

**Fair Park
Committee Members:**

Blane Poulson, Chair

Matthew Foelker, Vice Chair

Jennifer Hanneman, Secretary

Al Counsell

Russell Kutz

**FAIR PARK COMMITTEE
MEETING AGENDA**

September 4, 2014

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 August 7th Meeting
7. Communications
8. Financial Report
9. Fair Park Director's Report
10. Fair Office Report
11. Set next meeting date (October 2, 2014) and Potential Future Meeting Agenda Items
12. 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

Jefferson County Fair Park
August 7, 2014 | Meeting Minutes

The Jefferson County Fair Park committee met on Thursday, August 7 at 8:00 a.m. in the Activity Center Conference Room. Present were: (Fair Committee) Al Counsel, Matt Foelker, Jennifer Hanneman, Russel Kutz, County Administrator Ben Wehmeier, Fair Park Director David Diestler, Marketing/Administrative Assistants Amy Listle and Leslie Pelikan.

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

Public Comment & Correspondence: No public comment.

Review of Agenda

Minutes: A motion was made by Jennifer Hanneman to accept the minutes as presented, seconded by Russel Kutz. Motion carried.

Communications: Matt Kooiman sent an email that complimented the Jefferson County Fair on the terminal pig show.

Financial Report: David Diestler presented the financial report to the committee.

Discussion of the 2015 Budget: David Diestler presented the proposed 2015 budget. There was a discussion on improving the fair park with a larger indoor facility and new barns to accommodate larger shows. Currently there is a business analysis study being conducted to determine the return on investment for these improvements, and the revenue stream has to justify the capital investment. Other upcoming capital expenditures include: a Lien-to for horse stalls estimated at \$25,000; a UTV estimated at \$10,000; and refinishing/sealing the floor in the Activity Center with an estimated cost of \$20,000.

Next Meeting: Regularly scheduled meetings were set for September 4 and October 2 at 8:00 a.m. in the conference room of the Activity Center.

With no further business, Jennifer Hanneman made a motion to adjourn the meeting. Russell Kutz seconded. Motion carried. Meeting adjourned at 9:09 a.m.

Jefferson County
Fair Park Totals

Date Ran 8/21/2014
Period July
Year 2014

58.00%

Business Unit	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
6901 Fair Park	Revenue	(213,105.55)	(505,300.00)	(292,194.45)	42.17%
	Expenditures	510,425.68	703,032.00	192,606.32	72.60%
	Other Sources	-	-	-	0.00%
Total		297,320.13	197,732.00	(99,588.13)	150.37%
6902 Fair Week	Revenue	(511,667.05)	(648,800.00)	(137,132.95)	78.86%
	Expenditures	400,168.67	648,800.00	248,631.33	61.68%
	Other Sources	-	-	-	0.00%
Total		(111,498.38)	-	111,498.38	0.00%
Total All Business Units	Revenue	(724,772.60)	(1,154,100.00)	(429,327.40)	62.80%
	Expenditures	910,594.35	1,351,832.00	441,237.65	67.36%
	Other Source	-	-	-	0
Grand Total Fair Park		185,821.75	197,732.00	11,910.25	93.98%

