

Fair Park Committee Agenda

Jefferson County Fair Park

Activity Center

503 N. Jackson Avenue
Jefferson, WI 53549

Date: Thursday, May 21, 2026

Time: 8:30 am

Committee members: Mark Groose, Libby Hafften, Georgia McWilliam, Blane Poulson, Gary Skalitzky, Brandon White

- 1) Call to Order
- 2) Roll Call (establish a quorum)
- 3) Certification of Compliance with Open Meetings Law
- 4) Review of Agenda
- 5) Election of Officers – Chair & Vice Chair
- 6) Public Comment *(Members of the public who wish to address the committee on specific agenda items must register at this time)*
- 7) Approval of April 9, 2026 committee meeting minutes
- 8) Communications
- 9) Discussion on filling vacant At-large position on the committee
- 10) Discussion of Fair Operations and updates
 - a) General Updates from Fair Board
 - b) Sponsorship Checkpoint
 - c) Volunteer Opportunities
 - d) Other Updates
- 11) Discussion of Fair Park Operations and updates
- 12) Discussion and possible action of Master Plan agency selection
- 13) Monthly Financial Review – March 2026 results
- 14) Old Business
 - a) Status Report on the Interior LED Lighting Project
 - b) Discussion on property acquisition opportunities
- 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.:

- June 11
- July 8, 9, 10, 11 & 12
- August 13

PLEASE USE THE LINK BELOW TO JOIN THE MEETING VIRTUALLY

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/296277109561883?p=Yv1VRmn7Qxzzc9f49q>

Meeting ID: 296 277 109 561 883

Passcode: 6dx7tn3R

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.

Jefferson County Fair Park Committee

Meeting Minutes
Thursday, April 9, 2026

1. **Call to order:**

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

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

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

Others Present: Becky Roberts, Abby Schopen, Michael Luckey

Others Present via Teams: Danielle Thompson, Tracy Hameau, Watertown Daily Times (James)

Members Not Present: Georgia McWilliam

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

Michael Luckey certified compliance with the Open Meetings Law.

4. **Review of Agenda:**

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

5. **Public Comment:** None

6. **Approval of March 12, 2026, committee meeting minutes:**

A motion made by Skalitzky, seconded by Backlund to approve the minutes as presented. Motion carried.

7. **Communications:**

Roberts shared that the Bridges Library system has again asked for a donation of about 2,550 Fair tickets. The Fair has agreed to that number but will provide both youth tickets (\$8) and adult tickets (\$13) which will be hole punched for tracking purposes. For context, in 2025 only 537 out of 2,000 were redeemed.

8. **Discussion of Fair operation and updates:**

The Fair announced the entertainment lineup differently by announcing it via the Jefferson County quarterly newsletter. Roberts shared some feedback as well as the Fair's response to the feedback from social media. Updates were given to the Jefferson County Homegrown Showcase (Wednesday) and the new Bingo Bash (Sunday) that will replace La Movida day. Bingo will be hosted by the Jefferson Main Street Association.

Roberts shared a list of sponsors who have committed to both Fair & Fair Park. New sponsors include WI Harley Davidson, Aztalan Bio and Bobcat. There will be a show trailer, Top Notch Sales, selling animal & show items.

Roberts also shared the final Fair map which includes a new space called "Action Alley". This is where the Jefferson Speedway cars (Friday), Antique Tractors (Saturday) will be on display and where the Corn Hole competitions will be held.

9. **Discussion of Fair Park operation and updates:**

Roberts reported that the three new water meters to be installed in the coming weeks. They will replace larger, inefficient meters. The change will incur cost savings of around \$120 per month going forward. The meters will be changed when we turn the water back on throughout the park.

Roberts gave an update on the lighting upgrade. Most of the buildings that are not involved with Winter Storage are finished. Roberts presented a YTD financial report for both Fair & Fair Park, calling out specific things such as how payroll is split between Fair & FP. Other things are currently in process, Gallitz Grading graded the interior gravel roads, Winter Storage release is happening now. Camping will open soon and a new part-time Administrative Assistant, Megan Patch, has joined the team.

10. **Old Business:**

Roberts reported on the progress of the Emergency Plan. The plan is finished, just waiting on a few signatures. There will be a training review with Fair Board, Fair Park Committee and Fair Superintendents on April 27th. The Fair Park is now a secondary location, when available, for the American Red Cross when responding to local emergencies. Roberts is looking into the possibility of the Fair Park serving as a temporary safe haven for livestock that are displaced due to fire, flood, etc. The Master Plan review group met to consider the proposals and are asking

no less than two organizations to come back for interviews. Will hope to have a recommendation by the May meeting. Roberts gave an update on the lighting project. The grant from Focus on Energy came in under \$112,000 from the original projections. Roberts found a solution by shifting some priorities to other areas in order to make it work. Work has already begun with most of the buildings that are not involved with Winter Storage, are finished.

11. Discussion and possible action to tentative future meeting schedule and agenda items:

Newly elected officers. LED lighting budget amendment. Mater Plan update.

12. Adjournment:

Motion made by Hafften, seconded by Backlund to adjourn. Motion carried. Meeting adjourned at 9:31am.

Respectfully submitted,
Abby Schopen
Fair Park Events Manager