

Fair Park Committee Agenda

Jefferson County

Jefferson County Fair Park

Activity Center

503 N. Jackson Avenue

Jefferson, WI 53549

Date: Thursday, April 5, 2018

Time: 8:00 am

Committee members: Poulson, Blane (Chair) Buchanan, Ron
Foelker, Matthew (Vice Chair) Hall-Kind, Debra
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 March 1, 2018
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 Community Feedback & Suggestions on Fair Operations
9. Update on purchasing ordinance
10. Discussion and possible action on WiFi update at the Fair Park
11. Discussion and possible action on the Fair Park Signage Policy
12. Discussion on how to improve and increase non-fair events
13. Discussion and possible action on Marketing Partnerships and Sponsorships
14. Review of Financial Report
15. Review of Supervisor's Report
16. Review of Office Report
17. Discussion and possible action on future meeting schedule and agenda items
18. 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:

May 3, 2018

June 7, 2018

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 March 1, 2018 | Meeting Minutes

The Jefferson County Fair Park committee met on Thursday, March 1st at 8:00 a.m. in the Activity Center Conference Room. Present were: (Fair Committee) Blane Poulson, Jennifer Hanneman, Russell Kutz, , Ron Buchanan , Debra Hall-Kind, Kathy Steindorf (by phone), Fair Park Supervisor Roger Kylmanen, Marketing/Administrative Assistants Amy Listle and Renee Busshardt and County Administrator Ben Wehmeier. Matthew Foelker was not in attendance.

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 February 1, 2018 meeting as presented and seconded. Motion carried.

Communications: Two thank you cards and an email from Mark Schoenike expressing his concerns about the decision to have a terminal swine show.

Public Comment: None

Review of Community Feedback and suggestions on Fair Operations: None

Discussion and possible action on 2018 Fair Exhibitor Rule Book: The committee reviewed additional changes to the rule book. A motion was made by Debra Hall-Kind to accept the rule book as amended. This was seconded by Ron Buchanan and passed unanimously.

Discussion on how to improve and increase non-fair events: The Fair Park has had inquiries as to whether the activity center could be rented for memorial services. There was a discussion and it was decided that this type of event would be allowed to rent the activity center.

Discussion and possible action on Marketing Partnerships and Sponsorships: There is a continued effort to retain current sponsors and to obtain new ones.

Financial Report: None.

Supervisor's Report: Roger Kylmanen stated that there will be a memorial bench in memory of John Jaeckel. The cost of the bench for the fair park is \$53.44. Roger suggested reviewing the purchasing ordinance. Ben Wehmeier stated this was being worked on by the finance committee. There will be a 2nd meeting between Roger and the Gemuetlichkeit group this week. Discussion may be had as to the available beer and the possibility of lowering the beer sales percentage. Tomorrow's Hope will be leaving the fair park and moving downtown.

Office Report: February Fair Park events have been. Amy informed the committee that the fair park will partner with Knapton Knotes for the Jr. Amateur Talent Contest. Mikayla will lead this event again and has already begun to promote it. Work continues on the following: Advertising; Sponsorships; Entertainment Contracts; Car Wrap Design; Sho Works Entry program; Saffire Tix and Vendor Contracts.

Discussion and possible action on future meeting schedule and agenda items: None

Next Meeting: The next regular meeting is set for May 5, 2018, 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. Ron Buchanan seconded. Motion carried. Meeting adjourned at 9:04 a.m.

Jefferson County Fair Park On-Grounds Sign Policy

Policy Adopted: _____

The Jefferson County Fair Park Committee has adopted the following sign policy in regards to signs places within the Jefferson County Fair Park. This policy shall remain in effect until such time that the Jefferson County Fair Park Committee either amends or negates this policy. The terms of this policy are as follows:

1. All signs with the exception of those listed in terms 4, 5, 6, 7, and 8; placed within the Jefferson County Fair Park must have the prior approval of the Jefferson County Fair Park. This includes all branding signs (i.e. all wraps, pennants, and logo identifying signs). The Jefferson County Fair Park has strict rules regarding “tagging.” As a general rule branding signs are not permitted within the Jefferson County Fair Park. Suring set-up branding signs are not to be placed on the grounds without prior approval.
2. All activities related to the Jefferson County Fair, including but not limited to all 4-H and FFA exhibits, open exhibits, senior exhibits, entertainment venues and educational display venues, may have a sponsorship sign designated to that specific area with approval from the Jefferson County Fair Park Office prior to the start of the Fair. If there is a sign put up on a designated area it should not be moved or removed by any other party. The Jefferson County Fair Park will make every effort to place signs in an area that is agreeable.
3. No individual or group has the right to sell, barter, trade, give away or promise signs within the Jefferson County Fair Park except the Jefferson County Fair Park Committee. If an individual or group would like to put up additional signs in additional locations other than specified below or they are a group not named below they must seek the approval of the Jefferson County Fair Park prior to their event.
4. All commercial vendors may display signs, of any material, representative to the nature of their own business, in any reasonable fashion, within their commercial exhibitor space without prior approval from the Jefferson County Fair Park. If a commercial vendor wishes to place signs elsewhere within the Jefferson County Fair Park they must seek prior approval of the Jefferson County Fair Park.
5. The carnival may display signs, of any material, representative to the nature of their own business, in any reasonable fashion, within the carnival’s allotted space without prior approval from the Jefferson County Fair Park. If the carnival wishes to place signs elsewhere within the Jefferson County Fair Park they must seek prior approval of the Jefferson County Fair Park.
6. All food vendors may display signs, of any material, representative to the nature of their own business, in any reasonable fashion, within their food exhibitor’s space without prior approval

from the Jefferson County Fair Park. If a food vendor wishes to place signs elsewhere within the Jefferson County Fair Park they must seek prior approval of the Jefferson County Fair Park.

7. All entertainment venues may display signs, of any material, representative to the nature of their own business, in any reasonable fashion, within the space provided and or designated area without prior approval from the Jefferson County Fair Park. If an entertainment venue wishes to place signs elsewhere within the Jefferson County Fair Park they must seek prior approval of the Jefferson County Fair Park. Only signs identifying the nature of their entertainment are permitted without prior approval. If an entertainment venue has sponsorship sign(s) that must accompany their sign(s) or are a part of their sign(s) they must notify the Jefferson County Fair Park.
8. All educational display venues may display signs, of any material, representative to the nature of their own business, in any reasonable fashion, within the space provided without prior approval from the Jefferson County Fair Park. If an educational display venue wishes to place signs elsewhere within the Jefferson County Fair Park they must seek prior approval of the Jefferson County Fair Park. Only signs identifying the nature of their display are permitted without prior approval. If an educational display venue has sponsorship sign(s) that must accompany their sign(s) or are a part of their sign(s) they must notify the Jefferson County Fair Park.
9. Display signs, of any material must be removed immediately following completion of event.
10. Display signs, of any material must be hung in manor that does not create damage to any structure. The area should be clean; tape, staples, zip ties, string, etc. removed and disposed of in a trash can. The Jefferson County Fair Park does not allow the use of duct tape and packaging tape as a way to hang signage. Any damage done to the area is subject to a \$100 fine plus cost of repairing damages.

By adopting this policy, the Jefferson County Fair Park Committee has set forth guidelines in regards to signs placed within the Jefferson County Fair Park during events being held at the Fair Park including the annual Jefferson County Fair. This policy shall remain in effect until such time that the Jefferson County Fair Park Committee either amends or negates this policy.

Acceptance of Policy:

<NAME, TITLE>

Date

FROM ACCOUNTS FOR:	2018 REVISED BUDGET	TO ACTUALS	2018 ENCUMBRANCE	1 AVAILABLE BUDGET	PCT USED
12101 411100 General Property Taxes	\$ (71,430.00)	\$ (5,952.50)	\$ -	\$ (65,477.50)	8.30%
12101 457010 Sponsor Revenue	\$ (50,000.00)	\$ (12,000.00)	\$ -	\$ (38,000.00)	24.00%
12101 457025 Horse Show Fees	\$ (23,000.00)	\$ (6,925.00)	\$ -	\$ (16,075.00)	30.10%
12101 457026 Shaving Sales	\$ (34,000.00)	\$ -	\$ -	\$ (34,000.00)	0.00%
12101 474169 Fair Billed	\$ (4,000.00)	\$ -	\$ -	\$ (4,000.00)	0.00%
12101 482012 Building Rental	\$ (176,000.00)	\$ (5,766.74)	\$ -	\$ (170,233.26)	3.30%
12101 482013 Stall Rental	\$ (83,000.00)	\$ -	\$ -	\$ (83,000.00)	0.00%
12101 482014 Winter Storage Rental	\$ (45,000.00)	\$ -	\$ -	\$ (45,000.00)	0.00%
12101 482015 Space-Food Vendor	\$ (18,000.00)	\$ -	\$ -	\$ (18,000.00)	0.00%
12101 482016 Space-Beverage Vendor	\$ (17,000.00)	\$ -	\$ -	\$ (17,000.00)	0.00%
12101 482017 Space-Other Vendor	\$ (5,000.00)	\$ -	\$ -	\$ (5,000.00)	0.00%
12101 482021 Camping Fee Other	\$ (52,000.00)	\$ -	\$ -	\$ (52,000.00)	0.00%
12101 482100 Prior Year Rent Income	\$ -	\$ (300.00)	\$ -	\$ 300.00	0.00%
12101 486001 Vending Commission	\$ (1,000.00)	\$ -	\$ -	\$ (1,000.00)	0.00%
12101 511110 Salary-Permanent Regular	\$ 106,413.00	\$ 5,040.09	\$ -	\$ 101,372.91	4.70%
12101 511210 Wages-Regular	\$ 126,295.00	\$ 8,729.34	\$ -	\$ 117,565.66	6.90%
12101 511220 Wages-Overtime	\$ 145.00	\$ -	\$ -	\$ 145.00	0.00%
12101 511240 Wages-Temporary	\$ 15,484.00	\$ -	\$ -	\$ 15,484.00	0.00%
12101 511310 Wages-Sick Leave	\$ -	\$ 463.09	\$ -	\$ (463.09)	0.00%
12101 511320 Wages-Vacation Pay	\$ -	\$ 1,422.68	\$ -	\$ (1,422.68)	0.00%
12101 511330 Wages-Longevity Pay	\$ 285.00	\$ -	\$ -	\$ 285.00	0.00%
12101 511340 Wages-Holiday Pay	\$ -	\$ 692.21	\$ -	\$ (692.21)	0.00%
12101 512141 Social Security	\$ 18,864.00	\$ 1,224.09	\$ -	\$ 17,639.91	6.50%
12101 512142 Retirement (Employer)	\$ 13,241.00	\$ 930.66	\$ -	\$ 12,310.34	7.00%
12101 512144 Health Insurance	\$ 31,767.00	\$ 3,340.20	\$ -	\$ 28,426.80	10.50%
12101 512145 Life Insurance	\$ 73.00	\$ 2.58	\$ -	\$ 70.42	3.50%
12101 512148 Unemployment Compensation	\$ -	\$ 2,642.52	\$ -	\$ (2,642.52)	0.00%
12101 512150 FSA Contribution	\$ 450.00	\$ -	\$ -	\$ 450.00	0.00%
12101 512173 Dental Insurance	\$ 3,589.00	\$ 359.77	\$ -	\$ 3,229.23	10.00%
12101 521219 Other Professional Serv	\$ 600.00	\$ -	\$ -	\$ 600.00	0.00%
12101 521297 Stall Cleaning	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00	0.00%
12101 529170 Grounds Keeping Charges	\$ 24,323.00	\$ 982.23	\$ -	\$ 23,340.77	4.00%
12101 531301 Office Equipment	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
12101 531303 Computer Equipmt & Software	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
12101 531311 Postage & Box Rent	\$ 200.00	\$ 7.68	\$ -	\$ 192.32	3.80%
12101 531312 Office Supplies	\$ 1,600.00	\$ 16.99	\$ -	\$ 1,583.01	1.10%
12101 531313 Printing & Duplicating	\$ 1,400.00	\$ -	\$ -	\$ 1,400.00	0.00%
12101 531314 Small Items Of Equipment	\$ 4,000.00	\$ 585.00	\$ -	\$ 3,415.00	14.60%
12101 531320 Safety Supplies	\$ 750.00	\$ -	\$ -	\$ 750.00	0.00%
12101 531322 Subscriptions	\$ 200.00	\$ -	\$ -	\$ 200.00	0.00%
12101 531324 Membership Dues	\$ 1,300.00	\$ 500.00	\$ -	\$ 800.00	38.50%
12101 531326 Advertising	\$ 4,500.00	\$ 1,276.51	\$ -	\$ 3,223.49	28.40%
12101 531349 Other Operating Expenses	\$ 1,500.00	\$ 40.00	\$ -	\$ 1,460.00	2.70%
12101 531351 Gas/Diesel	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	0.00%