Fair Park
6901 Fair Park

Date Ran 8/21/2014
Period July
Year 2014

Revenues

58.00%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
457010	SPONSOR REVENUE	(10,000.00)	(40,000.00)	(30,000.00)	25.00%
457023	OTHER PUBLIC CHARGES	(6.00)	-	6.00	0.00%
457025	HORSE SHOW FEES	(61,316.50)	(26,500.00)	34,816.50	231.38%
457026	SHAVING SALES	(6,641.70)	(32,000.00)	(25,358.30)	20.76%
457031	ADMISSION REVENUE	(1,201.66)	-	1,201.66	0.00%
474169	FAIR BILLED	(4,000.00)	(4,000.00)	-	100.00%
482012	BUILDING RENTAL	(71,353.20)	(184,000.00)	(112,646.80)	38.78%
482013	STALL RENTAL	(14,960.00)	(91,000.00)	(76,040.00)	16.44%
482014	WINTER STORAGE RENTAL	(3,791.46)	(37,500.00)	(33,708.54)	10.11%
482015	SPACE-FOOD VENDOR	(5,106.08)	(18,500.00)	(13,393.92)	27.60%
482016	SPACE-BEVERAGE VENDOR	(4,058.65)	(20,000.00)	(15,941.35)	20.29%
482017	SPACE-OTHER VENDOR	(13,505.73)	(2,300.00)	11,205.73	587.21%
482021	CAMPING FEE OTHER	(10,432.82)	(48,000.00)	(37,567.18)	21.74%
483004	SALE SALVAGE & WASTE	(6,325.00)	-	6,325.00	0.00%
486001	VENDING COMMISSION	(406.75)	(1,500.00)	(1,093.25)	27.12%
Totals		(213,105.55)	(505,300.00)	(292,194.45)	42.17%

1

2

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	74,849.28	97,092.00	22,242.72	77.09%
511210	WAGES-REGULAR	74,010.26	51,273.00	(22,737.26)	144.35%
511220	WAGES-OVERTIME	1,359.23	1,683.00	323.77	80.76%
511230	WAGES-REGULAR OVERTIME	46.66	-	(46.66)	0.00%
511240	WAGES-TEMPORARY	2,230.93	13,216.00	10,985.07	16.88%
511310	WAGES-SICK LEAVE	1,472.35	-	(1,472.35)	0.00%
511320	WAGES-VACATION PAY	2,248.54	-	(2,248.54)	0.00%
511330	WAGES-LONGEVITY PAY	73.44	238.00	164.56	30.86%
511340	WAGES-HOLIDAY PAY	2,140.11	-	(2,140.11)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	2,585.48	-	(2,585.48)	0.00%
511380	WAGES-BEREAVEMENT	103.31	-	(103.31)	0.00%
512141	SOCIAL SECURITY	12,955.02	12,434.00	(521.02)	104.19%
512142	RETIREMENT (EMPLOYER)	9,359.55	10,259.00	899.45	91.23%
512144	HEALTH INSURANCE	36,541.21	28,625.00	(7,916.21)	127.65%
512145	LIFE INSURANCE	25.59	29.00	3.41	88.24%
512146	WORKERS COMPENSATION	-	4,000.00	4,000.00	0.00%
512148	UNEMPLOYMENT COMPENSATIO	-	3,500.00	3,500.00	0.00%
512173	DENTAL INSURANCE	2,888.82	2,520.00	(368.82)	114.64%
521216	JANITORAL	720.00	1,700.00	980.00	42.35%
521219	OTHER PROFESSIONAL SERV	-	1,000.00	1,000.00	0.00%
521297	STALL CLEANING	4,647.00	4,500.00	(147.00)	103.27%
521649	SECURITY SERVICES	-	350.00	350.00	0.00%
529170	GROUNDS KEEPING CHARGES	9,756.26	18,226.00	8,469.74	53.53%
529299	PURCHASE CARE & SERVICES	-	500.00	500.00	0.00%
531001	CREDIT CARD FEES	2.61	600.00	597.39	0.44%
531008	HAZARD RECYCLE CHARGES	-	150.00	150.00	0.00%
531298	UNITED PARCEL SERVICE UPS	-	200.00	200.00	0.00%
531301	OFFICE EQUIPMENT	229.99	2,000.00	1,770.01	11.50%

