

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

Date: Thursday, May 5, 2016

Time: 8:00 am

Committee members: Poulson, Blane
Foelker, Matthew
Hanneman, Jennifer

Buchanan, Ron
Kutz, Russell

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 March 3, 2016.
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. Election of Committee Chair, Vice Chair, and Secretary
9. Discussion and possible action on approving an application and process for allowing organizations that do not meet the established criteria to participate in the Junior Fair
10. Review of Financial Report
11. Review of Fair Park Director's Report
12. Review of Fair Park Supervisor's Report
13. Review of Fair Park Office Report
14. Discussion and possible action on future meeting schedule
15. Adjourn

Next scheduled meetings: Thursday, June 2, 2016

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.

Jefferson County Fair Park

April 7, 2016 | Meeting Minutes

The Jefferson County Fair Park committee met on Thursday, April 7th at 8:00 a.m. in the Activity Center Conference Room. Present were: (Fair Committee) Blane Poulson, Russell Kutz, Jennifer Hanneman, Matthew Foelker, County Administrator Ben Wehmeier, Fair Park Director David Diestler, Fair Park Supervisor Roger Kylmanen, Marketing/Administrative Assistants Amy Listle and Renee Busshardt. Al Counsell of the Fair Committee was absent.

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 by Jennifer Hanneman to accept the minutes of the March 3, 2016 meeting as presented, seconded by Russell Kutz. Motion carried.

Communications: None.

Public Comment: None.

Discussion and action on approving an application and process for allowing organizations that do not meet the established criteria to participate in the Junior Fair: Amy Listle presented the ATCP 160 rule that is also stated in the Jefferson County Junior Fair Book “All exhibitors in the junior fair division shall be members of 4-H, FFA, or another recognized youth organization under adult leadership that has an education program appropriate to that organization and is approved by the fair board.” David Diestler suggested criteria and a process for determining the approval of another recognized youth organization other than 4-H and FFA. After further discussion and presentation of applications already received, Jennifer Hanneman made a motion to temporarily approve the Jefferson County Homeschool Hub as a new recognized youth organization to show in the Junior Jefferson County Fair exhibits for 2016 with the condition that the criteria for approval of youth groups will be re-evaluated before the 2017 Jefferson County Fair. Seconded by Matt Foelker. Motion carried.

Financial Report: The financial reports from January and February 2016 were reviewed.

Director’s Report: David reported working on the new website, finalizing local bands to play at the fair, and the feasibility study is being put on hold. Research on Point of Sale (POS) systems for the office is on hold but Burger Corner will be using one in the Activity Center Concession Kitchen this summer.

Supervisor’s Report: Roger Kylmanen reported that they are busy getting ready for clean sweep and car show. The water will be turned on and restrooms open. Working on getting summer and weekend help. Working to update the sheep barn electrical, adding switches for fans and possibly removing the siding in the center of the swine barn.

Office Report: Amy Listle reported the office is working to promote the theme of the fair by sending press releases and conducting radio interviews. An email campaign called “InFAIRmation” has been created to enhance communication about the fair and fair park. The office is working hard to get the new website launched as soon as possible. Junior Fair Entries are due May 20th and Fairest of the Fair applications are due May 2nd.

Next Meeting: The next meeting was set for May 5, 2016 at 8:00 a.m. in the conference room of the Activity Center.

With no further business, Jennifer Hanneman made a motion to adjourn the meeting. Matt Foelker seconded. Motion carried. Meeting adjourned at 9:18 a.m.

Jefferson County
Fair Park Totals

Date Ran 4/21/2016
Period March
Year 2016

25.00%

Business Unit	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
6901 Fair Park	Revenue	(65,391.93)	(614,757.00)	(549,365.07)	10.64%
	Expenditures	123,234.25	687,757.00	564,522.75	17.92%
	Other Sources	-	-	-	0.00%
Total		57,842.32	73,000.00	15,157.68	0.00%
6902 Fair Week	Revenue	(22,114.71)	(557,246.00)	(535,131.29)	3.97%
	Expenditures	24,095.59	557,246.00	533,150.41	4.32%
	Other Sources	-	-	-	0.00%
Total		1,980.88	-	(1,980.88)	0.00%
Total All Business Units	Revenue	(87,506.64)	(1,172,003.00)	(1,084,496.36)	7.47%
	Expenditures	147,329.84	1,245,003.00	1,097,673.16	11.83%
	Other Source	-	-	-	0
Grand Total Fair Park		59,823.20	73,000.00	13,176.80	81.95%

