

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

Date: Thursday, August 14, 2025
Time: 8:30 am

Committee members: Backlund, Curt; Goose, Mark; Haftten, Libby; Poulson, Blane; White, Brandon; Skalitzky, 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 June 12, 2025, committee meeting minutes
7. Communications
8. Discussion/de-brief on Fair 2025 operations and results
9. Discussion and update on Goat & Sheep Barn roofing improvements
10. Discussion of Fair Park operations updates
11. Discussion and possible action on Fair & Fair Park budget goals for 2026
12. Discussion of severe weather policy and emergency shelter plans
13. Discussion and possible action on Fire Alarm Bid selection
14. Discussion and possible action on Master Plan consultation services
15. Discussion and possible action on property acquisition opportunities
16. Discussion and possible action on tentative future meeting schedule and agenda items
17. Adjourn

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

- September 11, 2025
- October 9, 2025
- November 13, 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.

PLEASE NOTE THAT WE ARE NOW USING TEAMS FOR OUR MEETINGS – LINK BELOW

<p>Microsoft Teams Join the meeting now Meeting ID: 227 136 846 874 4 Passcode: v6UR9eE6</p>

Jefferson County Fair Park Committee

Meeting Minutes
Thursday, June 12, 2025

1. **Call to order:**
Chair Blane Poulson called the meeting to order at 8:31am.
2. **Roll call (establish a quorum):**
Members Present: Curt Backlund, Blane Poulson, Libby Hafften (via Teams), Mark Groose, Gary Skalitzky, Georgia McWilliam, Brandon White
Others Present: Becky Roberts, Abby Schopen, Michael Luckey, Hanna Brattlie
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. McWilliam & Backlund both shared positive feedback they received about Becky & the Fair Park staff.
6. **Approval of May 8, 2025, committee meeting minutes:**
A motion made by Backlund, seconded by Skalitzky to approve the agenda as presented. Motion carried.
7. **Communications:** A complaint was received from an out of state person regarding the horse pull event held during the Fair.
8. **Discussion /Update of Jefferson County Fair 2025 planning notes:**
Hanna Brattlie, the 2025 Fairest of the Fair, provided an update on what she's been up to in preparation for this year's Fair. Roberts shared that with the Fair just a month away, staff have been busy updating light bulbs, painting benches, and completing general maintenance tasks around the grounds. Several dead trees have been identified as dead or diseased and have been removed. The Draft Horse Department has received more exhibitor entries than can be accommodated, which has required staff and Fair Superintendents to reconfigure space and shift some departments around. A new class, Open Dairy, will debut this year with 24 exhibitors. The Fair has gone heavy on digital marketing, which has resulted in strong traction, particularly surrounding the Entertainment Tent. Roberts shared website traffic statistics and noted that the Entertainment Tent will feature bleacher seating for the first time, along with 13 types of beer and malt beverages. Bobcat and Standard Process are both planning to hold their company picnics during the Fair. Online ticket sales have already reached \$14,400. Roberts also developed a new online Fair Week staff application, which has received over 60 submissions so far. The Youth Grant Program has 24 entries this year, and the State Fair Cheesy Beer Bread Bash competition has several submissions, with Brian Nesthus from the jail serving as one of the judges.
9. **Discussion and possible action Goat Barn roof replacement project**
The roof replacement project has passed County Board approval, and Roberts provided the results of the bid process. A pre-construction meeting will be held in mid-June with the selected vendor. The full roof of the Goat Barn and one-third of the Sheep Barn will be replaced following the Fair (week of July 21) and will be completed prior to the Sheep & Wool Festival in early September.
10. **Discussion and possible action on deferred maintenance/Capital Planning Review results:**
Roberts discussed the document John Fox presented at the last committee meeting, which summarizes over 600 line items of deferred maintenance from the past 10+ years. Roberts shared this information with the Finance Committee at their recent meeting, highlighting Fair Park's needs. Roberts and Luckey added that the committee has been asked to prioritize safety elements and explore updating the fire alarm system in the

Activity Center. In addition to the insurance recovery funds, proceeds from the sale of the damaged trailers will go toward related costs, but will be far from covering the expense. The County is considering funding solutions to support the needs at Fair Park.

