

**Fair Park
Committee Members:**

Blane Poulson, Chair

Matthew Foelker, Vice Chair

Jennifer Hanneman, Secretary

Al Counsell

Russell Kutz

**FAIR PARK COMMITTEE
MEETING AGENDA**

October 2, 2014

8:00 a.m.

REVISED 9/25/2014

**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 4th Meeting
7. Communications
8. Discussion and possible action on accepting donation from Kiwanis to add concrete pad on food row.
9. Financial Report
10. Fair Park Director's Report
11. Fair Park Supervisor's Report
12. Fair Office Report
13. Set next meeting date (November 6, 2014) and Potential Future Meeting Agenda Items
14. 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

September 4, 2014 | Meeting Minutes

The Jefferson County Fair Park committee met on Thursday, September 4 at 8:00 a.m. in the Activity Center Conference Room. Present were: (Fair Committee) Jennifer Hanneman, Blane Poulson, Al Counsel, Matt Foelker, Russell Kutz, County Administrator Ben Wehmeier, Fair Park Director David Diestler, Marketing/Administrative Assistants Amy Listle and Leslie Pelikan. Others present were Gay Jean Bower and Amy Heine.

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

Public Comment & Correspondence: Amy Heine, representing the 4-H Leader's Board spoke about creating better communication between the Leader's Board and the Fair administration. Heine noted that 4-H produces an electronic newsletter that she would forward to the Fair Committee to try to close the gap in communication.

Gay Jean Bower, board member of the Arabian Horse Association, presented a study on the economic impact of horse shows. She discussed the importance of improving and expanding the facilities at the fair park to meet the increased needs of horse shows.

Review of Agenda

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

Communications: No communications.

Financial Report: David Diestler presented the financial report to the committee; early projections show a profit for fair week. There are still some outstanding invoices and allocation of staff that need to be finalized yet.

Director's Report: David Diestler updated the committee on Fair Park projects. Diestler is looking at security and lighting needs of all buildings on the grounds. Also, County Administrator Ben Wehmeier talked about a feasibility study that is being conducted by UW-Whitewater grad students on county-wide building improvements.

Fair Office Report: Amy Listle presented an update on fair wrap up. Fair premium checks were distributed, with premiums costs under budget for this year. Additionally, winter storage applications were mailed out. It was discussed that the Cleary Building was, at one time, earmarked for motorcycle storage.

Next Meeting: Regularly scheduled meeting was set for October 2 at 8:00 a.m. in the conference room of the Activity Center.

With no further business, Blane Poulson made a motion to adjourn the meeting. Al Counsel seconded. Motion carried. Meeting adjourned at 9:05 a.m.

Jefferson County
Fair Park Totals

Date Ran 9/23/2014
Period August
Year 2014

66.70%

Business Unit	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
6901 Fair Park	Revenue	(275,382.53)	(505,300.00)	(229,917.47)	54.50%
	Expenditures	579,430.74	703,032.00	123,601.26	82.42%
	Other Sources	-	-	-	0.00%
Total		304,048.21	197,732.00	(106,316.21)	153.77%
6902 Fair Week	Revenue	(531,069.34)	(648,800.00)	(117,730.66)	81.85%
	Expenditures	429,597.67	648,800.00	219,202.33	66.21%
	Other Sources	-	-	-	0.00%
Total		(101,471.67)	-	101,471.67	0.00%
Total All Business Units	Revenue	(806,451.87)	(1,154,100.00)	(347,648.13)	69.88%
	Expenditures	1,009,028.41	1,351,832.00	342,803.59	74.64%
	Other Source	-	-	-	0
Grand Total Fair Park		202,576.54	197,732.00	(4,844.54)	102.45%

