

**Fair Park
Committee Members:**

Ron Buchanan, Chair

Blane Poulson, Vice Chair

Matthew Foelker, Secretary

Gregory Torres

Paul Babcock

**FAIR PARK COMMITTEE
MEETING AGENDA**

October 3, 2013

8:00 a.m.

**Jefferson County Fair Park
Activity Center Conference Room
503 N. Jackson Avenue
Jefferson, WI 53549**

1. Call to Order
2. Roll call (establish a quorum)
3. Certification of compliance with Open Meetings Law Requirements
4. Public Comment
5. Review agenda
6. Approve Minutes of September 5th Meeting
7. Communications
8. Present and approve bids received for the RV Sewer Drain Project
9. Present and approve bids received for the 4 Furnaces in the Activity Center Project
10. Present and approve bids received for the Concrete Approach by the Activity Center Project
11. 2013 Financial Status Report
12. Fair Park Director's Report
13. Fair Park Supervisor's Report
14. Fair Office Report
15. Set next meeting date November 7th and Potential Future Meeting Agenda Items
16. Adjourn

The Committee may discuss and/or take action on any item specially listed on the agenda.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920/674-7101 so appropriate arrangements can be made

The Jefferson County Fair Park committee met on Thursday September 5, 2013 at 8:00 a.m. in the Activity Center Conference Room. Present were: (Fair) Blane Poulson, Matt Foelker, Paul Babcock, Gregory Torres, Director David Diestler, Supervisor Roger Kylmanen, Secretary Gail Zastrow, Administrative Assistant Amy Cielinski, County Board Chair John Molinaro, and Administrator Ben Wehmeier. Ron Buchanan was excused.

Let the record show that a quorum is present (one absent), meeting duly noted and the door open.

Public Comment & Correspondence: None

Agenda: The agenda is OK as presented

Minutes: A motion was made by Matt Foelker to accept the minutes as presented, seconded by Paul Babcock. Motion carried.

Fair:

- **Sponsor update** - In process of revising sponsorship packages
- **Entertainment** – Signed with Variety Attractions again for booking entertainment at Fair. Proposed contract for one grandstand performance has been sent in.

Fair Park:

- **Budget** – The budget report does not show deposits made in August. There were several horse shows that paid in August.
- **Proposals:** Ads are in the paper to bid sewer drains on food row. Heating is pending.
- **Fee Schedule changes** – Increasing some fees for 2014. Gregory Torres made a motion to approve the Fee changes for 2014 as presented. Matt Foelker seconded. Motion carried.
- **Horse Camping** – Working with Augie Tietz and Joe Nehmer to develop a horse trail to connect with the Fair Park to increase Fair Park revenue with camping.

Conventions:

- Dave is planning to attend IEBA in October and IAFE December. Amy has applied for 2 grants to attend IAFE.
- The Wisconsin Association of Fairs Convention will be in January 2014 at Chula Vista in the Wisconsin Dells. A motion was made by Gregory Torres to approve Gail to attend the convention for the last time. Matt Foelker seconded. Motion carried.

Next Meeting: The Appreciation dinner and Open Forum will be Wednesday, September 18 and the next regularly scheduled meeting will be Thursday October 3rd at 8:00 a.m. in the Conference Room of the Activity Center.

Being no further business, Matt Foelker made a motion to adjourn the meeting. Paul Babcock seconded. Motion carried. Meeting adjourned at 8:42 a.m.

#8

**Jefferson County Fair Park Committee Meeting
Thursday, October 3, 2013**

Notice Of Letting Projects

- RV Sewer Drain Project:
 - A & S Plumbing \$ 8,607.00
 - Forest Landscaping \$29,600.00
 - Jaeckel Brothers \$ 9,700.00
- Activity Center (4) Furnace Replacement Project Bids Due October 1
- Concrete Approach by Activity Center Project Bids Due October 1

Roger Kylmanen

#11

Fair Park
6906 Donations

Date Ran 9/24/2013
Period August
Year 2013

Revenues

66.67%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
485106	FAIR EXPANSION DONATIONS	(15,153.13)	500.00	15,653.13	-3030.63%
Totals		(15,153.13)	500.00	15,653.13	-3030.63%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
594821	CAP IMPRV LAND	9,153.00	9,153.00	-	100.00%
Totals		9,153.00	9,153.00	-	100.00%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
Totals		-	-	-	0.00%

