

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

Date: Thursday, June 6, 2019

Time: 8:30 a.m.

Committee members:	Poulson, Blane (Chair)	Hartz, Peter
	Lindl, Roger (Vice Chair)	Nelan, Conor
	White, Brandon (Secretary)	Hall-Kind, Debra
		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 May 2, 2019
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. Updates on 2019 Fair preparations
10. Discussion and possible action on Marketing Partnerships and Sponsorships
11. Update on Swine Barn and Wash Rack project
12. Review of Financial Report
13. Review of Director's Report
14. Discussion and possible action on future meeting schedule and agenda items
15. Adjourn

Next scheduled meetings:

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

June 27, 2019

Meetings to be held at 2:00 p.m. outside the main gate off Puerner Street:

July 10, 2019

July 11, 2019

July 12, 2019

July 13, 2019

July 14, 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.

12. Review of Financial Report: March 2019 statement of revenues and expenditures were distributed and reviewed.

13. Review of Director's Report:
Amy Listle updated the committee.

14. Review of Supervisor's Report:
Roger Kylmanen updated the committee as to the projects being completed by the maintenance department.

15. Review of Office Report:
Renee Busshardt updated the committee as to the projects and events being worked on by the office staff at the Fair Park.

16. Discussion and possible action on future meeting schedule and agenda items:
The Committee discussed and agreed to move the July 4, 2019, meeting to June 27, 2019.

17. Adjournment:
Roger Lindl made a motion to adjourn at 8:51 a.m., seconded by Peter Hartz. The motion passed unanimously.

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Jefferson County Fair Park Committee Meeting
Thursday, June 6, 2019
Director's Report

- Working to fill the Marketing Specialist and Fair Week Help positions by June 24th
- Hired David Zimmerman as full-time Maintenance Worker II
- Hired Devin Schmieder as Summer seasonal maintenance worker
- Started weekly staff meetings on Mondays
- Working on contracts for vendors, sponsors, entertainers, and advertising
- Keeping website, JCFP TV ads, radio commercials and social media up-to-date with event information and Fair updates.
- Reconciling May Fair Park events
- Continuing with Sponsorships and Community Relations
- Sign-up for Open and Senior entries due June 14, 2019
- Fair Week Parking In-the-Park is still available.

