

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

Date: Thursday, June 12, 2025  
Time: 8:30 am

Committee members: Backlund, Curt; Goose, Mark; Hafften, Libby; Poulson, Blane; White, Brandon; Skalitzy, Gary; McWilliam, Georgia

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 8, 2025 committee meeting minutes
7. Communications
8. Discussion/update of Fair 2025 planning notes
9. Discussion and possible action on Goat Barn roof replacement project
10. Discussion and possible action on deferred Maintenance/Capital Planning Review results
11. Discussion and possible action on Master Plan consultation services
12. Discussion and possible action on property and building acquisition opportunities
13. Discussion of Fair Park operations updates
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.:

- July 9, 10, 11, 12 & 13, 2025
- August 14, 2025
- September 11, 2025

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 accommodation 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.

**Microsoft Teams**

[Join the meeting now](#)

**Meeting ID: 227 136 846 874 4**

**Passcode: v6UR9eE6**

## Jefferson County Fair Park Committee

Meeting Minutes  
Thursday, May 8, 2025

1. **Call to order:**

Chair Blane Poulson called the meeting to order at 8:30am.

2. **Roll call (establish a quorum):**

Members Present: Curt Backlund, Blane Poulson, Libby Hafften, Mark Groose, Gary Skalitzky, Georgia McWilliam, Brandon White

Others Present: Becky Roberts, Abby Schopen, Michael Luckey, Danielle Thompson (via Teams), Mike Miers, John Fox

3. **Certification of compliance with Open Meetings Law:**

Michael Luckey certified compliance with the Open Meetings Law.

4. **Review of Agenda:**

A motion made by Backlund, seconded by White to approve the agenda as presented. Motion carried.

5. **Public Comment:** No public comment.

6. **Approval of April 10, 2025, committee meeting minutes:**

A motion made by Groose, seconded by Backlund to approve the agenda as presented. Motion carried.

7. **Communications:** It was shared that the Fair Coordinator secured two grants equaling \$5,000 to secure new goat pens.

8. **Discussion /Update of Jefferson County Fair 2025 planning notes:**

With 60 days remaining until the Fair, most major items have been reserved or ordered. Planning is progressing smoothly, and marketing efforts are well underway. Fair posters, Rodeo posters, banners, and billboards have all been printed. The brochure will be available following Memorial Day Weekend. Our Fairest of the Fair is actively promoting the event in the community. Five-packs of admission tickets will be sent out to the Premier Banks of Jefferson County. Yard signs are available for distribution, and a social media campaign has been launched to build excitement.

Exhibitor entries are due by May 23rd, and preferred parking and camping reservations are now live. An unusually high number of vendor applications have been received this year, with many vendors expressing enthusiasm about the opportunity to be located inside a building.

Some new special theme days for the Fair include Sensory Day on Wednesday and Food Pantry Day on Thursday.

Roberts shared that she is currently looking into rain insurance options to help mitigate potential weather-related disruptions. She also provided an update from DATCP regarding current concerns about bird flu.

9. **Discussion and possible action on auction/market animal processors for Fair 2025**

Roberts reported ongoing difficulties in securing a poultry processor for the 2025 Fair. Several potential solutions were presented and discussed. The group explored the option of using a mobile processing unit, which would perform all processing on-site the day after the Fair concludes.

A motion was made by Backlund, seconded by Grosse, to approve the use of the mobile processor. Motion carried.

10. **Discussion on Fair Park operations updates:**

There was an update on the remaining cleanup efforts following the March windstorm, along with a discussion about the seasonal challenges of turning the water back on throughout the park.

Roberts provided an update on recent Fair Park activity and upcoming events. She shared the revenue figures from winter storage and gave a brief overview of the recent Car Show & Swap Meet as well as a events in the pipeline, including observations about attendance and event logistics.

Website statistics were reviewed, highlighting current engagement levels. Roberts also gave an update on the new camping software rollout, noting progress on implementation and initial feedback from users.

