

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

Date: Thursday, February 9, 2023

Time: 8:30 a.m.

Committee members:	Poulson, Blane (Chair)	Groose, Mark
	White, Brandon (Vice-Chair)	Lindl, Roger
	Drayna, Dave	Haferman, Jerry
	Hall-Kind, Debra	

1. Call to Order
2. Roll Call (establish a quorum)
3. Certification of Compliance with Open Meetings Law
4. Review of Agenda
5. Public Comment (Members of the public who wish to address the committee on specific agenda items must register at this time)
6. Approval of January 19, 2023 committee meeting minutes
7. Communications
8. Review of Community Feedback & Suggestions on Fair Operations
9. Updates on Fair Park operations
10. Updates on 2023 Jefferson County Fair
11. Discussion and possible action on the 2023 Animal Auction & Youth Celebration Information.
12. Discussion and possible action on 2023 Fair Entry Information.
13. Review of Financial Report
14. Review of Director's Report
15. Discussion and possible action on tentative future meeting schedule and agenda items
16. Adjourn

Next scheduled meetings to be held at the Fair Park Activity Center at 8:30 a.m.:

March 9, 2023

April 13, 2023

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.

Topic: Fair Park Committee

Time: February 9, 2023 08:30 AM Central Time (US and Canada)

Join Zoom Meeting:

<https://us06web.zoom.us/j/2614972838?pwd=YW9ZdFk3Mm5CR0o0RFU1cE5uUjRvQT09>

Meeting ID: 261 497 2838

Password: JCFP2023

Dial by your location: +1 312 626 6799 US (Chicago)



2023 Jefferson County Fair Animal Auction & Youth Celebration Information

The Jefferson County Fair Animal Auction & Youth Celebration is a program of the Jefferson County Fair. The Fair and Fair Park is a quasi-municipal corporation of Jefferson County and is governed by its rules and regulations. The Jefferson County Fair logo, letterhead and bidder/buyer list is for the exclusive use of conducting business for the Jefferson County Fair Animal Auction & Youth Celebration. Any unapproved use is prohibited and may result in disciplinary actions, which may include auction privileges. Auction participants agree to assume the risk of property damage, personal injury or bodily harm and release the Jefferson County Fair/Fair Park and Jefferson County from all liability for personal injury and loss of property.

Jefferson County Fair Animal Auction & Youth Celebration Goals

1. Develop a program/event which allows as many Fair youth exhibitors as possible an equitable opportunity to be recognized for outstanding Fair achievement.
2. Expand community awareness and participation in the Fair, its events/programs and the Fair's value to youth development.
3. Demonstrate positive human to human interaction and goodwill.
4. Reaffirm the importance of the Fair and Fair Park as valuable community assets to residents of Jefferson County, Fair attendees, and youth exhibitors.
5. Incentive to develop skills associated with positive animal management as a recreation or business.
6. Develop an understanding and appreciation of the role of an event/public auction in philanthropic and entrepreneurship activities.

Participant Eligibility

1. Auction participants must meet Jefferson County Fair exhibitor eligibility requirements as stated in the Fair entry information (available online at jcfairpark.com) and successfully enter/participate in the respective market divisions (Department 1, 2, 3, 4, 5, 7, 8) at the 2023 Jefferson County Fair.
2. Youth may participate in the auction in the following ways:

Sell a Market Animal Lot: Youth with market project(s) that meet all Jefferson County Fair Animal Auction & Youth Celebration requirements may sell **one (1) market animal lot in the departments of Beef-Sheep-Swine-Goats-Poultry-Rabbits. Participants who choose to sell market Poultry/Rabbits as their market animal lot may sell up to two (2) market Poultry/Rabbit entries**, of any combination of the following: 2 Poultry, 2 Rabbits, 1 Poultry and 1 Rabbit. Market Poultry/Rabbit entries will sell independently, back to back. Youth will receive all auction proceeds from the market animal lot minus the 5% auction commission. One bonus animal lot will be granted to any participant that wins more than one Grand/Supreme or Reserve Grand/Supreme Champion in any of the following market divisions: Grand & Reserve Grand Market Beef, Lamb, Goat, Rabbit, Poultry or Supreme & Reserve Supreme Champion Market Swine.

