

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

Date: Thursday, October 6, 2016

Time: 8:00 am

Committee members: Poulson, Blane (Chair) Buchanan, Ron
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 September 1, 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. Review of Financial Report
9. Review of Fair Park Director's Report
10. Review of Supervisor's Report
11. Review of Fair Park Office Report
12. Discussion and possible action on future meeting schedule
13. Adjourn

Next scheduled meetings:

Regularly scheduled meetings in the Activity Center Conference Room at
8:00 a.m. on the 1st Thursday of the month:
November 3, 2016
December 1, 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 September 1, 2016 | Meeting Minutes

The Jefferson County Fair Park committee met on Thursday, September 1st at 4:30 p.m. in the Activity Center Conference Room. Present were: (Fair Committee) Blane Poulson, Russell Kutz, Jennifer Hanneman, Matthew Foelker, Ron Buchanan, Fair Park Director David Diestler, Fair Park Supervisor Roger Kylmanen, Marketing/Administrative Assistants Amy Listle and Renee Busshardt, County Board Chairman Jim Schroeder, County Administrator Ben Wehmeier, Corporation Counsel J. Blair Ward and UW-Extension Agent LaVern Georgson.

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 to accept the minutes of the August 22, 2016 meeting as presented and seconded. Motion carried.

Communications: Thank You letter from the Meat Animal Project Committee, complaint letter about treatment and payment of fair gate workers from Roger Draeger and an anonymous letter with a complaint about Fair judging

Public Comment: Several citizens spoke about the goat issues from the 2016 Fair and for the follow up to the open forum.

Discussion and possible action of goat superintendents: A motion was made by Jennifer Hannemann to meet in closed session and seconded by Ron Buchanan. The committee met in closed session from 4:45 pm to 5:26 pm as to this issue. After reconvening, a motion was made to not renew the superintendent contracts for Amy Heine and Linda Argus. Motion made by Jennifer and seconded by Ron Buchanan, motion carried unanimously.

Discussion and possible action of dairy department rules: Bill Uecker presented recommendations for rule changes to the committee. A motion was made by Matt Foelker to accept change #1 allowing cows that were participating in the Holstein and Jersey State Show to come in on Wednesday morning of Fair at the animal feed times. Proof of registration at the Holstein and Jersey State Show would be required.

Recap of open forum topics from meeting on August 30, 2016: Compliments and concerns were reviewed. Discussions were held to determine possible solutions to the concerns. Jim Schroeder announced his plans to present to the Administration and Rules committee. He is proposing the creation of two public seats to the Fair Park Committee. These people would be appointed by the County Board Chairman. He also suggested that an advisory sub-committee be formed to address certain topics.

Financial Report: The financial report from July 2016 was reviewed.

Director's Report: David reported he is beginning to look into entertainment for the 2017 Fair. He will be meeting with Klein Entertainment. A suggestion was made to meet with other entertainment companies as well. David is also reviewing suggestions made at the open forum meeting. Finalizing of the 2017 budget is being worked on along with sponsorships. David stated that the Fair Park Feasibility Study is 75% complete.

Supervisor's Report: None

Office Report: Amy Listle reported that the office staff finished the state report due August 31st. The office is preparing for the Sheep & Wool Festival and compiling materials for winter storage. Amy Listle presented the results from the Fair Survey.

Next Meeting: An Appreciation Dinner is being planned. The next meeting was set for October 6, 2016 at 8:00 a.m. in the conference room of the Activity Center.

With no further business, Ron Buchanan made a motion to adjourn the meeting. Jennifer Hanneman seconded. Motion carried. Meeting adjourned at 6:58 p.m.

