### Fair Park Committee Agenda Jefferson County

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

Date: Thursday, December 1, 2016

Time: 8:00 am

Committee members: Poulson, Blane (Chair) Buchanan, Ron

Foelker, Matthew (Vice Chair)
Hanneman, Jennifer (Secretary)

Kutz, Russell
Steindorf, Kathleen

- 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 November 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. 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 1<sup>st</sup> Thursday of the month:

January 5, 2017 February 2, 2017 March 2, 2017

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 November 3, 2016 | Meeting Minutes

The Jefferson County Fair Park committee met on Thursday, November 3rd 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 Administrator Ben Wehmeier and County Board Chairman Jim Schroeder.

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 October 6, 2016 meeting as presented and seconded. Motion carried.

**Communications:** None

**Public Comment:** None

**Discussion and appointment of two citizen Fair Committee members:** A roll call vote was proposed by Blane Poulson to meet in closed session and was passed unanimously. The committee met in closed session from 4:32 pm to 4:37 pm as to this issue. After reconvening, with a consensus of the committee, County Board Chairman Jim Schroeder announced that the two citizen committee members will be Kathleen Steindorf and Debra Hall-Kind effective November 7, 2016.

**Financial Report:** The financial report from September 2016 was reviewed.

**Director's Report:** David reported that he is working on entertainment for the 2017 Fair and has gotten verbal commitments from a few acts and also a vendor map of the Fair. Ecommerce has been set up through our website provider, Saffire although a few additions need to be made. Winter storage is in full swing. We are about 85-90% filled and on budget. David will continue to work on contacting sponsors and the Fair Park Feasibility Study.

**Supervisor's Report:** Roger reported all the outside buildings have been winterized. The grounds crew fixed vents in the horse barn before winter storage came in and will to the same to the dairy barn before it gets too filled with storage. Travis will be using his comp time before the end of November. Some staffing hours were saved for the part-time staff for winter snow removal. Items, including the dump truck, were listed on the Wisconsin Surplus Auction site. Roger also stated that there is only one weekend left to fill with horse shows which is July 1 & 2. This was a challenge since each show has to get approval for their weekends from their council.

**Office Report:** Amy Listle stated that the office staff has been preparing for the Fair Appreciation Dinner to be held tonight. The office has also been managing the winter storage, reconciling Fair Park events and compiling data for the new financial system being implemented. The staff has been working on compiling premium check corrections to be paid with the November audit. The Fair Park website along with the JCFP TV ads, radio commercials and social media has been updated. October Fair Park events have been reconciled.

**Next Meeting:** The next meeting was set for December 1, 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 4:57 p.m.

Jefferson County Fair Park Totals Date Ran Period Year 11/21/2016 October 2016

83%

					8370
		YTD	Total	Annual	Percentage
Business Unit	Description	Actual	Budget	Remaining	Of Budget
6901 Fair Park	Revenue	(539,179.36)	(614,757.00)	(75,577.64)	87.71%
	Expenditures	487,133.36	687,757.00	200,623.64	70.83%
	Other Sources	-	-	-	0.00%
Total		(52,046.00)	73,000.00	125,046.00	0.00%
6902 Fair Week	Revenue	(442,375.30)	(557,246.00)	(114,870.70)	79.39%
	Expenditures	536,382.48	557,246.00	20,863.52	96.26%
	Other Sources	-	-	-	0.00%
Total		94,007.18	-	(94,007.18)	0.00%
<b>Total All Business Units</b>	Revenue	(981,554.66)	(1,172,003.00)	(190,448.34)	83.75%
	Expenditures	1,023,515.84	1,245,003.00	221,487.16	82.21%
	Other Source		-	-	0
Grand Total Fair Park		41,961.18	73,000.00	31,038.82	57.48%