	REVISED			AVAILABLE	PCT
APRIL 2019	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
FAIR PARK					
REVENUES					
12101 411100 General Property Taxes	\$ (126,095.00)	\$ (42,031.68)	\$ -	\$ (84,063.32)	33.30%
12101 457010 Sponsor Revenue	\$ (85,000.00)	\$ (19,207.00)	\$ -	\$ (65,793.00)	22.60%
12101 457025 Horse Show Fees	\$ (22,000.00)	\$ (7,540.54)	\$ -	\$ (14,459.46)	34.30%
12101 457026 Shaving Sales	\$ (32,000.00)	\$ -	\$ -	\$ (32,000.00)	0.00%
12101 474169 Fair Billed	\$ (4,000.00)	\$ -	\$ -	\$ (4,000.00)	0.00%
12101 480102 Misc Reimbursement	\$ -	\$ (445.00)	\$ -	\$ 445.00	0.00%
12101 482012 Building Rental	\$ (180,000.00)	\$ (68,542.22)	\$ -	\$ (111,457.78)	38.10%
12101 482013 Stall Rental	\$ (75,000.00)	\$ -	\$ -	\$ (75,000.00)	0.00%
12101 482014 Winter Storage Rental	\$ (50,000.00)	\$ -	\$ -	\$ (50,000.00)	0.00%
12101 482015 Space-Food Vendor	\$ (11,201.00)	\$ (844.21)	\$ -	\$ (10,356.79)	7.50%
12101 482016 Space-Beverage Vendor	\$ (10,000.00)	\$ (2,300.95)	\$ -	\$ (7,699.05)	23.00%
12101 482017 Space-Other Vendor	\$ (3,000.00)	\$ (232.00)	\$ -	\$ (2,768.00)	7.70%
12101 482021 Camping Fee Other	\$ (62,000.00)	\$ (3,568.97)	\$ -	\$ (58,431.03)	5.80%
12101 482100 Prior Year Rent Income	\$ -	\$ (800.00)	\$ -	\$ 800.00	0.00%
12101 483004 Sale Salvage & Waste	\$ (29,000.00)	\$ -	\$ -	\$ (29,000.00)	0.00%
12101 486001 Vending Commission	\$ (1,000.00)	\$ (112.95)	\$ -	\$ (887.05)	11.30%
EXPENDITURES					
12101 511110 Salary-Permanent Regular	\$ 110,807.00	\$ 21,069.06	\$ -	\$ 89,737.94	19.00%
12101 511210 Wages-Regular	\$ 137,700.00	\$ 39,728.67	\$ -	\$ 97,971.33	28.90%
12101 511220 Wages-Overtime	\$ 4,517.00	\$ 114.01	\$ -	\$ 4,402.99	2.50%
12101 511240 Wages-Temporary	\$ 24,000.00	\$ 2,142.26	\$ -	\$ 21,857.74	8.90%
12101 511330 Wages-Longevity Pay	\$ 297.00	\$ -	\$ -	\$ 297.00	0.00%
12101 512141 Social Security	\$ 21,215.00	\$ 4,730.67	\$ -	\$ 16,484.33	22.30%
12101 512142 Retirement (Employer)	\$ 14,610.00	\$ 3,540.97	\$ -	\$ 11,069.03	24.20%
12101 512144 Health Insurance	\$ 34,681.00	\$ 7,870.43	\$ -	\$ 26,810.57	22.70%
12101 512145 Life Insurance	\$ 73.00	\$ 10.36	\$ -	\$ 62.64	14.20%
12101 512146 Workers Compensation	\$ -	\$ 3,398.35	\$ -	\$ (3,398.35)	0.00%
12101 512148 Unemployment Compensation	\$ -	\$ 1,044.00	\$ -	\$ (1,044.00)	0.00%
12101 512150 FSA Contribution	\$ 4,800.00	\$ -	\$ -	\$ 4,800.00	0.00%
12101 512151 HSA Contribution	\$ -	\$ 3,599.99	\$ -	\$ (3,599.99)	0.00%
12101 512173 Dental Insurance	\$ 3,589.00	\$ 613.59	\$ -	\$ 2,975.41	17.10%
12101 521297 Stall Cleaning	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0.00%
12101 529170 Grounds Keeping Charges	\$ 26,951.00	\$ 7,283.59	\$ -	\$ 19,667.41	27.00%
12101 531301 Office Equipment	\$ 460.00	\$ -	\$ -	\$ 460.00	0.00%
12101 531311 Postage & Box Rent	\$ 200.00	\$ 22.21	\$ -	\$ 177.79	11.10%
12101 531312 Office Supplies	\$ 1,400.00	\$ 47.56	\$ -	\$ 1,352.44	3.40%
12101 531313 Printing & Duplicating	\$ 1,400.00	\$ 230.80	\$ -	\$ 1,169.20	16.50%
12101 531314 Small Items Of Equipment	\$ 4,000.00	\$ 565.14	\$ -	\$ 3,434.86	14.10%
12101 531320 Safety Supplies	\$ 750.00	\$ 189.64	\$ -	\$ 560.36	25.30%
12101 531322 Subscriptions	\$ 200.00	\$ -	\$ -	\$ 200.00	0.00%
12101 531324 Membership Dues	\$ 1,700.00	\$ 1,337.10	\$ -	\$ 362.90	78.70%
12101 531326 Advertising	\$ 4,500.00	\$ 3,056.71	\$ -	\$ 1,443.29	67.90%
12101 531349 Other Operating Expenses	\$ 1,000.00	\$ 802.41	\$ -	\$ 197.59	80.20%
12101 531351 Gas/Diesel	\$ 6,000.00	\$ 1,029.04	\$ -	\$ 4,970.96	17.20%
12101 531367 Wood Shavings	\$ 22,000.00	\$ -	\$ -	\$ 22,000.00	0.00%
12101 532325 Registration	\$ 1,533.00	\$ 357.00	\$ -	\$ 1,176.00	23.30%
12101 532332 Mileage	\$ 200.00	\$ 734.34	\$ -	\$ (534.34)	367.20%
12101 532334 Commercial Travel	\$ 800.00	\$ 219.96	\$ -	\$ 580.04	27.50%
12101 532335 Meals	\$ 700.00	\$ 122.25	\$ -	\$ 577.75	17.50%
12101 532336 Lodging	\$ 3,500.00	\$ 1,989.55	\$ -	\$ 1,510.45	56.80%