531303	COMPUTER EQUIPMT & SOFTWA	581.90	2,000.00	1,418.10	29.10%	
531304	NONCAPITAL AUTO	5,004.00	950.00	(4,054.00)	526.74%	3
531311	POSTAGE & BOX RENT	1,500.07	1,350.00	(150.07)	111.12%	
531312	OFFICE SUPPLIES	1,077.67	2,750.00	1,672.33	39.19%	
531313	PRINTING & DUPLICATING	1,117.95	1,200.00	82.05	93.16%	
531314	SMALL ITEMS OF EQUIP	12,854.54	15,000.00	2,145.46	85.70%	4
531320	SAFETY SUPPLIES	21.25	250.00	228.75	8.50%	
531322	SUBSCRIPT NEWSPAPERS&PERIOI	99.75	110.00	10.25	90.68%	
531324	MEMBERSHIP DUES	1,420.10	1,700.00	279.90	83.54%	
531326	ADVERTISING	3,002.72	7,000.00	3,997.28	42.90%	
531349	OTHER OPERATING EXPENSES	1,351.79	1,600.00	248.21	84.49%	
531351	GAS/DIESEL	16,278.49	14,000.00	(2,278.49)	116.27%	
531367	WOOD SHAVINGS	26,502.50	27,000.00	497.50	98.16%	
532325	REGISTRATION	-	1,000.00	1,000.00	0.00%	
532332	MILEAGE	205.30	1,300.00	1,094.70	15.79%	
532334	COMMERCIAL TRAVEL	-	700.00	700.00	0.00%	
532335	MEALS	228.53	500.00	271.47	45.71%	
532336	LODGING	819.00	2,100.00	1,281.00	39.00%	
532339	OTHER TRAVEL & TOLLS	-	20.00	20.00	0.00%	
533221	WATER	11,860.75	7,300.00	(4,560.75)	162.48%	
533222	ELECTRIC	18,843.62	43,000.00	24,156.38	43.82%	
533223	SEWER	3,940.92	7,800.00	3,859.08	50.52%	
533224	NATURAL GAS	10,241.50	8,700.00	(1,541.50)	117.72%	
533225	TELEPHONE & FAX	1,461.90	1,950.00	488.10	74.97%	
533235	STORM WATER UTILITY	7,411.98	14,900.00	7,488.02	49.74%	
533236	WIRELESS INTERNET	320.08	500.00	179.92	64.02%	
535232	GRAVELING	3,742.88	6,000.00	2,257.12	62.38%	
535242	MAINTAIN MACHINERY & EQUIPN	6,205.05	9,000.00	2,794.95	68.95%	
535245	GROUNDS IMPROVEMENTS	6,247.49	17,000.00	10,752.51	36.75%	
535247	BLDG REPAIR & MAINT	16,310.89	30,000.00	13,689.11	54.37%	
535297	REFUSE COLLECTION	9,864.75	13,000.00	3,135.25	75.88%	5
535347	BEVERAGE PURCHASES	7,693.58	15,000.00	7,306.42	51.29%	
535349	OTHER SUPPLIES	-	100.00	100.00	0.00%	
535352	VEHICLE PARTS & REPAIRS	3,349.65	6,000.00	2,650.35	55.83%	
535355	PLUMBING & ELECTRICAL	8,000.32	14,000.00	5,999.68	57.15%	
536533	EQUIPMENT RENT & LEASE	6,670.00	8,000.00	1,330.00	83.38%	
571004	IP TELEPHONY ALLOCATION	705.25	1,209.00	503.75	58.33%	
571005	DUPLICATING ALLOCATION	316.19	542.00	225.81	58.34%	
571007	MIS DIRECT CHARGES	1,048.54	-	(1,048.54)	0.00%	
571009	MIS PC GROUP ALLOCATION	4,583.25	7,857.00	3,273.75	58.33%	
571010	MIS SYSTEMS GRP ALLOC(ISIS)	2,098.25	3,597.00	1,498.75	58.33%	
591519	OTHER INSURANCE	3,838.64	6,226.00	2,387.36	61.65%	
594810	CAP EQUIP	58,524.00	74,500.00	15,976.00	78.56%	
594821	CAP IMPRV LAND	-	40,000.00	40,000.00	0.00%	
594822	CAP IMPRV BLDG	6,835.00	32,226.00	25,391.00	21.21%	
Totals		510,425.68	703,032.00	192,606.32	72.60%	

Other Financing Sources (Uses)

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

Total Business Unit	297,320.13	197,732.00	(99,588.13)	150.37%
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1. Horse Shows - Looking into how dollars were recorded. Believe we didn't break down correctly
2. Vendors Other - Looking at how they were recorded.
3. Non-Capital Auto - Truck Purchase
4. Small items of Equipment - Purchased 4 tents for Punzell going out of business sale
5. Refuse Collection - Looking into why it's higher this year. Fair Week billing?