Jefferson County
Fair Park Totals

Date Ran 9/21/2016
Period August
Year 2016

66.70%

Business Unit	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
6901 Fair Park	Revenue	(262,678.15)	(614,757.00)	(352,078.85)	42.73%
	Expenditures	388,816.39	687,757.00	298,940.61	56.53%
	Other Sources	-	-	-	0.00%
Total		126,138.24	73,000.00	(53,138.24)	0.00%
6902 Fair Week	Revenue	(399,950.10)	(557,246.00)	(157,295.90)	71.77%
	Expenditures	513,299.75	557,246.00	43,946.25	92.11%
	Other Sources	-	-	-	0.00%
Total		113,349.65	-	(113,349.65)	0.00%
Total All Business Units	Revenue	(662,628.25)	(1,172,003.00)	(509,374.75)	56.54%
	Expenditures	902,116.14	1,245,003.00	342,886.86	72.46%
	Other Source	-	-	-	0
Grand Total Fair Park		239,487.89	73,000.00	(166,487.89)	328.07%

Fair Park
6901 Fair Park

Date Ran 9/21/2016
Period August
Year 2016

Revenues 66.70%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(83,504.64)	(125,257.00)	(41,752.36)	66.67%
457010	SPONSOR REVENUE	(12,000.00)	(45,000.00)	(33,000.00)	26.67%
457025	HORSE SHOW FEES	(12,606.79)	(20,000.00)	(7,393.21)	63.03%
457026	SHAVING SALES	(7,709.96)	(35,000.00)	(27,290.04)	22.03%
474169	FAIR BILLED	(4,000.00)	(4,000.00)	-	100.00%
482012	BUILDING RENTAL	(77,306.02)	(170,000.00)	(92,693.98)	45.47%
482013	STALL RENTAL	(16,307.00)	(85,000.00)	(68,693.00)	19.18%
482014	WINTER STORAGE RENTAL	(45.00)	(42,000.00)	(41,955.00)	0.11%
482015	SPACE-FOOD VENDOR	(4,062.33)	(18,000.00)	(13,937.67)	22.57%
482016	SPACE-BEVERAGE VENDOR	(3,590.88)	(18,000.00)	(14,409.12)	19.95%
482017	SPACE-OTHER VENDOR	(1,081.71)	(2,500.00)	(1,418.29)	43.27%
482021	CAMPING FEE OTHER	(30,154.56)	(49,000.00)	(18,845.44)	61.54%
486001	VENDING COMMISSION	(691.27)	(1,000.00)	(308.73)	69.13%
486004	MISCELLANEOUS REVENUE	(9,617.99)	-	9,617.99	0.00%
Totals		(262,678.15)	(614,757.00)	(352,078.85)	42.73%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	59,034.89	101,381.00	42,346.11	58.23%
511210	WAGES-REGULAR	70,456.38	109,940.00	39,483.62	64.09%
511220	WAGES-OVERTIME	602.36	118.00	(484.36)	510.47%
511240	WAGES-TEMPORARY	10,948.37	12,459.00	1,510.63	87.88%
511310	WAGES-SICK LEAVE	1,959.76	-	(1,959.76)	0.00%
511320	WAGES-VACATION PAY	4,960.79	-	(4,960.79)	0.00%
511330	WAGES-LONGEVITY PAY	-	261.00	261.00	0.00%
511340	WAGES-HOLIDAY PAY	2,491.83	-	(2,491.83)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	5,593.84	-	(5,593.84)	0.00%
512141	SOCIAL SECURITY	11,782.90	16,890.00	5,107.10	69.76%
512142	RETIREMENT (EMPLOYER)	8,215.27	12,205.00	3,989.73	67.31%
512144	HEALTH INSURANCE	20,556.60	55,878.00	35,321.40	66.79%
512145	LIFE INSURANCE	38.42	47.00	8.58	81.74%
512150	FSA CONTRIBUTION	625.00	788.00	163.00	79.31%
512173	DENTAL INSURANCE	2,410.05	4,050.00	1,639.95	59.51%
521216	JANITORAL	-	1,700.00	1,700.00	0.00%
521219	OTHER PROFESSIONAL SERV	235.00	-	(235.00)	0.00%
