

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

Date: Thursday, June 13, 2024  
Time: 8:30 a.m.

Committee members: Backlund, Curt; Goose, Mark; Hafften, Libby; Poulson, Blane; White, Brandon; *Public Member Vacant; Public Member Vacant*

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 May 9, 2024 committee meeting minutes
7. Communications
8. Review of Community Feedback & Suggestions on Fair Operations
9. Report from Fair Advisory Board
10. Update on Fair Park staffing
11. Discussion on Fair Park operations
12. Discussion on 2024 Jefferson County Fair
13. Discussion and possible action on Fairest of the Fair
14. Discussion and possible action on filling vacancy on Fair Advisory Board
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.:

- July 10-14, 2024
- August 8, 2024

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.

Join Zoom Meeting

<https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09>

Meeting ID: 876 9775 4337

Passcode: Meet2022

Dial by your location: 1 312 626 6799

**Jefferson County - Fair Park Committee**  
**Meeting Minutes**  
**Thursday, May 9, 2024**

1. **Call to order:**  
County Administrator Ben Wehmeier called the meeting to order at 8:30am.
2. **Roll call (establish a quorum):**  
Members Present: Curt Backlund (zoom), Mark Groose, Libby Hafften, Blane Poulson, Brandon White  
Members Absent: None (two public member positions vacant)  
Others Present: Becky Roberts, Ben Wehmeier, Abby Schopen, Kevin Doherty, Carie Pellmann, Lindsay Baneck, Jenn Robinson, Amanda Beauchamp (zoom), Joy Brattlie (zoom), Michael Luckey (zoom)
3. **Certification of compliance with Open Meetings Law:**  
Wehmeier certified compliance with the Open Meetings Law.
4. **Review of Agenda**  
No changes requested for agenda.
5. **Election of Officers – Chair and Vice Chair**  
White nominated Poulson to serve as Chair. Groose seconded the nomination. Poulson elected Chair 5-0.  
Poulson nominated White to serve as Vice Chair. Groose seconded the nomination. White elected Vice Chair 5-0.
6. **Public Comment:**  
No public comment.
7. **Approval of April 11, 2024 committee meeting minutes.**  
Motion made by Poulson, seconded by White, to approve the minutes. Motion carried 5-0.
8. **Communications:**  
Backlund had been serving as a member on the Fair Advisory Board, but given his new position on the Fair Park Committee he has resigned from that position. That leaves an opening on the Fair Advisory Board.
9. **Review of Community Feedback & Suggestion on Fair Operations:**  
Hafften questioned whether she could still be a superintendent and a member of the Fair Park Committee. Wehmeier did not see an issue. Hafften provided feedback on the livestock exhibitor meeting held May 8<sup>th</sup>.
10. **Report from Fair Advisory Board**  
Luckey walked through the agenda from the April 24<sup>th</sup> Fair Advisory Board meeting.
11. **Discussion on Fair Park staffing**  
Roberts gave updates on the staff positions at the Fair Park. Dave Zimmerman sent in his resignation for late July. The position has been posted and Roberts is hoping to train/shadow that position over the summer. Cassidy Hege has begun as part-time office support. Mikayla Kind's final day will be June 15<sup>th</sup>. The process to replace that position is in the works, but requires some approval related to a shift in some job responsibilities.
12. **Discussion on Fair Park operations**  
Roberts led a discussion on some of the tasks the staff has been completing. There has been additional team structure and schedules to assist in communication. Staffing gaps are getting filled. Wehmeier shared the success of the 4<sup>th</sup> Grade Farm Tour and the effort put forth by staff to make that work. Backlund agreed. Wehmeier shared that Sheep & Wool Festival is returning and the good meeting held between their organization and Jefferson County. Hafften shared an update on Ruby's Pantry.
13. **Discussion on 2024 Jefferson County Fair**  
Roberts shared information about vendor selection, marketing, Fairest of the Fair, superintendents/awards, auction and auction layout, posters made from contest winner, sponsorships, and La Movida.
14. **Discussion and possible action on “Heart of the Fairgrounds” daily events**  
Doherty presented a concept, approved by the Fair Advisory Board, for “Heart of the Fair Park” events to be held at the site formerly called the Gravel Pad. Wednesday: Farm Pickup Truck Day; Thursday: Heroes; Friday: Craft Fair/Market Day; Saturday: Tractor Day; Sunday: Morning Car Show. Discussion on who will run point, including whether an area coordinator position could handle this. Discussion on what clubs and community groups could partner with the Fair for

these. Motion made by White, seconded by Backlund, to approve the tentative schedule for these events. Motion carried 5-0.

**15. Update on Community Service Volunteer beautification projects – May 10 & 23**

Roberts spoke about the help from Generac and Jefferson High School.

**16. Discussion and possible action on tentative future meeting schedule and agenda items**

Suggestions to discuss Heart of the Fair Park, filling the vacancy on the Fair Advisory Board, and how to handle payment at the Auction.

**17. Adjourn**

Motion made by White, seconded by Gross, to adjourn. Motion carried.

DRAFT