
531324	Membership Dues	61	\$ 1,029.00	\$ 670.90	Dues paid in Spring
532335	Meals	39	\$ 195.99	\$ 304.00	WI Convention
532336	Lodging	39	\$ 819.00	\$ 1,281.00	WI Convention
533224	Natural Gas	56	\$ 7,706.80	\$ 993.20	High Energy Costs
535242	Main. Machinery & Equip.	41	\$ 3,664.69	\$ 5,335.31	Lots of Repairs
594810	Cap Equip.	71	\$ 52,934.00	\$ 21,566.00	
	Purchased Bobcat Versa Handler				
<b>TOTAL</b>			<b>\$ 129,526.72</b>	<b>\$ 130,338.17</b>	

Fair Week - 6902

<b>Revenues</b>			<b>Dollars</b>	<b>Amount</b>	
<u>Acct.</u>	<u>Description</u>	<u>%</u>	<u>Received</u>	<u>Remaining</u>	
421001	State Aid	110	\$ 7,034.08	\$ 634.00	Received Yearly Aid
482019	Camping Fee 4-H	102	\$ 15,335.00	\$ 335.00	Fair Camping Payments
<b>TOTAL</b>			<b>\$ 22,369.08</b>	<b>\$ 969.00</b>	Over Budget

<b>Expenses</b>			<b>Dollars</b>	<b>Amount</b>	
<u>Acct.</u>	<u>Description</u>	<u>%</u>	<u>Spent</u>	<u>Remaining</u>	
	N/A				

Jefferson County  
Fair Park Totals

Date Ran 4/21/2014  
Period March  
Year 2014

25%

Business Unit	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
6901 Fair Park	Revenue	(28,131.41)	(505,300.00)	(477,168.59)	5.57%
	Expenditures	198,372.14	703,032.00	504,659.86	28.22%
	Other Sources	-	-	-	0.00%
<b>Total</b>		<b>170,240.73</b>	<b>197,732.00</b>	<b>27,491.27</b>	<b>86.10%</b>
6902 Fair Week	Revenue	(29,881.23)	(648,800.00)	(618,918.77)	4.61%
	Expenditures	3,291.97	648,800.00	645,508.03	0.51%
	Other Sources	-	-	-	0.00%
<b>Total</b>		<b>(26,589.26)</b>	<b>-</b>	<b>26,589.26</b>	<b>0.00%</b>
Total All Business Units	Revenue	(58,012.64)	(1,154,100.00)	(1,096,087.36)	5.03%
	Expenditures	201,664.11	1,351,832.00	1,150,167.89	14.92%
	Other Source	-	-	-	0
<b>Grand Total Fair Park</b>		<b>143,651.47</b>	<b>197,732.00</b>	<b>54,080.53</b>	<b>72.65%</b>

Fair Park  
6901 Fair Park

Date Ran 4/21/2014  
Period March  
Year 2014

Revenues 25.00%

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	(14,591.79)	(184,000.00)	(169,408.21)	7.93%
482013	STALL RENTAL	-	(91,000.00)	(91,000.00)	0.00%
482014	WINTER STORAGE RENTAL	(3,791.46)	(37,500.00)	(33,708.54)	10.11%
482015	SPACE-FOOD VENDOR	(791.10)	(18,500.00)	(17,708.90)	4.28%
482016	SPACE-BEVERAGE VENDOR	(856.75)	(20,000.00)	(19,143.25)	4.28%
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%
483004	SALE SALVAGE & WASTE	(6,325.00)	-	6,325.00	0.00%
486001	VENDING COMMISSION	(59.65)	(1,500.00)	(1,440.35)	3.98%
<b>Totals</b>		<b>(28,131.41)</b>	<b>(505,300.00)</b>	<b>(477,168.59)</b>	<b>5.57%</b>