Fair Park
6901 Fair Park

Date Ran 9/23/2014
Period August
Year 2014

Revenues 66.70%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget	
					0%	
457010	SPONSOR REVENUE	(10,000.00)	(40,000.00)	(30,000.00)	25.00%	1
457023	OTHER PUBLIC CHARGES	(6.00)	-	6.00	0.00%	
457025	HORSE SHOW FEES	(64,858.00)	(26,500.00)	38,358.00	244.75%	
457026	SHAVING SALES	(17,103.32)	(32,000.00)	(14,896.68)	53.45%	
457031	ADMISSION REVENUE	(4,764.54)	-	4,764.54	0.00%	
474169	FAIR BILLED	(4,000.00)	(4,000.00)	-	100.00%	
482012	BUILDING RENTAL	(72,393.20)	(184,000.00)	(111,606.80)	39.34%	
482013	STALL RENTAL	(37,420.00)	(91,000.00)	(53,580.00)	41.12%	
482014	WINTER STORAGE RENTAL	(4,319.46)	(37,500.00)	(33,180.54)	11.52%	2
482015	SPACE-FOOD VENDOR	(9,936.44)	(18,500.00)	(8,563.56)	53.71%	
482016	SPACE-BEVERAGE VENDOR	(8,469.83)	(20,000.00)	(11,530.17)	42.35%	
482017	SPACE-OTHER VENDOR	(14,255.73)	(2,300.00)	11,955.73	619.81%	
482021	CAMPING FEE OTHER	(20,678.04)	(48,000.00)	(27,321.96)	43.08%	
483004	SALE SALVAGE & WASTE	(6,325.00)	-	6,325.00	0.00%	
486001	VENDING COMMISSION	(852.97)	(1,500.00)	(647.03)	56.86%	
Totals		(275,382.53)	(505,300.00)	(229,917.47)	54.50%	

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget	
					0%	
511110	SALARY-PERMANENT REGULAR	79,707.09	97,092.00	17,384.91	82.09%	
511210	WAGES-REGULAR	86,819.49	51,273.00	(35,546.49)	169.33%	
511220	WAGES-OVERTIME	1,607.86	1,683.00	75.14	95.54%	
511230	WAGES-REGULAR OVERTIME	46.66	-	(46.66)	0.00%	
511240	WAGES-TEMPORARY	3,256.85	13,216.00	9,959.15	24.64%	
511310	WAGES-SICK LEAVE	4,185.36	-	(4,185.36)	0.00%	
511320	WAGES-VACATION PAY	3,012.03	-	(3,012.03)	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)	6,086.97	-	(6,086.97)	0.00%	
511380	WAGES-BEREAVEMENT	103.31	-	(103.31)	0.00%	
512141	SOCIAL SECURITY	14,869.85	12,434.00	(2,435.85)	119.59%	
512142	RETIREMENT (EMPLOYER)	10,795.94	10,259.00	(536.94)	105.23%	
512144	HEALTH INSURANCE	42,608.79	28,625.00	(13,983.79)	148.85%	
512145	LIFE INSURANCE	29.37	29.00	(0.37)	101.28%	
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	3,382.44	2,520.00	(862.44)	134.22%	
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	13,007.69	18,226.00	5,218.31	71.37%	
529299	PURCHASE CARE & SERVICES	-	500.00	500.00	0.00%	
531001	CREDIT CARD FEES	41.80	600.00	558.20	6.97%	
531008	HAZARD RECYCLE CHARGES	-	150.00	150.00	0.00%	
531298	UNITED PARCEL SERVICE UPS	14.20	200.00	185.80	7.10%	
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	1,514.31	1,350.00	(164.31)	112.17%	
531312	OFFICE SUPPLIES	1,312.68	2,750.00	1,437.32	47.73%	
531313	PRINTING & DUPLICATING	1,117.95	1,200.00	82.05	93.16%	
531314	SMALL ITEMS OF EQUIPMENT	12,734.60	15,000.00	2,265.40	84.90%	