Participant Pledge Drive: Youth who meet all Jefferson County Fair Animal Auction & Youth Celebration requirements, but whose market animal entries do not meet auction qualifications, or youth who choose to NOT sell their market entries, will be allowed to participate in the auction by receiving pledge support from auction supporters. Each participant will receive the individual proceeds pledged minus the 5% auction commission.

Dairy Pledge Drive: Designated award-winning dairy youth will be recognized during the Jefferson County Fair Animal Auction & Youth Celebration. Auction supporters will have the opportunity to support this group of award winners through a pledge drive. **All proceeds** from the pledge drive minus the 5% auction commission will be distributed **equally** to these award-winning youth. Dairy Pledge Drive participants are NOT REQUIRED to meet the market animal guidelines listed below to participate. Dairy Pledge Drive participants are still eligible to sell a market animal lot or participate in the Participant Pledge Drive if they meet the requirements noted below.

Participation Timeline

Optional Pre-Fair Auction Meeting: May 17th

- 2023 Jefferson County Fair Animal Auction & Youth Celebration program will be reviewed. Potential participants in attendance will draw their sale order for each market species they wish to be eligible to sell. Potential auction participants not in attendance may come to the Fair Office to draw their sale order number by Friday, May 19th at 4 pm. Fair Management will draw a sale order number for all potential auction participants after May 19th. Participants have until they submit their Auction Participation Card on Thursday, July 13th by 4 pm to declare their final auction participation. Each participant's lot will sell in the random drawn order unless the exhibitor **earns** an opportunity to be higher in the sale with a Championship Award designation as listed in this information. In addition, youth declaring their Last Year of Eligibility have the opportunity to sell earlier in the sale (after champion award winners) if they have declared this status to Fair Management by June 1st. Last Year Exhibitors will sell in the same order sequence as their predetermined selection. Example: last year of eligibility youth who drew selling order #21 will sell ahead of last year of eligibility of youth who drew #27.

Fair entry & YQCA Online Submission Deadline: June 1st

- **Jefferson County Fair Entries Due: Online only at jcfairpark.com by 11:59 p.m.**
See 2023 Jefferson County Fair eligibility requirements for exhibition and entry. As a county entity, the Fair must follow county policy and applicable laws regarding having a W-9 on file with the county for all Fair participants who receive a check(s) totaling \$600 or more annually. The W-9 on file must have the exhibitor's current address and related information.
- **Youth for Quality Care of Animals (YQCA) Certification completed:** The Fair believes the national YQCA program is beneficial for participants of the animal auction. Therefore, by June 1 all JCF auction participants must complete and submit a current YQCA certification number with their Fair entries. For additional YQCA information please go to JCF Entry Information document entitled YQCA at jcfairpark.com.

Jefferson County Fair: July 12th – 16th

- Auction Event Details
 - **Set-up/Take Down:** Participants are expected to help with auction set-up or take down. Details will be announced at the Fair.
 - **Commission:** The Fair will deduct a 5% auction commission from all gross sales/pledges.

- **Animal Qualifications:**

- 1. Minimum Weight/Quality Grade Requirements:

- Steers: 1,100 pounds or be graded select plus and/or higher by the market judge

- Lambs: 110 pounds or be graded choice or higher by the market judge

- Swine: 230 pounds or determined acceptable market ready by the market judge

- Goats: 60 pounds or determined acceptable market ready by the market judge

- Poultry: Must meet respective market class specs in Fair entry information.

- Rabbits: Must meet respective market class specs in Fair entry information.

- 2. Unacceptable Market Animal Quality: The market judge from any species show can determine if an animal is unsuitable for market. Unsuitable market animals could possess any of the following flaws: meat quality (odor/taste due to masculine characteristics), physical health issues/injuries, and/or testicles present. Post-harvest inspection may also determine if unacceptable market quality exists, and an animal is subject to an adjustment between the buyer and the seller under the guidance of Fair Management.