521297	STALL CLEANING	-	4,500.00	4,500.00	0.00%
529170	GROUNDS KEEPING CHARGES	17,863.79	21,217.00	3,353.21	84.20%
531298	UNITED PARCEL SERVICE UPS	-	100.00	100.00	0.00%
531301	OFFICE EQUIPMENT	390.99	1,000.00	609.01	39.10%
531303	COMPUTER EQUIPMT & SOFTWA	3,857.29	3,000.00	(857.29)	128.58% *
531304	NONCAPITAL AUTO	25.00	-	(25.00)	0.00%
531311	POSTAGE & BOX RENT	121.77	850.00	728.23	14.33%
531312	OFFICE SUPPLIES	791.30	1,600.00	808.70	49.46%
531313	PRINTING & DUPLICATING	1,255.76	1,000.00	(255.76)	125.58% *
531314	SMALL ITEMS OF EQUIPMENT	2,057.22	12,500.00	10,442.78	16.46%
531320	SAFETY SUPPLIES	618.64	150.00	(468.64)	412.43% *
531322	SUBSCRIPTIONS	102.00	110.00	8.00	92.73%
531324	MEMBERSHIP DUES	1,166.10	1,400.00	233.90	83.29%
531326	ADVERTISING	2,447.89	4,000.00	1,552.11	61.20%
531349	OTHER OPERATING EXPENSES	407.44	1,240.00	832.56	32.86%
531351	GAS/DIESEL	3,596.66	13,000.00	9,403.34	27.67%
531367	WOOD SHAVINGS	21,580.00	24,500.00	2,920.00	88.08% *
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	126.10	700.00	573.90	18.01%
532336 LODGING	1,230.00	2,900.00	1,670.00	42.41%
532339 OTHER TRAVEL & TOLLS	-	75.00	75.00	0.00%
533221 WATER	6,020.01	7,500.00	1,479.99	80.27% *
533222 ELECTRIC	31,459.81	36,000.00	4,540.19	87.39% *
533223 SEWER	5,712.09	7,000.00	1,287.91	81.60% *
533224 NATURAL GAS	4,357.62	9,000.00	4,642.38	48.42%
533225 TELEPHONE & FAX	1,278.55	500.00	(778.55)	255.71% *
533235 STORM WATER UTILITY	10,683.90	16,000.00	5,316.10	66.77%
533236 WIRELESS INTERNET	157.37	350.00	192.63	44.96%
535232 GRAVELING	-	4,500.00	4,500.00	0.00%
535242 MAINTAIN MACHINERY & EQUIP	2,745.11	9,000.00	6,254.89	30.50%
535245 GROUNDS IMPROVEMENTS	6,785.75	15,500.00	8,714.25	43.78%
535247 BLDG REPAIR & MAINT	12,164.66	26,000.00	13,835.34	46.79%
535297 REFUSE COLLECTION	2,919.12	13,000.00	10,080.88	22.45%
535344 HOUSEHOLD & JANITORIAL SUPP	4,872.11	-	(4,872.11)	0.00%
535347 BEVERAGE PURCHASES	5,884.57	12,000.00	6,115.43	49.04%
535349 OTHER SUPPLIES	1,626.22	-	(1,626.22)	0.00%
535352 VEHICLE PARTS & REPAIRS	2,478.96	5,000.00	2,521.04	49.58%
535355 PLUMBING & ELECTRICAL	5,474.93	13,000.00	7,525.07	42.11%
536533 EQUIPMENT RENT & LEASE	-	2,500.00	2,500.00	0.00%
571004 IP TELEPHONY ALLOCATION	1,190.97	1,588.00	397.03	75.00%
571005 DUPLICATING ALLOCATION	858.64	1,288.00	429.36	66.66%
571009 MIS PC GROUP ALLOCATION	5,454.64	8,182.00	2,727.36	66.67%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	3,027.36	4,541.00	1,513.64	66.67%
591519 OTHER INSURANCE	5,475.90	10,849.00	5,373.10	50.47%
594810 CAP EQUIPMENT	3,126.00	21,000.00	17,874.00	14.89%
594822 CAP IMPRV BLDG	6,939.85	52,000.00	45,060.15	13.35%
Totals	388,816.39	687,757.00	298,940.61	56.53%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
Totals		-	-	-	0.00%
Total Business Unit		126,138.24	73,000.00	(53,138.24)	

