

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

Date: Thursday, March 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 February 9, 2023 committee meeting minutes
7. Communications
8. Open discussion on Agriculture and Competitive Exhibits Programming at the Fair
9. Review of Community Feedback & Suggestions on Fair Operations
10. Updates on Fair Park operations
11. Updates on 2023 Jefferson County Fair
12. Review of Financial Report
13. Review of Director's Report
14. Discussion and possible action on tentative future meeting schedule and agenda items
15. Adjourn

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

April 13, 2023 – Open discussion on community and inter-departmental usage of the Fair Park

May 11, 2023 – Open discussion on Master Planning or Future Planning of the Fair Park

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: March 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)

Jefferson County - Fair Park Committee
Meeting Minutes
Thursday, February 9, 2023

1. **Call to order:**
The meeting was called to order by Supervisor Poulson at 8:30 a.m.
2. **Roll call (establish a quorum):**
Members Present: Blane Poulson, Roger Lindl, Dave Drayna, Brandon White, Deb Hall-Kind and Mark Groose
Members Absent: Jerry Haferman
3. **Certification of compliance with Open Meetings Law:**
Supervisor White certified compliance with the Open Meetings Law.
4. **Review of Agenda**
No changes.
5. **Public Comment:**
C. Pellmann addressed the committee.
6. **Approval of Fair Park Committee minutes:**
The January 19, 2023 meeting minutes were approved. Motion carried.
7. **Communications:**
Email from J. Brattlie was read and a reminder to committee members to submit attendance information into online portal was given.
8. **Review of Community Feedback & Suggestion on Fair Operations:**
The committee reviewed community feedback.
9. **Update on Fair Park operations:**
Brian Bolan updated the committee.
10. **Updates on 2023 Jefferson County Fair:**
Amy Listle updated the committee.
11. **Discussion and possible action on the 2023 Animal Auction & Youth Celebration Information:**
A motion was made to approve the 2023 Animal Auction & Youth Celebration Information with the use of the 2022 Fair sale order. Motion carried 6-0.
12. **Discussion and possible action on 2023 Fair Entry Information:**
A motion was made to approve the 2023 Entry Information with the addition of an explanation for approved youth organization registration process in the General Rules section. Motion carried 6-0.
13. **Review of Financial Report:**
2022 Financial Report was reviewed.
14. **Review of Director's Report:**
The Director's Report was reviewed.
15. **Discussion and possible action on future meeting schedule and agenda items:**
Confirmed future meeting times at the Fair Park Activity Center at 8:30 a.m.
March 9, 2023
April 13, 2023
16. **Adjournment:**
A motion was made to adjourn at 10:04 a.m.