Total Business Unit		(6,000.13)	9,653.00	15,653.13	-62.16%
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Fair Park
6901 Fair Park

Date Ran 9/24/2013
Period August
Year 2013

Revenues 66.67%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget	
					0%	
457010	SPONSOR REVENUE	(27,070.00)	(65,000.00)	(37,930.00)	41.65%	1
457025	HORSE SHOW FEES	(7,125.00)	(20,000.00)	(12,875.00)	35.63%	2
457026	SHAVING SALES	(25,606.16)	(30,000.00)	(4,393.84)	85.35%	
457031	ADMISSION REVENUE	-	(6,500.00)	(6,500.00)	0.00%	
474169	FAIR BILLED	-	(4,000.00)	(4,000.00)	0.00%	
482012	BUILDING RENTAL	(85,588.29)	(163,000.00)	(77,411.71)	52.51%	
482013	STALL RENTAL	(49,752.50)	(83,000.00)	(33,247.50)	59.94%	
482014	WINTER STORAGE RENTAL	(8,180.46)	(26,500.00)	(18,319.54)	30.87%	3
482015	SPACE-FOOD VENDOR	(9,046.18)	(16,000.00)	(6,953.82)	56.54%	
482016	SPACE-BEVERAGE VENDOR	(8,130.15)	(13,000.00)	(4,869.85)	62.54%	
482017	SPACE-OTHER VENDOR	(1,360.00)	(2,000.00)	(640.00)	68.00%	
482021	CAMPING FEE OTHER	(29,620.67)	(32,000.00)	(2,379.33)	92.56%	
484001	INSURANCE RECOVERY	706.12	-	(706.12)	0.00%	
486001	VENDING COMMISSION	(929.33)	(800.00)	129.33	116.17%	
Totals		(251,702.62)	(461,800.00)	(210,097.38)	54.50%	

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget	
					0%	
511110	SALARY-PERMANENT REGULAR	63,938.19	93,944.00	30,005.81	68.06%	
511210	WAGES-REGULAR	53,102.79	65,281.94	12,179.15	81.34%	
511220	WAGES-OVERTIME	1,758.56	1,774.00	15.44	99.13%	
511240	WAGES-TEMPORARY	2,759.77	13,112.00	10,352.23	21.05%	
511310	WAGES-SICK LEAVE	318.52	-	(318.52)	0.00%	
511320	WAGES-VACATION PAY	2,200.78	-	(2,200.78)	0.00%	
511330	WAGES-LONGEVITY PAY	-	313.00	313.00	0.00%	
511340	WAGES-HOLIDAY PAY	2,576.69	-	(2,576.69)	0.00%	
511350	WAGES-MISCELLANEOUS(COMP)	1,168.78	-	(1,168.78)	0.00%	
512141	SOCIAL SECURITY	9,744.87	13,040.62	3,295.75	74.73%	
512142	RETIREMENT (EMPLOYER)	7,332.26	10,450.10	3,117.84	70.16%	
512144	HEALTH INSURANCE	15,741.73	33,356.00	17,614.27	47.19%	
512145	LIFE INSURANCE	13.95	22.00	8.05	63.41%	
512148	UNEMPLOYMENT COMPENSATIO	2,222.72	3,000.00	777.28	74.09%	