Fair Park
6902 Fair Week

Date Ran 9/21/2016
Period August
Year 2016

Revenues 66.70%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	36,605.36	54,908.00	18,302.64	66.67%
421001	STATE AID	(7,162.77)	(7,154.00)	8.77	100.12%
457005	RESERVED SEATING FEES	(15,093.30)	(55,000.00)	(39,906.70)	27.44%
457009	CONTEST ENTRY FEES	(980.00)	-	980.00	0.00%
457010	SPONSOR REVENUE	(18,605.00)	(85,000.00)	(66,395.00)	21.89%
457011	GATE RECEIPTS	(210,849.90)	(245,000.00)	(34,150.10)	86.06%
457013	STALL & PEN FEES	(7,165.50)	(5,000.00)	2,165.50	143.31%
457021	PREMIUM BOOK SALES	(205.00)	-	205.00	0.00%
457029	FFA ENROLLMENT	(5,703.50)	(6,500.00)	(796.50)	87.75%
457030	CREDIT CARD SURCHARGE	(2,208.50)	-	2,208.50	0.00%
459001	SODA	(14,794.89)	(15,500.00)	(705.11)	95.45%
482015	SPACE-FOOD VENDOR	(28,600.24)	(35,000.00)	(6,399.76)	81.71%
482016	SPACE-BEVERAGE VENDOR	(55,226.78)	(80,000.00)	(24,773.22)	69.03%
482017	SPACE-OTHER VENDOR	(13,798.93)	(25,000.00)	(11,201.07)	55.20%
482018	SPACE-CARNIVAL	(31,282.70)	(30,000.00)	1,282.70	104.28%
482019	CAMPING FEE 4-H	(22,865.00)	(20,000.00)	2,865.00	114.33%
482020	CAMPING FEE VENDOR	(2,013.45)	(3,000.00)	(986.55)	67.12%
Totals		(399,950.10)	(557,246.00)	(157,295.90)	71.77%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	26,345.78	44,060.00	17,714.22	59.80%
511210	WAGES-REGULAR	19,980.59	26,974.00	6,993.41	74.07%
511220	WAGES-OVERTIME	53.72	10,843.00	10,789.28	0.50%
511240	WAGES-TEMPORARY	41,962.06	36,440.00	(5,522.06)	115.15%
511310	WAGES-SICK LEAVE	77.14	-	(77.14)	0.00%
511320	WAGES-VACATION PAY	2,564.58	-	(2,564.58)	0.00%
511330	WAGES-LONGEVITY PAY	-	65.00	65.00	0.00%
511340	WAGES-HOLIDAY PAY	325.65	-	(325.65)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	847.24	-	(847.24)	0.00%
512141	SOCIAL SECURITY	7,103.43	8,974.00	1,870.57	79.16%
512142	RETIREMENT (EMPLOYER)	4,992.42	5,285.00	292.58	94.46%
512144	HEALTH INSURANCE	12,426.37	15,216.00	2,789.63	81.67%
512145	LIFE INSURANCE	22.92	32.00	9.08	71.63%
512150	FSA CONTRIBUTION	-	213.00	213.00	0.00%
512173	DENTAL INSURANCE	1,357.54	1,350.00	(7.54)	100.56%
514151	PER DIEM	1,620.00	-	(1,620.00)	0.00%
521216	JANITORAL	-	1,700.00	1,700.00	0.00%
521219	OTHER PROFESSIONAL SERV	5,110.00	500.00	(4,610.00)	1022.00%
521647	VETERINARY SERVICES	-	700.00	700.00	0.00%
521648	AMBULANCE/EMS SERVICES	-	2,500.00	2,500.00	0.00%
521649	SECURITY SERVICES	3,805.38	5,000.00	1,194.62	76.11%
529299	PURCHASE CARE & SERVICES	5,000.00	-	(5,000.00)	0.00%
529301	FAIR GATE WORKERS	5,795.64	6,300.00	504.36	91.99%
529302	FAIR JUDGES	7,317.65	7,200.00	(117.65)	101.63%
529303	FAIR SUPERINTENDENTS	5,478.85	7,200.00	1,721.15	76.10%
529304	FAIR PARKING SERVICES	1,545.00	1,800.00	255.00	85.83%
531001	CREDIT CARD FEES	3,003.25	1,400.00	(1,603.25)	214.52%
531101	TICKETS/ENTRY TAGS	2,104.38	4,000.00	1,895.62	52.61%
531102	TROPHIES/PLAQUES	310.00	500.00	190.00	62.00%
531103	RIBBONS	2,534.03	2,500.00	(34.03)	101.36%
531181	PREMIUMS	17,212.20	20,000.00	2,787.80	86.06%
531182	FAIR WEEK SPECIAL ACTS	176,828.59	178,500.00	1,671.41	99.06%
531183	SPONSOR FEES	2,081.70	4,300.00	2,218.30	48.41%
531184	FAIREST OF THE FAIR	929.72	500.00	(429.72)	185.94%