FROM	2023	TO	2023	
ACCOUNTS FOR:	ORIGINAL	REVISED		AVAILABLE
	APPROP	BUDGET	ACTUALS	BUDGET
12101	Fair Park Activities			
REVENUE				
12101 411100 General Property Taxes	\$ (103,799.00)	\$ (103,799.00)	\$ -	\$ (103,799.45)
12101 457010 Sponsor Revenue	\$ (85,000.00)	\$ (85,000.00)	\$ -	\$ (85,000.00)
12101 457025 Horse Show Fees	\$ (30,000.00)	\$ (30,000.00)	\$ -	\$ (30,000.00)
12101 457026 Shaving Sales	\$ (30,000.00)	\$ (30,000.00)	\$ -	\$ (30,000.00)
12101 474169 Fair Billed	\$ (4,000.00)	\$ (4,000.00)	\$ -	\$ (4,000.00)
12101 480102 Misc Reimbursement	\$ -	\$ -	\$ (695.00)	\$ 695.00
12101 482012 Building Rental	\$ (300,000.00)	\$ (300,000.00)	\$ (25,529.50)	\$ (274,470.50)
12101 482013 Stall Rental	\$ (10,000.00)	\$ (10,000.00)	\$ -	\$ (10,000.00)
12101 482014 Winter Storage Rental	\$ (75,000.00)	\$ (75,000.00)	\$ (689.99)	\$ (74,310.01)
12101 482015 Space-Food Vendor	\$ (10,000.00)	\$ (10,000.00)	\$ -	\$ (10,000.00)
12101 482016 Space-Beverage Vendor	\$ (5,000.00)	\$ (5,000.00)	\$ (174.84)	\$ (4,825.16)
12101 482017 Space-Other Vendor	\$ (3,000.00)	\$ (3,000.00)	\$ -	\$ (3,000.00)
12101 482021 Camping Fee Other	\$ (70,000.00)	\$ (70,000.00)	\$ (2,020.00)	\$ (67,980.00)
12101 483001 Sale Of County Property	\$ (33,000.00)	\$ (33,000.00)	\$ -	\$ (33,000.00)
12101 486001 Vending Commission	\$ -	\$ -	\$ 0.53	\$ (0.53)
EXPENSE				
12101 511110 Salary-Permanent Regular	\$ 125,113.00	\$ 125,113.00	\$ 14,192.15	\$ 110,920.64
12101 511210 Wages-Regular	\$ 154,579.00	\$ 154,579.00	\$ 14,745.98	\$ 139,833.26
12101 511220 Wages-Overtime	\$ 5,708.00	\$ 5,708.00	\$ -	\$ 5,708.44
12101 511240 Wages-Temporary	\$ 7,765.00	\$ 7,765.00	\$ -	\$ 7,765.06
12101 512141 Social Security	\$ 21,752.00	\$ 21,752.00	\$ 2,130.42	\$ 19,621.95
12101 512142 Retirement (Employer)	\$ 17,185.00	\$ 17,185.00	\$ 1,955.85	\$ 15,229.35
12101 512144 Health Insurance	\$ 39,957.00	\$ 39,957.00	\$ 6,701.56	\$ 33,255.87
12101 512145 Life Insurance	\$ 50.00	\$ 50.00	\$ 4.27	\$ 45.43
12101 512148 Unemployment Compensation	\$ -	\$ -	\$ 676.75	\$ (676.75)
12101 512173 Dental Insurance	\$ 3,497.00	\$ 3,497.00	\$ 596.40	\$ 2,901.00
12101 521297 Stall Cleaning	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
12101 529170 Grounds Keeping Charges	\$ 25,057.00	\$ 25,057.00	\$ -	\$ 25,056.82
12101 531001 Credit Card Fees	\$ 1,100.00	\$ 1,100.00	\$ 671.68	\$ 428.32
12101 531311 Postage & Box Rent	\$ 200.00	\$ 200.00	\$ 12.25	\$ 187.75
12101 531312 Office Supplies	\$ 1,400.00	\$ 1,400.00	\$ -	\$ 1,400.00
12101 531313 Printing & Duplicating	\$ 1,400.00	\$ 1,400.00	\$ -	\$ 1,400.00
12101 531314 Small Items Of Equipment	\$ 4,000.00	\$ 4,000.00	\$ 290.98	\$ 3,709.02
12101 531320 Safety Supplies	\$ 750.00	\$ 750.00	\$ 29.49	\$ 720.51
12101 531324 Membership Dues	\$ 1,700.00	\$ 1,700.00	\$ 471.00	\$ 1,229.00
12101 531326 Advertising	\$ 4,500.00	\$ 4,500.00	\$ 1,203.81	\$ 3,296.19
12101 531349 Other Operating Expenses	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
12101 531351 Gas/Diesel	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00
12101 531367 Wood Shavings	\$ 22,000.00	\$ 22,000.00	\$ -	\$ 22,000.00
12101 532325 Registration	\$ 3,000.00	\$ 3,000.00	\$ 109.00	\$ 2,891.00
12101 532332 Mileage	\$ 1,300.00	\$ 1,300.00	\$ 297.37	\$ 1,002.63