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
511110	SALARY-PERMANENT REGULAR	31,731.05	97,092.00	65,360.95	32.68% *
511210	WAGES-REGULAR	23,000.03	51,273.00	28,272.97	44.86% *
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	388.56	-	(388.56)	0.00%
511320	WAGES-VACATION PAY	2,052.76	-	(2,052.76)	0.00%
511330	WAGES-LONGEVITY PAY	73.44	238.00	164.56	30.86%
511340	WAGES-HOLIDAY PAY	1,021.73	-	(1,021.73)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	623.43	-	(623.43)	0.00%
511380	WAGES-BEREAVEMENT	103.31	-	(103.31)	0.00%
512141	SOCIAL SECURITY	5,429.33	12,434.00	7,004.67	43.67%
512142	RETIREMENT (EMPLOYER)	3,481.40	10,259.00	6,777.60	33.94%
512144	HEALTH INSURANCE	15,026.02	28,625.00	13,598.98	52.49%
512145	LIFE INSURANCE	10.56	29.00	18.44	36.41%
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	1,315.21	2,520.00	1,204.79	52.19%
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	GROUNDKEEPING CHARGES	1,492.91	18,226.00	16,733.09	8.19%
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	128.26	1,350.00	1,221.74	9.50%

531312 OFFICE SUPPLIES	374.00	2,750.00	2,376.00	13.60%
531313 PRINTING & DUPLICATING	146.55	1,200.00	1,053.45	12.21%
531314 SMALL ITEMS OF EQUIP	8,446.16	15,000.00	6,553.84	56.31% *
531320 SAFETY SUPPLIES	-	250.00	250.00	0.00%
531322 SUBSCRIPT NEWSPAPERS&PERIOD	-	110.00	110.00	0.00%
531324 MEMBERSHIP DUES	1,029.10	1,700.00	670.90	60.54% *
531326 ADVERTISING	1,912.69	7,000.00	5,087.31	27.32%
531349 OTHER OPERATING EXPENSES	90.00	1,600.00	1,510.00	5.63%
531351 GAS/DIESEL	1,876.15	14,000.00	12,123.85	13.40%
531367 WOOD SHAVINGS	-	27,000.00	27,000.00	0.00%
532325 REGISTRATION	-	1,000.00	1,000.00	0.00%
532332 MILEAGE	205.30	1,300.00	1,094.70	15.79%
532334 COMMERCIAL TRAVEL	-	700.00	700.00	0.00%
532335 MEALS	195.99	500.00	304.01	39.20%
532336 LODGING	819.00	2,100.00	1,281.00	39.00%
532339 OTHER TRAVEL & TOLLS	-	20.00	20.00	0.00%
533221 WATER	692.98	7,300.00	6,607.02	9.49%
533222 ELECTRIC	6,178.81	43,000.00	36,821.19	14.37%
533223 SEWER	546.96	7,800.00	7,253.04	7.01%
533224 NATURAL GAS	7,706.80	8,700.00	993.20	88.58% *
533225 TELEPHONE & FAX	634.72	1,950.00	1,315.28	32.55%
533235 STORM WATER UTILITY	3,705.99	14,900.00	11,194.01	24.87%
533236 WIRELESS INTERNET	160.04	500.00	339.96	32.01%
535232 GRAVELING	-	6,000.00	6,000.00	0.00%
535242 MAINTAIN MACHINERY & EQUIPM	3,664.69	9,000.00	5,335.31	40.72% *
535245 GROUNDS IMPROVEMENTS	225.33	17,000.00	16,774.67	1.33%
535247 BLDG REPAIR & MAINT	5,050.51	30,000.00	24,949.49	16.84%
535297 REFUSE COLLECTION	984.00	13,000.00	12,016.00	7.57%
535347 BEVERAGE PURCHASES	2,066.75	15,000.00	12,933.25	13.78%
535349 OTHER SUPPLIES	-	100.00	100.00	0.00%
535352 VEHICLE PARTS & REPAIRS	273.20	6,000.00	5,726.80	4.55%
535355 PLUMBING & ELECTRICAL	95.73	14,000.00	13,904.27	0.68%
536533 EQUIPMENT RENT & LEASE	-	8,000.00	8,000.00	0.00%
571004 IP TELEPHONY ALLOCATION	302.25	1,209.00	906.75	25.00%
571005 DUPLICATING ALLOCATION	135.51	542.00	406.49	25.00%
571009 MIS PC GROUP ALLOCATION	1,964.25	7,857.00	5,892.75	25.00%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	899.25	3,597.00	2,697.75	25.00%
591519 OTHER INSURANCE	1,763.08	6,226.00	4,462.92	28.32%
594810 CAP EQUIP	52,934.00	74,500.00	21,566.00	71.05% *
594821 CAP IMPRV LAND	-	40,000.00	40,000.00	0.00%
594822 CAP IMPRV BLDG	6,835.00	32,226.00	25,391.00	21.21%