512173	DENTAL INSURANCE	1,436.82	2,354.00	917.18	61.04%	
521216	JANITORAL	650.00	1,500.00	850.00	43.33%	
521219	OTHER PROFESSIONAL SERV	-	500.00	500.00	0.00%	
521297	STALL CLEANING	4,497.00	3,900.00	(597.00)	115.31%	4
521649	SECURITY SERVICES	-	350.00	350.00	0.00%	
529170	GROUNDS KEEPING CHARGES	9,468.66	17,726.00	8,257.34	53.42%	
531001	CREDIT CARD FEES	-	250.00	250.00	0.00%	
531185	FAIR PARK OTHER ACTS	-	4,000.00	4,000.00	0.00%	
531298	UNITED PARCEL SERVICE UPS	153.60	-	(153.60)	0.00%	
531301	OFFICE EQUIPMENT	2,698.00	500.00	(2,198.00)	539.60%	5
531303	COMPUTER EQUIPMT & SOFTWA	1,711.84	7,000.00	5,288.16	24.45%	
531304	NONCAPITAL AUTO	164.00	2,000.00	1,836.00	8.20%	
531311	POSTAGE & BOX RENT	790.07	900.00	109.93	87.79%	6
531312	OFFICE SUPPLIES	1,627.70	2,500.00	872.30	65.11%	
531313	PRINTING & DUPLICATING	887.31	500.00	(387.31)	177.46%	7
531314	SMALL ITEMS OF EQUIP	5,106.60	8,000.00	2,893.40	63.83%	
531320	SAFETY SUPPLIES	279.12	500.00	220.88	55.82%	
531322	SUBSCRIPT NEWSPAPERS&PERIOD	99.75	-	(99.75)	0.00%	
531324	MEMBERSHIP DUES	1,152.10	1,700.00	547.90	67.77%	
531326	ADVERTISING	3,089.75	5,000.00	1,910.25	61.80%	
531349	OTHER OPERATING EXPENSES	708.87	1,000.00	291.13	70.89%	
531351	GAS/DIESEL	8,494.55	9,952.00	1,457.45	85.36%	8
531367	WOOD SHAVINGS	19,743.00	23,000.00	3,257.00	85.84%	9
532325	REGISTRATION	45.00	1,000.00	955.00	4.50%	
532332	MILEAGE	166.10	250.00	83.90	66.44%	
532334	COMMERCIAL TRAVEL	-	700.00	700.00	0.00%	
532335	MEALS	229.61	700.00	470.39	32.80%	
532336	LODGING	855.00	1,700.00	845.00	50.29%	
533221	WATER	4,665.10	7,500.00	2,834.90	62.20%	
533222	ELECTRIC	28,671.74	35,000.00	6,328.26	81.92%	10
533223	SEWER	4,524.80	7,000.00	2,475.20	64.64%	
533224	NATURAL GAS	5,713.44	10,000.00	4,286.56	57.13%	
533225	TELEPHONE & FAX	1,348.43	2,000.00	651.57	67.42%	
533235	STORM WATER UTILITY	9,264.97	13,589.00	4,324.03	68.18%	
533236	WIRELESS INTERNET	317.85	-	(317.85)	0.00%	
535232	GRAVELING	3,886.87	6,000.00	2,113.13	64.78%	
535242	MAINTAIN MACHINERY & EQUIP	8,191.26	9,000.00	808.74	91.01%	11
535245	GROUNDS IMPROVEMENTS	13,647.85	17,000.00	3,352.15	80.28%	12
535247	BLDG REPAIR & MAINT	21,580.26	24,000.00	2,419.74	89.92%	13
535297	REFUSE COLLECTION	9,124.00	13,000.00	3,876.00	70.18%	
535347	BEVERAGE PURCHASES	8,712.10	10,000.00	1,287.90	87.12%	14
535349	OTHER SUPPLIES	158.24	-	(158.24)	0.00%	
535352	VEHICLE PARTS & REPAIRS	1,207.44	3,000.00	1,792.56	40.25%	
535355	PLUMBING & ELECTRICAL	12,131.53	12,500.00	368.47	97.05%	15
536533	EQUIPMENT RENT & LEASE	547.10	3,000.00	2,452.90	18.24%	
571005	DUPLICATING ALLOCATION	1,092.72	2,165.00	1,072.28	50.47%	

571009 MIS PC GROUP ALLOCATION	5,858.62	9,709.00	3,850.38	60.34%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	2,218.56	3,452.00	1,233.44	64.27%
591519 OTHER INSURANCE	3,975.54	4,917.00	941.46	80.85%
594810 CAP EQUIP	15,985.00	26,254.00	10,269.00	60.89%
594820 CAP OTHER	-	34,500.00	34,500.00	0.00%
594821 CAP IMPRV LAND	51,555.56	85,850.00	34,294.44	60.05%
594822 CAP IMPRV BLDG	-	37,896.00	37,896.00	0.00%
594829 CAP IMPRV OTHER	-	10,000.00	10,000.00	0.00%

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Totals	441,313.04	719,107.66	277,794.62	61.37%
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Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
					0%
Totals		-	-	-	0.00%