12101 532334 Commercial Travel	\$ 800.00	\$ 800.00	\$ -	\$ 800.00
12101 532335 Meals	\$ 1,800.00	\$ 1,800.00	\$ 64.15	\$ 1,735.85
12101 532336 Lodging	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
12101 533221 Water	\$ 10,000.00	\$ 10,000.00	\$ 1,276.79	\$ 8,723.21
12101 533222 Electric	\$ 40,000.00	\$ 40,000.00	\$ 6,142.69	\$ 33,857.31
12101 533223 Sewer	\$ 7,500.00	\$ 7,500.00	\$ 1,054.51	\$ 6,445.49
12101 533224 Natural Gas	\$ 7,400.00	\$ 7,400.00	\$ 3,832.76	\$ 3,567.24
12101 533225 Telephone & Fax	\$ 2,000.00	\$ 2,000.00	\$ 185.33	\$ 1,814.67
12101 533235 Storm Water Utility	\$ 16,000.00	\$ 16,000.00	\$ 2,849.04	\$ 13,150.96
12101 533236 Wireless Internet	\$ 600.00	\$ 600.00	\$ 68.05	\$ 531.95
12101 535232 Graveling	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00
12101 535242 Maintain Machinery & Equip	\$ 6,000.00	\$ 6,000.00	\$ 1,887.63	\$ 4,112.37
12101 535245 Grounds Improvements	\$ 8,600.00	\$ 8,600.00	\$ (117.50)	\$ 8,717.50
12101 535247 Building Repair & Maint	\$ 12,600.00	\$ 12,600.00	\$ 415.08	\$ 12,184.92
12101 535297 Refuse Collection	\$ 10,000.00	\$ 10,000.00	\$ 514.36	\$ 9,485.64
12101 535344 Household & Janitorial Supp	\$ 7,000.00	\$ 7,000.00	\$ 637.22	\$ 6,362.78
12101 535347 Food & Beverage Purchases	\$ 5,000.00	\$ 5,000.00	\$ 141.12	\$ 4,858.88
12101 535352 Vehicle Parts & Repairs	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
12101 535355 Plumbing & Electrical	\$ 5,000.00	\$ 5,000.00	\$ (88.09)	\$ 5,088.09
12101 536533 Equipment Rent & Lease	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ (4,000.00)
12101 571004 IP Telephony Allocation	\$ 743.00	\$ 743.00	\$ -	\$ 743.00
12101 571005 Duplicating Allocation	\$ 954.00	\$ 954.00	\$ -	\$ 954.00
12101 571009 MIS PC Group Allocation	\$ 10,812.00	\$ 10,812.00	\$ -	\$ 10,812.00
12101 571010 MIS Systems Grp Alloc(ISIS)	\$ 4,284.00	\$ 4,284.00	\$ -	\$ 4,284.00
12101 591519 Other Insurance	\$ 14,167.00	\$ 14,167.00	\$ -	\$ 14,167.00
12101 594810 Capital Equipment	\$ 40,000.00	\$ 40,000.00	\$ -	\$ 40,000.00
12101 594821 Capital Improvement Land	\$ 85,000.00	\$ 85,000.00	\$ -	\$ 85,000.00
TOTAL Fair Park Activities	\$ 5,974.00	\$ 5,974.00	\$ 39,843.30	\$ (33,868.30)
TOTAL General Fund	\$ 5,974.00	\$ 5,974.00	\$ 39,843.30	\$ (33,868.30)
TOTAL REVENUES	\$ (758,799.00)	\$ (758,799.00)	\$ (29,108.80)	\$ (729,690.65)
TOTAL EXPENSES	\$ 764,773.00	\$ 764,773.00	\$ 68,952.10	\$ 695,822.35
GRAND TOTAL	\$ 5,974.00	\$ 5,974.00	\$ 39,843.30	\$ (33,868.30)