Totals	198,372.14	703,032.00	504,659.86	28.22%
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Other Financing Sources (Uses)

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

0%

Totals	-	-	-	0.00%
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Total Business Unit	170,240.73	197,732.00	27,491.27	86.10%
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Fair Park  
6902 Fair Week

Date Ran 4/21/2014  
Period March  
Year 2014

Revenues 25.00%

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	(3,840.00)	(240,000.00)	(236,160.00)	1.60%
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	(1,470.00)	(32,000.00)	(30,530.00)	4.59%
482016	SPACE-BEVERAGE VENDOR	-	(80,000.00)	(80,000.00)	0.00%
482017	SPACE-OTHER VENDOR	(1,395.00)	(35,000.00)	(33,605.00)	3.99%
482018	SPACE-CARNIVAL	-	(25,000.00)	(25,000.00)	0.00%
482019	CAMPING FEE 4-H	(15,335.00)	(15,000.00)	335.00	102.23% *
482020	CAMPING FEE VENDOR	(597.15)	(3,500.00)	(2,902.85)	17.06%
<b>Totals</b>		<b>(29,881.23)</b>	<b>(648,800.00)</b>	<b>(618,918.77)</b>	<b>4.61%</b>

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	329.76	1,400.00	1,070.24	23.55%
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	107.99	53,000.00	52,892.01	0.20%

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 & EQUIP	-	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	392.76	1,571.00	1,178.24	25.00%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	599.49	2,398.00	1,798.51	25.00%
591519 OTHER INSURANCE	301.77	3,200.00	2,898.23	9.43%

<b>Totals</b>	<b>3,291.97</b>	<b>648,800.00</b>	<b>645,508.03</b>	<b>0.51%</b>
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Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
					0%
<b>Totals</b>		-	-	-	<b>0.00%</b>
<b>Total Business Unit</b>		<b>(26,589.26)</b>	-	<b>26,589.26</b>	<b>0.00%</b>



Fair Park  
6906 Donations

Date Ran 4/21/2014  
Period March  
Year 2014

Revenues 25.00%

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%
<b>Totals</b>		<b>(250.00)</b>	<b>260.79</b>	<b>510.79</b>	<b>-95.86%</b>

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%
<b>Totals</b>		<b>-</b>	<b>15,653.00</b>	<b>15,653.00</b>	<b>0.00%</b>

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
<b>Totals</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Business Unit</b>		<b>(250.00)</b>	<b>15,913.79</b>	<b>16,163.79</b>	<b>-1.57%</b>

## **Fair Park Director's Report – May 2014**

1. Released part-time maintenance person – Looking to hire
2. Hiring summer maintenance person, office helper & fair workers
3. Changed bank account for credit card processing
  - a. Changed credit card processing company – Heartland
  - b. Added Gateway company
4. Huber (CSW) workers – Started working weekend of April 19th
5. Contracts
  - a. Beer sales – working through both attorneys on how to handle non-profit events
  - b. Most fair contracts done
6. Website – Updating fair page
  - a. Staff sent over design
  - b. MIS writing code for page
7. Sponsors
  - a. Working on contracts – Generac, Jones Dairy, Standard Process
  - b. Revising and updating sponsor category list
8. Advertising
  - a. Finalizing TV & radio station advertising
  - b. Staff & Nasco working on print designs
  - c. Finishing fair schedule
  - d. Designing fair posters, brochures & booklets
  - e. Social Media Ads, email blasts, facebook ties to advertising, etc.
9. Entertainment
  - a. A few bands left to pick – Sunday & possibly Friday night
  - b. Looking at a couple of final on grounds acts – Wooden shoe carver, animals, etc.
10. Cosmic Bingo
  - a. CPA going to run event
  - b. Potawatomi Glow Bingo Party
  - c. Prizes

### **Additional Projects:**

11. Contracts - Finishing
12. Fair Vehicle - wrapped
13. Fair Layout
  - a. On-grounds - Locating vendors & shows
  - b. Vendors
    - i. Yesteryears Ice Cream – Different Location
    - ii. Texas Roadhouse & Augie – Food Building
  - c. Adding Electrical Panel & Water – Near light pole by AC parking lot & near restrooms on southeast side.