531311 POSTAGE & BOX RENT	528.21	650.00	121.79	81.26%
531312 OFFICE SUPPLIES	541.97	400.00	(141.97)	135.49%
531313 PRINTING & DUPLICATING	170.22	500.00	329.78	34.04%
531314 SMALL ITEMS OF EQUIPMENT	537.82	500.00	(37.82)	107.56%
531326 ADVERTISING	37,322.31	43,500.00	6,177.69	85.80%
531349 OTHER OPERATING EXPENSES	1,187.35	750.00	(437.35)	158.31%
531351 GAS/DIESEL	-	2,000.00	2,000.00	0.00%
531367 WOOD SHAVINGS	2,023.00	1,000.00	(1,023.00)	202.30%
532332 MILEAGE	246.78	200.00	(46.78)	123.39%
533221 WATER	662.70	1,200.00	537.30	55.23%
533222 ELECTRIC	6,556.73	7,500.00	943.27	87.42%
533223 SEWER	777.16	1,500.00	722.84	51.81%
533224 NATURAL GAS	-	100.00	100.00	0.00%
533235 STORM WATER UTILITY	712.26	1,200.00	487.74	59.36%
535242 MAINTAIN MACHINERY & EQUIP	1,095.91	200.00	(895.91)	547.96%
535245 GROUNDS IMPROVEMENTS	4,969.15	2,500.00	(2,469.15)	198.77%
535247 BLDG REPAIR & MAINT	3,547.78	3,000.00	(547.78)	118.26%
535297 REFUSE COLLECTION	-	1,200.00	1,200.00	0.00%
535347 BEVERAGE PURCHASES	15,920.55	15,000.00	(920.55)	106.14%
535355 PLUMBING & ELECTRICAL	7,219.76	4,500.00	(2,719.76)	160.44%
536533 EQUIPMENT RENT & LEASE	64,830.00	68,000.00	3,170.00	95.34%
571009 MIS PC GROUP ALLOCATION	962.64	1,444.00	481.36	66.66%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	1,743.36	2,651.00	907.64	65.76%
591519 OTHER INSURANCE	3,008.26	3,699.00	690.74	81.33%
Totals	513,299.75	557,246.00	43,946.25	92.11%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
Totals		-	-	-	0.00%
Total Business Unit		113,349.65	-	(113,349.65)	