	REVISED			AVAILABLE	PCT
APRIL 2019	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
12101 532339 Other Travel & Tolls	\$ -	\$ 21.45	\$ -	\$ (21.45)	0.00%
12101 533221 Water	\$ 11,000.00	\$ 2,427.27	\$ -	\$ 8,572.73	22.10%
12101 533222 Electric	\$ 48,000.00	\$ 9,063.87	\$ -	\$ 38,936.13	18.90%
12101 533223 Sewer	\$ 8,100.00	\$ 2,142.80	\$ -	\$ 5,957.20	26.50%
12101 533224 Natural Gas	\$ 5,200.00	\$ 4,627.06	\$ -	\$ 572.94	89.00%
12101 533225 Telephone & Fax	\$ 2,000.00	\$ 712.99	\$ -	\$ 1,287.01	35.60%
12101 533235 Storm Water Utility	\$ 17,000.00	\$ 5,698.08	\$ -	\$ 11,301.92	33.50%
12101 533236 Wireless Internet	\$ -	\$ 240.24	\$ -	\$ (240.24)	0.00%
12101 535232 Graveling	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	0.00%
12101 535242 Maintain Machinery & Equip	\$ 6,000.00	\$ 1,849.76	\$ -	\$ 4,150.24	30.80%
12101 535245 Grounds Improvements	\$ 10,000.00	\$ (194.43)	\$ -	\$ 10,194.43	1.90%
12101 535247 Building Repair & Maint	\$ 18,000.00	\$ 4,818.10	\$ -	\$ 13,181.90	26.80%
12101 535297 Refuse Collection	\$ 9,000.00	\$ 1,997.72	\$ -	\$ 7,002.28	22.20%
12101 535344 Household & Janitorial Supp	\$ 7,000.00	\$ 2,457.58	\$ -	\$ 4,542.42	35.10%
12101 535347 Beverage Purchases	\$ 10,000.00	\$ 2,241.95	\$ -	\$ 7,758.05	22.40%
12101 535349 Other Supplies	\$ -	\$ 206.97	\$ -	\$ (206.97)	0.00%
12101 535352 Vehicle Parts & Repairs	\$ 3,000.00	\$ 44.93	\$ -	\$ 2,955.07	1.50%
12101 535355 Plumbing & Electrical	\$ 7,000.00	\$ 950.83	\$ -	\$ 6,049.17	13.60%
12101 536533 Equipment Rent & Lease	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
12101 571004 IP Telephony Allocation	\$ 755.00	\$ 251.68	\$ -	\$ 503.32	33.30%
12101 571005 Duplicating Allocation	\$ 626.00	\$ 208.68	\$ -	\$ 417.32	33.30%
12101 571009 MIS PC Group Allocation	\$ 8,995.00	\$ 2,998.32	\$ -	\$ 5,996.68	33.30%
12101 571010 MIS Systems Grp Alloc(ISIS)	\$ 3,852.00	\$ 1,284.00	\$ -	\$ 2,568.00	33.30%
12101 591519 Other Insurance	\$ 8,685.00	\$ 2,894.84	\$ -	\$ 5,790.16	33.30%
12101 594810 Capital Equipment	\$ 50,000.00	\$ 5,116.00	\$ -	\$ 44,884.00	10.20%
12101 594821 Capital Improvement Land	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	0.00%
12101 594822 Capital Improvement Building	\$ 99,000.00	\$ 38,883.00	\$ 83,417.00	\$ (23,300.00)	123.50%
12101 594829 Capital Improvement Other	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	0.00%
12101 699992 Balance Forward Prior Year	\$ (64,000.00)	\$ -	\$ -	\$ (64,000.00)	0.00%
TOTAL Fair Park Activities	\$ 63,000.00	\$ 51,167.83	\$ 83,417.00	\$ (71,584.83)	213.60%
TOTAL REVENUES	\$ (754,296.00)	\$ (145,625.52)	\$ -	\$ (608,670.48)	
TOTAL EXPENSES	\$ 817,296.00	\$ 196,793.35	\$ 83,417.00	\$ 537,085.65	

