Fair Park Committee Agenda

Jefferson County Fair Park

JCFP Conference Room - 503 N. Jackson Avenue
Jefferson, WI 53549
REVISED 11/10/2026

Date: Thursday, November 12, 2026
Time: 8:30 am

Committee members: Rori Eilenfeldt, Mark Groose, Libby Hafften (Chair), Georgia McWilliam, Blane Poulson, Gary Skalitzky, Brandon White (Vice Chair)

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 October 8, 2026, committee meeting minutes
7) Communications
8) Discussion of 2027 Fair Planning
9) Review and possible action for amendments to the Fair Youth Org membership policy
10) Discussion of Fair Park Operations and updates
11) Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on a land acquisition opportunity.
12) Reconvene in open session for action items discussed in closed session, if necessary.
13) Monthly Financial Review – September YTD 2026 results
14) Old Business
    a) Status update on Master Plan
    b) Discussion and possible action of Fair Park dedications/memorials
15) New Business
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.:

- December 10
- January 14, 2027
- February 11, 2027

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, October 8, 2026

1. **Call to order**:
   Libby Hafften called the meeting to order at 8:31am.

2. **Roll call (establish a quorum):**
   Members Present: Libby Hafften, Gary Skalitzky, Mark Groose, Brandon White, Rori Eilenfeldt, Georgia McWilliam
   Members Not Present: Blane Poulson
   Others Present: Becky Roberts, Abby Schopen, Ed Bielinski
   Others Present via Teams: Michael Luckey, Sarana Solar, Danielle Thompson, Watertown Daily Times (James)

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 White, seconded by Skalitzky to approve the agenda as presented. Motion carried.

5. **Public Comment:**
   There was none.

6. **Approval of September 10, 2026, committee meeting minutes:**
   A motion made by White, seconded by Skalitzky to approve the minutes as presented. Motion carried.

7. **Communications:**
   There was none.

8. **Discussion of 2027 Fair Planning:**
   Barn Nights & Fair Lights was chosen for the theme of the 2027 Jefferson County Fair. There will be a push for the poster contest in November. Fairest of the Fair applications are currently being accepted. Vendor applications to repeat vendors will go out this month followed by open applications. Roberts reported that there is an effort to solicit more diverse food vendors to help round out the offerings this year. The Entertainment representatives from Fair Board have had multiple meetings already and is moving forward with adding additional music options in different areas. Farm Bureau will be creating an educational miniature golf course. There was a discussion on possibly renaming the "beer" tent and asking Rotary to sell water & soda in addition to beer. The sponsorship committee is reaching out to repeat sponsors this month and collaborating with the local Chambers of Commerce to increase the database. Roberts & Garvey met with the Bridges Library System and discussed ways to keep the Fair in front of their participants throughout the year. They agreed to circulate the open/senior premium book, posters and find creative ways to get kids involved via classes involving creating exhibits for Fair. Sammy Garvey, Fair Coordinator, will be attending the IAFE conference in Louisville in November. Garvey & Roberts will join 2026 Fairest Megan Doherty at the WAF conference in Wisconsin in January. Fair Board members and Fair Park committee members are encouraged to attend.

9. **Review and possible action for amendments to the Fair Youth Org membership residency requirement policy:**
   Changes to the residency requirement made by the Fair Board recently were reviewed and discussed. A motion made by White, seconded by Skalitzky to approve with a few changes to language. Motion carried.

10. **Review and possible action of policy adjustments to the age of youth for fair auction participation:**
    Changes to an existing rule were presented and discussed. A motion made by Skalitzky, seconded by White to approve with a few changes to language. Motion carried.
    Exhibitors aged 19 as of January 1st that are participating in the auction must have shown an animal or exhibit in the Jefferson Fair at least 1 year previous to consecutively participating in the auction. A motion made by White, seconded by McWilliam to approve with a few changes to language. Motion carried.

11. **Review and possible action regarding the addition of a point card for Fair Auction Participants:**
    The addition of a new point card policy was reviewed and discussed. Exhibitors participating in the auction must complete and submit a qualified point card along with their YQCA and W-9. A motion made by Skalitzky, seconded by McWilliam to approve with a few changes to language. Motion carried.

12. **Review and possible action on Fair amendment to existing rule for Exhibitor show availability conflicts:**
    Updates to an existing Exhibitor rule were presented and discussed. A motion made by White, seconded by McWilliam to approve with a few changes to language. Motion carried.

13. **Review of and possible action on Fair Exhibitor Conduct Rule updates:**
    An updated code of conduct was presented and discussed. A motion made by McWilliam, seconded by White to approve with a few changes to language. Motion carried.

14. **Review and possible action on Fair Formal Protest Process:**
    A formal protest process was presented and discussed. A motion made by Skalitzky, seconded by Eilenfeldt to approve with a few changes to language. Motion carried.

15. **Review and possible action to select new Fair Board members:**
    Two new candidates chosen for the Fair Board, Taylor Chwala and Stacey Fehly, and were presented. A motion made by White, seconded by McWilliam to approve the candidates. Motion carried.

16. **Review and possible action of the Fair 2027 Premium Book:**
    Updates to the Jefferson County Fair Premium book for 2027 were presented. Updates include a new class for Plants, Soils & Flowers, along with other updates Roberts shared. Ultrasound was eliminated from the book due to lack of communication from the vendor. There was a discussion on the importance of the education of ultrasound class, and it was decided to add the ultrasound class back to the book. A motion to add the ultrasound class back to the book and approve the premium book as presented was made by Skalitzky and seconded by White. Motion Carried.