FROM ACCOUNTS FOR:	2018 REVISED BUDGET	TO ACTUALS	2018 ENCUMBRANCE	1 AVAILABLE BUDGET	PCT USED
12101 531367 Wood Shavings	\$ 22,000.00	\$ -	\$ -	\$ 22,000.00	0.00%
12101 532325 Registration	\$ 1,200.00	\$ 59.00	\$ -	\$ 1,141.00	4.90%
12101 532332 Mileage	\$ 200.00	\$ 222.77	\$ -	\$ (22.77)	111.40%
12101 532334 Commercial Travel	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.00%
12101 532335 Meals	\$ 850.00	\$ 189.25	\$ -	\$ 660.75	22.30%
12101 532336 Lodging	\$ 3,500.00	\$ 863.00	\$ -	\$ 2,637.00	24.70%
12101 532339 Other Travel & Tolls	\$ 30.00	\$ 129.67	\$ -	\$ (99.67)	432.20%
12101 533221 Water	\$ 10,000.00	\$ 593.26	\$ -	\$ 9,406.74	5.90%
12101 533222 Electric	\$ 40,000.00	\$ 2,383.43	\$ -	\$ 37,616.57	6.00%
12101 533223 Sewer	\$ 8,100.00	\$ 496.70	\$ -	\$ 7,603.30	6.10%
12101 533224 Natural Gas	\$ 5,200.00	\$ 2,592.09	\$ -	\$ 2,607.91	49.80%
12101 533225 Telephone & Fax	\$ 2,000.00	\$ 172.50	\$ -	\$ 1,827.50	8.60%
12101 533235 Storm Water Utility	\$ 17,000.00	\$ 1,424.52	\$ -	\$ 15,575.48	8.40%
12101 533236 Wireless Internet	\$ 360.00	\$ 40.04	\$ -	\$ 319.96	11.10%
12101 535232 Graveling	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	0.00%
12101 535242 Maintain Machinery & Equip	\$ 6,000.00	\$ 5,059.56	\$ -	\$ 940.44	84.30%
12101 535245 Grounds Improvements	\$ 10,000.00	\$ 276.74	\$ -	\$ 9,723.26	2.80%
12101 535247 Building Repair & Maint	\$ 18,000.00	\$ 803.36	\$ -	\$ 17,196.64	4.50%
12101 535297 Refuse Collection	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00	0.00%
12101 535344 Household & Janitorial Supp	\$ 7,000.00	\$ 355.12	\$ -	\$ 6,644.88	5.10%
12101 535347 Beverage Purchases	\$ 10,000.00	\$ 352.56	\$ -	\$ 9,647.44	3.50%
12101 535349 Other Supplies	\$ -	\$ 128.09	\$ -	\$ (128.09)	0.00%
12101 535352 Vehicle Parts & Repairs	\$ 3,000.00	\$ 22.00	\$ -	\$ 2,978.00	0.70%
12101 535355 Plumbing & Electrical	\$ 7,000.00	\$ 4.20	\$ -	\$ 6,995.80	0.10%
12101 536533 Equipment Rent & Lease	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
12101 571004 IP Telephony Allocation	\$ 869.00	\$ 72.42	\$ -	\$ 796.58	8.30%
12101 571005 Duplicating Allocation	\$ 821.00	\$ 68.42	\$ -	\$ 752.58	8.30%
12101 571009 MIS PC Group Allocation	\$ 7,900.00	\$ 658.33	\$ -	\$ 7,241.67	8.30%
12101 571010 MIS Systems Grp Alloc(ISIS)	\$ 4,236.00	\$ 353.00	\$ -	\$ 3,883.00	8.30%
12101 591519 Other Insurance	\$ 9,185.00	\$ 765.39	\$ -	\$ 8,419.61	8.30%
12101 594809 Capital Building	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	0.00%
12101 594810 Capital Equipment	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	0.00%
12101 594819 Capital Other Equipment	\$ 25,000.00	\$ -	\$ 20,700.00	\$ 4,300.00	82.80%
12101 594821 Capital Improvement Land	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	0.00%
12101 594822 Capital Improvement Building	\$ 24,000.00	\$ -	\$ -	\$ 24,000.00	0.00%
 TOTAL Fair Park Activities	 \$ 129,000.00	 \$ 15,396.82	 \$ 20,700.00	 \$ 92,903.18	 28.00%
 TOTAL REVENUES	 \$ (579,430.00)	 \$ (30,944.24)	 \$ -	 \$ (548,485.76)	
TOTAL EXPENSES	\$ 708,430.00	\$ 46,341.06	\$ 20,700.00	\$ 641,388.94	