	REVISED			AVAILABLE	PCT
APRIL 2019	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
FAIR WEEK					
REVENUES					
12102 411100 General Property Taxes	\$ 37,754.00	\$ 12,584.68	\$ -	\$ 25,169.32	33.30%
12102 421001 State Aid	\$ (7,500.00)	\$ (7,712.59)	\$ -	\$ 212.59	102.80%
12102 457005 Reserved Seating Fees	\$ (40,000.00)	\$ (13,055.00)	\$ -	\$ (26,945.00)	32.60%
12102 457010 Sponsor Revenue	\$ (100,000.00)	\$ -	\$ -	\$ (100,000.00)	0.00%
12102 457011 Gate Receipts	\$ (240,000.00)	\$ (12,357.00)	\$ -	\$ (227,643.00)	5.10%
12102 457013 Stall & Pen Fees	\$ (8,000.00)	\$ (921.75)	\$ -	\$ (7,078.25)	11.50%
12102 457021 Premium Book Sales	\$ (150.00)	\$ (180.00)	\$ -	\$ 30.00	120.00%
12102 457023 Other Public Charges	\$ (21,500.00)	\$ -	\$ -	\$ (21,500.00)	0.00%
12102 457029 FFA Enrollment	\$ (6,000.00)	\$ (521.00)	\$ -	\$ (5,479.00)	8.70%
12102 457030 Credit Card Surcharge	\$ (7,000.00)	\$ (1,827.00)	\$ -	\$ (5,173.00)	26.10%
12102 457033 Small Items Sponsor	\$ (500.00)	\$ -	\$ -	\$ (500.00)	0.00%
12102 457034 Parking Fees	\$ (2,000.00)	\$ (378.69)	\$ -	\$ (1,621.31)	18.90%
12102 459001 Soda	\$ (18,000.00)	\$ (654.01)	\$ -	\$ (17,345.99)	3.60%
12102 482015 Space-Food Vendor	\$ (32,000.00)	\$ -	\$ -	\$ (32,000.00)	0.00%
12102 482016 Space-Beverage Vendor	\$ (80,000.00)	\$ -	\$ -	\$ (80,000.00)	0.00%
12102 482017 Space-Other Vendor	\$ (25,000.00)	\$ -	\$ -	\$ (25,000.00)	0.00%
12102 482018 Space-Carnival	\$ (30,000.00)	\$ -	\$ -	\$ (30,000.00)	0.00%
12102 482019 Camping Fee 4-H	\$ (23,000.00)	\$ (22,585.00)	\$ -	\$ (415.00)	98.20%
12102 482020 Camping Fee Vendor	\$ (1,600.00)	\$ -	\$ -	\$ (1,600.00)	0.00%
EXPENDITURES					
12102 511110 Salary-Permanent Regular	\$ 48,654.00	\$ 5,767.03	\$ -	\$ 42,886.97	11.90%
12102 511210 Wages-Regular	\$ 78,334.00	\$ 8,738.17	\$ -	\$ 69,595.83	11.20%
12102 511220 Wages-Overtime	\$ 12,798.00	\$ 7,302.54	\$ -	\$ 5,495.46	57.10%
12102 511240 Wages-Temporary	\$ -	\$ 1,000.64	\$ -	\$ (1,000.64)	0.00%
12102 511330 Wages-Longevity Pay	\$ 74.00	\$ -	\$ -	\$ 74.00	0.00%
12102 512141 Social Security	\$ 10,699.00	\$ 1,706.60	\$ -	\$ 8,992.40	16.00%
12102 512142 Retirement (Employer)	\$ 6,988.00	\$ 1,008.42	\$ -	\$ 5,979.58	14.40%
12102 512144 Health Insurance	\$ 10,165.00	\$ 3,447.84	\$ -	\$ 6,717.16	33.90%
12102 512145 Life Insurance	\$ 51.00	\$ 3.04	\$ -	\$ 47.96	6.00%
12102 512150 FSA Contribution	\$ 1,400.00	\$ -	\$ -	\$ 1,400.00	0.00%
12102 512151 HSA Contribution	\$ -	\$ 1,400.01	\$ -	\$ (1,400.01)	0.00%
12102 512173 Dental Insurance	\$ 1,235.00	\$ 301.37	\$ -	\$ 933.63	24.40%
12102 521219 Other Professional Serv	\$ 18,100.00	\$ -	\$ -	\$ 18,100.00	0.00%
12102 521647 Veterinary Services	\$ 750.00	\$ -	\$ -	\$ 750.00	0.00%
12102 521648 Ambulance/EMA Services	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0.00%
12102 521649 Security Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.00%
12102 529301 Fair Gate Workers	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	0.00%
12102 529302 Fair Judges	\$ 7,300.00	\$ -	\$ -	\$ 7,300.00	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	\$ 3,500.00	\$ 1,651.66	\$ -	\$ 1,848.34	47.20%
12102 531101 Tickets/Entry Tags	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	0.00%
12102 531102 Trophies/Plaques	\$ 400.00	\$ 55.72	\$ -	\$ 344.28	13.90%
12102 531103 Ribbons	\$ 2,900.00	\$ 1,122.12	\$ -	\$ 1,777.88	38.70%
12102 531181 Premiums	\$ 19,000.00	\$ -	\$ -	\$ 19,000.00	0.00%
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	\$ 2.05	\$ -	\$ 497.95	0.40%