11. Discussion and possible action on Master Plan consultation services:

Roberts emphasized the need for a Master Plan for Fair Park, noting that it is difficult to prioritize capital needs without a clear vision for the future. She has met three master planning consulting firms to discuss process, capacity, work scope and cost ranges. They have a wide range from \$30,000 to \$150,000 across those Roberts met with. Poulson made a motion, seconded by Backlund, to add funding for the Master Plan to the 2026 capital budget. Luckey noted that an voices from this committee will be needed to help demonstrate the intention and need of this element.

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

The committee has decided to move on from any building acquisition talks at this time. There is nothing further to report regarding a possible property acquisition, other than noting that the land is within the City of Jefferson currently.

13. Discussion of Fair Park operations updates:

Roberts gave updates on the camping component of Fair Park operations, providing a camping map and some of the guidelines we ask our customers to follow. Roberts also shared that Fair Park is currently fully staffed. Additionally, Roberts celebrated that several different groups have recently participated in service projects on the grounds, including High School Soaring to Services, Treatment Court Give Back, 4-H, and Generac. Fair Park is navigating a very busy May and June leading into Fair but systems are working and seem to be received well by our customers.

14. Discussion and possible action on future meeting schedule and agenda items:

July meetings will be as needed outside of Gate 4 at 8:30 am each day during the run of Fair. Roberts will reach out to the committee with the request to meet no less than 24 hours in advance (unless there is an extenuating circumstance). Next in-person meeting with be as scheduled on August 14.

15. Adjournment:

Motion made by Backlund, seconded by White to adjourn. Motion carried. Meeting adjourned at 9:58am.

Respectfully submitted,
Abby Schopen
Fair Park Events Manager

RESOLUTION NO. 2025-XX

Accepting bids for replacement of the Fire Alarm at Fair Park Activity Center and amending the 2025 budget

Executive Summary

Jefferson County Fair Park fire alarm system was identified as obsolete during an annual inspection in the last 12 months. We believe this is the original fire alarm system installed with the 2001 office addition and should be retired and replaced with a new system that will comply to all building codes and life safety measures.

On June 13, 2025 The Jefferson Director of Facilities issued a request for proposals (RFP) to solicit bids for the removal and replacement of the fire alarm in the Activity Center / Office building. Four contractors participated in the pre-bid walk through. We received one bid on the July 29th bid day with a total cost of \$39,000, submitted by Current Electric. We recommend a contingency of 15% or \$5,850 for a project total of \$44,850. The Director of Facilities checked references to ensure that this bidder would be able to perform the work as required and received positive responses.

On August 4, 2025 the Buildings & Grounds Committee considered the proposal and recommended 5-0 to move forward with Current Electric to execute the fire alarm project as specified in the RFP at an estimated project price of \$44,850. On August 5, 2025 the Finance Committee considered the proposal and recommended 5-0 to move forward with Current Electric to execute the fire alarm project as specified in the RFP at an estimated project price of \$44,850.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County solicited bids for the replacement of the Fair Park Activity Center fire alarm system, and

WHEREAS, such bids were received and opened on July 29, 2025, with the following results:

Current Electric - \$39,000 with \$5,850 contingency for a total of \$44,850

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with the lowest responsible bidder, Current Electric, for the replacement of the fire alarm in the Fair Park Activity Center.

Fiscal Note: This replacement was not included in the 2025 budget. The Finance Committee recommends using contingency funding in the amount of \$44,850 for this item. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).

Ayes: ____ Noes: ____ Abstain: ____ Absent: ____ Vacant: ____.

Referred By: Building and Grounds Committee
Finance Committee

08-12-2025

REVIEWED: Corporation Counsel: ____; Finance Director: ____

Scope of Work

General Conditions:

Contractor shall be responsible for providing protections to existing furnishings and finishes. Site access is limited to the Activity Center and rest room structure #02. Equipment and vehicular access shall be thru Gate #02 and limited to roadways adjacent to the structure being serviced. Hours of work shall be limited to 7am – 7pm. Contractors will be responsible for disposal of any waste generated while completing their work.

Cutting and patching:

Contractor shall be responsible for cutting and patching any and all surfaces required to install the new fire alarm system. Reusing existing pathways where possible to limit the disruption to finishes. Patching shall be installed by qualified parties as needed for the substrate being repaired.

Demolition:

Removal and disposal of the existing fire alarm system including the annunciator panel and associated devices.

Repairs:

Furnish and install a new fire alarm system as required to satisfy state and local authorities having jurisdiction. This is intended to be turnkey the selected contractor will be responsible for subcontracting any items they do not self perform.