Fair Park
6901 Fair Park

Date Ran 4/21/2016
Period March
Year 2016

Revenues 25.00%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(31,314.24)	(125,257.00)	(93,942.76)	25.00%
457010	SPONSOR REVENUE	-	(45,000.00)	(45,000.00)	0.00%
457025	HORSE SHOW FEES	(9,244.29)	(20,000.00)	(10,755.71)	46.22%
457026	SHAVING SALES	-	(35,000.00)	(35,000.00)	0.00%
474169	FAIR BILLED	(4,000.00)	(4,000.00)	-	100.00% *
482012	BUILDING RENTAL	(18,191.65)	(170,000.00)	(151,808.35)	10.70%
482013	STALL RENTAL	-	(85,000.00)	(85,000.00)	0.00%
482014	WINTER STORAGE RENTAL	(45.00)	(42,000.00)	(41,955.00)	0.11%
482015	SPACE-FOOD VENDOR	(1,190.40)	(18,000.00)	(16,809.60)	6.61%
482016	SPACE-BEVERAGE VENDOR	(950.19)	(18,000.00)	(17,049.81)	5.28%
482017	SPACE-OTHER VENDOR	(105.50)	(2,500.00)	(2,394.50)	4.22%
482021	CAMPING FEE OTHER	(284.72)	(49,000.00)	(48,715.28)	0.58%
486001	VENDING COMMISSION	(65.94)	(1,000.00)	(934.06)	6.59%
Totals		(65,391.93)	(614,757.00)	(549,365.07)	10.64%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	23,868.64	101,381.00	77,512.36	23.54%
511210	WAGES-REGULAR	24,081.34	109,940.00	85,858.66	21.90%
511220	WAGES-OVERTIME	33.75	118.00	84.25	28.60%
511240	WAGES-TEMPORARY	235.88	12,459.00	12,223.12	1.89%
511310	WAGES-SICK LEAVE	1,118.92	-	(1,118.92)	0.00%
511320	WAGES-VACATION PAY	1,636.48	-	(1,636.48)	0.00%
511330	WAGES-LONGEVITY PAY	-	261.00	261.00	0.00%
511340	WAGES-HOLIDAY PAY	1,918.27	-	(1,918.27)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	690.50	-	(690.50)	0.00%
512141	SOCIAL SECURITY	4,041.28	16,890.00	12,848.72	23.93%
512142	RETIREMENT (EMPLOYER)	3,215.45	12,205.00	8,989.55	26.35%
512144	HEALTH INSURANCE	7,363.44	55,878.00	48,514.56	13.18%
512145	LIFE INSURANCE	13.02	47.00	33.98	27.70%
512150	FSA CONTRIBUTION	625.00	788.00	163.00	79.31% *
512173	DENTAL INSURANCE	846.57	4,050.00	3,203.43	20.90%
521216	JANITORAL	-	1,700.00	1,700.00	0.00%
521297	STALL CLEANING	-	4,500.00	4,500.00	0.00%
529170	GROUNDS KEEPING CHARGES	1,614.14	21,217.00	19,602.86	7.61%
531298	UNITED PARCEL SERVICE UPS	-	100.00	100.00	0.00%
531301	OFFICE EQUIPMENT	-	1,000.00	1,000.00	0.00%
531303	COMPUTER EQUIPMT & SOFTWA	3,314.43	3,000.00	(314.43)	110.48% *
531311	POSTAGE & BOX RENT	78.22	850.00	771.78	9.20%
531312	OFFICE SUPPLIES	555.08	1,600.00	1,044.92	34.69%
531313	PRINTING & DUPLICATING	22.00	1,000.00	978.00	2.20%
531314	SMALL ITEMS OF EQUIPMENT	593.76	12,500.00	11,906.24	4.75%
531320	SAFETY SUPPLIES	174.39	150.00	(24.39)	116.26% *
531322	SUBSCRIPTIONS	102.00	110.00	8.00	92.73%
531324	MEMBERSHIP DUES	418.00	1,400.00	982.00	29.86%
531326	ADVERTISING	1,172.03	4,000.00	2,827.97	29.30%
531349	OTHER OPERATING EXPENSES	-	1,240.00	1,240.00	0.00%
531351	GAS/DIESEL	608.20	13,000.00	12,391.80	4.68%
531367	WOOD SHAVINGS	-	24,500.00	24,500.00	0.00%
532325	REGISTRATION	440.00	1,000.00	560.00	44.00% *
532332	MILEAGE	132.84	300.00	167.16	44.28% *
532334	COMMERCIAL TRAVEL	-	600.00	600.00	0.00%
532335	MEALS	101.10	700.00	598.90	14.44%
532336	LODGING	834.00	2,900.00	2,066.00	28.76%
532339	OTHER TRAVEL & TOLLS	-	75.00	75.00	0.00%