An update was given on sponsorship activity for both the Fair Park and the Fair. Roberts shared that Fort Healthcare and Premier Bank, the two largest sponsors for the Fair Park, have significantly reduced their financial contributions this year.

There have been many groups at the Fair Park lately working on Community Service projects, including Generac & 4H. There was a discussion about the upcoming rodeos, namely track vs draft arena.

Staffing is ramping up. Applications for seasonal building & grounds positions as well as Fair Week help are live. Staff will be off-site May 14 for a team building day.

**11. Review and discussion on Deferred Maintenance/Capital Planning Review & Report:**

John Fox, Director of Facilities, presented a 10-year capital needs planning outline. His presentation emphasized that no significant investments have been made in Fair Park facilities for many years, aside from the installation of air conditioning in the Activity Center. This prompted discussion about responsibility for capital needs and deferred maintenance, specifically which departmental budget these projects should fall under moving forward.

**12. Discussion and possible action on property and building acquisition opportunities:**

John Fox also recommended that the County strategize the acquisition of surrounding farmland in order to maintain a protective buffer around the Fair Park. The group agreed that a conversation with the City is necessary to further explore this possibility. Additionally, the group discussed the Foremost Building, which had been offered at a reduced price to the Fair Park. After consideration, the group decided to decline the offer, noting that it is not a particularly advantageous deal and there is no current need, desire, or budget to support the infrastructure improvements that would be required.

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

Possible land acquisition should remain on the agenda for the June 2025 meeting.

**14. Adjournment:**

Motion made by Backlund, seconded by White to adjourn. Motion carried. Meeting adjourned at 10:09am.

Respectfully submitted,  
Abby Schopen  
Fair Park Events Manager

## Fair Park barn roof repairs

From: John Fox 5/23/2025

All

We received proposal for the most urgent roof repairs required at Fair Park yesterday. The RFP was drafted with instructions to match existing roof and wall panels to the adjacent structures in an effort to keep a consistent look and feel on site. The scope of work removed and replaced all roof and end wall panels on the goat barn and removal and replacement of a portion of the corrugated roof panels on the sheep barn that had loose and missing fasteners. We advertised the RFP in local news media, and contractor's exchanges, receiving three proposals. Below is a screen shoot of the bid tabulation file for your review. We included a unit price allowance for repairs to any damaged wood framing from water or other factors and applied that to an assumption of instances to create a total project value of \$109,350. I recommend we proceed with C&C Services Group for a contract sum of \$89,350, and a \$200 unit price allowance. We can adjust the final contract by change order once we know the extent of wood framing repairs. Project schedule targeted an August start with a two-month duration, to complete by early October. I assume the next steps will be to route the project thru committee approvals, and then onto the board for final approval. Please let me know if there is anything else required to start this process.

	Glover Metal Bldgs.	Preferred Panels	C&C Services	Royale Construction
Base bid	Withdrew	167,100	89,350	278,672
Unit price		115 labor only	200	290
Allowance		23,000	20,000	29,000
<b>Subtotal</b>		<b>190,100</b>	<b>109,350</b>	<b>307,672</b>

John Fox

Office: 920-674-7322

Mobile: 920-723-5286

# BID FORM

## Jefferson County Fair Park Barn Roof Replacement

Bidder shall complete the work in accordance with the Specifications set forth above for the following price(s):

MATERIAL	QTY	RATE	TOTAL
Goat Barn Materials	Lump Sum		14,800.00
Sheep Barn Materials	Lump Sum		10,150.00
TOTAL MATERIAL:			24,950.00

LABOR	HOURS	RATE	TOTAL
Goat Barn Labor	Lump Sum		33,800.00
Sheep Barn	Lump Sum		22,100.00
TOTAL LABOR:			55,900.00

MISCELLANEOUS	TOTAL
Addendum 1 Goat Barn Fascia at Eaves in Coil	8,500.00
TOTAL MISC:	8,500.00

**TOTAL BID:**    89,350.00

Add Alternate:

Provide an add alternate to saw cut, remove, and laminate 2x4x12' section repairs to roof truss and purlin framing members as required by the County Representative. Pricing shall be based on each occurrence, and includes all materials, labor, tools, equipment, overhead, and profit required to execute the work. A change order will be issued to the contract sum totaling the quantity of occurrences.

