

Jefferson County Fair Park September 3, 2015 | Meeting Minutes

The Jefferson County Fair Park committee met on Thursday, September 3, 2015 at 8:00 a.m. in the Activity Center Conference Room. Present were: (Fair Committee) Al Counsell, Blane Poulson, Matt Foelker, , Russell Kutz, Jennifer Hanneman, Michelle Rue-Miller, Fair Park Director David Diestler, Fair Park Supervisor Roger Kylmanen and Marketing/Administrative Assistant Amy Listle. Also present was Alexa Zoeller.

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

Review of Agenda

Minutes: A motion was made by Matt Foelker to accept the minutes of the August 6, 2015 meeting as presented, seconded by Russel Kutz. Motion carried.

Communication: None.

Public Comment: None.

Discussion and possible action on Fair Park Fee Schedule changes for 2016: David Diestler presented his suggestions for an increase in rental fees for Fair Park events. A motion was made by Matt Foelker to accept the increase in fees as presented, seconded by Jennifer Hanneman. Motion carried.

Discussion and recap of Fair 2015: None.

Discussion and possible action on carnival, entertainment and sponsorship contracts for Fair 2016: David Diestler stated he would like to look at other entertainment agencies and possibly change the company we hire for Fair 2016. A discussion was held pertaining to music entertainment during Fair Week. No action was taken.

Financial Report: David Diestler reviewed the financials with the committee.

Director's Report: David Diestler reported that we hired a 1,000 hour maintenance worker. He reported that he is considering another redesign on the Fair Park website. He also reported that the Fair Park will move forward with research for a potential expo center and will try to form committees to assist with development, and fundraising.

Supervisor's Report: Roger Kylmanen reported that he is training 2 new part-time employees. The four-day Quarter Horse Show in August was a huge success with 285 stalls using 5 buildings. He also reported that the Fair Park sold several items on the Wisconsin Surplus Auction site in August and plan to sell more in October.

Fair Office Report: Amy Listle reported that she has been training a temporary employee to fill in for her duties while on FMLA leave. The office had a busy month with planning the Appreciation Dinner and Open Forum meeting, booking Wisconsin Sheep & Wool Festival Camping, catching up on billing and invoicing and preparing Winter Storage information.

Next Meeting: The next committee meeting was set for Thursday October 1, 2015 in the Fair Park Conference Room.

With no further business, Jennifer Hanneman made a motion to adjourn the meeting. Russel Kutz seconded. Motion carried. Meeting adjourned at 9:43 am.

Jefferson County
Fair Park Totals

Date Ran 9/21/2015
Period August
Year 2015

66.67%

Business Unit	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
6901 Fair Park	Revenue	(336,493.92)	(635,353.00)	(298,859.08)	52.96%
	Expenditures	486,549.70	754,601.75	268,052.05	64.48%
	Other Sources	-	-	-	0.00%
Total		150,055.78	119,248.75	(30,807.03)	125.83%
6902 Fair Week	Revenue	(472,031.22)	(576,925.00)	(104,893.78)	81.82%
	Expenditures	493,150.47	576,925.00	83,774.53	85.48%
	Other Sources	-	-	-	0.00%
Total		21,119.25	-	(21,119.25)	0.00%
Total All Business Units	Revenue	(808,525.14)	(1,212,278.00)	(403,752.86)	66.69%
	Expenditures	979,700.17	1,331,526.75	351,826.58	73.58%
	Other Source	-	-	-	0
Grand Total Fair Park		171,175.03	119,248.75	(51,926.28)	143.54%