APRIL 2019	REVISED			AVAILABLE	PCT
	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
12102 531312 Office Supplies	\$ 400.00	\$ -	\$ -	\$ 400.00	0.00%
12102 531313 Printing & Duplicating	\$ 250.00	\$ 581.74	\$ -	\$ (331.74)	232.70%
12102 531314 Small Items Of Equipment	\$ 700.00	\$ -	\$ -	\$ 700.00	0.00%
12102 531326 Advertising	\$ 37,500.00	\$ 2,571.21	\$ -	\$ 34,928.79	6.90%
12102 531349 Other Operating Expenses	\$ 750.00	\$ 553.98	\$ -	\$ 196.02	73.90%
12102 531351 Gas/Diesel	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
12102 531367 Wood Shavings	\$ 1,900.00	\$ -	\$ -	\$ 1,900.00	0.00%
12102 532332 Mileage	\$ 200.00	\$ -	\$ -	\$ 200.00	0.00%
12102 533221 Water	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
12102 533222 Electric	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00	0.00%
12102 533223 Sewer	\$ 1,400.00	\$ -	\$ -	\$ 1,400.00	0.00%
12102 533224 Natural Gas	\$ 75.00	\$ -	\$ -	\$ 75.00	0.00%
12102 533235 Storm Water Utility	\$ 725.00	\$ -	\$ -	\$ 725.00	0.00%
12102 535242 Maintain Machinery & Equip	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
12102 535245 Grounds Improvements	\$ 800.00	\$ -	\$ -	\$ 800.00	0.00%
12102 535247 Building Repair & Maint	\$ 1,500.00	\$ 338.10	\$ -	\$ 1,161.90	22.50%
12102 535297 Refuse Collection	\$ 4,600.00	\$ -	\$ -	\$ 4,600.00	0.00%
12102 535347 Beverage Purchases	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00	0.00%
12102 535355 Plumbing & Electrical	\$ 800.00	\$ -	\$ -	\$ 800.00	0.00%
12102 536533 Equipment Rent & Lease	\$ 75,000.00	\$ -	\$ 21,087.86	\$ 53,912.14	28.10%
12102 571009 MIS PC Group Allocation	\$ 1,420.00	\$ 473.32	\$ -	\$ 946.68	33.30%
12102 571010 MIS Systems Grp Alloc(ISIS)	\$ 1,770.00	\$ 590.00	\$ -	\$ 1,180.00	33.30%
12102 591519 Other Insurance	\$ 3,658.00	\$ 1,219.40	\$ -	\$ 2,438.60	33.30%
TOTAL Fair Week	\$ -	\$ (7,772.40)	\$ 21,087.86	\$ (13,315.46)	0.00%
TOTAL REVENUES	\$ (604,496.00)	\$ (47,607.36)	\$ -	\$ (556,888.64)	
TOTAL EXPENSES	\$ 604,496.00	\$ 39,834.96	\$ 21,087.86	\$ 543,573.18	
FAIR EXPANSION					
EXPENDITURES					
12103 594960 Capital Reserve	\$ 35,857.00	\$ -	\$ -	\$ 35,856.79	0.00%
12103 699800 Resv Applied Capital	\$ (35,857.00)	\$ -	\$ -	\$ (35,856.79)	0.00%
TOTAL Fair Expansion Donations	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL REVENUES	\$ (35,857.00)	\$ -	\$ -	\$ (35,856.79)	
TOTAL EXPENSES	\$ 35,857.00	\$ -	\$ -	\$ 35,856.79	
GRAND TOTAL	\$ 63,000.00	\$ 43,395.43	\$ 104,504.86	\$ (84,900.29)	234.80%