\$ 200.00

For the price quoted in relation to this project, bidder shall provide all labor, equipment, materials, taxes, overhead, fuel, subcontractors, and all other direct and indirect costs necessary to complete the project in accordance with the Specifications and Contract documents.

**ATTACH PROJECT SCHEDULE WITH ESTIMATED DATE OF COMPLETION  
AND LIST OF ALL PROPOSED SUBCONTRACTORS WITH THE CLASS OF WORK TO BE PERFORMED BY EACH**

## **BIDDER CERTIFICATION**

### **Jefferson County Fair Park barn roof replacement**

The undersigned bidder certifies by submission of the this bid that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

By submitting a bid, the bidder agrees to provide the specified products and/or services in this Request for Bids, at the prices quoted, pursuant to all requirements and specifications set forth herein. Furthermore, the undersigned vendor certifies under penalty of perjury that:

- 1) the bidder has read and fully understands all bid specifications, plans, and terms and conditions;
- 2) the bid is genuine and is not made in the interest of or on behalf of any undisclosed person or entity;
- 3) the bidder has not directly or indirectly inducted or solicited any other bidder to submit or not submit a bid;
- 4) the bid has been independently arrived at without collusion with any other bid submitter, competitor, or potential competitor; and
- 5) the bidder has not knowingly disclosed this bid prior to the bid opening with any other bid submitter or competitor.


Submitted By: C&C Services, LLC

Address: PO Box 317

Schofield, WI 54476

Phone: 7152033696

Email: Cdement@ccservicesgroup.com

Signature: 

Printed Name: Cody Dement

Title: Presdient Date: 5/22/2025

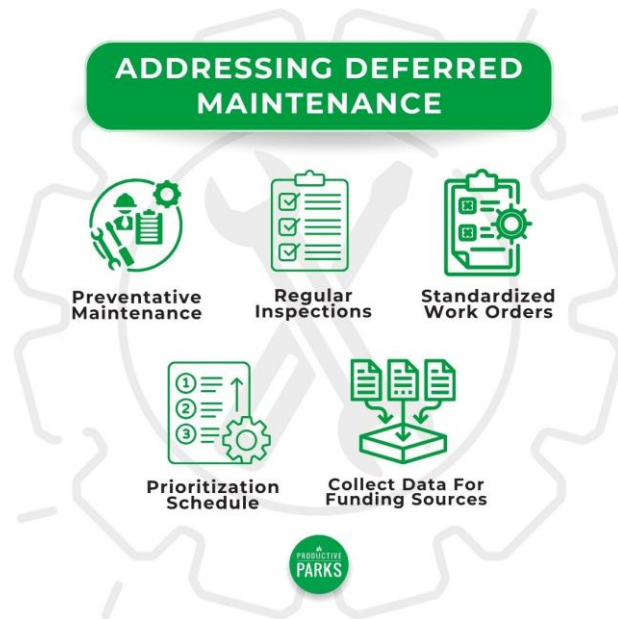
# Fair Park deferred maintenance project

Draft date: 07-May-2025

Revision date: 23-May-2025

## Objective:

Develop a budget to catch up the required maintenance for Jefferson County Fair Park.