Total Business Unit	189,610.42	257,307.66	67,697.24	73.69%
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1. Sponsor Revenue - Year End
2. Horse Show Revenue - Lags several months behind
3. Winter Storage - Revenue will come in October & November
4. Stall Cleaning - Increase in stall usage
5. Office Equipment - New Copier
6. Postage - used funds earlier in year
7. Printing & Duplicating - greater use of 4-color brochures
8. Fuel - Increased usage & used more earlier in the year
9. Wood Shavings - Increased horse stall usage
10. Electric - Increased usage - use more during the summer
11. Maintenance & Equipment - More equipment needing repairs
12. Grounds Improvements - Increased improvement projects
13. Building Repairs - Increased repairs
14. Beverage Purchases - Increased beverage usage
15. Plumbing & Electrical - Increased improvement projects
16. Other Insurance - ?

Fair Park
6902 Fair Week

Date Ran 9/24/2013
Period August
Year 2013

Revenues 66.67%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
421001	STATE AID	(6,044.53)	(6,000.00)	44.53	100.74%
457005	RESERVED SEATING FEES	(59,977.97)	(30,000.00)	29,977.97	199.93%
457009	CONTEST ENTRY FEES	(1,405.00)	(800.00)	605.00	175.63%
457010	SPONSOR REVENUE	(76,470.00)	(140,000.00)	(63,530.00)	54.62%
457011	GATE RECEIPTS	(266,303.01)	(235,000.00)	31,303.01	113.32%
457013	STALL & PEN FEES	(4,322.50)	(2,750.00)	1,572.50	157.18%
457021	PREMIUM BOOK SALES	(4.74)	-	4.74	0.00%
457029	FFA ENROLLMENT	(1,935.00)	(1,250.00)	685.00	154.80%
457030	CREDIT CARD SURCHARGE	(1,317.34)	(400.00)	917.34	329.34%
459001	SODA	(95.00)	-	95.00	0.00%
474020	DEPT GATE RECEIPTS	(60.00)	-	60.00	0.00%
482015	SPACE-FOOD VENDOR	(34,795.63)	(32,000.00)	2,795.63	108.74%
482016	SPACE-BEVERAGE VENDOR	(102,650.90)	(75,000.00)	27,650.90	136.87%
482017	SPACE-OTHER VENDOR	(22,060.15)	(32,000.00)	(9,939.85)	68.94%
482018	SPACE-CARNIVAL	(22,171.94)	(23,000.00)	(828.06)	96.40%
482019	CAMPING FEE 4-H	(15,750.00)	(15,000.00)	750.00	105.00%
482020	CAMPING FEE VENDOR	(2,929.02)	(3,000.00)	(70.98)	97.63%
Totals		(618,292.73)	(596,200.00)	22,092.73	103.71%

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Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
511110	SALARY-PERMANENT REGULAR	21,057.29	40,262.00	19,204.71	52.30%
511210	WAGES-REGULAR	55,260.93	52,942.18	(2,318.75)	104.38%
511220	WAGES-OVERTIME	30.13	1,774.00	1,743.87	1.70%
511240	WAGES-TEMPORARY	18,486.32	27,907.00	9,420.68	66.24%
511320	WAGES-VACATION PAY	1,738.35	-	(1,738.35)	0.00%
511330	WAGES-LONGEVITY PAY	-	258.00	258.00	0.00%
511340	WAGES-HOLIDAY PAY	408.47	-	(408.47)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	126.63	-	(126.63)	0.00%
512141	SOCIAL SECURITY	7,523.61	9,303.02	1,779.41	80.87%
512142	RETIREMENT (EMPLOYER)	5,882.06	7,478.64	1,596.58	78.65%
512143	RETIREMENT (EMPLOYEE)	1,082.93	604.00	(478.93)	179.29%
512144	HEALTH INSURANCE	12,492.61	21,585.00	9,092.39	57.88%
512145	LIFE INSURANCE	11.21	12.00	0.79	93.42%
512173	DENTAL INSURANCE	1,426.15	1,696.00	269.85	84.09%
514151	PER DIEM	1,520.00	-	(1,520.00)	0.00%