533221 WATER	1,530.36	7,500.00	5,969.64	20.40%
533222 ELECTRIC	6,703.95	36,000.00	29,296.05	18.62%
533223 SEWER	1,537.55	7,000.00	5,462.45	21.97%
533224 NATURAL GAS	2,882.77	9,000.00	6,117.23	32.03%
533225 TELEPHONE & FAX	484.06	500.00	15.94	96.81% *
533235 STORM WATER UTILITY	4,273.56	16,000.00	11,726.44	26.71%
533236 WIRELESS INTERNET	52.26	350.00	297.74	14.93%
535232 GRAVELING	-	4,500.00	4,500.00	0.00%
535242 MAINTAIN MACHINERY & EQUIP	967.89	9,000.00	8,032.11	10.75%
535245 GROUNDS IMPROVEMENTS	393.02	15,500.00	15,106.98	2.54%
535247 BLDG REPAIR & MAINT	9,045.73	26,000.00	16,954.27	34.79% *
535297 REFUSE COLLECTION	729.78	13,000.00	12,270.22	5.61%
535344 HOUSEHOLD & JANITORIAL SUPP	285.30	-	(285.30)	0.00%
535347 BEVERAGE PURCHASES	1,816.33	12,000.00	10,183.67	15.14%
535349 OTHER SUPPLIES	7.99	-	(7.99)	0.00%
535352 VEHICLE PARTS & REPAIRS	1,105.55	5,000.00	3,894.45	22.11%
535355 PLUMBING & ELECTRICAL	386.19	13,000.00	12,613.81	2.97%
536533 EQUIPMENT RENT & LEASE	-	2,500.00	2,500.00	0.00%
571004 IP TELEPHONY ALLOCATION	396.99	1,588.00	1,191.01	25.00%
571005 DUPLICATING ALLOCATION	321.99	1,288.00	966.01	25.00%
571009 MIS PC GROUP ALLOCATION	2,045.49	8,182.00	6,136.51	25.00%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	1,135.26	4,541.00	3,405.74	25.00%
591519 OTHER INSURANCE	2,053.50	10,849.00	8,795.50	18.93%
594810 CAP EQUIPMENT	3,126.00	21,000.00	17,874.00	14.89%
594822 CAP IMPRV BLDG	2,104.00	52,000.00	49,896.00	4.05%
Totals	123,234.25	687,757.00	564,522.75	17.92%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
Totals		-	-	-	0.00%
Total Business Unit		57,842.32	73,000.00	15,157.68	