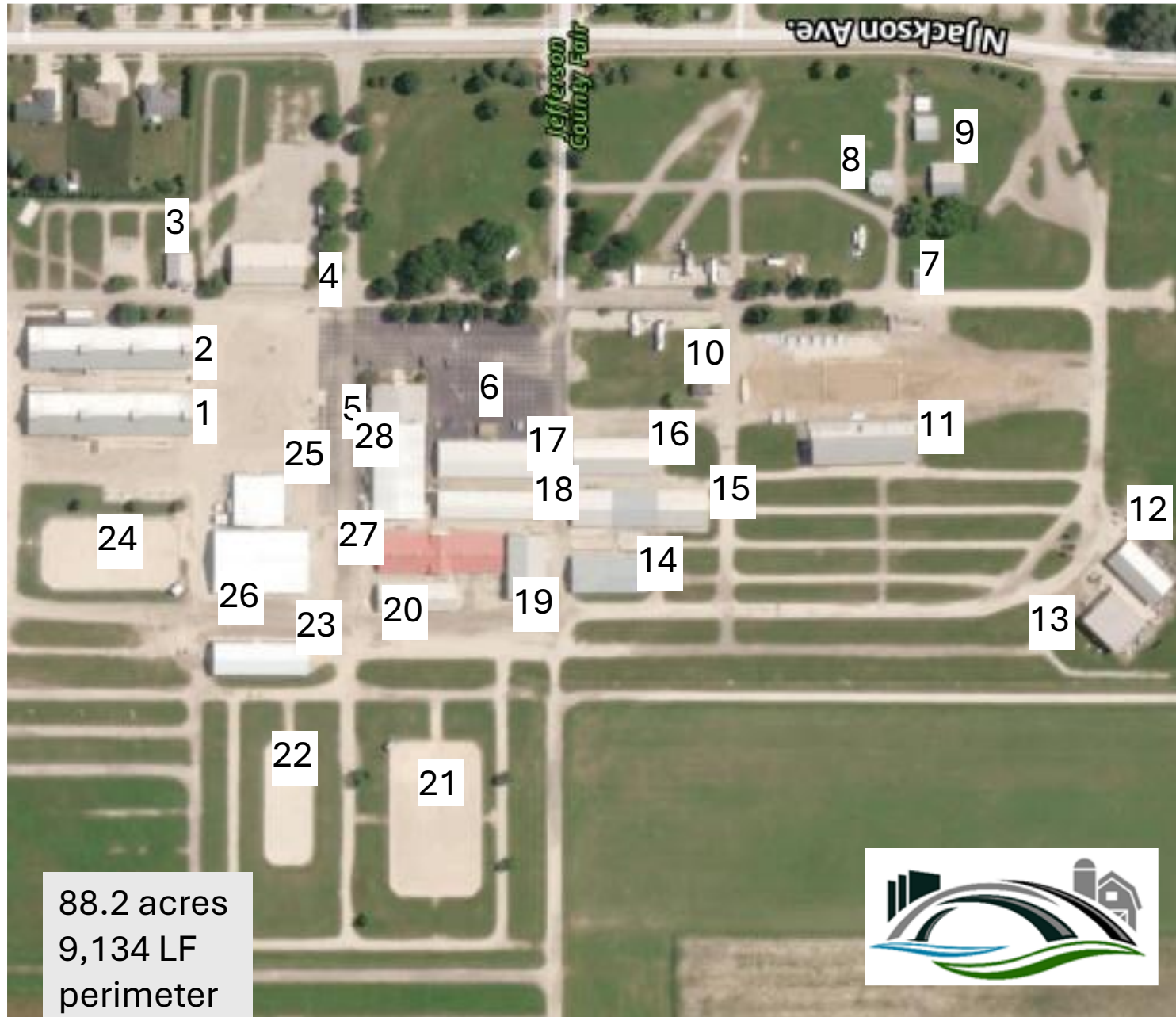




# Background



- Fair Park has not seen investments for new programs or maintenance in 10 years, many items have been left to run to failure. We recommend a strategy that combines a maintenance plan with a two or three year catch-up plan.
- All data has been developed internally, engineering or architectural consulting firms were not considered in an effort to contain costs and expedite the deliverable.
- We request authorization to commission a 3<sup>rd</sup> party consultant for long term vision and enhancements.