Fair Park
6901 Fair Park

Date Ran 9/21/2015
Period August
Year 2015

Revenues 66.67%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(87,102.00)	(130,653.00)	(43,551.00)	66.67%
457010	SPONSOR REVENUE	(23,500.00)	(45,000.00)	(21,500.00)	52.22%
457023	OTHER PUBLIC CHARGES	(6,590.00)	-	6,590.00	0.00%
457025	HORSE SHOW FEES	(16,268.75)	(22,000.00)	(5,731.25)	73.95%
457026	SHAVING SALES	(20,785.46)	(36,000.00)	(15,214.54)	57.74%
474169	FAIR BILLED	(4,000.00)	(4,000.00)	-	100.00% *
482012	BUILDING RENTAL	(78,683.02)	(176,000.00)	(97,316.98)	44.71%
482013	STALL RENTAL	(46,401.00)	(90,000.00)	(43,599.00)	51.56%
482014	WINTER STORAGE RENTAL	(5,715.63)	(42,000.00)	(36,284.37)	13.61%
482015	SPACE-FOOD VENDOR	(4,962.50)	(18,000.00)	(13,037.50)	27.57%
482016	SPACE-BEVERAGE VENDOR	(5,033.00)	(19,000.00)	(13,967.00)	26.49%
482017	SPACE-OTHER VENDOR	(1,575.00)	(2,500.00)	(925.00)	63.00%
482021	CAMPING FEE OTHER	(34,005.43)	(49,000.00)	(14,994.57)	69.40%
483004	SALE SALVAGE & WASTE	(52.40)	-	52.40	0.00%
486001	VENDING COMMISSION	(670.50)	(1,200.00)	(529.50)	55.88%
486004	MISCELLANEOUS REVENUE	(1,149.23)	-	1,149.23	0.00%
Totals		(336,493.92)	(635,353.00)	(298,859.08)	52.96%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	52,371.33	99,229.00	46,857.67	52.78%
511210	WAGES-REGULAR	65,150.32	106,724.00	41,573.68	61.05%
511220	WAGES-OVERTIME	483.19	114.00	(369.19)	423.85%
511230	WAGES-REGULAR OVERTIME	62.83	-	(62.83)	0.00%
511240	WAGES-TEMPORARY	4,442.60	13,343.00	8,900.40	33.30%
511310	WAGES-SICK LEAVE	11,959.41	-	(11,959.41)	0.00%
511320	WAGES-VACATION PAY	848.39	-	(848.39)	0.00%
511330	WAGES-LONGEVITY PAY	-	249.00	249.00	0.00%
511340	WAGES-HOLIDAY PAY	2,824.04	-	(2,824.04)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	3,126.13	-	(3,126.13)	0.00%
512141	SOCIAL SECURITY	10,356.46	16,626.00	6,269.54	62.29%
512142	RETIREMENT (EMPLOYER)	8,148.52	13,706.00	5,557.48	59.45%
512144	HEALTH INSURANCE	35,540.30	53,697.00	18,156.70	66.19%
512145	LIFE INSURANCE	24.76	28.00	3.24	88.43%
512146	WORKERS COMPENSATION	981.02	-	(981.02)	0.00%
512150	FSA CONTRIBUTION	800.00	788.00	(12.00)	101.52% *
512173	DENTAL INSURANCE	2,771.40	4,050.00	1,278.60	68.43%
521216	JANITORAL	760.00	1,700.00	940.00	44.71%

521219 OTHER PROFESSIONAL SERV	75.00	-	(75.00)	0.00%
521297 STALL CLEANING	-	4,500.00	4,500.00	0.00%
529170 GROUNDS KEEPING CHARGES	16,086.56	14,551.00	(1,535.56)	110.55% *
531001 CREDIT CARD FEES	(26.72)	50.00	76.72	-53.44%
531298 UNITED PARCEL SERVICE UPS	34.84	100.00	65.16	34.84%
531301 OFFICE EQUIPMENT	149.99	1,000.00	850.01	15.00%
531303 COMPUTER EQUIPMT & SOFTWA	2,215.82	2,700.00	484.18	82.07%
531311 POSTAGE & BOX RENT	109.57	850.00	740.43	12.89%
531312 OFFICE SUPPLIES	1,044.57	2,000.00	955.43	52.23%
531313 PRINTING & DUPLICATING	1,271.28	1,000.00	(271.28)	127.13% *
531314 SMALL ITEMS OF EQUIPMENT	1,456.27	12,500.00	11,043.73	11.65%
531320 SAFETY SUPPLIES	182.50	250.00	67.50	73.00%
531322 SUBSCRIPTIONS	-	110.00	110.00	0.00%
531324 MEMBERSHIP DUES	1,989.10	1,400.00	(589.10)	142.08% *
531326 ADVERTISING	2,683.27	4,500.00	1,816.73	59.63%
531349 OTHER OPERATING EXPENSES	391.00	1,600.00	1,209.00	24.44%
531351 GAS/DIESEL	4,377.63	13,000.00	8,622.37	33.67%
531367 WOOD SHAVINGS	26,676.50	27,000.00	323.50	98.80% *
532325 REGISTRATION	55.00	1,300.00	1,245.00	4.23%
532332 MILEAGE	96.60	300.00	203.40	32.20%
532334 COMMERCIAL TRAVEL	-	400.00	400.00	0.00%
532335 MEALS	111.02	1,000.00	888.98	11.10%
532336 LODGING	1,064.92	2,900.00	1,835.08	36.72%
532339 OTHER TRAVEL & TOLLS	-	100.00	100.00	0.00%
533221 WATER	6,932.79	7,500.00	567.21	92.44% *
533222 ELECTRIC	35,093.87	44,000.00	8,906.13	79.76% *
533223 SEWER	4,208.31	7,500.00	3,291.69	56.11%
533224 NATURAL GAS	5,657.65	9,000.00	3,342.35	62.86%
533225 TELEPHONE & FAX	1,519.74	2,000.00	480.26	75.99%
533235 STORM WATER UTILITY	9,864.43	14,500.00	4,635.57	68.03%
533236 WIRELESS INTERNET	198.22	500.00	301.78	39.64%
535232 GRAVELING	-	5,000.00	5,000.00	0.00%
535242 MAINTAIN MACHINERY & EQUIP	5,992.77	9,000.00	3,007.23	66.59%
535245 GROUNDS IMPROVEMENTS	9,605.87	14,500.00	4,894.13	66.25%
535247 BLDG REPAIR & MAINT	17,704.94	25,000.00	7,295.06	70.82%
535297 REFUSE COLLECTION	9,755.78	14,000.00	4,244.22	69.68%
535344 HOUSEHOLD & JANITORIAL SUPP	856.78	-	(856.78)	0.00%
535347 BEVERAGE PURCHASES	8,590.30	14,000.00	5,409.70	61.36%
535349 OTHER SUPPLIES	-	100.00	100.00	0.00%
535352 VEHICLE PARTS & REPAIRS	2,605.90	5,000.00	2,394.10	52.12%
535355 PLUMBING & ELECTRICAL	10,552.08	14,000.00	3,447.92	75.37%
536533 EQUIPMENT RENT & LEASE	-	4,500.00	4,500.00	0.00%
571004 IP TELEPHONY ALLOCATION	974.00	1,461.00	487.00	66.67%
571005 DUPLICATING ALLOCATION	741.36	1,112.00	370.64	66.67%
571009 MIS PC GROUP ALLOCATION	6,358.64	9,538.00	3,179.36	66.67%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	2,073.14	3,109.00	1,035.86	66.68%