FROM ACCOUNTS FOR:	2018 REVISED BUDGET	TO ACTUALS	2018 ENCUMBRANCE	1 AVAILABLE BUDGET	PCT USED
12102 411100 General Property Taxes	\$ 17,692.00	\$ 1,474.33	\$ -	\$ 16,217.67	8.30%
12102 421001 State Aid	\$ (7,176.00)	\$ -	\$ -	\$ (7,176.00)	0.00%
12102 457001 UW Ext Education Activities	\$ -	\$ (30.00)	\$ -	\$ 30.00	0.00%
12102 457005 Reserved Seating Fees	\$ (40,000.00)	\$ -	\$ -	\$ (40,000.00)	0.00%
12102 457009 Contest Entry Fees	\$ (800.00)	\$ -	\$ -	\$ (800.00)	0.00%
12102 457010 Sponsor Revenue	\$ (100,000.00)	\$ -	\$ -	\$ (100,000.00)	0.00%
12102 457011 Gate Receipts	\$ (240,000.00)	\$ -	\$ -	\$ (240,000.00)	0.00%
12102 457013 Stall & Pen Fees	\$ (4,500.00)	\$ -	\$ -	\$ (4,500.00)	0.00%
12102 457021 Premium Book Sales	\$ (100.00)	\$ -	\$ -	\$ (100.00)	0.00%
12102 457029 FFA Enrollment	\$ (6,500.00)	\$ -	\$ -	\$ (6,500.00)	0.00%
12102 457030 Credit Card Surcharge	\$ (1,000.00)	\$ -	\$ -	\$ (1,000.00)	0.00%
12102 459001 Soda	\$ (15,000.00)	\$ -	\$ -	\$ (15,000.00)	0.00%
12102 482015 Space-Food Vendor	\$ (32,000.00)	\$ -	\$ -	\$ (32,000.00)	0.00%
12102 482016 Space-Beverage Vendor	\$ (75,000.00)	\$ -	\$ -	\$ (75,000.00)	0.00%
12102 482017 Space-Other Vendor	\$ (25,000.00)	\$ -	\$ -	\$ (25,000.00)	0.00%
12102 482018 Space-Carnival	\$ (30,000.00)	\$ (20.00)	\$ -	\$ (29,980.00)	0.10%
12102 482019 Camping Fee 4-H	\$ (22,000.00)	\$ -	\$ -	\$ (22,000.00)	0.00%
12102 482020 Camping Fee Vendor	\$ (1,500.00)	\$ -	\$ -	\$ (1,500.00)	0.00%
12102 511110 Salary-Permanent Regular	\$ 46,833.00	\$ 1,112.64	\$ -	\$ 45,720.36	2.40%
12102 511210 Wages-Regular	\$ 29,999.00	\$ 1,504.92	\$ -	\$ 28,494.08	5.00%
12102 511220 Wages-Overtime	\$ 11,252.00	\$ -	\$ -	\$ 11,252.00	0.00%
12102 511240 Wages-Temporary	\$ 40,353.00	\$ -	\$ -	\$ 40,353.00	0.00%
12102 511330 Wages-Longevity Pay	\$ 71.00	\$ -	\$ -	\$ 71.00	0.00%
12102 512141 Social Security	\$ 9,770.00	\$ 192.62	\$ -	\$ 9,577.38	2.00%
12102 512142 Retirement (Employer)	\$ 6,312.00	\$ 175.41	\$ -	\$ 6,136.59	2.80%
12102 512143 Retirement (Employee)	\$ 183.00	\$ -	\$ -	\$ 183.00	0.00%
12102 512144 Health Insurance	\$ 12,545.00	\$ 947.12	\$ -	\$ 11,597.88	7.50%
12102 512145 Life Insurance	\$ 51.00	\$ 0.75	\$ -	\$ 50.25	1.50%
12102 512150 FSA Contribution	\$ 175.00	\$ -	\$ -	\$ 175.00	0.00%
12102 512173 Dental Insurance	\$ 1,235.00	\$ 50.87	\$ -	\$ 1,184.13	4.10%
12102 521219 Other Professional Serv	\$ 15,200.00	\$ -	\$ -	\$ 15,200.00	0.00%
12102 521647 Veterinary Services	\$ 750.00	\$ -	\$ -	\$ 750.00	0.00%
12102 521648 Ambulance/EMA Services	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	0.00%
12102 521649 Security Services	\$ 5,200.00	\$ -	\$ -	\$ 5,200.00	0.00%
12102 529301 Fair Gate Workers	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	0.00%
12102 529302 Fair Judges	\$ 7,305.00	\$ -	\$ -	\$ 7,305.00	0.00%
12102 529303 Fair Superintendents	\$ 5,800.00	\$ -	\$ -	\$ 5,800.00	0.00%
12102 529304 Fair Parking Services	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	0.00%
12102 531001 Credit Card Fees	\$ 1,850.00	\$ 137.00	\$ -	\$ 1,713.00	7.40%
12102 531101 Tickets/Entry Tags	\$ 4,650.00	\$ -	\$ -	\$ 4,650.00	0.00%
12102 531102 Trophies/Plaques	\$ 400.00	\$ -	\$ -	\$ 400.00	0.00%
12102 531103 Ribbons	\$ 2,900.00	\$ -	\$ -	\$ 2,900.00	0.00%
12102 531181 Premiums	\$ 19,000.00	\$ -	\$ -	\$ 19,000.00	0.00%