521216 JANITORAL	1,620.00	-	(1,620.00)	0.00%	
521219 OTHER PROFESSIONAL SERV	-	5,000.00	5,000.00	0.00%	
521647 VETERINARY SERVICES	-	750.00	750.00	0.00%	
521648 AMBULANCE/EMS SERVICES	2,000.00	2,000.00	-	100.00%	
521649 SECURITY SERVICES	5,434.99	4,200.00	(1,234.99)	129.40%	2
529299 PURCHASE CARE & SERVICES	5,800.00	5,000.00	(800.00)	116.00%	
529301 FAIR GATE WORKERS	6,318.75	6,000.00	(318.75)	105.31%	
529302 FAIR JUDGES	7,250.00	6,600.00	(650.00)	109.85%	
529303 FAIR SUPERINTENDENTS	7,125.00	6,700.00	(425.00)	106.34%	
529304 FAIR PARKING SERVICES	2,285.00	1,500.00	(785.00)	152.33%	
531001 CREDIT CARD FEES	1,339.09	600.00	(739.09)	223.18%	3
531101 TICKETS/ENTRY TAGS	8,289.17	3,800.00	(4,489.17)	218.14%	4
531102 TROPHIES/PLAQUES	499.50	1,200.00	700.50	41.63%	
531103 RIBBONS	1,541.28	3,500.00	1,958.72	44.04%	
531181 PREMIUMS	19,606.75	19,500.00	(106.75)	100.55%	
531182 FAIR WEEK SPECIAL ACTS	196,214.97	185,000.00	(11,214.97)	106.06%	
531183 SPONSOR FEES	5,637.46	8,500.00	2,862.54	66.32%	
531184 FAIREST OF THE FAIR	605.29	500.00	(105.29)	121.06%	
531311 POSTAGE & BOX RENT	47.38	-	(47.38)	0.00%	
531312 OFFICE SUPPLIES	399.71	500.00	100.29	79.94%	
531313 PRINTING & DUPLICATING	-	120.00	120.00	0.00%	
531326 ADVERTISING	41,283.76	53,000.00	11,716.24	77.89%	
531349 OTHER OPERATING EXPENSES	3,645.43	1,500.00	(2,145.43)	243.03%	5
531351 GAS/DIESEL	2,001.47	2,000.00	(1.47)	100.07%	
531367 WOOD SHAVINGS	1,060.00	500.00	(560.00)	212.00%	6
532332 MILEAGE	213.57	-	(213.57)	0.00%	
533221 WATER	934.51	1,200.00	265.49	77.88%	
533222 ELECTRIC	6,474.24	8,200.00	1,725.76	78.95%	
533223 SEWER	1,006.43	1,200.00	193.57	83.87%	
533224 NATURAL GAS	88.92	150.00	61.08	59.28%	
533235 STORM WATER UTILITY	617.67	1,000.00	382.33	61.77%	
533236 WIRELESS INTERNET	134.89	-	(134.89)	0.00%	
535242 MAINTAIN MACHINERY & EQUIP	617.22	-	(617.22)	0.00%	
535245 GROUNDS IMPROVEMENTS	3,080.13	1,600.00	(1,480.13)	192.51%	7
535247 BLDG REPAIR & MAINT	1,174.27	3,000.00	1,825.73	39.14%	
535297 REFUSE COLLECTION	-	2,000.00	2,000.00	0.00%	
535347 BEVERAGE PURCHASES	16,902.44	15,000.00	(1,902.44)	112.68%	
535355 PLUMBING & ELECTRICAL	7,798.56	7,500.00	(298.56)	103.98%	
536533 EQUIPMENT RENT & LEASE	58,753.45	60,000.00	1,246.55	97.92%	
571009 MIS PC GROUP ALLOCATION	127.20	174.00	46.80	73.10%	
571010 MIS SYSTEMS GRP ALLOC(ISIS)	1,873.92	2,222.00	348.08	84.33%	
591519 OTHER INSURANCE	2,570.27	2,700.00	129.73	95.20%	

Totals	549,419.38	587,737.84	38,318.46	93.48%
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Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
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0%

0%

Totals	-	-	-	0.00%
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Total Business Unit	(68,873.35)	(8,462.16)	60,411.19	813.90%
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1. Number of regular Vendors down this year.
2. Needed extra security for the larger crowds
3. More people using credit cards
4. Purchased 3 years of tickets - Age verified
5. Other operating expenses -
6. Wood Shavings - Increased usage
7. Ground Improvements - Many improvements to Fairgrounds