591519 OTHER INSURANCE	5,038.84	6,668.00	1,629.16	75.57%
594810 CAP EQUIPMENT	4,629.00	17,500.00	12,871.00	26.45%
594820 CAP OTHER	-	10,000.00	10,000.00	0.00%
594821 CAP IMPRV LAND	76,899.87	51,007.75	(25,892.12)	150.76% *
594822 CAP IMPRV BLDG	-	60,741.00	60,741.00	0.00%
Totals	486,549.70	754,601.75	268,052.05	64.48%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
Totals		-	-	-	0.00%
Total Business Unit		150,055.78	119,248.75	(30,807.03)	125.83%

Fair Park
6902 Fair Week

Date Ran 9/21/2015
Period August
Year 2015

Revenues 66.67%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	33,983.36	50,975.00	16,991.64	66.67%
421001	STATE AID	(7,154.15)	(6,400.00)	754.15	111.78%
457005	RESERVED SEATING FEES	(33,451.11)	(55,000.00)	(21,548.89)	60.82%
457009	CONTEST ENTRY FEES	(14.00)	(1,000.00)	(986.00)	1.40%
457010	SPONSOR REVENUE	(38,117.00)	(110,000.00)	(71,883.00)	34.65%
457011	GATE RECEIPTS	(236,650.50)	(245,000.00)	(8,349.50)	96.59%
457013	STALL & PEN FEES	(4,652.00)	(5,000.00)	(348.00)	93.04%
457021	PREMIUM BOOK SALES	(1,043.00)	-	1,043.00	0.00%
457029	FFA ENROLLMENT	(6,442.00)	(2,000.00)	4,442.00	322.10%
457030	CREDIT CARD SURCHARGE	-	(1,000.00)	(1,000.00)	0.00%
459001	SODA	(12,948.59)	(15,500.00)	(2,551.41)	83.54%
482015	SPACE-FOOD VENDOR	(26,339.16)	(35,000.00)	(8,660.84)	75.25%
482016	SPACE-BEVERAGE VENDOR	(68,330.24)	(83,000.00)	(14,669.76)	82.33%
482017	SPACE-OTHER VENDOR	(18,355.69)	(25,000.00)	(6,644.31)	73.42%
482018	SPACE-CARNIVAL	(30,289.10)	(25,000.00)	5,289.10	121.16%
482019	CAMPING FEE 4-H	(21,255.00)	(16,000.00)	5,255.00	132.84%
482020	CAMPING FEE VENDOR	(973.04)	(3,000.00)	(2,026.96)	32.43%
Totals		(472,031.22)	(576,925.00)	(104,893.78)	81.82%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	24,341.26	42,857.00	18,515.74	56.80%
511210	WAGES-REGULAR	19,045.97	26,205.00	7,159.03	72.68%
511220	WAGES-OVERTIME	511.88	10,528.00	10,016.12	4.86%
511240	WAGES-TEMPORARY	43,422.15	36,497.00	(6,925.15)	118.97%
511310	WAGES-SICK LEAVE	2,841.40	-	(2,841.40)	0.00%
511320	WAGES-VACATION PAY	993.04	-	(993.04)	0.00%
511330	WAGES-LONGEVITY PAY	-	62.00	62.00	0.00%
511340	WAGES-HOLIDAY PAY	385.28	-	(385.28)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	1,042.02	-	(1,042.02)	0.00%
512141	SOCIAL SECURITY	7,012.60	8,822.00	1,809.40	79.49%
512142	RETIREMENT (EMPLOYER)	4,831.24	6,001.00	1,169.76	80.51%
512143	RETIREMENT (EMPLOYEE)	521.93	897.00	375.07	58.19%
512144	HEALTH INSURANCE	13,750.11	14,828.00	1,077.89	92.73%
512145	LIFE INSURANCE	17.24	19.00	1.76	90.74%
512150	FSA CONTRIBUTION	200.00	213.00	13.00	93.90%
512173	DENTAL INSURANCE	1,317.83	1,350.00	32.17	97.62%