FROM ACCOUNTS FOR:	2018 REVISED BUDGET	TO ACTUALS	2018 ENCUMBRANCE	1 AVAILABLE BUDGET	PCT USED
12102 531182 Fair Week Special Acts	\$ 185,000.00	\$ -	\$ -	\$ 185,000.00	0.00%
12102 531183 Sponsor Fees	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	0.00%
12102 531184 Fairest Of The Fair	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
12102 531311 Postage & Box Rent	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
12102 531312 Office Supplies	\$ 400.00	\$ -	\$ -	\$ 400.00	0.00%
12102 531313 Printing & Duplicating	\$ 250.00	\$ -	\$ -	\$ 250.00	0.00%
12102 531314 Small Items Of Equipment	\$ 700.00	\$ -	\$ -	\$ 700.00	0.00%
12102 531326 Advertising	\$ 37,500.00	\$ 1,558.24	\$ -	\$ 35,941.76	4.20%
12102 531349 Other Operating Expenses	\$ 750.00	\$ -	\$ -	\$ 750.00	0.00%
12102 531351 Gas/Diesel	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
12102 531367 Wood Shavings	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
12102 532332 Mileage	\$ 200.00	\$ -	\$ -	\$ 200.00	0.00%
12102 533221 Water	\$ 788.00	\$ -	\$ -	\$ 788.00	0.00%
12102 533222 Electric	\$ 6,556.00	\$ -	\$ -	\$ 6,556.00	0.00%
12102 533223 Sewer	\$ 1,490.00	\$ -	\$ -	\$ 1,490.00	0.00%
12102 533224 Natural Gas	\$ 70.00	\$ -	\$ -	\$ 70.00	0.00%
12102 533235 Storm Water Utility	\$ 713.00	\$ -	\$ -	\$ 713.00	0.00%
12102 535245 Grounds Improvements	\$ 800.00	\$ -	\$ -	\$ 800.00	0.00%
12102 535297 Refuse Collection	\$ 4,600.00	\$ -	\$ -	\$ 4,600.00	0.00%
12102 535347 Beverage Purchases	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	0.00%
12102 535355 Plumbing & Electrical	\$ 750.00	\$ -	\$ -	\$ 750.00	0.00%
12102 536533 Equipment Rent & Lease	\$ 80,000.00	\$ -	\$ -	\$ 80,000.00	0.00%
12102 571009 MIS PC Group Allocation	\$ 1,247.00	\$ 103.92	\$ -	\$ 1,143.08	8.30%
12102 571010 MIS Systems Grp Alloc(ISIS)	\$ 1,946.00	\$ 162.17	\$ -	\$ 1,783.83	8.30%
12102 591519 Other Insurance	\$ 3,490.00	\$ 290.86	\$ -	\$ 3,199.14	8.30%
TOTAL Fair Week	\$ -	\$ 7,660.85	\$ -	\$ (7,660.85)	0.00%
TOTAL REVENUES	\$ (582,884.00)	\$ 1,424.33	\$ -	\$ (584,308.33)	
TOTAL EXPENSES	\$ 582,884.00	\$ 6,236.52	\$ -	\$ 576,647.48	
GRAND TOTAL	\$ 129,000.00	\$ 23,057.67	\$ 20,700.00	\$ 85,242.33	33.90%