14. Fair

- a. LogHoggers – Competition or keeping the same
- b. Event announcements -- Automatically over intercom system
- c. f. Video tape & Photograph Fair – Teaming up with TV stations to tape this year's fair

15. Projects

- a. Kitchen – awnings – Ordered
  - i. Lighting – Replacing bad units – installed one new LED Lights
  - ii. Counter door – getting quotes on metal door to replace old wooden panels
  - iii. Windows – Unclutter area to let more light in & look professional
  - iv. Beverage Refrigerator – Add one
- b. Food Trailer – River's Edge selling Unit
- c. Selling bags of Ice at Fair Park – looking for vendor
- d. Canoe/ Bike Rentals

16. CSW / Huber workers back working at Fair Park – Started April 19<sup>th</sup>

17. Master Gardeners - Contact Margaret Atwood – To upkeep gardens, MG Flower area, etc.

## FAIR PARK SUPERVISORS REPORT

5/1/2014

- Applications are being taken to replace a 1000 hour OPT employee that was released. Also applications are in for our 1 summer help employee and Fair help.
- We do have 2 Huber's working 5 days a week. Fortunately we got them to help clean after the Holstein Show and to get ready for Car Show and now Cleanup and setting up the 120 stalls for this week's Horse Show and the big Dog Show this weekend
- We rolled out ruts and laid about 12 loads of gravel in our West Parking field in our roadways before Car Show. We reported to police someone had a 4 wheel truck and made deep ruts.
- New arena drag came in and we will be ripping and grooming the arenas with it for first horse show this weekend.
- Riversedge has a food trailer for sale that we will use this weekend to sell food for the 2 the separate events. We also could use it at other events and the County Fair. In the past we would have a tent set up for preparing food in and a separate eating tent. Trailer would be more sanitary and easier to work out of and they also would be able to store food and equipment inside. They are asking \$4,000 for the trailer. New trailers start at \$9,000.
- We did have a tent stake puncture a gas line and cause a leak while setting up for Car Show. W. E. Energies will bill the tent company directly for repairing the line. The line was clearly marked and stake was put in too close and on an angle.

# Jefferson County Fair Park Committee Meeting

## Thursday, May 1, 2014

### Fair Office Report

- Open/Senior Fair Books and Entry Forms were mailed to everyone that entered an exhibit in 2013. There was a mistake in the book regarding exhibit check-in and judging. A separate announcement will follow with the correct information. Entries are due June 15<sup>th</sup>.
- Fair Books and Entry forms were handed out to 4-H club leaders on March 20<sup>th</sup>. Extra Fair Books can be purchased in the Fair Office for \$5.00 each. Entry Forms are due May 16<sup>th</sup>.
- Fair 4H Camping Registration: North/NW side is SOLD OUT. The deadline to register for camping is May 1<sup>st</sup>. Any registration turned in or post marked after May 1<sup>st</sup> will be assessed a \$50 late fee.
- Family 5 Packs are on-sale now in the Fair Office, UW-Extension Office, Courthouse and all PremierBank of Jefferson County locations. They increase to \$35 from May 2<sup>nd</sup> – July 8<sup>th</sup>.
- Working with Nasco to create Fair poster and brochure.
- Organizing vendor information, applications are still coming in. Deadline is June 2<sup>nd</sup>.
- Working to get Fair Help: Gate workers & Office Help.
- Working with MIS to update the Fair website. Updated design & information.
- Fairest Application is now available on the Fair Park website. Deadline to enter the contest is May 16<sup>th</sup>.
- Amy spoke about the Fair at 3 sessions of lunches for Youth County Government Day at the Courthouse on April 25<sup>th</sup>.

Amy Listle & Leslie Pelikan  
Marketing/ Administrative Assistants