

Joint Meeting
Building and Grounds Committee
Fair Park Committee

MINUTES

Wednesday, January 3, 2019

1. Call to Order

Meeting was called to order by Payne at 8:32 a.m.

2. Roll Call

Building and Grounds Committee Members:

Greg David, Gregg Patrick, Laura Payne, Mary Roberts, Roger Lindl

Fair Park Committee Members:

Debra Hall-Kind, Peter Hartz, Roger Lindl, vice chair, Conor Nelan, Blane Poulson, chair, Kathleen Steindorf, Brandon White, secretary.

Others Present: Ben Wehmeier, County Administrator, Gail Scott, Health Director; Amy Listle, Fair Park Marketing Assistant, Renee Busshardt, Marketing Assistant; Emi Reiner, RN, Health Department, Roger Kylmanen, Fair Park Supervisor, Troy Barnett, American Lung Association and Brian Olson, Sheriff's Office.

3. Certification of compliance with the Open Meetings Law

Wehmeier reported that the meeting agenda was properly noticed in compliance with the law.

4. Review of the Agenda

No changes were made

5. Public Comment

None

6. Communications

- Handout from Tobacco Free Community Partnership

7. Discussion and possible action on the Jefferson County Smoke Free Air Act

A letter from the Health Director and a handout regarding Smoke Free Fair Park were provided for review. Wehmeier explained that the Health Department has been doing survey work at the Fair Park. Reiner and Scott said that the Health Department is recommending that the Fair Park be Smoke Free based on the positive survey results. The Board of Health supports this. Barnett provided additional information and passed around different vaping devices that are being used.

Changing the title of the "Smoke Free Air Act" was proposed to make it clear that this includes vaping devices. Enforcement was also discussed. Sgt. Olson said that enforcement would be difficult. Committee members discussed this. Wehmeier reviewed the current rules for the Fair Park. Currently the 30 foot rule only applies to the Activity Center doors. It was suggested to increase signage on all of the

buildings at Fair Park. Designated smoking areas were discussed. The administrator and fair park staff will look into designated areas, signage for using tobacco and better education. Staff will report back after the 2019 Fair. No action taken.

8. Discussion and possible action related to building sponsorship

Wehmeier gave some background on building sponsorships. Currently, these requests come through committee on a case by case basis. David expressed his concerns with sponsorships. Staff will do some research and develop a policy for review.

Motion by David/Poulson to direct Administration to develop a policy to address countywide building sponsorships.

Building and Grounds Committee: Motion by David/Roberts to develop a policy to address countywide building sponsorships. Motion passed 5-0.

Fair Park Committee: Motion by Nelan/Steindorf to develop a soft policy to address countywide building sponsorships. Motion passed 7-0.

9. Discuss future meeting schedule. Set next meeting date:

10. Discuss potential agenda items for the Committee's next meeting

11. Adjourn

Motion by Poulson/David to adjourn at 10:15 a.m. Motion passed 12-0.

11. Review of Financial Report:

November 2018 statement of revenues and expenditures was distributed and reviewed.

12. Review of Supervisor's Report:

None

13. Review of Office Report:

Amy Listle updated the committee as to the projects and events being worked on by the office staff at the Fair Park.

14. Discussion and possible action on future meeting schedule and agenda items:

Kitchen vending operations should stay on the agenda

15. Adjournment:

Conor Nelan made a motion to adjourn at 10:55 a.m., seconded by Roger Lindl. The motion passed unanimously.

Next scheduled meetings:

Regularly scheduled meetings in the Activity Center Conference Room at 8:30 a.m. on the 1st Thursday of the month:

February 7, 2019

March 7, 2019

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.

