

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

Date: Thursday, November 5, 2015

Time: 8:00 am

Committee members: Poulson, Blane (Chair)	Counsell, Al
Foelker, Matthew (Vice Chair)	Kutz, Russell
Hanneman, Jennifer (Secretary)	

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with Open Meetings Law
4. Approval of the agenda
5. Approval of Fair Park Committee minutes of October 1, 2015.
6. Communication
7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and possible action on talent agency, entertainment, and sponsorship contracts for Fair 2015 & 2016
9. Review of Financial Report
10. Review of Fair Park Director's Report
11. Review of Fair Park Supervisor's Report
12. Review of Fair Office Report
13. Adjourn

Next scheduled meetings: Thursday, December 3, 2015

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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

Fair Park Director's Report – November 5, 2015

1. Staff –
 - a. Interviewing for Marketing /Administrative Specialists position
 - b. 2016 Weekend Caretakers – Ran ad in Workamper Magazine -- going to run local ad
 - c. Need to hire new 1,000 worker
 - d. Temporary Help – Michelle Rue & Kathy Hart
 - e. David Off

2. Fair Entertainment
 - a. Talent Agency
 - b. Bands – July 8th - Madison County, July 9th - Shotgun Jane
 - c. Returning – La Movida, Demo Derby, Talent Show, Band Extravaganza

3. Facility
 - a. Monday Weekly Preview – Grounds Staff: Schedule Tasks, Layouts, maintenance, Head person for event, staff schedule for week, etc.
 - b.

4. Office
 - a. Michelle – updating 2016 Event contracts
 - b. Renew multi-year Contracts -- Car Show, Gemuetlichkeit, Wisconservation
 - c. Procedural changes – Tracking Daily Revenue
 - d. Better tracking of Cash in & out flow

5. RFP – Kitchen, Website Design, and UTV's.

6. Expo Center
 - a. Meeting with property owner, city of Jefferson, and new developer
 - b. Meeting w/Genevieve – Feasibility Study

7. Winter Storage
 - a. About half done
 - b. St. Coletta not returning
 - c. Renting building(s) to marina

8. POS System – Office & Kitchen
 - a. Issue w/ monthly fees
 - b. Cost around \$1,500 – 1,800

9. 4-H
 - a. Swine meeting – Terminal or non-terminal show
 - b. Draft Horse meeting – expansion
 - c. Raising stall fees to cover the cost for bedding +

Jefferson County
Fair Park Totals

Date Ran 10/21/2015
Period September
Year 2015

75%

Business Unit	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
6901 Fair Park	Revenue	(482,110.55)	(635,353.00)	(153,242.45)	75.88%
	Expenditures	534,307.23	754,601.75	220,294.52	70.81%
	Other Sources	-	-	-	0.00%
Total		52,196.68	119,248.75	67,052.07	43.77%
6902 Fair Week	Revenue	(481,376.21)	(576,925.00)	(95,548.79)	83.44%
	Expenditures	533,304.28	576,925.00	43,620.72	92.44%
	Other Sources	-	-	-	0.00%
Total		51,928.07	-	(51,928.07)	0.00%
Total All Business Units	Revenue	(963,486.76)	(1,212,278.00)	(248,791.24)	79.48%
	Expenditures	1,067,611.51	1,331,526.75	263,915.24	80.18%
	Other Source	-	-	-	0
Grand Total Fair Park		104,124.75	119,248.75	15,124.00	87.32%