 Fair Park
 Date Ran
 11/21/2016

 6901 Fair Park
 Period
 October

 Year
 2016

venues					83
		YTD	Total	Annual	Percentage
Acct Numbe	r Description	Actual	Budget	Remaining	Of Budget
411	100 GENERAL PROPERTY TAX	ES (104,380.80)	(125,257.00)	(20,876.20)	83.33
451	002 PRIVATE PARTY PHOTOC	OPY (3.60)	-	3.60	0.00
457	010 SPONSOR REVENUE	(37,000.00)	(45,000.00)	(8,000.00)	82.22
457	023 OTHER PUBLIC CHARGES	(212.10)	-	212.10	0.00
457	025 HORSE SHOW FEES	(19,706.79)	(20,000.00)	(293.21)	98.53
457	026 SHAVING SALES	(33,039.52)	(35,000.00)	(1,960.48)	94.40
474	169 FAIR BILLED	(4,000.00)	(4,000.00)	-	100.00
480	102 MISC. REIMBURSEMENT	S (446.14)	-	446.14	0.00
482	012 BUILDING RENTAL	(133,974.17)	(170,000.00)	(36,025.83)	78.8
482	013 STALL RENTAL	(75,534.00)	(85,000.00)	(9,466.00)	88.86
482	014 WINTER STORAGE RENTA	AL (41,059.89)	(42,000.00)	(940.11)	97.76
482	015 SPACE-FOOD VENDOR	(9,108.25)	(18,000.00)	(8,891.75)	50.60
482	016 SPACE-BEVERAGE VEND	OR (6,964.82)	(18,000.00)	(11,035.18)	38.69
482	017 SPACE-OTHER VENDOR	(3,043.89)	(2,500.00)	543.89	121.76
482	021 CAMPING FEE OTHER	(58,448.24)	(49,000.00)	9,448.24	119.28
486	001 VENDING COMMISSION	(1,002.56)	(1,000.00)	2.56	100.26
486	004 MISCELLANEOUS REVEN	UE (11,254.59)	-	11,254.59	0.00
tals	•	(539,179.36)	(614,757.00)	(75,577.64)	87.71