17. **Discussion of Fair Park Operations and updates:**
    September was a heavy month, and October is shaping up to be just as heavy. Roberts shared an administrative assistant was hired as well as a part-time maintenance & grounds team member. Winter storage reservations have opened to the public with move-in scheduled for the first week in November.

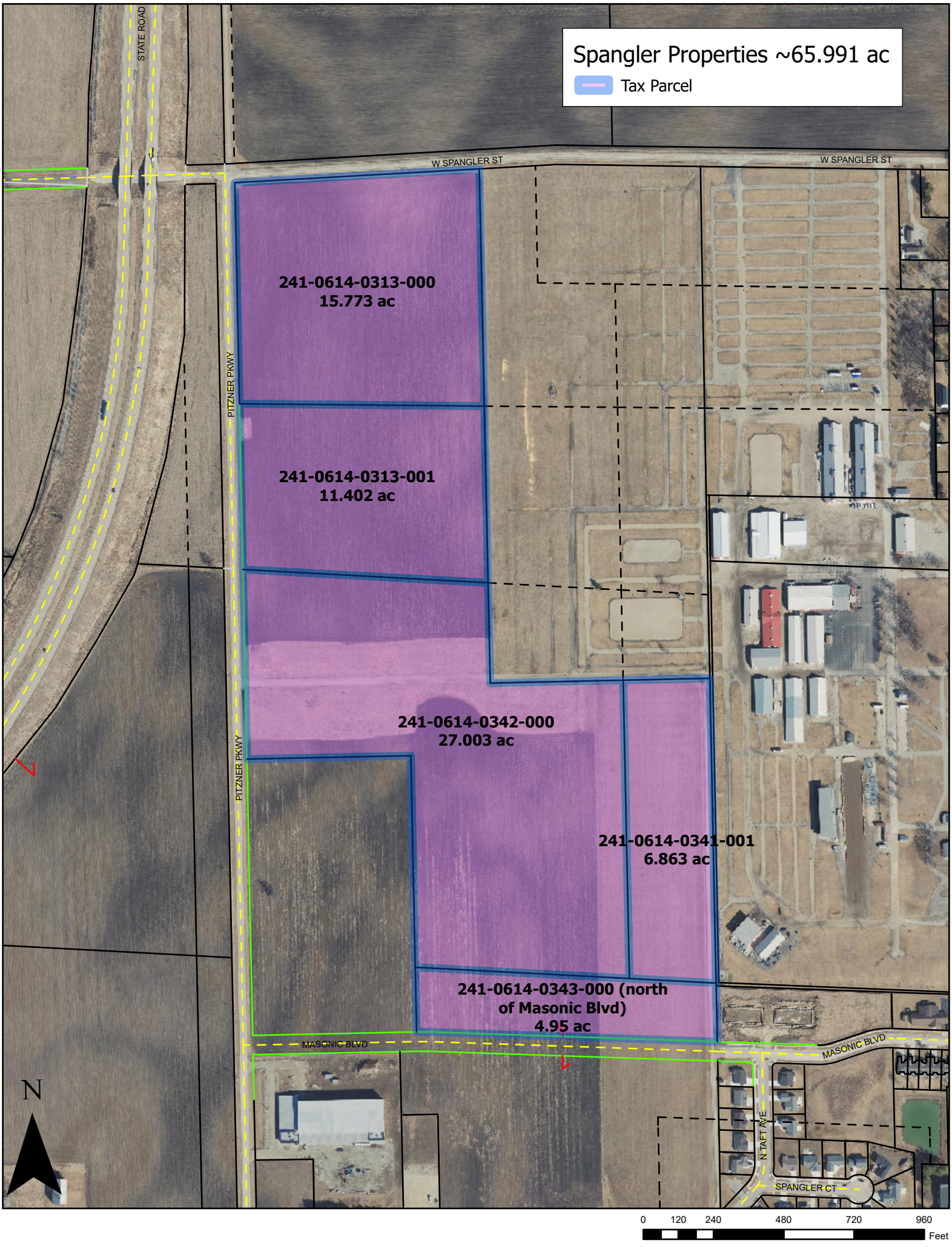
18. **Monthly Financial Review – August YTD 2026 results**
    Year to date financials through August were distributed.

19. **Old Business:**
    A future property acquisition was discussed after it was disclosed that a healthcare provider has purchased just over 12 acres of Spangler's land to the west of Fair Park. This activity motivates the committee for future land acquisition possibilities. The topic will be vetted to the County Board Chairperson to determine next steps to present for consideration.

20. **Discussion and possible action to tentative future meeting schedule and agenda items:**
    - Memorials
    - Property Acquisition

21. **Adjournment:**
    Motion made by Skalitzky, seconded by Groose to adjourn. Motion carried. Meeting adjourned at 10:06am.

    Respectfully submitted,
    Abby Schopen
    Fair Park Events Manager


Spangler Properties ~65.991 ac
Tax Parcel
STATE ROAD
W SPANGLER ST
W SPANGLER ST
PITZNER PKWY
PITZNER PKWY
241-0614-0313-000
15.773 ac
241-0614-0313-001
11.402 ac
241-0614-0342-000
27.003 ac
241-0614-0341-001
6.863 ac
241-0614-0343-000 (north
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120
240
480
720
960
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