88.2 acres  
9,134 LF  
perimeter  
fence

- 1) Horse barn
- 2) Dairy barn
- 3) Restroom #04
- 4) Daybreak barn
- 5) Office & Activity Center  
Lobby
- 6) Restroom #02
- 7) Sheriff's Building
- 8) Restroom #01
- 9) Picnic Pavilion
- 10) Kiwanis Building
- 11) Grandstand
- 12) Maintenance Shop
- 13) Storage
- 14) Beef barn
- 15) Sheep barn
- 16) Goat barn
- 17) East Building
- 18) West Building
- 19) MAP Building
- 20) Swine Annex
- 21) Draft Horse Arena
- 22) Warm-Up Arena
- 23) Draft Horse Barn
- 24) Outdoor Equine Arena
- 25) Indoor Warm-up Arena
- 26) Indoor Arena
- 27) Swine Barn & Show Ring
- 28) Activity Center

# Process

- Maintenance plan:
  - Asset inventory
    - Site improvements
    - Infrastructure
    - Buildings
  - Life cycle budget process:
    - Planned retirement items
    - Run to failure items
- Preventative maintenance costs excluded, this is not intended to be an operating budget
- Assumptions:
  - Metal roof 30 yr life
  - Mechanical equipment 25 yr life
  - 2% inflation yoy
- Qualifications: High level unit prices, limited contractor input, plumbing and mechanical SOW need to be consulted with industry SME's
- Programming like for like, growth, expansion, or new products / service line are not included
  - Items to consider fire alarm system to Dairy, Horse, and Daybreak barns - winter storage of vehicles filled with combustible materials, validate if contract specifies insurance by individual and indemnifications
  - Are security alarms & cameras needed
  - ADA compliance items excluded



Item #	Item description	Estimated Cost	2025	2026	2027	2028	2029	2030	2031	2032	2033
001	Horse barn	502,880	34,000	12,240	-	-	-	-	-	-	-
002	Dairy barn	502,880	-	46,920	-	-	-	-	-	-	-
003	Restroom #04	98,772	-	8,670	10,176	11,312	-	69,850	-	11,400	-
004	Daybreak barn	72,116	-	-	-	-	-	-	-	-	-
005	Office & Activity Center Lobby <sup>1</sup>	655,250	112,500	145,831	-	-	-	69,949	-	34,200	-
006	Restroom #02	360,000	-	-	374,400	-	-	-	-	-	-
007	Sheriff's Building										
008	Restroom #01	99,700	-	18,156	-	-	19,872	-	-	-	-
009	Picnic Pavilion										
010	Kiwanis Building										
011	Grandstand	54,665	-	-	-	-	-	-	-	-	-
012	Maintenance Shop	63,075	-	-	4,800	-	-	-	-	-	-
013	Storage	29,125	-	-	-	5,200	-	-	-	-	-
014	Beef barn	46,740	15,000	-	4,056	-	-	-	-	-	-
015	Sheep barn	93,162	35,000	-	17,266	-	-	-	-	-	-
016	Goat barn	57,345	47,395	-	6,084	-	-	-	-	-	-
017	East Building	65,525	-	-	6,084	-	-	-	-	-	-
018	West Building	168,505	-	125,287	-	-	-	50,243	-	-	-
019	MAP Building	50,000	-	5,304	-	-	-	-	-	-	-
020	Swine Annex	31,740	-	3,978	-	-	-	-	-	-	-
021	Draft Horse Arena	90,100	-								
022	Warm-Up Arena										
023	Draft Horse Barn										
024	Outdoor Equine Arena										
025	Indoor Warm-up Arena	162,340									
026	Indoor Arena	133,450	-	5,967	-	-	-	11,000	-	99,180	-
027	Swine Barn & Show Ring	69,640	-	32,436	-	-	-	11,000	-	-	-
029	Site Improvements 2	596,500	70,000	326,500	208,000	-	-	-	-	-	-
030	FF&E	345,400	25,000	-	-	-	-	66,000	-	-	-
	<b>Subtotal</b>	4,348,910	338,895	731,289	630,866	16,512	19,872	278,041	-	144,780	

Foot notes 1 &  
2:  
Missing  
budgets for  
commercial  
kitchen  
appliances and  
Public Address  
System



# Next Steps

## Refine the data

- Execution plan
- Prioritize projects, year of investment, identify target budget

## Layer in strategic planning

- Are there buildings that should be eliminated, scrapped and started over?
- East or West barns