		YTD	Total	Annual	Percentage
Acct Number	Description	Actual	Budget	Remaining	Of Budget
	SALARY-PERMANENT REGULAR	74,516.90	101,381.00	26,864.10	73.5
	WAGES-REGULAR	85,671.10	109,940.00	24,268.90	77.9
	WAGES-OVERTIME	602.36	118.00	(484.36)	510.4
	WAGES-TEMPORARY WAGES-SICK LEAVE	12,489.01 2.885.51	12,459.00	(30.01)	100.2
	WAGES-VACATION PAY	2,885.51 5.407.68	-	(2,885.51) (5,407.68)	0.0
	WAGES-LONGEVITY PAY	3,407.08	261.00	261.00	0.0
	WAGES-HOLIDAY PAY	3,648.70	201.00	(3,648.70)	0.0
	WAGES-MISCELLANEOUS(COMP)	6,452.80	_	(6,452.80)	0.0
	SOCIAL SECURITY	14,472.74	16,890.00	2,417.26	85.6
512142	RETIREMENT (EMPLOYER)	10,306.66	12,205.00	1,898.34	84.4
	HEALTH INSURANCE	24,799.89	55,878.00	31,078.11	44.3
512145	LIFE INSURANCE	48.29	47.00	(1.29)	102.7
512150	FSA CONTRIBUTION	625.00	788.00	163.00	79.3
512173	DENTAL INSURANCE	2,811.36	4,050.00	1,238.64	69.4
521216	JANITORAL	-	1,700.00	1,700.00	0.0
521219	OTHER PROFESSIONAL SERV	235.00	-	(235.00)	0.0
521297	STALL CLEANING	3,999.00	4,500.00	501.00	88.8
	GROUNDS KEEPING CHARGES	24,386.86	21,217.00	(3,169.86)	114.9
	UNITED PARCEL SERVICE UPS	-	100.00	100.00	0.0
	OFFICE EQUIPMENT	390.99	1,000.00	609.01	39.1
	COMPUTER EQUIPMT & SOFTWAI	3,857.29	3,000.00	(857.29)	128.5
	NONCAPITAL AUTO	25.00	-	(25.00)	0.0
	POSTAGE & BOX RENT	149.56	850.00	700.44	17.6
	OFFICE SUPPLIES	1,338.82	1,600.00	261.18	83.6
	PRINTING & DUPLICATING	1,285.27	1,000.00	(285.27)	128.5
	SMALL ITEMS OF EQUIPMENT SAFFTY SUPPLIES	2,154.63 650.29	12,500.00 150.00	10,345.37	17.2 433.5
	SUBSCRIPTIONS	121.95	110.00	(500.29) (11.95)	433.5 110.8
	MEMBERSHIP DUES	1,241.10	1,400.00	158.90	88.6
	ADVERTISING	2.493.85	4,000.00	1,506.15	62.3
	OTHER OPERATING EXPENSES	1,356.33	1.240.00	(116.33)	109.3
	GAS/DIESEL	6,588.13	13,000.00	6,411.87	50.6
	WOOD SHAVINGS	21,580.00	24,500.00	2,920.00	88.0
532325	REGISTRATION	485.00	1,000.00	515.00	48.5
532332	MILEAGE	132.84	300.00	167.16	44.2
532334	COMMERCIAL TRAVEL	-	600.00	600.00	0.0
532335	MEALS	101.10	700.00	598.90	14.4
532336	LODGING	1,428.00	2,900.00	1,472.00	49.2
	OTHER TRAVEL & TOLLS	-	75.00	75.00	0.0
	WATER	7,997.67	7,500.00	(497.67)	106.6
	ELECTRIC	42,860.51	36,000.00	(6,860.51)	119.0
533223		7,268.99	7,000.00	(268.99)	103.8
	NATURAL GAS	4,530.05	9,000.00	4,469.95	50.3
	TELEPHONE & FAX	1,593.37	500.00	(1,093.37)	318.6
	STORM WATER UTILITY WIRELESS INTERNET	13,532.94 198.15	16,000.00	2,467.06 151.85	84.5 56.6
	GRAVELING	198.15	350.00		0.0
	MAINTAIN MACHINERY & EQUIP	3,693.81	4,500.00 9,000.00	4,500.00 5,306.19	41.0
	GROUNDS IMPROVEMENTS	9,494.03	15.500.00	6,005.97	61.2
	BLDG REPAIR & MAINT	12,719.45	26.000.00	13.280.55	48.9
	REFUSE COLLECTION	3,920.80	13,000.00	9.079.20	30.1
535344	HOUSEHOLD & JANITORIAL SUPP	6,874.47		(6,874.47)	0.0
	BEVERAGE PURCHASES	9,459.62	12,000.00	2,540.38	78.8
535349	OTHER SUPPLIES	1,650.25	,	(1,650.25)	0.0
535352	VEHICLE PARTS & REPAIRS	2,478.96	5,000.00	2,521.04	49.5
535355	PLUMBING & ELECTRICAL	5,894.72	13,000.00	7,105.28	45.3
536533	EQUIPMENT RENT & LEASE	4,316.75	2,500.00	(1,816.75)	172.6
571004	IP TELEPHONY ALLOCATION	1,323.30	1,588.00	264.70	83.3
571005	DUPLICATING ALLOCATION	1,073.30	1,288.00	214.70	83.3
	MIS PC GROUP ALLOCATION	6,818.30	8,182.00	1,363.70	83.3
	MIS SYSTEMS GRP ALLOC(ISIS)	3,784.20	4,541.00	756.80	83.3
	OTHER INSURANCE	6,844.86	10,849.00	4,004.14	63.0
	CAP EQUIPMENT	3,126.00	21,000.00	17,874.00	14.8
E04022	CAP IMPRV BLDG	6,939.85	52,000.00	45,060.15	13.3

Other Financing Sou		YTD	Total	Annual	Percentage
Acct Number	Description	Actual	Budget	Remaining	Of Budget
					0%
Totals		-	-	-	0.00%
Totals		-	-	-	0.00%