FROM	2023	TO	2023	
ACCOUNTS FOR:	ORIGINAL	REVISED		AVAILABLE
	APPROP	BUDGET	ACTUALS	BUDGET
12102	Fair Week			
<u>REVENUE</u>				
12102 421001 State Aid	\$ (9,000.00)	\$ (9,000.00)	\$ -	\$ (9,000.00)
12102 451020 Other Fees	\$ (5,000.00)	\$ (5,000.00)	\$ -	\$ (5,000.00)
12102 457005 Reserved Seating Fees	\$ (195,000.00)	\$ (195,000.00)	\$ (22,190.00)	\$ (172,810.00)
12102 457009 Contest Entry Fees	\$ (1,400.00)	\$ (1,400.00)	\$ -	\$ (1,400.00)
12102 457010 Sponsor Revenue	\$ (50,000.00)	\$ (50,000.00)	\$ -	\$ (50,000.00)
12102 457011 Gate Receipts	\$ (300,000.00)	\$ (300,000.00)	\$ -	\$ (300,000.00)
12102 457013 Animal Fees	\$ (9,000.00)	\$ (9,000.00)	\$ (180.00)	\$ (8,820.00)
12102 457023 Other Public Charges	\$ (20,000.00)	\$ (20,000.00)	\$ -	\$ (20,000.00)
12102 457026 Shaving Sales	\$ (1,500.00)	\$ (1,500.00)	\$ -	\$ (1,500.00)
12102 457029 Exhibitor Enrollment	\$ (7,000.00)	\$ (7,000.00)	\$ -	\$ (7,000.00)
12102 457030 Credit Card Surcharge	\$ (7,000.00)	\$ (7,000.00)	\$ (3,120.00)	\$ (3,880.00)
12102 457034 Parking Fees	\$ (10,000.00)	\$ (10,000.00)	\$ -	\$ (10,000.00)
12102 459001 Soda	\$ (18,000.00)	\$ (18,000.00)	\$ -	\$ (18,000.00)
12102 482015 Space-Food Vendor	\$ (32,000.00)	\$ (32,000.00)	\$ -	\$ (32,000.00)
12102 482016 Space-Beverage Vendor	\$ (100,000.00)	\$ (100,000.00)	\$ -	\$ (100,000.00)
12102 482017 Space-Other Vendor	\$ (20,000.00)	\$ (20,000.00)	\$ -	\$ (20,000.00)
12102 482018 Space-Carnival	\$ (50,000.00)	\$ (50,000.00)	\$ -	\$ (50,000.00)
12102 482019 Camping Fee 4-H	\$ (23,000.00)	\$ (23,000.00)	\$ -	\$ (23,000.00)
12102 482020 Camping Fee Vendor	\$ (2,500.00)	\$ (2,500.00)	\$ -	\$ (2,500.00)
<u>EXPENSE</u>				
12102 511110 Salary-Permanent Regular	\$ 53,964.00	\$ 53,964.00	\$ 6,088.64	\$ 47,874.93
12102 511210 Wages-Regular	\$ 19,817.00	\$ 19,817.00	\$ 992.92	\$ 18,823.65
12102 511220 Wages-Overtime	\$ 19,605.00	\$ 19,605.00	\$ -	\$ 19,605.21
12102 511240 Wages-Temporary	\$ 39,847.00	\$ 39,847.00	\$ -	\$ 39,846.66
12102 512141 Social Security	\$ 9,896.00	\$ 9,896.00	\$ 509.97	\$ 9,386.41
12102 512142 Retirement (Employer)	\$ 4,587.00	\$ 4,587.00	\$ 481.56	\$ 4,105.01
12102 512144 Health Insurance	\$ 13,763.00	\$ 13,763.00	\$ 2,142.98	\$ 11,620.42
12102 512145 Life Insurance	\$ 14.00	\$ 14.00	\$ 1.22	\$ 13.04
12102 512173 Dental Insurance	\$ 847.00	\$ 847.00	\$ 127.60	\$ 719.00
12102 521219 Other Professional Serv	\$ 16,000.00	\$ 16,000.00	\$ -	\$ 16,000.00
12102 521647 Veterinary Services	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
12102 521648 Ambulance/EMA Services	\$ 6,500.00	\$ 6,500.00	\$ -	\$ 6,500.00
12102 521649 Security Services	\$ 17,000.00	\$ 17,000.00	\$ -	\$ 17,000.00
12102 529301 Fair Gate Workers	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00
12102 529302 Fair Judges	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
12102 529303 Fair Superintendents	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
12102 529304 Fair Parking Services	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
12102 531001 Credit Card Fees	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00
12102 531101 Tickets/Entry Tags	\$ 18,000.00	\$ 18,000.00	\$ -	\$ 18,000.00
12102 531102 Trophies/Plaques	\$ 10,000.00	\$ 10,000.00	\$ 1,046.50	\$ 8,953.50
12102 531103 Ribbons	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00