Fair Park
6902 Fair Week

Date Ran 4/21/2016
Period March
Year 2016

Revenues 25.00%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	13,727.01	54,908.00	41,180.99	25.00%
421001	STATE AID	(7,162.77)	(7,154.00)	8.77	100.12% *
457005	RESERVED SEATING FEES	-	(55,000.00)	(55,000.00)	0.00%
457010	SPONSOR REVENUE	-	(85,000.00)	(85,000.00)	0.00%
457011	GATE RECEIPTS	(5,370.00)	(245,000.00)	(239,630.00)	2.19%
457013	STALL & PEN FEES	-	(5,000.00)	(5,000.00)	0.00%
457029	FFA ENROLLMENT	-	(6,500.00)	(6,500.00)	0.00%
459001	SODA	(2,580.50)	(15,500.00)	(12,919.50)	16.65%
482015	SPACE-FOOD VENDOR	(2,160.00)	(35,000.00)	(32,840.00)	6.17%
482016	SPACE-BEVERAGE VENDOR	-	(80,000.00)	(80,000.00)	0.00%
482017	SPACE-OTHER VENDOR	-	(25,000.00)	(25,000.00)	0.00%
482018	SPACE-CARNIVAL	-	(30,000.00)	(30,000.00)	0.00%
482019	CAMPING FEE 4-H	(18,370.00)	(20,000.00)	(1,630.00)	91.85% *
482020	CAMPING FEE VENDOR	(198.45)	(3,000.00)	(2,801.55)	6.62%
Totals		(22,114.71)	(557,246.00)	(535,131.29)	3.97%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	8,387.66	44,060.00	35,672.34	19.04%
511210	WAGES-REGULAR	4,449.76	26,974.00	22,524.24	16.50%
511220	WAGES-OVERTIME	-	10,843.00	10,843.00	0.00%
511240	WAGES-TEMPORARY	-	36,440.00	36,440.00	0.00%
511310	WAGES-SICK LEAVE	77.14	-	(77.14)	0.00%
511320	WAGES-VACATION PAY	865.22	-	(865.22)	0.00%
511330	WAGES-LONGEVITY PAY	-	65.00	65.00	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	89.32	-	(89.32)	0.00%
512141	SOCIAL SECURITY	1,042.10	8,974.00	7,931.90	11.61%
512142	RETIREMENT (EMPLOYER)	915.41	5,285.00	4,369.59	17.32%
512144	HEALTH INSURANCE	2,543.27	15,216.00	12,672.73	16.71%
512145	LIFE INSURANCE	7.83	32.00	24.17	24.47%
512150	FSA CONTRIBUTION	-	213.00	213.00	0.00%
512173	DENTAL INSURANCE	198.65	1,350.00	1,151.35	14.71%
521216	JANITORAL	-	1,700.00	1,700.00	0.00%
521219	OTHER PROFESSIONAL SERV	-	500.00	500.00	0.00%
521647	VETERINARY SERVICES	-	700.00	700.00	0.00%
521648	AMBULANCE/EMS SERVICES	-	2,500.00	2,500.00	0.00%
521649	SECURITY SERVICES	-	5,000.00	5,000.00	0.00%
529301	FAIR GATE WORKERS	-	6,300.00	6,300.00	0.00%
529302	FAIR JUDGES	-	7,200.00	7,200.00	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	643.99	1,400.00	756.01	46.00% *
531101	TICKETS/ENTRY TAGS	-	4,000.00	4,000.00	0.00%
531102	TROPHIES/PLAQUES	-	500.00	500.00	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	-	178,500.00	178,500.00	0.00%
531183	SPONSOR FEES	-	4,300.00	4,300.00	0.00%
531184	FAIREST OF THE FAIR	-	500.00	500.00	0.00%
531311	POSTAGE & BOX RENT	6.13	650.00	643.87	0.94%
531312	OFFICE SUPPLIES	-	400.00	400.00	0.00%
531313	PRINTING & DUPLICATING	-	500.00	500.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	500.00	500.00	0.00%
531326	ADVERTISING	3,123.00	43,500.00	40,377.00	7.18%
531349	OTHER OPERATING EXPENSES	417.00	750.00	333.00	55.60% *
531351	GAS/DIESEL	-	2,000.00	2,000.00	0.00%
531367	WOOD SHAVINGS	-	1,000.00	1,000.00	0.00%
532332	MILEAGE	-	200.00	200.00	0.00%

533221 WATER	-	1,200.00	1,200.00	0.00%
533222 ELECTRIC	-	7,500.00	7,500.00	0.00%
533223 SEWER	-	1,500.00	1,500.00	0.00%
533224 NATURAL GAS	-	100.00	100.00	0.00%
533235 STORM WATER UTILITY	-	1,200.00	1,200.00	0.00%
535242 MAINTAIN MACHINERY & EQUIP	-	200.00	200.00	0.00%
535245 GROUNDS IMPROVEMENTS	-	2,500.00	2,500.00	0.00%
535247 BLDG REPAIR & MAINT	-	3,000.00	3,000.00	0.00%
535297 REFUSE COLLECTION	-	1,200.00	1,200.00	0.00%
535347 BEVERAGE PURCHASES	-	15,000.00	15,000.00	0.00%
535355 PLUMBING & ELECTRICAL	-	4,500.00	4,500.00	0.00%
536533 EQUIPMENT RENT & LEASE	-	68,000.00	68,000.00	0.00%
571009 MIS PC GROUP ALLOCATION	360.99	1,444.00	1,083.01	25.00%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	653.76	2,651.00	1,997.24	24.66%
591519 OTHER INSURANCE	314.36	3,699.00	3,384.64	8.50%
Totals	24,095.59	557,246.00	533,150.41	4.32%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
Totals		-	-	-	0.00%
Total Business Unit		1,980.88	-	(1,980.88)	