	REVISED			AVAILABLE	PCT
DECEMBER 2018 (Preliminary)	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
FAIR PARK					
REVENUES					
12101 411100 General Property Taxes	\$ (71,430.00)	\$ (5,952.50)	\$ -	\$ (65,477.50)	8.30%
12101 457010 Sponsor Revenue	\$ (50,000.00)	\$ -	\$ -	\$ (50,000.00)	0.00%
12101 457023 Other Public Charges	\$ -	\$ (1,995.29)	\$ -	\$ 1,995.29	0.00%
12101 457025 Horse Show Fees	\$ (23,000.00)	\$ (345.00)	\$ -	\$ (22,655.00)	1.50%
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)	\$ (28,820.87)	\$ -	\$ (147,179.13)	16.40%
12101 482013 Stall Rental	\$ (83,000.00)	\$ -	\$ -	\$ (83,000.00)	0.00%
12101 482014 Winter Storage Rental	\$ (45,000.00)	\$ (369.67)	\$ -	\$ (44,630.33)	0.80%
12101 482015 Space-Food Vendor	\$ (18,000.00)	\$ (185.43)	\$ -	\$ (17,814.57)	1.00%
12101 482016 Space-Beverage Vendor	\$ (17,000.00)	\$ (264.57)	\$ -	\$ (16,735.43)	1.60%
12101 482017 Space-Other Vendor	\$ (5,000.00)	\$ -	\$ -	\$ (5,000.00)	0.00%
12101 482021 Camping Fee Other	\$ (52,000.00)	\$ (603.79)	\$ -	\$ (51,396.21)	1.20%
12101 482100 Prior Year Rent Income	\$ -	\$ (300.00)	\$ -	\$ 300.00	0.00%
12101 486001 Vending Commission	\$ (1,000.00)	\$ (15.91)	\$ -	\$ (984.09)	1.60%
EXPENDITURES					
12101 511110 Salary-Permanent Regular	\$ 106,413.00	\$ 4,946.48	\$ -	\$ 101,466.52	4.60%
12101 511210 Wages-Regular	\$ 126,295.00	\$ 8,548.95	\$ -	\$ 117,746.05	6.80%
12101 511220 Wages-Overtime	\$ 145.00	\$ 181.22	\$ -	\$ (36.22)	125.00%
12101 511240 Wages-Temporary	\$ 15,484.00	\$ 160.19	\$ -	\$ 15,323.81	1.00%
12101 511280 Wages-Premium Pay	\$ -	\$ 4,450.00	\$ -	\$ (4,450.00)	0.00%
12101 511310 Wages-Sick Leave	\$ -	\$ 362.15	\$ -	\$ (362.15)	0.00%
12101 511320 Wages-Vacation Pay	\$ -	\$ 4.50	\$ -	\$ (4.50)	0.00%
12101 511330 Wages-Longevity Pay	\$ 285.00	\$ -	\$ -	\$ 285.00	0.00%
12101 512141 Social Security	\$ 18,864.00	\$ 1,405.36	\$ -	\$ 17,458.64	7.40%
12101 512142 Retirement (Employer)	\$ 13,241.00	\$ 1,176.37	\$ -	\$ 12,064.63	8.90%
12101 512144 Health Insurance	\$ 31,767.00	\$ 2,678.23	\$ -	\$ 29,088.77	8.40%
12101 512145 Life Insurance	\$ 73.00	\$ 2.59	\$ -	\$ 70.41	3.50%
12101 512146 Workers Compensation	\$ -	\$ 438.90	\$ -	\$ (438.90)	0.00%
12101 512148 Unemployment Compensation	\$ -	\$ 242.00	\$ -	\$ (242.00)	0.00%
12101 512150 FSA Contribution	\$ 450.00	\$ -	\$ -	\$ 450.00	0.00%
12101 512173 Dental Insurance	\$ 3,589.00	\$ 358.19	\$ -	\$ 3,230.81	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	\$ (2,900.02)	\$ -	\$ 27,223.02	11.90%
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	\$ 24.72	\$ -	\$ 175.28	12.40%
12101 531312 Office Supplies	\$ 1,600.00	\$ 17.08	\$ -	\$ 1,582.92	1.10%
12101 531313 Printing & Duplicating	\$ 1,400.00	\$ -	\$ -	\$ 1,400.00	0.00%
12101 531314 Small Items Of Equipment	\$ 4,000.00	\$ 31.85	\$ -	\$ 3,968.15	0.80%
12101 531320 Safety Supplies	\$ 750.00	\$ 20.78	\$ -	\$ 729.22	2.80%
12101 531322 Subscriptions	\$ 200.00	\$ -	\$ -	\$ 200.00	0.00%
12101 531324 Membership Dues	\$ 1,300.00	\$ 175.00	\$ -	\$ 1,125.00	13.50%