 Fair Park
 Date Ran
 11/21/2016

 6902 Fair Week
 Period
 October

 Year
 2016

83% YTD Total Annual Percentage Acct Number mber Description
411100 GENERAL PROPERTY TAXES Budget Of Budget Actual Remaining 54,908.00 9,151.30 45,756.70 83.33% 421001 STATE AID (7,162.77) (7,154.00) 8.77 100.12% 457005 RESERVED SEATING FEES 457009 CONTEST ENTRY FEES (15,093.30) (55,000.00) (39,906.70) 27.44% (980.00) 980.00 0.00% 457010 SPONSOR REVENUE 457011 GATE RECEIPTS (63,155.00) (85,000.00) (21,845.00) 74.30% (211.459.90) (245,000.00) (5,000.00) (33,540.10) 86.31% 457013 STALL & PEN FEES (7,165.50) 2,165.50 143.31% 457021 PREMIUM BOOK SALES 457029 FFA ENROLLMENT (205.00) (5,703.50) 0.00% 87.75% 205.00 (6,500.00) (796.50) 457030 CREDIT CARD SURCHARGE (2,208.50) 2,208.50 0.00% 457033 SMALL ITEMS SPONSOR (50.00) 50.00 0.00% (15,500.00) (35,000.00) 2,931.89 (4,962.72) 459001 SODA 482015 SPACE-FOOD VENDOR (18,431.89) 118.92% 85.82% (30,037.28) 482016 SPACE-BEVERAGE VENDOR (55,226.78) (80,000.00) (24,773.22) 69.03% 482017 SPACE-OTHER VENDOR 482018 SPACE-CARNIVAL (25,000.00) (15,091.43) (9,908.57) 60.37% (31.282.70) 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%

(442,375.30)

(557,246.00)

(114,870.70)