12102 531181 Premiums	\$ 17,000.00	\$ 17,000.00	\$ -	\$ 17,000.00
12102 531182 Fair Week Special Acts	\$ 350,450.00	\$ 350,450.00	\$ -	\$ 350,450.00
12102 531183 Sponsor Fees	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
12102 531184 Fairest Of The Fair	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
12102 531311 Postage & Box Rent	\$ 550.00	\$ 550.00	\$ -	\$ 550.00
12102 531312 Office Supplies	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
12102 531313 Printing & Duplicating	\$ 800.00	\$ 800.00	\$ -	\$ 800.00
12102 531314 Small Items Of Equipment	\$ 700.00	\$ 700.00	\$ -	\$ 700.00
12102 531326 Advertising	\$ 50,000.00	\$ 50,000.00	\$ 1,991.29	\$ 48,008.71
12102 531349 Other Operating Expenses	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
12102 531351 Gas/Diesel	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,200.00
12102 531367 Wood Shavings	\$ 1,900.00	\$ 1,900.00	\$ -	\$ 1,900.00
12102 532332 Mileage	\$ 200.00	\$ 200.00	\$ -	\$ 200.00
12102 533221 Water	\$ 800.00	\$ 800.00	\$ -	\$ 800.00
12102 533222 Electric	\$ 7,600.00	\$ 7,600.00	\$ -	\$ 7,600.00
12102 533223 Sewer	\$ 550.00	\$ 550.00	\$ -	\$ 550.00
12102 533224 Natural Gas	\$ 40.00	\$ 40.00	\$ -	\$ 40.00
12102 533235 Storm Water Utility	\$ 375.00	\$ 375.00	\$ -	\$ 375.00
12102 535242 Maintain Machinery & Equip	\$ 100.00	\$ 100.00	\$ -	\$ 100.00
12102 535245 Grounds Improvements	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
12102 535247 Building Repair & Maint	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
12102 535297 Refuse Collection	\$ 4,600.00	\$ 4,600.00	\$ -	\$ 4,600.00
12102 535347 Food & Beverage Purchases	\$ 18,000.00	\$ 18,000.00	\$ -	\$ 18,000.00
12102 535355 Plumbing & Electrical	\$ 800.00	\$ 800.00	\$ -	\$ 800.00
12102 536533 Equipment Rent & Lease	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00
12102 571005 Duplicating Allocation	\$ 35.00	\$ 35.00	\$ -	\$ 35.00
12102 571009 MIS PC Group Allocation	\$ 1,201.00	\$ 1,201.00	\$ -	\$ 1,201.00
12102 571010 MIS Systems Grp Alloc(ISIS)	\$ 1,882.00	\$ 1,882.00	\$ -	\$ 1,882.00
12102 591519 Other Insurance	\$ 1,667.00	\$ 1,667.00	\$ -	\$ 1,667.00
12102 594950 Operating Reserve	\$ 34,511.00	\$ 34,511.00	\$ -	\$ 34,510.78
TOTAL Fair Week	\$ 21,401.00	\$ 21,401.00	\$ (12,107.32)	\$ 33,507.32
TOTAL General Fund	\$ 21,401.00	\$ 21,401.00	\$ (12,107.32)	\$ 33,507.32
TOTAL REVENUES	\$ (860,400.00)	\$ (860,400.00)	\$ (25,490.00)	\$ (834,910.00)
TOTAL EXPENSES	\$ 881,801.00	\$ 881,801.00	\$ 13,382.68	\$ 868,417.32
GRAND TOTAL	\$ 21,401.00	\$ 21,401.00	\$ (12,107.32)	\$ 33,507.32