DECEMBER 2018 (Preliminary)	REVISED			AVAILABLE	PCT
	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
12101 531326 Advertising	\$ 4,500.00	\$ 40.00	\$ -	\$ 4,460.00	0.90%
12101 531349 Other Operating Expenses	\$ 1,500.00	\$ 979.00	\$ -	\$ 521.00	65.30%
12101 531351 Gas/Diesel	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	0.00%
12101 531367 Wood Shavings	\$ 22,000.00	\$ (2,268.00)	\$ -	\$ 24,268.00	10.30%
12101 532325 Registration	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	0.00%
12101 532332 Mileage	\$ 200.00	\$ -	\$ -	\$ 200.00	0.00%
12101 532334 Commercial Travel	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.00%
12101 532335 Meals	\$ 850.00	\$ -	\$ -	\$ 850.00	0.00%
12101 532336 Lodging	\$ 3,500.00	\$ 347.00	\$ -	\$ 3,153.00	9.90%
12101 532339 Other Travel & Tolls	\$ 30.00	\$ -	\$ -	\$ 30.00	0.00%
12101 533221 Water	\$ 10,000.00	\$ 602.83	\$ -	\$ 9,397.17	6.00%
12101 533222 Electric	\$ 40,000.00	\$ 2,432.18	\$ -	\$ 37,567.82	6.10%
12101 533223 Sewer	\$ 8,100.00	\$ 531.70	\$ -	\$ 7,568.30	6.60%
12101 533224 Natural Gas	\$ 5,200.00	\$ 1,250.96	\$ -	\$ 3,949.04	24.10%
12101 533225 Telephone & Fax	\$ 2,000.00	\$ 251.08	\$ -	\$ 1,748.92	12.60%
12101 533235 Storm Water Utility	\$ 17,000.00	\$ 1,424.52	\$ -	\$ 15,575.48	8.40%
12101 533236 Wireless Internet	\$ 360.00	\$ 120.12	\$ -	\$ 239.88	33.40%
12101 535232 Graveling	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	0.00%
12101 535242 Maintain Machinery & Equip	\$ 6,000.00	\$ 26.91	\$ -	\$ 5,973.09	0.40%
12101 535245 Grounds Improvements	\$ 10,000.00	\$ 652.94	\$ -	\$ 9,347.06	6.50%
12101 535247 Building Repair & Maint	\$ 18,000.00	\$ 1,331.56	\$ -	\$ 16,668.44	7.40%
12101 535297 Refuse Collection	\$ 9,000.00	\$ 364.89	\$ -	\$ 8,635.11	4.10%
12101 535344 Household & Janitorial Supp	\$ 7,000.00	\$ 27.99	\$ -	\$ 6,972.01	0.40%
12101 535347 Beverage Purchases	\$ 10,000.00	\$ (259.62)	\$ -	\$ 10,259.62	2.60%
12101 535349 Other Supplies	\$ -	\$ 329.73	\$ -	\$ (329.73)	0.00%
12101 535352 Vehicle Parts & Repairs	\$ 3,000.00	\$ 229.49	\$ -	\$ 2,770.51	7.60%
12101 535355 Plumbing & Electrical	\$ 7,000.00	\$ 1,663.57	\$ -	\$ 5,336.43	23.80%
12101 536533 Equipment Rent & Lease	\$ 1,000.00	\$ (5,852.25)	\$ -	\$ 6,852.25	585.20%
12101 571004 IP Telephony Allocation	\$ 869.00	\$ 248.83	\$ -	\$ 620.17	28.60%
12101 571005 Duplicating Allocation	\$ 821.00	\$ (403.74)	\$ -	\$ 1,224.74	49.20%
12101 571009 MIS PC Group Allocation	\$ 7,900.00	\$ 1,316.20	\$ -	\$ 6,583.80	16.70%
12101 571010 MIS Systems Grp Alloc(ISIS)	\$ 4,236.00	\$ 1,016.03	\$ -	\$ 3,219.97	24.00%
12101 591519 Other Insurance	\$ 9,185.00	\$ (75.54)	\$ -	\$ 9,260.54	0.80%
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	\$ -	\$ -	\$ 25,000.00	0.00%
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	\$ (10,200.11)	\$ -	\$ 139,200.11	-7.90%
TOTAL REVENUES	\$ (579,430.00)	\$ (38,853.03)	\$ -	\$ (540,576.97)	
TOTAL EXPENSES	\$ 708,430.00	\$ 28,652.92	\$ -	\$ 679,777.08	