79.39%

Totals

Totals

511210 V 511220 V 511240 V 511310 V 511330 V 511330 V 511340 V 512141 E 512142 F 512142 F 512143 E 512150 F 512150 F 512151 G 521216 J 521216 J 521216 J 521216 J 521216 J 521216 J 521216 J 521216 J	JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES	Actual 33,143,26 23,183,15 53,72 42,561,42 77,14 2,706,36 325,65 847,24 7,912,79 5,661,79 14,031,74 28,37 1,465,51 1,620,00	Budget  44,060.00 26,974.00 10,843.00 36,440.00 65.00 - 8,974.00 5,285.00 15,216.00 32.00 213.00 1,350.00	Remaining 10,916.74 3,790.85 10,789.28 (6,121.42) (77.14) (2,706.36) 65.00 (325.65) (847.24) 1,061.21 (376.79) 1,184.26 3.63 213.00 (115.51)	Percentage Of Budget 75. 85. 0. 116. 0. 0. 0. 0. 88. 107. 92. 88.
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511240 V 511310 V 511320 V 511330 V 511340 V 512141 S 512142 F 512143 F 512150 F 512173 E 512173 E 521216 J 521216 J 521216 S 5212647 S	WAGES-TEMPORARY WAGES-SICK LEAVE WAGES-VACATION PAY WAGES-HONGEVITY PAY WAGES-HOLIDAY PAY WAGES-HISCELLANEOUS(COMP) SOCIAL SECURITY RETIREMENT (EMPLOYER) HEALTH INSURANCE LIFE INSURANCE FSA CONTRIBUTION DENTAL INSURANCE PER DIEM JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES	42,561.42 77.14 2,706.36 - 325.65 847.24 7,912.79 5,661.79 14,031.74 28.37	36,440.00 - - 65.00 - - 8,974.00 5,285.00 15,216.00 32.00 213.00	(6,121.42) (77.14) (2,706.36) 65.00 (325.65) (847.24) 1,061.21 (376.79) 1,184.26 3.63 213.00	116 0 0 0 0 0 0 88 107 92 88
511310 V 511320 V 511330 V 511340 V 511350 V 512141 S 512142 F 512142 F 512145 F 512150 F 512173 E 521216 J 521216 J 521216 J 521647 V 521648 S 521649 S	WAGES-SICK LEAVE WAGES-VACATION PAY WAGES-LONGEVITY PAY WAGES-HOLIDAY PAY WAGES-MISCELLANEOUS(COMP) SOCIAL SECURITY RETIREMENT (EMPLOYER) HEALTH INSURANCE LIFE INSURANCE FSA CONTRIBUTION DENTAL INSURANCE PER DIEM JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES	77.14 2,706.36 325.65 847.24 7,912.79 5,661.79 14,031.74 28.37	65.00 	(77.14) (2,706.36) 65.00 (325.65) (847.24) 1,061.21 (376.79) 1,184.26 3.63 213.00	0 0 0 0 0 88 107 92 88
511320 v 511330 v 511340 v 511350 v 512142 F 512142 F 512145 L 512150 F 512173 E 521216 J 521216 J 521216 J 521264 V 521648 V	WAGES-VACATION PAY WAGES-LONGEVITY PAY WAGES-HOLIDAY PAY WAGES-MISCELLANEOUS(COMP) SOCIAL SECURITY RETIREMENT (EMPLOYER) HEALTH INSURANCE LIFE INSURANCE FSA CONTRIBUTION DENTAL INSURANCE PER DIEM JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES	2,706.36 - 325.65 847.24 7,912.79 5,661.79 14,031.74 28.37 - 1,465.51	65.00 - - 8,974.00 5,285.00 15,216.00 32.00 213.00	(2,706.36) 65.00 (325.65) (847.24) 1,061.21 (376.79) 1,184.26 3.63 213.00	0 0 0 0 88 107 92 88
511330 V 511340 V 512141 S 512142 F 512143 E 512145 I 512145 I 512173 E 512173 E 521216 J 521216 J 521216 J 521648 V 521648 V	WAGES-LONGEVITY PAY WAGES-HOLIDAY PAY WAGES-HOSCELLANEOUS(COMP) SOCIAL SECURITY RETIREMENT (EMPLOYER) HEALTH INSURANCE LIFE INSURANCE FSA CONTRIBUTION DENTAL INSURANCE PER DIEM JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES	325.65 847.24 7,912.79 5,661.79 14,031.74 28.37	65.00 - - 8,974.00 5,285.00 15,216.00 32.00 213.00	65.00 (325.65) (847.24) 1,061.21 (376.79) 1,184.26 3.63 213.00	0 0 88 107 92 88
511340 V 511350 V 512141 S 512142 F 512144 H 512150 F 512173 E 512173 E 521216 J 521216 J 521647 V 521648 A 521649 S	WAGES-HOLIDAY PAY WAGES-MISCELLANEOUS(COMP) SOCIAL SECURITY RETIREMENT (EMPLOYER) HEALTH INSURANCE LIFE INSURANCE FSA CONTRIBUTION DENTAL INSURANCE PER DIEM JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES	847.24 7,912.79 5,661.79 14,031.74 28.37 - 1,465.51	8,974.00 5,285.00 15,216.00 32.00 213.00	(325.65) (847.24) 1,061.21 (376.79) 1,184.26 3.63 213.00	0 88 107 92 88 0
511350 V 512141 S 512142 F 512144 F 512145 L 512150 F 512173 E 521216 J 521219 C 521264 V 521648 A 521648 A	WAGES-MISCELLANEOUS(COMP) SOCIAL SECURITY RETIREMENT (EMPLOYER) HEALTH INSURANCE LIFE INSURANCE FSA CONTRIBUTION DENTAL INSURANCE PER DIEM JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES	847.24 7,912.79 5,661.79 14,031.74 28.37 - 1,465.51	8,974.00 5,285.00 15,216.00 32.00 213.00	(847.24) 1,061.21 (376.79) 1,184.26 3.63 213.00	0 88 107 92 88 0