514151	PER DIEM	1,280.00	-	(1,280.00)	0.00%
521216	JANITORAL	-	1,700.00	1,700.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,100.00	500.00	(600.00)	220.00%
521647	VETERINARY SERVICES	-	700.00	700.00	0.00%
521648	AMBULANCE/EMS SERVICES	2,500.00	3,800.00	1,300.00	65.79%

521649 SECURITY SERVICES	4,260.50	5,500.00	1,239.50	77.46%
529299 PURCHASE CARE & SERVICES	5,000.00	-	(5,000.00)	0.00%
529301 FAIR GATE WORKERS	5,821.88	6,300.00	478.12	92.41%
529302 FAIR JUDGES	7,079.00	7,200.00	121.00	98.32%
529303 FAIR SUPERINTENDENTS	5,752.00	7,200.00	1,448.00	79.89%
529304 FAIR PARKING SERVICES	1,740.00	1,800.00	60.00	96.67%
531001 CREDIT CARD FEES	2,926.47	1,400.00	(1,526.47)	209.03%
531101 TICKETS/ENTRY TAGS	5,018.13	3,000.00	(2,018.13)	167.27%
531102 TROPHIES/PLAQUES	325.00	600.00	275.00	54.17%
531103 RIBBONS	2,247.73	1,500.00	(747.73)	149.85%
531181 PREMIUMS	19,388.45	20,000.00	611.55	96.94%
531182 FAIR WEEK SPECIAL ACTS	177,784.86	195,000.00	17,215.14	91.17%
531183 SPONSOR FEES	2,032.93	4,000.00	1,967.07	50.82%
531184 FAIREST OF THE FAIR	850.94	500.00	(350.94)	170.19%
531311 POSTAGE & BOX RENT	885.98	650.00	(235.98)	136.30%
531312 OFFICE SUPPLIES	403.85	400.00	(3.85)	100.96%
531313 PRINTING & DUPLICATING	-	100.00	100.00	0.00%
531314 SMALL ITEMS OF EQUIPMENT	2,475.34	40.00	(2,435.34)	6188.35%
531326 ADVERTISING	38,114.68	50,000.00	11,885.32	76.23%
531349 OTHER OPERATING EXPENSES	1,233.38	750.00	(483.38)	164.45%
531351 GAS/DIESEL	-	2,000.00	2,000.00	0.00%
531367 WOOD SHAVINGS	1,750.00	1,000.00	(750.00)	175.00%
532332 MILEAGE	196.10	200.00	3.90	98.05%
533221 WATER	-	1,000.00	1,000.00	0.00%
533222 ELECTRIC	-	6,500.00	6,500.00	0.00%
533223 SEWER	-	1,000.00	1,000.00	0.00%
533224 NATURAL GAS	-	90.00	90.00	0.00%
533235 STORM WATER UTILITY	-	600.00	600.00	0.00%
533236 WIRELESS INTERNET	-	130.00	130.00	0.00%
535242 MAINTAIN MACHINERY & EQUIP	-	200.00	200.00	0.00%
535245 GROUNDS IMPROVEMENTS	1,496.64	2,500.00	1,003.36	59.87%
535247 BLDG REPAIR & MAINT	148.13	1,200.00	1,051.87	12.34%
535297 REFUSE COLLECTION	105.26	2,000.00	1,894.74	5.26%
535347 BEVERAGE PURCHASES	1,806.75	16,000.00	14,193.25	11.29%
535355 PLUMBING & ELECTRICAL	7,000.00	5,000.00	(2,000.00)	140.00%
536533 EQUIPMENT RENT & LEASE	65,772.88	68,000.00	2,227.12	96.72%
571009 MIS PC GROUP ALLOCATION	908.64	1,363.00	454.36	66.66%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	2,520.02	3,779.00	1,258.98	66.68%
591519 OTHER INSURANCE	2,990.98	3,444.00	453.02	86.85%
Totals	493,150.47	576,925.00	83,774.53	85.48%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
Totals		-	-	-	0.00%
Total Business Unit		21,119.25	-	(21,119.25)	#DIV/0!