- 3. Animal Health/Injury: If an auction animal is injured or has any health concerns during or after the sale, the participant must immediately notify the Auction Coordinator/Fair Management.

- **Submit Auction Participation Card: July 13th by 4 pm**

Youth intending to participate in the Auction (whether through a market animal lot or Participant Pledge Support, must submit to the Auction Office an **Auction Participation Card** by **4 pm on Thursday, July 13th** to confirm participation. This card will provide auction information such as type of sale participation, specific animal being sold, future show right request, etc. Cards received late may result in the participant losing their pre-Fair drawn sale order, selling as Participant Pledge Drive, and/or being removed from Auction participation completely.

Request Future Show Rights: No animal will sell with Future Show Rights guaranteed. Exhibitors may express interest in requesting future show rights, but it **will always be the auction buyer's decision to grant the Future Show Rights**. Exhibitors requesting show rights must request Future Show Rights on the Auction Participation Card and provide evidence of a confirmed harvest location and date in order for it to be noted in the auction catalog. Youth who definitely want Future Show Rights are encouraged to not sell their animal and participate in the auction through the Participant Pledge Drive by declaring this option on their Auction Participation Card.

- **Auction Catalog: July 13th – 14th**

An initial draft of the catalog will be posted **no later than 6 pm on Thursday, July 13th**. **Errors** should be brought to the attention of the Auction Office staff **no later than 10 am on Friday July 14th**. Fair management will determine if any corrections will be made after this time or noted/announced during the auction. Youth not ready to sell their lot in catalog order will be moved to the end of the live animal portion of the auction.

- **Withdraw From Auction Participation: July 15th by 10 am**

Youth may officially withdraw from participating in the auction by submitting an **Auction Withdrawal Form** to the Auction Office by **10 am on Saturday, July 16th**. Failure to submit this form may result in future auction eligibility restrictions.

○ **Auction Event Schedule: July 15th**

All youth must be present to participate in the Auction unless prior approval has been granted from Fair management. Fair management reserves the right to adjust sale order if the exhibitor is not present to participate.

11:00 am – Poultry & Rabbits

Youth selling 2 poultry/rabbit entry lots will sell both animals independently back to back. Species rotations will continue until all animals are sold.

Potential Sale Order will be as follows:

Supreme Market Poultry Exhibitor
Supreme Market Rabbit Exhibitor
Reserve Supreme Market Poultry Exhibitor
Reserve Supreme Market Rabbit Exhibitor
Supreme & Reserve Supreme Poultry Showmanship Exhibitor (If market)
Supreme & Reserve Supreme Rabbit Showmanship Exhibitor (If market)
Last year of Eligibility Participants
Poultry & Rabbit Exhibitors – alternate species as pre-determined

Noon – Dairy Pledge Drive

12:45 pm – Jefferson County Fair Special Recognition

1:00 pm – Swine, Beef, Sheep, Goat

Species rotations will continue until all animals are sold.

Potential sale order will be as follows:

Grand Champion Market Animal Exhibitor
Reserve Grand Champion Market Animal Exhibitor
Supreme & Reserve Supreme Showmanship Exhibitors (If market)
Bred & Owned Champion Exhibitors (G & RG – if market)
Rate of Gain Champion Exhibitors (G & RG)
Ultrasound Champion Exhibitors (G & RG)
Last Year of Eligibility Market Animal Exhibitors
Pre-determined Selection of Animal Exhibitors**

4:00 pm – Participant Pledge Drive

Open to participants who choose to not sell their market animal or have a market animal not meeting quality requirements or participants who didn't meet a requirement to sell a market animal lot.

Post Auction:

• **Supporter/Buyer Recognition Card: July 15th**

All auction lots are to be identified by a SUPPORTER/BUYER RECOGNITION CARD (provided by the Fair) which must be properly displayed in the exhibitor's pen/stall area within **one** hour after the completion of the auction. Failing to display a SUPPORTER/BUYER RECOGNITION CARD provided by the Fair may result in loss of future auction eligibility.