512141 S 512142 F 512144 F 512145 L 512150 F 512173 E 514151 F 521216 J 521219 C 521647 S 521648 A 521649 S	SOCIAL SECURITY RETIREMENT (EMPLOYER) HEALTH INSURANCE LIFE INSURANCE FSA CONTRIBUTION DENTAL INSURANCE PER DIEM JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES	7,912.79 5,661.79 14,031.74 28.37 - 1,465.51	8,974.00 5,285.00 15,216.00 32.00 213.00	1,061.21 (376.79) 1,184.26 3.63 213.00	88. 107. 92. 88. 0.
512142 F 512144 H 512145 L 512150 F 512173 E 514151 F 521216 J 521219 G 521647 V 521648 A 521649 S	RETIREMENT (EMPLOYER) HEALTH INSURANCE LIFE INSURANCE FSA CONTRIBUTION DENTAL INSURANCE PER DIEM JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES	5,661.79 14,031.74 28.37 - 1,465.51	5,285.00 15,216.00 32.00 213.00	(376.79) 1,184.26 3.63 213.00	107 92 88 0
512144 H 512150 F 512173 E 514151 F 521216 J 521219 C 521647 V 521648 A 521649 S	HEALTH INSURANCE LIFE INSURANCE FSA CONTRIBUTION DENTAL INSURANCE PER DIEM JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES	14,031.74 28.37 - 1,465.51	15,216.00 32.00 213.00	1,184.26 3.63 213.00	92 88 0
512145 L 512150 F 512173 E 514151 F 521219 C 521219 C 521647 V 521648 A 521649 S	LIFE INSURANCE FSA CONTRIBUTION DENTAL INSURANCE PER DIEM JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES	28.37 - 1,465.51	32.00 213.00	3.63 213.00	88 0
512150 F 512173 E 514151 F 521216 J 521219 C 521647 V 521648 A 521649 S	FSA CONTRIBUTION DENTAL INSURANCE PER DIEM JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES	- 1,465.51	213.00	213.00	0
512173 [ 514151 F 521216 J 521219 ( 521647 V 521648 A 521649 S	DENTAL INSURANCE PER DIEM JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES				
514151 F 521216 J 521219 C 521647 V 521648 A 521649 S	PER DIEM JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES		1,350.00	(115.51)	
521216 J 521219 C 521647 V 521648 A 521649 S	JANITORAL OTHER PROFESSIONAL SERV VETERINARY SERVICES	1,620.00	_		108.
521219 C 521647 V 521648 A 521649 S	OTHER PROFESSIONAL SERV VETERINARY SERVICES	-	-	(1,620.00)	0.
521647 \ 521648 A 521649 S	VETERINARY SERVICES		1,700.00	1,700.00	0.
521648 A 521649 S		5,110.00	500.00	(4,610.00)	1022.
521649 S		-	700.00	700.00	0
	AMBULANCE/EMS SERVICES	2,500.00	2,500.00	-	100
520200 5	SECURITY SERVICES	4,705.38	5,000.00	294.62	94
323233 F	PURCHASE CARE & SERVICES	5,000.00	-	(5,000.00)	0
529301 F	FAIR GATE WORKERS	5,795.64	6,300.00	504.36	91
529302 F	FAIR JUDGES	7,317.65	7,200.00	(117.65)	101
529303 F	FAIR SUPERINTENDENTS	5,478.85	7,200.00	1,721.15	76
529304 F	FAIR PARKING SERVICES	1,545.00	1,800.00	255.00	85
531001 (	CREDIT CARD FEES	3,968.97	1,400.00	(2,568.97)	283
531101 T	TICKETS/ENTRY TAGS	2,104.38	4,000.00	1,895.62	52
531102 T	TROPHIES/PLAQUES	310.00	500.00	190.00	62
531103 F	RIBBONS	2,534.03	2,500.00	(34.03)	101
531181 F	PREMIUMS	17,212.20	20,000.00	2,787.80	86
531182 F	FAIR WEEK SPECIAL ACTS	178,328.59	178,500.00	171.41	99
531183 \$	SPONSOR FEES	2,081.70	4,300.00	2,218.30	48
531184 F	FAIREST OF THE FAIR	1,104.72	500.00	(604.72)	220
531311 F	POSTAGE & BOX RENT	566.26	650.00	83.74	87
531312 0	OFFICE SUPPLIES	541.97	400.00	(141.97)	135
	PRINTING & DUPLICATING	170.22	500.00	329.78	34
	SMALL ITEMS OF EQUIPMENT	537.82	500.00	(37.82)	107
531326 A	ADVERTISING	38,739.51	43,500.00	4,760.49	89
531349 (	OTHER OPERATING EXPENSES	1,187.35	750.00	(437.35)	158
531351 0	GAS/DIESEL	-	2,000.00	2,000.00	0
531367 V	WOOD SHAVINGS	2,023.00	1,000.00	(1,023.00)	202
532332 N	MILEAGE	246.78	200.00	(46.78)	123
533221 V		662.70	1,200.00	537.30	55
533222 E		6,556.73	7,500.00	943.27	87
533223 S	SEWER	777.16	1,500.00	722.84	51
	NATURAL GAS	-	100.00	100.00	0
	STORM WATER UTILITY	712.26	1,200.00	487.74	59
	MAINTAIN MACHINERY & EQUIP	1,095.91	200.00	(895.91)	547
	GROUNDS IMPROVEMENTS	4,969.15	2,500.00	(2,469.15)	198
	BLDG REPAIR & MAINT	3,547.78	3,000.00	(547.78)	118
	REFUSE COLLECTION	-	1,200.00	1,200.00	0
	BEVERAGE PURCHASES	15,920.55	15,000.00	(920.55)	106
	PLUMBING & ELECTRICAL	7,219.76	4,500.00	(2,719.76)	160
	EQUIPMENT RENT & LEASE	65,592.00	68,000.00	2,408.00	96
	MIS PC GROUP ALLOCATION	1,203.30	1,444.00	240.70	83
	MIS SYSTEMS GRP ALLOC(ISIS) OTHER INSURANCE	2,179.20 3,217.82	2,651.00 3,699.00	471.80 481.18	82 86