531320 SAFETY SUPPLIES	21.25	250.00	228.75	8.50%
531322 SUBSCRIPTIONS	99.75	110.00	10.25	90.68%
531324 MEMBERSHIP DUES	2,144.10	1,700.00	(444.10)	126.12%
531326 ADVERTISING	4,217.72	7,000.00	2,782.28	60.25%
531349 OTHER OPERATING EXPENSES	1,351.79	1,600.00	248.21	84.49%
531351 GAS/DIESEL	18,085.68	14,000.00	(4,085.68)	129.18%
531367 WOOD SHAVINGS	30,303.50	27,000.00	(3,303.50)	112.24%
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	1,124.08	2,100.00	975.92	53.53%
532339 OTHER TRAVEL & TOLLS	-	20.00	20.00	0.00%
533221 WATER	12,664.01	7,300.00	(5,364.01)	173.48%
533222 ELECTRIC	23,643.72	43,000.00	19,356.28	54.99%
533223 SEWER	4,716.89	7,800.00	3,083.11	60.47%
533224 NATURAL GAS	10,353.25	8,700.00	(1,653.25)	119.00%
533225 TELEPHONE & FAX	1,644.51	1,950.00	305.49	84.33%
533235 STORM WATER UTILITY	8,616.44	14,900.00	6,283.56	57.83%
533236 WIRELESS INTERNET	360.09	500.00	139.91	72.02%
535232 GRAVELING	3,742.88	6,000.00	2,257.12	62.38%
535242 MAINTAIN MACHINERY & EQUIP	8,950.36	9,000.00	49.64	99.45%
535245 GROUNDS IMPROVEMENTS	6,247.49	17,000.00	10,752.51	36.75%
535247 BLDG REPAIR & MAINT	17,282.54	30,000.00	12,717.46	57.61%
535297 REFUSE COLLECTION	16,047.00	13,000.00	(3,047.00)	123.44%
535347 BEVERAGE PURCHASES	9,252.47	15,000.00	5,747.53	61.68%
535349 OTHER SUPPLIES	-	100.00	100.00	0.00%
535352 VEHICLE PARTS & REPAIRS	3,493.86	6,000.00	2,506.14	58.23%
535355 PLUMBING & ELECTRICAL	8,488.42	14,000.00	5,511.58	60.63%
536533 EQUIPMENT RENT & LEASE	6,925.00	8,000.00	1,075.00	86.56%
571004 IP TELEPHONY ALLOCATION	806.00	1,209.00	403.00	66.67%
571005 DUPLICATING ALLOCATION	361.36	542.00	180.64	66.67%
571007 MIS DIRECT CHARGES	1,048.54	-	(1,048.54)	0.00%
571009 MIS PC GROUP ALLOCATION	5,238.00	7,857.00	2,619.00	66.67%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	2,398.00	3,597.00	1,199.00	66.67%
591519 OTHER INSURANCE	4,357.53	6,226.00	1,868.47	69.99%
594810 CAP EQUIPMENT	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	579,430.74	703,032.00	123,601.26	82.42%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
					0%
Totals		-	-	-	0.00%
Total Business Unit		304,048.21	197,732.00	(106,316.21)	153.77%

1. Sponsor Revenue is now at 100%
2. Winter storage little over 50%
3. Note this is offset by "Sale of Salvage & Waste" revenue of \$6,325 - Sold old Bobcat & Truck - not using or poor condition
4. Increased Shavings expenses which will result in increased revenue