#12

Fair Park Director's Report – October 2013

1. Finance Committee approved budget as submitted
2. FEMA class - "Event Security Planning for Public Safety Professionals Training"
Amy & Myself – Sept. 30 - Oct. 1
3. Attending IEBA (International Entertainment Buyers Association) convention – Oct. 18 – Oct. 23 – Nashville, TN -- Won Free Registration & Hotel
4. Finance Committee approved Amy to attend IAFE (International Association of Fairs and Expositions) in Las Vegas, NV – Dec. 7 – 12 – Both of us will be attending
5. Attending a Consumer Protection Program Training -- presented by IAFE -- November 9 – Wausau, WI
6. Entertainment for next year's fair
7. Fair Park transition – Working with Ben
8. Credit card processing – working with Ben to determine a County wide company to use.
9. Fiber Optic – working with Roland to hookup fiber optic in Activity Center and bringing it to Gate 4 (Main gate during fair) to provide credit card processing
10. New trend coming to fairs – issuing debit cards to fairgoers

**Jefferson County Fair Park Committee Meeting
Thursday, October 3, 2013**

Fair Park Supervisor's Report

- Sheep & Wool was again very successful and continues to grow uses all the buildings and many of them used as classrooms including the Milk Parlor. We had almost \$7,000 in camping.
- Parks Department helped set up stalls for 2 horse shows in September after the Sheep & Wool Festival
- New employee that replaced Bud Lincks, Mike Wolfram, started Monday to help take down stalls.
- Took horse stalls down September 16th and will put them back up on September 30th for three more WIHA horse shows in October. Parks Department will be helping us set them up with **NO** CSW workers available.
- Separate sheet with Notice of Letting projects. The Sewer drain project is to be done by December 13th; Concrete Approach by November 1st and Furnaces in Activity Center by November 15th. Furnace specifications had to be revised and will be less expensive furnaces, but no Focus on Energy rebates available for this project. This does not include the Entryway or the showers/restrooms areas, just the actual Activity Center.
- Car Show is September 27-29 and I worked with Travis on the set up for this and what we do. Travis is experiencing all these events for the first time.
- Travis went through the training for the new MSDS regulations and all employees will need to be trained on.

Roger Kylmanen
Fair Park Supervisor

#14

**Jefferson County Fair Park Committee Meeting
Thursday, October 3, 2013**

Fair Office Report

- I'm working short days trying to use my vacation time and some of the comp time accumulated
- We have finished the entries for IAFE.
- We are now working on the Promotional/Advertising/Photo entries for Wisconsin Association of Fairs convention – due November 1st.
- Amy and I have been going over procedures for the office. Showing her how to do the Payment Vouchers and Deposits.
- Applications have gone out for Superintendents to reapply for 2014 and they are due October 1st. We will then work on the new Fair Premium Books for 2014/2015.
- We are looking for suggestions for changes to the Fair Books and will review before reprinting the Fair Books.

Gail Zastrow
Administrative Secretary

WISCONSIN ASSOCIATION OF FAIRS
5320 County Road F, Merrill, WI 54452
715-536-0246
wisfairs@gmail.com



TO: Fair Members

FROM: Jayme Buttke, Executive Secretary
Rick Frenette, CEO, Wisconsin State Fair

DATE: September 25, 2013

RE: Consumer Protection Program Training Details

Save the date, **November 9, 2013**, for the Consumer Protection Program presented by Marla Calico and Dr. Stephen Neel through the International Association of Fairs and Expositions (IAFE). The Wisconsin Association of Fairs first offered this training in 2008. Since that time many fair secretaries, fair boards, and staff has changed, as well as the training.

We spoke in great length at our spring district meetings about the importance of the program. To encourage every fair member in Wisconsin to have at least one person attend this important training, the Wisconsin State Fair will be the presenting partner to help cover the cost. Each attendee will be charged \$35 to cover the cost of lunch and breaks for the day. The rest of the training (\$150 fee per person in the past) is being covered by the Wisconsin State Fair and our Educational Fund, which is supported by our raffle at convention.

The training will take place from 8:00 a.m. until 5:00 p.m. at the Plaza Hotel and Suites 201 N 17th Avenue, Wausau, WI 54401. We hope the central location will help keep your travel expenses down. The Plaza has also reserved a block of rooms until October 26 at the rate of \$72 (plus 13 ½ % room tax) for those that need to travel the night before as we will begin promptly at 8:00 a.m. There number is 715-845-4341 and the block is under the Wisconsin Association of Fairs.