Fair Park
6906 Donations

Date Ran 4/21/2016
Period March
Year 2016

Revenues 25.00%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
485106	FAIR EXPANSION DONATIONS	-	(3,500.21)	(3,500.21)	0.00%
Totals		-	(3,500.21)	(3,500.21)	0.00%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
531314	SMALL ITEMS OF EQUIPMENT	-	1,600.00	1,600.00	0.00%
594960	CAPITAL RESERVE	-	28,477.00	28,477.00	0.00%
Totals		-	30,077.00	30,077.00	0.00%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
691100	OPER REV ADJUST	-	2,400.00	2,400.00	0.00%
691200	CAP REV ADJUST	-	(2,400.00)	(2,400.00)	0.00%
Totals		-	-	-	0.00%

Total Business Unit		-	26,576.79	26,576.79	
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Fair Park Director's Report – May 5, 2016

1. Website
 - a. Website skin design approved on April 27th
 - b. Go Live on May 18th
 - c. Sell tickets on May 19th
 - d. Populating Calendar & Fair Pages

2. Fair
 - a. Waiting for military band to get final OK
 - b. Military Rock band wants to play on Thursday night – reviewing to see if they would fit in schedule
 - c. Recruiting local talent – gymnastics, dance, karate, bands, etc.
 - d. Fire Chief's Assoc. -- have tent, fire truck & demo at 6:00 PM at Fair

3. Kitchen
 - a. 3 new POS touch screen systems being installed
 - b. Met with Culinary School

4. Staff
 - a. Hired Summer Grounds Staff and switched one pool position to weekend caretaker
 - b. One pool staff member retired
 - c. Running ads for – Pool position, caretaker(s), fair week helpers
 - d. Interviewing for Summer Office Staff

5. Advertising – Fair
 - a. Social Media - Facebook, twitter, email blasts, Bands in Town, etc.
 - b. Renee & Amy Developing social media calendar
 - c. Finalizing Ad runs & placement
 - d. Getting quotes from Milwaukee TV for ads
 - e. Creating design for vehicle wrap
 - f. Ordered Yard Signs

6. Other groups wanting to show at fair
 - a. Application process
 - b. Application Form

FAIR PARK SUPERVISOR'S REPORT
May 5, 2016

- Spring Car show & Swap Meet went well, we had great weather! Hired Christin Kreklow who worked Fair Week last year to clean bathrooms for us this summer, she was a big help for the busy car show weekend.
- 4-H Horse and Pony members helped set-up stalls for our first Horse Show this last weekend. It was a good sized show, set-up 152 stalls.
- Getting ready for the Dog Show this weekend and another Horse Show. Busy weekend, lots of animals, spectators, and campers!
- Recieved quotes for porta potties, production trailer and finalizing tent rentals for Fair.
- Still working to get a caretaker or weekend worker. We had someone lined up and they had a medical issue come up and had to back out.

Jefferson County Fair Park Committee Meeting

Thursday, May 5, 2016

Fair Office Report

- Assisting Dave with setting up the new website.
- Junior Fair entries are due May 20th. Exhibitors will continue to register and pay online.
- Open/Senior class fair books and registration will be available May 21st – June 15th.
- Fairest of the Fair applications were due May 2nd. The first event for Fairest of the Fair contestants will be Jefferson County Dairy Breakfast May 21st. Will give update about contestants at meeting.
- Working on promotion materials such as yard signs, posters and brochures. All should be available for distribution at Jefferson County Dairy Breakfast on May 21.
- Evaluating Vendor Contracts for Fair Week. Invoicing and receiving payments.