Fair Park
6902 Fair Week

Date Ran 9/23/2014
Period August
Year 2014

Revenues 66.70%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
421001	STATE AID	(7,034.08)	(6,400.00)	634.08	109.91%
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	(37,800.30)	(145,000.00)	(107,199.70)	26.07%
457011	GATE RECEIPTS	(239,632.00)	(240,000.00)	(368.00)	99.85%
457013	STALL & PEN FEES	(6,386.00)	(6,000.00)	386.00	106.43%
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	(3,718.02)	(15,500.00)	(11,781.98)	23.99%
482015	SPACE-FOOD VENDOR	(29,114.29)	(32,000.00)	(2,885.71)	90.98%
482016	SPACE-BEVERAGE VENDOR	(81,553.63)	(80,000.00)	1,553.63	101.94%
482017	SPACE-OTHER VENDOR	(29,143.75)	(35,000.00)	(5,856.25)	83.27%
482018	SPACE-CARNIVAL	(25,088.21)	(25,000.00)	88.21	100.35%
482019	CAMPING FEE 4-H	(22,446.00)	(15,000.00)	7,446.00	149.64%
482020	CAMPING FEE VENDOR	(1,427.48)	(3,500.00)	(2,072.52)	40.79%
485200	DONATIONS RESTRICTED	-	-	-	0.00%
Totals		(531,069.34)	(648,800.00)	(117,730.66)	81.85%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
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	42,497.64	27,977.00	(14,520.64)	151.90%
511330	WAGES-LONGEVITY PAY	-	135.00	135.00	0.00%
512141	SOCIAL SECURITY	4,107.61	10,960.00	6,852.39	37.48%
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	1,325.00	1,500.00	175.00	88.33%
521219	OTHER PROFESSIONAL SERV	-	4,500.00	4,500.00	0.00%
521647	VETERINARY SERVICES	698.25	950.00	251.75	73.50%
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	5,640.70	6,100.00	459.30	92.47%
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	1,800.07	1,400.00	(400.07)	128.58%
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	19,567.25	20,000.00	432.75	97.84%
531182	FAIR WEEK SPECIAL ACTS	186,848.64	195,000.00	8,151.36	95.82%
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	(153.05)	-	153.05	0.00%
531312	OFFICE SUPPLIES	229.01	500.00	270.99	45.80%
531313	PRINTING & DUPLICATING	-	100.00	100.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	141.93	40.00	(101.93)	354.83%
531326	ADVERTISING	38,667.34	53,000.00	14,332.66	72.96%

531349 OTHER OPERATING EXPENSES	2,342.08	1,500.00	(842.08)	156.14%
531351 GAS/DIESEL	-	1,700.00	1,700.00	0.00%
531367 WOOD SHAVINGS	530.00	750.00	220.00	70.67%
532332 MILEAGE	195.44	300.00	104.56	65.15%
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	37.25	80.00	42.75	46.56%
533235 STORM WATER UTILITY	-	1,182.00	1,182.00	0.00%
533236 WIRELESS INTERNET	-	430.00	430.00	0.00%
535242 MAINTAIN MACHINERY & EQUIP	6.58	200.00	193.42	3.29%
535245 GROUNDS IMPROVEMENTS	2,229.89	2,200.00	(29.89)	101.36%
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	47,196.00	63,000.00	15,804.00	74.91%
571009 MIS PC GROUP ALLOCATION	1,047.36	1,571.00	523.64	66.67%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	1,598.64	2,398.00	799.36	66.67%
591519 OTHER INSURANCE	2,819.72	3,200.00	380.28	88.12%
Totals	429,597.67	648,800.00	219,202.33	66.21%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
					0%
Totals		-	-	-	0.00%
Total Business Unit		(101,471.67)	-	101,471.67	0.00%

1. Sponsors invoice and currently collecting fees
2. Soda money is included in vendor space - will need to be redistributed

Fair Park
6906 Donations

Date Ran 9/23/2014
Period August
Year 2014

Revenues 66.70%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
485106	FAIR EXPANSION DONATIONS	(10,300.00)	260.79	10,560.79	-3949.54%
Totals		(10,300.00)	260.79	10,560.79	-3949.54%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
531349	OTHER OPERATING EXPENSES	1,887.00	-	(1,887.00)	0.00%
594960	CAPITAL RESERVE	-	15,653.00	15,653.00	0.00%
Totals		1,887.00	15,653.00	13,766.00	12.06%

Other Financing Sources (Uses)

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

Total Business Unit		(8,413.00)	15,913.79	24,326.79	-52.87%
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Fair Park Director's Report – Oct. 2, 2014