I cannot express enough the importance of this training. We cannot afford to have more rules forced on the fair industry, so being proactive on the safety of our attendees is a must. This training will help your fair do that. Consider sending your grounds manager, barns superintendent, and/or fair secretary to the training.

Additional materials, provided by the IAFE to prepare for the training, have also been included. If you have any questions regarding the training please contact me at 715-536-0246 or wisfairs@gmail.com.

Fair: _____

Phone: _____ E-Mail: _____

of attendees _____ x \$35 = \$ _____

Name of Attendees

1. _____
2. _____
3. _____

Registration is due October 15. Please send a check payable to the Wisconsin Association of Fairs, 5320 County Road F, Merrill, WI 54452. Cost per attendee is \$35.

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CONSUMER PROTECTION PROGRAM WORKSHOP

The potential for fairgoers to come in contact with enteric pathogens (i.e. *E.coli O157:H7*) in the animal areas of fairs is a serious situation. Numerous outbreaks have been associated with fairs in North America in the past 10+ years, sickening many fairgoers. In the latest outbreak (October, 2012) a two year-old died from the disease. Is your fair prepared? Do you know the risk mitigation strategies to deploy? Do you understand the pathogen?

The IAFE, working with Dr. Stephen Neel of Technical Solutions International, developed the Consumer Protection Program workshop to help fairs understand enteric pathogens such as *E.Coli* and to provide information on controlling traffic flow in all animal areas (not just petting zoos), creating proper signage, installing hand-wash areas and establishing specific cleaning protocols.

Here's what the workshop covers:

- Introduction to enteric pathogens: what they are, the impact to fairs, what's at stake
- Understanding enteric pathogens: some microbiology!
- Analyzing your facility (everyone brings maps, diagrams of their own fair and time is spent analyzing flow)
- Improving Operational Procedures: signage, hand-washing, waste management, etc.
- Site evaluation exercises: each attendee works with Dr. Neel or Marla Calico to examine their own facilities and work on ideas/plans
- Record-keeping: keys to a successful program

Each attendee receives a 3 ring binder with all the details from the PowerPoint presentation, templates and the tools to go home and work out a plan that is best for their fair. The IAFE also provides certificates of training to each attendee.

Here's what other fairs have to say about this workshop:

- ▶ Every fair needs to attend or it reflects poorly on us all
- ▶ Great presentation. Should be mandatory for all fair managers. Thanks!
- ▶ Outstanding workshop – more fairs need to realize it can benefit them. They seem to think it doesn't affect them. We need to keep offering and making available somehow --maybe at state meeting with larger audience.
- ▶ Fantastic presentation, Thanks!
- ▶ It is important to take this workshop seriously because a problem could happen to anyone's fair
- ▶ Thank you – well put together! Very informative and the time went very fast!
- ▶ Thank you for your time, you made us realize some things that need addressed

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CONSUMER PROTECTION PROGRAM WORKSHOP

NOW THAT YOU'RE ATTENDING, HERE'S WHAT YOU SHOULD KNOW TO BETTER PREPARE FOR THE TRAINING

One of the key parts of the workshop is time when Dr. Neel or Marla Calico will sit down with you for a one-on-one review of your animal facilities and operations (livestock shows, petting zoos, birthing centers, etc.) and you will share with them your existing protocols/procedures (such as handwash stations, signage, cleaning, etc.). To make this part of our time most valuable to you, it is highly recommended that you bring the following with you to the session:

- Overall map of the fairgrounds (to see where the animals are housed in relation to the rest of the grounds)
- Any specific barn maps (or those of petting zoo, birthing center, etc.) that you have for your facilities.
 - o If you can bring maps that you can write on, that will be even better!
- Knowledge of operations in these areas.
 - o Some of you may not work in this area as your primary role on staff or board, so please ask someone from your fair before coming! Be sure you have as much information as possible about where current handwashing stations, hand sanitizing stations, signage, manure pits are located as well as some concept of the flow of traffic (both human and animal) through these areas.

If there are multiple attendees from the same fair or facility, you will all meet with Dr. Neel or Marla Calico as a group.