## Review for approval

- Fiscal approval for a multi-year investment
- Reporting periodic progress



# Estimated costs



Estimated Cost	Asset Description	Location / Building	2025	2026	2027
112,500	Fire alarm - modernize the panel and sensors	Activity Center	112,500		
7,800	Light fixtures	Activity Center	-	7,956	
15,000	Structure restoration required some posts are rotted at the ground	Beef Barn	15,000		
3,900	Light fixtures	Beef Barn	-	-	4,056
12,000	Light fixtures	Dairy Barn	-	12,240	
34,000	Ridge vent repairs	Dairy Barn	-	34,680	
3,900	Light fixtures	Daybreak - small animal barn (rabbit, poultry, etc.)	-	-	3,978
9,000	Light fixtures	Draft Horse Arena	-	9,180	
5,850	Light fixtures	East Building / Rabbit & Cat barn	-	-	6,084
25,000	Scissor lift	FF&E	25,000		
2,400	Folding chairs	FF&E	2,400		
82,013	Roof full replacement	Goat Barn	82,013		
5,850	Light fixtures	Goat Barn	-	-	6,084
34,000	Ridge vent repairs	Horse Barn	34,000		
12,000	Light fixtures	Horse Barn	-	12,240	
5,850	Light fixtures	Indoor Arena	-	5,967	
4,800	Light fixtures	Maintenance shop	-	-	4,800
5,200	Light fixtures	MAP Barn	-	5,304	

# Estimated costs



Estimated Cost	Asset Description	Location / Building	2025	2026	2027
5,200	Light fixtures	MAP Barn	-	5,304	
7,500	Plbg. Water heater	Milking Parlor	7,500		
20,250	Roof	Milking Parlor	-	20,250	
4,800	Light fixtures	Milking Parlor	-	-	4,992
9,750	Light fixtures	Office	-	9,750	
56,250	Roof	Office	-	56,250	
28,125	Flooring	Office	-	28,125	
11,250	Walls	Office	-	11,250	
32,500	FF&E	Office	-	32,500	
7,800	Light fixtures	Public restroom #01	-	7,956	
10,000	Doors	Public restroom #01	-	10,200	
360,000	Bldg	Public restroom #02	-	-	374,400
7,800	Light fixtures	Public restroom #03	-	-	8,112
5,000	HVAC - exhaust fans	Public restroom #04	-	5,100	
3,500	Water heater	Public restroom #04	-	3,570	
9,600	Light fixtures	Public restroom #04	-	-	10,176
5,850	Light fixtures	Rabbit & Cat Barn	-	-	6,084
27,338	Roof	Sheep Barn	27,338		
5,850	Light fixtures	Sheep Barn	-	-	6,084



# Estimated costs



Estimated Cost	Asset Description	Location / Building	2025	2026	2027
10,752	Walls - should they match the surrounding structures in lieu of chain link fabric	Sheep Barn	-	-	11,182
TBD	PA system	Site improvements	TBD		
50,000	Pavement seal coat & line mark	Site improvements	50,000		
20,000	Gate #01: brick tuck pointing and roof flashing / sealing	Site improvements	20,000		
100,000	Replace existing site lighting with LED	Site improvements	-	100,000	
27,500	Enhance site lighting with additional pole mounted fixtures(carnival food court, north parking lot near horse barn	Site improvements	-	27,500	
125,000	Storm water infrastructure add catch basin and piping from MAP to Goat barn	Site improvements	-	125,000	
74,000	Pave the loop road to draft horse arena	Site improvements	-	74,000	
200,000	Pave the lot between horse ban and activities center	Site improvements	-	-	208,000
3,900	Light fixtures	Swine Annex	-	3,978	
7,800	Light fixtures	Swine Barn	-	7,956	
24,000	Metal wall panels	Swine Barn	-	24,480	
7,200	Windows	West Building	-	7,344	
31,680	Metal wall panels	West Building	-	32,314	
78,750	Flooring	West Building	-	80,325	
1,760,007	Subtotal		375,750	760,719	654,032