

Jefferson County Fair Park April 5, 2018 | Meeting Minutes

The Jefferson County Fair Park committee met on Thursday, April 5th at 8:03 a.m. in the Activity Center Conference Room. Present were: (Fair Committee) Blane Poulson, Jennifer Hanneman, Matthew Foelker, Russell Kutz, , Ron Buchanan , Debra Hall-Kind, Kathy Steindorf , Fair Park Supervisor Roger Kylmanen, Marketing/Administrative Assistants Amy Listle and Renee Busshardt and County Administrator Ben Wehmeier.

A quorum of the Jefferson County Fair Park Committee was present, meeting duly noted and the door open.

Review and Approve Agenda

Minutes: A motion was made to accept the minutes of the March 1, 2018 meeting as presented and seconded. Motion carried.

Communications: A thank you letter from the Optimist Club of Fort Atkinson and a thank you card from the Johnson Creek FFA.

Public Comment: None

Review of Community Feedback and suggestions on Fair Operations: None

Update on Purchasing ordinance: Ben Wehmeier state the ordinance will be going to the Finance Committee next week.

Discussion and possible action on WiFi at the Fair Park: Roger Kylmanen updated the committee as to quotes and discussions that were had with various providers. Roger informed the committee that Netwurx was the better choice. There was no action taken because the dollar amount did not exceed those needed for action.

Discussion and possible action on the Fair Park Signage Policy: The policy, which had been reviewed by Corporation Counsel, was presented to the committee. Kathy Steindorf made a motion to accept this policy as presented, Ron Buchanan seconded. The policy was unanimously adopted by the committee.

Discussion on how to improve and increase non-fair events: No discussion needed.

Discussion and possible action on Marketing Partnerships and Sponsorships: There is a continued effort to retain current sponsors and to obtain new ones. Amy Listle updated the committee as to who was contacted and who still needs to be.

Financial Report: Review of January 2018 financials.

Supervisor's Report: Roger Kylmanen gave an update as to the progress on the updates to the wash rack and swine barn. Roger applied for a grant from Compeer for swine barn improvements. There will be a temporary US Cellular tower put up in the southwest corner behind the storage barn. Electrical improvements will be made to accommodate this tower. Roger has acquired pricing from different tent companies and has determined that Area Rentals has the best pricing. Roger had a meeting with Scott from Harry Potter and was informed that the festival will have a new name and theme, Warriors and Wizards. Vera's Concessions would like to continue as our kitchen vendor. She is planning better for fair and will have extra people for the event. Vera's will not be running the kitchen for car shows, Sheep & Wool (Vera's would vend outside) or the Yoga/Kirtan Festival. A short discussion was had about different capital projects for 2019. This will be discussed by Ben and Roger at a later date. Storage is out and buildings are being cleaned. The water will be turned on next week if the weather permits. A plan to add more campsites is being looked at.

Office Report: March Fair Park events have been reconciled. Concert tickets went on sale March 6 and fair entries began on April 1. There will be numerous Fair Sign-Up Sessions to register for Fair. Standard Process will once again hold their company picnic on the Saturday of fair. Winter storage is almost complete with just a few units to get picked up. Alex Hein was hired as emergency help and is approved as needed until August 3. Renee was out for two week on sick leave. Work continues on the following: Advertising; Sponsorships; Entertainment Contracts; Vendor Contracts.

Discussion and possible action on future meeting schedule and agenda items: Elections

Next Meeting: The next regular meeting is set for May 3, 2018, at 8:00 a.m. in the conference room of the Activity Center.

With no further business, Ron Buchanan made a motion to adjourn the meeting. Jennifer Hanneman seconded. Motion carried. Meeting adjourned at 8:55 a.m.