Proposal of Work Requested

July 24, 025

Attn:

JOHN FOX
DIRECTOR OF FACILITIES,
JEFFERSON COUNTY
311 S. CENTER AVENUE
JEFFERSON, WI 53049
(920)674-7322

RE: JEFFERSON COUNTY FAIR PARK FIRE ALARM REPLACEMENT ACTIVITY CENTER.

Description of work: Installation of Fire Alarm Cable and Device Terminations

Current Electric proposes to furnish the labor and install the materials necessary to complete the work for the above project.

Fire Alarm

We are pleased to provide the following design/build proposal to provide a code compliant fire alarm system for the above project per the plans and design narratives provided. Design is for an IBC (2015) A-2 Occupancy with an occupancy load under 1000 people.

1 NFW-100X Intelligent Fire Alarm Control Panel	Price Each \$4175
1- UDACT	
1- SLC	
4- NAC Circuits	
(19) PC2WLED System Sensor Horn Strobe Ceiling Mount White	Price Each \$125
(2) PC2WKLED System Sensor Weatherproof Horn Strobe Ceiling Mount White	Price Each \$190
(4) SCWLED System Sensor Strobe Ceiling Mount White	Price Each \$110
(4) DNR/FSP-951R/DTS5 Intelligent Duct Detector with Housing	Price Each \$790
(10) NBG-12LX Intelligent Manual Pull Station.....	Price Each \$250
(1) FSP-951/B300-6 Intelligent Photo Smoke Detector	Price Each \$225
(1) FST-951/B300-6 Intelligent Heat Detector	Price Each \$225
(3) FRM-1 Intelligent Control Relays (HVAC Shutdown)	Price Each \$225
(1) FRM-1 Intelligent Control Relay (Retail Music Shutdown)	Price Each \$225
(1) FMM-1 Intelligent Monitor Module (Kitchen Ansul System).....	Price Each \$125

***NOTE:** If any AHU's and/or RTU units exceed 2,000 CFM and is in an air distribution system that is capable of spreading smoke beyond the enclosed walls, floors and ceilings of the room or space in which the smoke is generated, add an addressable duct smoke detector and addressable control module for each.
ADDED total per location no including laborPrice Each \$1015

***NOTE:** Additional device above quantities previously listed shall be added to the total project cost at a rate listed with each device plus labor.

***NOTE:** Additional requirements for installation of added devices shall be at a Labor rate of \$127 per hour. Three (3) hours of total labor time for installation of additional devices shall be added per device required.

Additional Labor per added device.....\$381

Proposed Assumptions

- All existing fire alarm cables are in good working order and condition. Cabling is free of troubles, shorts, opens.
- Occupancy and IBC ratings are correct as previously stated. Any change in occupancy or IBC status may result in additional devices and labor.
- Fire Alarm Control Panel (FACP) acceptable mounting to be relocated at front entrance from mechanical room.
- Proposal assumes project to begin mid-September. Project to begin upon receipt of approval plans from local and state Authorities having Jurisdiction.

Proposal Exclusions

- Alternative and/or new electrical circuits or devices outside the scope for the installation of fire alarm system as per plans.
- Data, phone, and/or other cabling needed outside the scope of work as described in the fire alarm proposal.

Project Total..... \$38,750

Project price does not include sales tax. Sales tax shall be applied if nontax exempt