- **Auction Animal Load Out: July 16th**

Auction animal load out information will be posted as soon as possible after the auction.

1. The Fair will arrange for Auction animal transportation to the designated harvest location. The Fair is not responsible for the loading, transporting, or disposal/removal of animals not being sent to a designated harvest location on behalf of an auction buyer.
 2. Auction participants are recommended to be present to load their animals and confirm animal identification. If not present, Fair management will have authority to load the animal and will be held harmless.
 3. The buyers are responsible for picking up their auction purchases from the designated harvesting facility they identified.
- **Animal Residue/Carcass Inspections or Identification Verification:** The Fair reserves the authority to conduct residue testing, carcass inspections, or any other recognized process available to verify USDA, Fair or IAFE rule compliance. Evidence of ethics violations, tampering or testing violations as identified and determined by Fair management may result in sale proceeds being held, retained, or forfeited, in which case any additional expenses involved with animal harvest, testing, and/or carcass disposal will be the sole responsibility of the youth participant. The Jefferson County Fair has the discretion to determine appropriate penalty in all situations for deemed rule violations which may include forfeiture of sale proceeds, penalties, future restrictions and/or expulsion from future Fair and/or Auction participation.

Successful Auction Participation Guidelines

Auction Buyer Communication: Auction participants are strongly encouraged to communicate with their auction supporters, bidders and buyers at the conclusion of the auction event. Personal contact and engagement are the best ways to show appreciation and thanks. Following up after the Fair with a written communication is also encouraged. Contact the Fair Office if you need assistance in obtaining accurate contact information. There are NO REQUIREMENTS from the Fair for how participants should demonstrate their appreciation to AUCTION, FAIR and YOUTH supporters.

Auction Supporters: Auction participants are strongly encouraged to promote the Auction by inviting prospective supporters and bidders to attend the Jefferson County Fair Animal Auction & Youth Celebration. Favorable auction price discovery will require a strong active support base and personal connections. To maintain and strengthen an active supporter/bidder base, it will be crucial to continue communications with current supporters but also by adding **NEW prospective supporters/bidders. Participants who have identified potential auction supporters/bidders should submit the prospective bidder information online. Listed below is the process the Fair will follow for actively soliciting 2023 prospective supporters/bidders:**

- **New Prospective Bidders:** Any new prospective auction bidders that participants have identified must submit the prospective bidders contact information online by June 1 for this bidder to receive a 2023 **auction invite packet consisting of auction information and two (2) complimentary Fair admission and two (2) complimentary Auction hospitality tickets.** Prospective bidder information received after June 1 will still be strongly encouraged to attend, but pending timelines and logistics, may not receive an auction packet before the event. Please contact the Fair Office at bbolan@jeffersoncountywi.gov with any additional prospective bidder contacts as soon as identified.

- **Bidders That Purchased or Pledged in 2022:** Will automatically be sent an **auction invite packet (above)**. If a 2022 supporter/buyer has not received their packet by July 1, please have them contact the Fair office (920.674.7148 or via email at bbolan@jeffersoncountywi.gov).
- **Previous Bidders or Invitees (2021 & 2022) That DID NOT Purchase or Pledge in 2022:** Will be sent an **invite letter with 2 complimentary Fair admission tickets** and will be provided information on ways they can support or participate in the 2023 event and/or purchase Auction hospitality tickets upon arrival at the event.

Auction Photographs: There will be at least two backdrops available for auction photographs (location TBD) Each exhibitor is encouraged to seek out their supporters and invite them to have their picture taken.

Protest and Appeal Policy

Any participant or their immediate family may file a Protest or Appeal with the Jefferson County Fair if they would like consideration/reconsideration of a program violation. See Jefferson County Fair Entry Information for further protest and appeal procedures.

<https://www.jcfairpark.com/p/fair/competitive-exhibits/fair-entries>