Fair Park
6906 Donations

Date Ran 9/21/2015
Period August
Year 2015

66.67%

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
485106	FAIR EXPANSION DONATIONS	-	(640.60)	(250.00)	(5,124.81)	4,874.81	(7,687.21)	(7,437.21)	3.25%
Totals		-	(640.60)	(250.00)	(5,124.81)	4,874.81	(7,687.21)	(7,437.21)	3.25%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
531314	SMALL ITEMS OF EQUIPMENT	-	166.67	-	1,333.33	(1,333.33)	2,000.00	2,000.00	0.00%
594960	CAPITAL RESERVE	-	2,626.17	-	21,009.33	(21,009.33)	31,514.00	31,514.00	0.00%
Totals		-	2,792.83	-	22,342.67	(22,342.67)	33,514.00	33,514.00	0.00%

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
691100	OPER REV ADJUST	-	583.33	-	4,666.67	(4,666.67)	7,000.00	7,000.00	0.00%
691200	CAP REV ADJUST	-	(583.33)	-	(4,666.67)	4,666.67	(7,000.00)	(7,000.00)	0.00%
Totals		-	-	-	-	-	-	-	0.00%

Total Business Unit		-	2,152.23	(250.00)	17,217.86	(17,467.86)	25,826.79	26,076.79	-0.97%
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Fair Park Director's Report – October 1, 2015

1. Staff –
 - a. Amy
 - b. Marketing / Sponsorship position
 - c. 2016 Weekend Caretakers – Workamper or local person

2. Entertainment
 - a. Talent Agency
 - i. Todd Boltin – Variety Attractions
 - ii. Weekend entertainment
 - iii. Large National tours
 - b. Bands – Madison County & Shotgun Jane

3. Facility Dude
 - i. Schedule Tasks
 - ii. Maintenance

4. Activity Center – Kitchen – RFP, Culinary School, etc.

5. Expo Center
 - a. Meeting w/ Genevieve – Facility Feasibility Study
 - b. Design Building layout
 - c. Fundraising Committee
 - i. Set up 501(c)3 – Looking at County wide Non-profit account
 - ii. Potential Donors

6. Winter Storage

7. Sound System
 - a. simplifying system
 - b. Ease of connection

8. POS System –
 - a. Kitchen
 - b. Office

FAIR PARK SUPERVISORS REPORT

October 1, 2015

- Sheep & Wool went very well with good attendance with around 90 campers. Next year they will add one more day and start on Thursday with some classes.
- Working with Greg Napert and an audio sales company (Full Compass) to update our PA system. We want it simpler to use and zone it off into areas that can be controlled by switching zones on or off as needed.
- Car Show had the great weather and so it went very well with good attendance and easy cleanup.
- October still is busy with events every weekend in the Activity Center along with 2 more Horse Shows and the Snowmobile Grass Drags and then we get the buildings winterized and start storage.

Jefferson County Fair Park Committee Meeting

Thursday, October 1, 2015

Fair Office Report

- Training the temporary hire on office duties
- Catching up on billing and invoicing for Fair and Fair Park
- Organized and checked-in Wisconsin Sheep & Wool Fest camping reservations
- Prepared Winter Storage information. Winter Storage this year will be from October 23, 2015 thru April 1, 2016. Applications were sent out via email or mail and are also available at JCFairPark.com
- Prepared videos ads until the end of the year for the TVs in the Activity Center
- Recorded radio commercials promoting Fair Park events through the end of October to be played on 104.5FM WLSD
- Began creating contracts for 2016 events