Fair Park
6902 Fair Week

Date Ran 8/21/2014
Period July
Year 2014

Revenues 58.00%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
421001	STATE AID	(8,801.58)	(6,400.00)	2,401.58	137.52%
457005	RESERVED SEATING FEES	(46,720.58)	(41,000.00)	5,720.58	113.95%
457009	CONTEST ENTRY FEES	(800.00)	(850.00)	(50.00)	94.12%
457010	SPONSOR REVENUE	(26,855.30)	(145,000.00)	(118,144.70)	18.52%
457011	GATE RECEIPTS	(236,854.00)	(240,000.00)	(3,146.00)	98.69%
457013	STALL & PEN FEES	(7,196.00)	(6,000.00)	1,196.00	119.93%
457021	PREMIUM BOOK SALES	(205.00)	-	205.00	0.00%
457029	FFA ENROLLMENT	-	(2,000.00)	(2,000.00)	0.00%
457030	CREDIT CARD SURCHARGE	-	(1,550.00)	(1,550.00)	0.00%
459001	SODA	(106.52)	(15,500.00)	(15,393.48)	0.69%
482015	SPACE-FOOD VENDOR	(25,719.50)	(32,000.00)	(6,280.50)	80.37%
482016	SPACE-BEVERAGE VENDOR	(81,553.63)	(80,000.00)	1,553.63	101.94%
482017	SPACE-OTHER VENDOR	(27,193.25)	(35,000.00)	(7,806.75)	77.70%
482018	SPACE-CARNIVAL	(25,088.21)	(25,000.00)	88.21	100.35%
482019	CAMPING FEE 4-H	(22,996.00)	(15,000.00)	7,996.00	153.31%
482020	CAMPING FEE VENDOR	(1,427.48)	(3,500.00)	(2,072.52)	40.79%
485200	DONATIONS RESTRICTED	(150.00)	-	150.00	0.00%
Totals		(511,667.05)	(648,800.00)	(137,132.95)	78.86%

1

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	-	41,611.00	41,611.00	0.00%
511210	WAGES-REGULAR	9,457.10	73,062.00	63,604.90	12.94%
511220	WAGES-OVERTIME	898.79	1,683.00	784.21	53.40%
511240	WAGES-TEMPORARY	41,167.61	27,977.00	(13,190.61)	147.15%
511330	WAGES-LONGEVITY PAY	-	135.00	135.00	0.00%
512141	SOCIAL SECURITY	3,904.50	10,960.00	7,055.50	35.63%
512142	RETIREMENT (EMPLOYER)	2,022.49	9,339.00	7,316.51	21.66%
512143	RETIREMENT (EMPLOYEE)	824.07	638.00	(186.07)	129.16%
512144	HEALTH INSURANCE	4,671.38	35,524.00	30,852.62	13.15%
512145	LIFE INSURANCE	1.60	18.00	16.40	8.89%
512173	DENTAL INSURANCE	538.97	2,502.00	1,963.03	21.54%
514151	PER DIEM	-	1,500.00	1,500.00	0.00%
521219	OTHER PROFESSIONAL SERV	-	4,500.00	4,500.00	0.00%
521647	VETERINARY SERVICES	-	950.00	950.00	0.00%
521648	AMBULANCE/EMS SERVICES	-	3,800.00	3,800.00	0.00%
521649	SECURITY SERVICES	4,303.43	4,500.00	196.57	95.63%
529299	PURCHASE CARE & SERVICES	5,800.00	5,000.00	(800.00)	116.00%
529301	FAIR GATE WORKERS	5,610.00	6,100.00	490.00	91.97%
529302	FAIR JUDGES	7,352.50	7,000.00	(352.50)	105.04%
529303	FAIR SUPERINTENDENTS	5,500.00	7,200.00	1,700.00	76.39%
529304	FAIR PARKING SERVICES	1,800.00	1,800.00	-	100.00%
529312	FAIR CONCERT WORKERS	187.50	-	(187.50)	0.00%
531001	CREDIT CARD FEES	1,085.49	1,400.00	314.51	77.54%
531101	TICKETS/ENTRY TAGS	3,212.32	3,800.00	587.68	84.53%
531102	TROPHIES/PLAQUES	465.00	950.00	485.00	48.95%
531103	RIBBONS	2,855.10	2,500.00	(355.10)	114.20%
531181	PREMIUMS	-	20,000.00	20,000.00	0.00%
531182	FAIR WEEK SPECIAL ACTS	191,144.85	195,000.00	3,855.15	98.02%
531183	SPONSOR FEES	4,921.58	8,000.00	3,078.42	61.52%
531184	FAIREST OF THE FAIR	124.95	500.00	375.05	24.99%
531311	POSTAGE & BOX RENT	(362.07)	-	362.07	0.00%
531312	OFFICE SUPPLIES	208.13	500.00	291.87	41.63%
531313	PRINTING & DUPLICATING	-	100.00	100.00	0.00%
531314	SMALL ITEMS OF EQUIP	141.93	40.00	(101.93)	354.83%
531326	ADVERTISING	31,800.67	53,000.00	21,199.33	60.00%
531349	OTHER OPERATING EXPENSES	1,350.89	1,500.00	149.11	90.06%
531351	GAS/DIESEL	-	1,700.00	1,700.00	0.00%