Fair Park
6906 Donations

Date Ran 9/21/2016
Period August
Year 2016

Revenues 66.70%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
485106	FAIR EXPANSION DONATIONS	(4,050.00)	(3,500.21)	549.79	115.71%
Totals		(4,050.00)	(3,500.21)	549.79	115.71%

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%
531349	OTHER OPERATING EXPENSES	1,550.00	-	(1,550.00)	0.00%
594960	CAPITAL RESERVE	-	28,477.00	28,477.00	0.00%
Totals		1,550.00	30,077.00	28,527.00	5.15%

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		(2,500.00)	26,576.79	29,076.79	
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Fair Park Director's Report – October 6, 2016

1. Meeting with Klein Entertainment – 2017 Fair
 - a. Sending entertainment list
 - b. Recommended going one night with old country – i.e. Oak Ridge Boys, Charlie Daniels, etc.
 - c. Other night classic rock or young country
 - d. Looking at entertainment in the \$40,000 per night range
 - e. Issues – Ease of booking entertainment vs the wait and may not get it
 - f. Future Discussion
 1. Charging for grandstands
 2. Family Entertainment vs. festival entertainment
 3. Using Jumbo Screens during national bands
 - g. Consulting with
 1. Rusty Volk – Northern WI State Fair
 2. Bruce Sullivan – WI State Fair – Meeting Oct. 19
 3. Andy Schmidt – Klein Entertainment -- Met Sept. 23rd
 4. Todd Boltin – Variety Attractions -- Talk on phone – texted some recommendations
 5. Hunter Brucks – Meridian Entertainment Group -- Now has clients in several locations in Michigan and a large casino in Minneapolis. This might help route acts between all three or four locations
2. eCommerce
 - a. Website – eCommerce now set up through Saffire
 - b. Need to build out application forms and process
 - c. Looking into adding winter storage & camping purchases
3. Sponsors
 - a. Contacting sponsors – talking about this year's fair and next year
 - b. Sending out Thank you's
4. Fair Park Feasibility Study

FAIR PARK SUPERVISOR'S REPORT

October 6, 2016

- Sheep & Wool had another good weekend. They started a day earlier with some classes on Thursday. This made it a little more challenging to get ready for because the weekend before has 3 events going on and then Monday was Labor Day.
- Gemuetlichkeit went well although Sunday not many come out to the Fair Park.
- Car Show had good attendance on Friday and Saturday. Sunday was the best day weather wise but the forecast scared everyone away. We opened the old Highway department for parking on Friday. Our west field was too muddy and vehicles were getting stuck. Parks department has been here rolling ours grounds to push the ruts down. We will need to fill in some areas with dirt and reseed and do some graveling.
- We will be meeting on this with Car Show, Jefferson Police and Highway Department on how best to utilize the old Highway Department and prevent traffic congestion because of lack of parking space.
- We set up 134 stalls for last weekend's WIHA Horse Show and set up for Rock & Gem show. This weekend's WIHA Show will use about 70 stalls.
- After this weekend we will be winterizing all the outside buildings and water lines and getting the buildings ready for storage

Jefferson County Fair Park Committee Meeting

Thursday, October 6, 2016

Fair Office Report

- Booked a new event - Jefferson Winter Art'z and Craft Show on November 19, 2016 in the Activity Center.
- Keeping website, JCFP TV ads, radio commercials and social media up-to-date with event information.
- Managing Winter Storage:
 - Promoting through website, email blasts, press releases, Facebook, and Fair Park TVs and on 104.5 WSLD.
 - Contracts being completed online through SeamlessDocs.
 - Payments being taken in office and online through Thundertix. Will update committee with payment totals at meeting.
 - Appointments being scheduled in shared Outlook Calendar.
- Reconciling September Fair Park events
- Working with the Finance Dept. on accounting information to set-up new Tyler System.
- Fair Survey results