Matt Gappa
Low Voltage Manager
CURRENT ELECTRIC CO

Acceptance Signature

Date



TERMS & CONDITIONS

- **This proposal may be withdrawn if not accepted within 10 days**
- **ACCEPTANCE OF PROPOSAL** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate.** All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance.
- **PAYMENT TERMS: 10% down, progress payments due upon receipt, balance upon completion.** I (we) agree to pay a service charge of \$35.00 for any checks returned from my (our) bank unpaid for any reason. I (we) will pay all expenses, including actual attorney's fees and all collection costs incurred by Current Electric in the enforcement of this agreement and the collection of any charges due hereunder. **I (we) agree to pay interest at a rate of 18% per annum on all unpaid invoices over 30 days old.** All payments must be made according to the scheduled agreement. Check, Wire Transfer and Cash are all acceptable methods of payment. **We accept all major credit cards, there is a 3.5% convenience fee applied to each transaction.** As required by the Wisconsin Construction Lien Law, the builder hereby notifies the owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the above signed builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, the owner probably will receive notices from those who furnish labor or materials for the construction and should give a copy of each notice received to his mortgage lender, if any. Builder agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid.
- **RESPONSIBILITIES:** Current Electric shall do all work in a competent, workmanlike manner. Current Electric is not responsible for any existing or unforeseen illegal conditions. Customer is responsible to inform Current Electric of any known defects in their electrical or mechanical systems.
- **LIMITED MATERIAL WARRANTY:** Current Electric provides a warranty for the material furnished for the warranty period of (90) days from completion unless otherwise stated in writing on the contract or estimate provided. All warranties are void, if payment is not made when due. Warranties extend only to the customer and are not transferable. Current Electric will not provide any warranty on material provided by the owner.
- **WORKMANSHIP:** Current Electric provides a one-year warranty on workmanship. Warranties extend only to the customer and are not transferable.
- **EXCLUSIONS & LIMITATIONS:** Current Electric shall not be liable for incidental or consequential damages. Current Electric is not responsible for; defective or unforeseen site conditions, work performed by or materials supplied or installed by others, defects and failures from mistreatment or neglect otherwise not caused by defects in Current Electric's materials or workmanship, mold development or mold detection of any kind
- **"THE LIMITED WARRANTY STATED ABOVE IS THE ONLY WARRANTY CURRENT ELECTRIC MAKES. CURRENT ELECTRIC MAKES NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE FOR GOODS SOLD, OR ANY WARRANTY, EXPRESSED OR IMPLIED."**
- **TRENCHING POLICY:** Current Electric is not responsible for unforeseen site conditions; i.e., rocks, bedrock, frost, customer utilities (included but not limited to; irrigation, communication, electrical, plumbing, sewage and drainage lines), old tanks, hazardous waste, etc. Current Electric will re-fill trenches, however final restoration and finish grading/landscaping are the customers responsibility.
- **WALL REPAIR POLICY:** Any handholes/wall repairs required to perform our services will be rough patched only. Finish patching, painting, etc. are not included unless otherwise stated in the contract.

- **PROTECTION OF CUSTOMER'S PROPERTY:** Customer agrees to remove or protect any personal property, inside and out, including but not limited to; carpets, rugs, shrubs, and plantings. Current Electric shall not be responsible for said items nor shall Current Electric be held responsible for the natural consequences of Current Electric's work which may cause damage to improvements to real property including, but not limited to; curbs, sidewalks, walks, driveways, garages, patios, lawns, sprinkler systems, wallpaper, drywall, stucco, tile, cabinets and other appurtenances or real property. Current Electric shall not be held responsible for damage to personal property, real property or any improvements to real property caused by persons delivering materials or equipment, or keeping gates and doors closed for children or animals.

- **ENTIRE AGREEMENT:** This is the entire agreement. The parties are not bound by any oral expressions or representation by any agent purporting to act on their behalf, or by any commitment, or arrangement herein. The agreement binds jointly and severally all signing as Customer, that heirs, representations, successors and assigns.

- **WARRANTIES AND LIMITATIONS OF WARRANTIES:** No warranty, expressed or implied is provided for any existing systems or appliances. Any alteration, additions or repairs made by others, unless authorized or agreed upon by Current Electric, will be cause to terminate Current Electric's obligation under this contract.

BID FORM

Jefferson County Fair Park fire alarm replacement

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

MATERIAL	QTY	RATE	TOTAL
Please reference proposal dated 7/24/25 for individual equipment quantity and costs associated per item for Fire Detection Group Materials and devices.	1		\$14,505
Current Electric Materials (Wire, cable straps, boxes, misc)	1		\$2500
TOTAL MATERIAL:			\$17,005

LABOR	HOURS	RATE	TOTAL
Current Electric Labor	160	\$95	\$15200
Fire Detection Group Labor			\$6545
TOTAL LABOR:			\$21,745

MISCELLANEOUS	TOTAL
TOTAL MISC:	

TOTAL BID: \$38,750

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

Fire Detection Group: Programming and Certification Testing
Submittal and Engineered Plans

BIDDER CERTIFICATION

Jefferson County Fair Park fire alarm 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 induced 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: Current Electric Co

Address: 2942 N 117th St. Wauwatosa, WI 53222

Phone: 262-226-7795

Email: Matt@callcurrent.com

Signature: 

Printed Name: Matthew Gappa

Title: Low Voltage Manager

Date: 7/25/25