Other Financing Sources	(Uses)				
		YTD	Total	Annual	Percentage
Acct Number	Description	Actual	Budget	Remaining	Of Budget
•					0%
Totals		-	-	-	0.00%
Total Business Unit		94,007.18	-	(94,007.18)	

536,382,48

557.246.00

20.863.52

96.26%

Fair Park 6906 Donations Date Ran Period

11/21/2016 October

Year

2016

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83%

		YTD	Total	Annual	Percentage
Acct Number	Description	Actual	Budget	Remaining	Of Budget
485106 FAIR EXPANSION DONATIONS		(4,575.00)	(3,500.21)	1,074.79	130.71%
Totals		(4,575.00)	(3,500.21)	1,074.79	130.71%

#### Expenditures

		YTD	Total	Annual	Percentage
Acct Number	Description	Actual	Budget	Remaining	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	0.00%

## Other Financing Sources (Uses)

		YTD	Total	Annual	Percentage
Acct Number	Description	Actual	Budget	Remaining	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		(3,025.00)	26,576.79	29,601.79	-

## Fair Park Director's Report - December 1, 2016

#### 1. 2017 Fair

- a. Friday Night Concert Sent in revised contract and our Rider
- b. Saturday night offer still pending on younger country artist
- c. Looking at other artists Just in case Saturday nights' Offer doesn't pan out.
- d. Vendor map
  - a. Working with Land Information to develop a vendor map for fair
  - b. Looking at changing layout of fair
    - 1. More room for vendors
    - 2. Using gravel parking area by barns for vendors and entertainment
- e. On Grounds Entertainment
  - a. Nicks Kids Show verbally confirmed = 2 Kids Shows, 2 -Family shows, 1 50/60's show
- f. Bands Miller Entertainment Tent
  - a. Cherry Pie Thursday Night -
- 2. Winter Storage
  - a. Ads Ran Facebook ad Looking at others
  - b. 85-90% filled
- 3. Sponsors
  - a. Contacting sponsors talking about this year's fair and next year

# FAIR PARK SUPERVISOR'S REPORT November 3, 2016

- Indoor winter storage space is almost full. Still have some smaller boats and campers coming in. Increased amount of outside storage this year. Ott Schweitzer Dist. is storing some of their beer trailers in the warm-up arena.
- Wisconsin Surplus Auction has ended. All items were sold except for the trash can lids. Total sales \$6,167.08
- We acquired a 1 ton dump truck from the Parks Department in place of the one we sold at Auction.
- Repairing the ruts in the grass from Car Show
- Flea Market organizer has cancelled shows for 2017. I have some phone calls in to interested parties looking to fill those dates.

# Jefferson County Fair Park Committee Meeting Thursday, December 1, 2016

# **Fair Office Report**

- Keeping website, JCFP TV ads, radio commercials and social media up-to-date with event information.
- Creating and sending out Contracts for 2017 events.
- Reconciling November Fair Park events
- Managing Winter Storage:
  - o Continuing to promote. Limited space available
  - o Will have updated income total at meeting
- Working with the Finance Dept. on accounting information to set-up new Tyler System.
- Coordinating Fairest of the Fair dates: 2017 Fairest was in the Fort Atkinson Holiday Parade Nov. 12 and is also doing Watertown, Helenville, and Jefferson Holiday parades in the coming weeks. 2016 Fairest will have practice for Convention on Dec. 27<sup>th</sup>.