Fair Park Supervisors Report

April 5, 2018

Wash Rack and Swine Barn

Design Alliance is drawing up a plan for the wash rack and a plan for a future restroom. Restroom would be south and in line with Draft Horse Barn in line with Activity Center and Swine Barn. Sewage lift pump there to get power from transformer by Indoor Arena and also goes to Draft Barn.

Applied for a grant from Compeer for Swine Barn improvements

Temporary U.S. Cellular Tower

Trailer and tower will go in the far southwest corner behind storage building. They will add a breaker, conduit and an outlet for the unit and then it will stay after they are gone \$1,200 + \$100 per month for electricity Total \$1,900

Fair;

Tent rentals up \$20,059 – 2017 up from 2018 @ \$20,755

Tents; I checked with 4 tent companies

- JK Tent Rentals - They supply tents for Farm Technology Days but their pricing was higher
- Bucky's - higher \$25,688 and different sizes
- Gallagher was not available
- Affordable Tent rentals - Did not respond
- Big 10 rentals out of Iowa responded but never followed up with a quote

Harry Potter Festival changes

They are looking to change the name and theme to “**Warriors and Wizards**”. This would be something that incorporates the different super hero characters. It would be similar to Comic Con that draws all of the comic book super hero characters. Alliant center has a similar event on November 30 Wizard World Comic Con event

Kitchen Contract

Vera Concessions would like to continue

For Fair she has 7 or 8 extra people. She would pre-cook and have product ready so they can stay ahead or having a buffet line where you choose items and pay at the end.

They will continue to give the kitchen up for the 2 Car Shows. For the Sheep & Wool Festival they would vend outside and let the festival operate the kitchen and also the Yoga/Kurten Festival 9/21 & 22.

Capital Plans 2018

- New restroom - \$150,000
- Sign on Racine Street \$30,000
- Sign - \$120,000 on highway 26
- Land - \$350,000
- Blacktopping - \$50,000
- Expo Building –

Storage is out and buildings are being cleaned and water will be turned on in the next week.

Adding more campsites we will be licensed for over 200.

Jefferson County Fair Park Committee Meeting

Thursday, April 3, 2018

Fair Office Report

- Reconciling March Fair Park events
- Exhibitor Camping registration started March 1. Sold Out in a week, waiting list started.
- Concert tickets went on sale March 6.
- Fair Entry began April 1.
- Fair Sign-up Sessions to help people register for the Fair
 - Thursday April 12th 6:30 - 7:30pm
 - Tuesday April 17th during the Horse & Pony meeting (7pm)
 - Thursday April 19th during the Rabbit & Cat Meeting (7pm)
 - Thursday May 3rd 6:30 – 7:30pm
- Standard Process Company Picnic will return to the Fair on Saturday July 14.
- Winter storage - still waiting on about a dozen people to pick up their units
- Hired Alex Hein as Emergency Help. She started March 19 and is approved as needed until Aug. 3rd.
- Renee was on sick leave for 2 weeks in March.
- Catching up on other projects:
 - Keeping website, JCFP TV ads, radio commercials and social media up-to-date with event information and Fair updates.
 - Sponsorships
 - Advertising
 - Entertainment Contracts
 - Vendor Contracts