	REVISED			AVAILABLE	PCT
DECEMBER 2018 (Preliminary)	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
FAIR WEEK					
REVENUES					
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 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)	\$ (2,795.24)	\$ -	\$ (12,204.76)	18.60%
12102 482015 Space-Food Vendor	\$ (32,000.00)	\$ (1,104.76)	\$ -	\$ (30,895.24)	3.50%
12102 482016 Space-Beverage Vendor	\$ (75,000.00)	\$ -	\$ -	\$ (75,000.00)	0.00%
12102 482017 Space-Other Vendor	\$ (25,000.00)	\$ (645.00)	\$ -	\$ (24,355.00)	2.60%
12102 482018 Space-Carnival	\$ (30,000.00)	\$ -	\$ -	\$ (30,000.00)	0.00%
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%
EXPENDITURES					
12102 511110 Salary-Permanent Regular	\$ 46,833.00	\$ 936.74	\$ -	\$ 45,896.26	2.00%
12102 511210 Wages-Regular	\$ 29,999.00	\$ 1,742.06	\$ -	\$ 28,256.94	5.80%
12102 511220 Wages-Overtime	\$ 11,252.00	\$ -	\$ -	\$ 11,252.00	0.00%
12102 511240 Wages-Temporary	\$ 40,353.00	\$ 235.62	\$ -	\$ 40,117.38	0.60%
12102 511330 Wages-Longevity Pay	\$ 71.00	\$ -	\$ -	\$ 71.00	0.00%
12102 512141 Social Security	\$ 9,770.00	\$ 215.70	\$ -	\$ 9,554.30	2.20%
12102 512142 Retirement (Employer)	\$ 6,312.00	\$ 175.87	\$ -	\$ 6,136.13	2.80%
12102 512143 Retirement (Employee)	\$ 183.00	\$ -	\$ -	\$ 183.00	0.00%
12102 512144 Health Insurance	\$ 12,545.00	\$ 734.83	\$ -	\$ 11,810.17	5.90%
12102 512145 Life Insurance	\$ 51.00	\$ 0.76	\$ -	\$ 50.24	1.50%
12102 512150 FSA Contribution	\$ 175.00	\$ -	\$ -	\$ 175.00	0.00%
12102 512173 Dental Insurance	\$ 1,235.00	\$ 50.68	\$ -	\$ 1,184.32	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	\$ 250.00	\$ -	\$ 5,550.00	4.30%
12102 529304 Fair Parking Services	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	0.00%
12102 531001 Credit Card Fees	\$ 1,850.00	\$ 347.06	\$ -	\$ 1,502.94	18.80%
12102 531101 Tickets/Entry Tags	\$ 4,650.00	\$ 1,616.41	\$ -	\$ 3,033.59	34.80%
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%

	REVISED			AVAILABLE	PCT
DECEMBER 2018 (Preliminary)	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
12102 531182 Fair Week Special Acts	\$ 185,000.00	\$ -	\$ -	\$ 185,000.00	0.00%
12102 531183 Sponsor Fees	\$ 2,500.00	\$ 1,380.00	\$ -	\$ 1,120.00	55.20%
12102 531184 Fairest Of The Fair	\$ 1,000.00	\$ 300.00	\$ -	\$ 700.00	30.00%
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	\$ 1,546.00	\$ -	\$ 35,954.00	4.10%
12102 531349 Other Operating Expenses	\$ 750.00	\$ 121.00	\$ -	\$ 629.00	16.10%
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 535247 Building Repair & Maint	\$ -	\$ 29.43	\$ -	\$ (29.43)	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	\$ 208.12	\$ -	\$ 1,038.88	16.70%
12102 571010 MIS Systems Grp Alloc(ISIS)	\$ 1,946.00	\$ 469.11	\$ -	\$ 1,476.89	24.10%
12102 591519 Other Insurance	\$ 3,490.00	\$ (62.60)	\$ -	\$ 3,552.60	1.80%
TOTAL Fair Week	\$ -	\$ 7,226.12	\$ -	\$ (7,226.12)	0.00%
TOTAL REVENUES	\$ (582,884.00)	\$ (3,070.67)	\$ -	\$ (579,813.33)	
TOTAL EXPENSES	\$ 582,884.00	\$ 10,296.79	\$ -	\$ 572,587.21	
GRAND TOTAL	\$ 129,000.00	\$ (2,973.99)	\$ -	\$ 131,973.99	-2.30%

Fair Park Supervisors Report February 7, 2019

- I sent out an email to UWX and MAP with plans for building and pens with not much feedback.
I met with the city building inspector and plans look good
Sewer does not need a State plan as we do not have enough fixtures using but will need when we connect a restroom
Neil Mathes is designing electric panel for sewage ejector, outlet layout wash rack lighting. We may use our 400 watt metal halide lights that we had in the Activity Center for inside Swine Barn
Water lines will be reconnected to the existing plumbing in Swine Barn and run to wash rack. We may need to add a new water line and meter in the future.
- Working on getting plans ready for Swine Barn also pricing new pens. New pens \$10,000 for about 47 pens
We could use some out of center area and old ones we have from many years ago
- Floor was polished and sealed; looks good just need to wash it more often to keep its shine.
- 1 Buckskin horse show dropped as there was another show to close to theirs. June 29, 30

Jefferson County Fair Park Committee Meeting

Thursday, February 7, 2019

Fair Office Report

- Keeping website, JCFP TV ads, radio commercials and social media up-to-date with event information and Fair updates.
- Reconciling January Fair Park events.
- Booking 2019 Fair Entertainment
- Continuing with Sponsorships and Community Relations
- The Fair Park office attended the WI Association of Fairs Convention in WI Dells, January 6-9, 2019. Kiley competed in the WI State Fairest of the Fair Finals at the convention and did a great job.
- Amy Listle will be attending the IAFE Fair Management Institute Summit March 3 – 6th in Houston, TX. The Summit is a requirement for the Institute program. After the Summit, Amy will be over half way completed with the program with an anticipated graduation date of November 2022.