531367 WOOD SHAVINGS	530.00	750.00	220.00	70.67%
532332 MILEAGE	-	300.00	300.00	0.00%
533221 WATER	4,655.69	1,100.00	(3,555.69)	423.24%
533222 ELECTRIC	2.79	8,200.00	8,197.21	0.03%
533223 SEWER	734.59	1,400.00	665.41	52.47%
533224 NATURAL GAS	-	80.00	80.00	0.00%
533235 STORM WATER UTILITY	-	1,182.00	1,182.00	0.00%
533236 WIRELESS INTERNET	-	430.00	430.00	0.00%
535242 MAINTAIN MACHINERY & EQUIPM	6.58	200.00	193.42	3.29%
535245 GROUNDS IMPROVEMENTS	2,137.39	2,200.00	62.61	97.15%
535247 BLDG REPAIR & MAINT	498.06	3,000.00	2,501.94	16.60%
535297 REFUSE COLLECTION	125.78	2,000.00	1,874.22	6.29%
535347 BEVERAGE PURCHASES	1,184.82	16,000.00	14,815.18	7.41%
535355 PLUMBING & ELECTRICAL	8,085.81	7,000.00	(1,085.81)	115.51%
536533 EQUIPMENT RENT & LEASE	46,184.00	63,000.00	16,816.00	73.31%
571009 MIS PC GROUP ALLOCATION	916.44	1,571.00	654.56	58.33%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	1,398.81	2,398.00	999.19	58.33%
591519 OTHER INSURANCE	2,719.13	3,200.00	480.87	84.97%
Totals	400,168.67	648,800.00	248,631.33	61.68%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
					0%
Totals		-	-	-	0.00%
Total Business Unit		(111,498.38)	-	111,498.38	0.00%

1. Invoicing Sponsors - approximately \$136,000

Fair Park
6906 Donations

Date Ran 8/21/2014
Period July
Year 2014

Revenues 58.00%

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
FAIR EXPANSION									
485106	DONATIONS	(9,950.00)	21.73	(10,300.00)	152.13	(10,452.13)	260.79	10,560.79	-3949.54%
Totals		(9,950.00)	21.73	(10,300.00)	152.13	(10,452.13)	260.79	10,560.79	-3949.54%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
OTHER OPERATING									
531349	EXPENSES	477.00	-	477.00	-	477.00	-	(477.00)	0.00%
594960	CAPITAL RESERVE	-	1,304.42	-	9,130.92	(9,130.92)	15,653.00	15,653.00	0.00%
Totals		477.00	1,304.42	477.00	9,130.92	(8,653.92)	15,653.00	15,176.00	3.05%

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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