1. Facility Management software – Reviewing “Facility Dude”
 - a. Arrange tasks, maintenance, assign hours, etc.
 - b. Getting job functions/ duties down to the task level so our staff can have a Better understanding on what they need to do.
 - On hold: County is looking at one program for all departments.
2. Staff Job duties
 - a. Review duties & make appropriate changes
 - b. Document each event & develop task functions for staff to increase efficiencies
3. ticketing companies –Reviewing Eventbrite, Showare, and Thundertix
 - a. Reviewing costs: Initial, credit card fees, total charges, extra fee, donation fees, etc.
 - b. Reviewing ease of program: Ordering, reserve seating, purchasing, etc.
 - c. Reviewing design changes: In-house, custom, calendar, etc.
 - d. Reviewing social media: Integrating facebook, twitter, youtube, etc.
 - e. Reviewing marketing: ticketing company's site, stubhub, etc.
4. Build New website
 - a. searching for Graphic Designers
 - b. Researching platforms for website – WordPress, code from scratch (MIS), squarespace, etc.
 - c. Reviewing other websites: Best features, appearance, etc.
 - d. Finalizing: Features, design, ease of updating & use.
5. Revise Vendor Contract - Fair
 - a. Simplifying form
 - b. Reducing duplication
 - c. Review Legal documentation
6. Kiwanis –concrete pad for their fair tent
 - a. Review final location on Food Row
 - b. Discuss conditions with Kiwanis
 - realize this may not be permanent location
7. Winter Storage
 - a. Must pay in full to reserve space
 - b. Possible \$50.00 fee for early removal before March 1st
 - c. Running ads on Craigslist
 - d. Goal to be sold out before Mid-October
 - e. Currently – half of the spaces are sold

8. IEBA Conference

- a. Network with other talent agents
- b. Evaluate moving to a different talent agency
- c. Evaluate available talent at show
- d. Meeting with musicians/ bands
- e. Reviewing band pricing & routing availability for fair

FAIR PARK SUPERVISORS REPORT
October 2, 2014

- Started back to work September 8 with limited walking.
- Don and Zona, (our caretaker couple) are done for the year and will not be back next year. They started working 4/28/2005. We will advertise for an onsite Caretaker position and may include it in the Workamper website.
- Running out of available hours for all part time staff and still have not been able to get help Huber help. Part time staff will be very limited on hours for the rest of the year.
- Parks Department has been helping with set up and taking down of horse stalls. We will need 140 stalls for this weekend and next and the last show will be over 240.
- Schedule for horse shows are getting locked in the 2015 calendar. 2 shows left to go to Madison. We did fill the 2 weekends with other shows and if the 3 WIHA shows come back in October we will only be down 1 show from previous years. This is because there is one less weekend in September.

Jefferson County Fair Park Committee Meeting

Thursday, October 2, 2014

Fair Office Report

- Winter Storage registrations are coming in so far we have 77 units registered and \$18,570 collected. We will have an updated revenue total at the meeting. Total winter storage budget is \$37,500. Units will begin to be stored on Friday, October 24th. Leslie is doing payments, deposits and keeping the list updated. Our goal this year is to accept as many units as possible.
- Amy & Leslie have been reviewing the demos given by the ticketing companies and researching websites. Currently there are 2 agencies that we have talked to that are interested in submitting a proposal to design the website if needed.
- Amy has been researching other counties vendor contracts for ideas on updating the one for Jefferson County Fair.
- Amy attended two out of office meetings in September. One was a webinar done by the WI State Veterinarian, WI Livestock ID Consortium and WI State Fair. The webinar was a recap of the 2014 Fair season and updated animal health rules and DNA information for the 2015 season. The other meeting was the Jefferson County Agribusiness Club meeting. The Fair Park is a member of Jefferson County Agribusiness and they are a vendor at the Fair every year and give the Fairest of the Fair a scholarship each year as well.
- Dave, Amy, Leslie and Sarah Torbert plan to attend the Wisconsin Association of Fairs District 4 meeting being held at Rock County Fair grounds on October 8, 2014 from 9:30am – 2:30pm. Sarah will be attending because the agenda includes Meat Animal Sale information.
- Our lodging is reserved for the 2015 Wisconsin Association of Fairs convention. This year it is at Chula Vista in Wisconsin Dells and is January 4-7, 2015. Caitlyn Gerlach is registered for the convention as a contestant in the Fairest of the Fairs finals. Fair staff registration begins October 1st.

Amy Listle & Leslie Pelikan
Marketing/Administrative Assistants