

**Fair Park
Committee Members:**

Blane Poulson, Chair

Matthew Foelker, Vice Chair

Jennifer Hanneman, Secretary

Al Counsell

Russell Kutz

**FAIR PARK COMMITTEE
MEETING AGENDA**

November 6, 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 October 2nd Meeting
7. Communications
8. Financial Report
9. Discussion and possible action of Fair 2015
10. Discussion and possible action of camping during Fair Week.
11. Fair Park Director's Report
12. Fair Park Supervisor's Report
13. Fair Office Report
14. Set next meeting dates (December 4, 2014 & January 2015) and Potential Future Meeting Agenda Items
15. 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

October 2, 2014 | Meeting Minutes

The Jefferson County Fair Park committee met on Thursday, October 2 at 8:00 a.m. in the Activity Center Conference Room. Present were: (Fair Committee) Al Counsel, Blane Poulson, Matt Foelker, Jennifer Hanneman, Russell Kutz, County Board Chair Jim Schroeder, County Administrator Ben Wehmeier, Corporation Counsel Blair Ward, Fair Park Supervisor Roger Kylmanen, Marketing/Administrative Assistants Amy Listle and Leslie Pelikan, and Dale Lutz.

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

Public Comment & Correspondence: None.

Communications: No communications.

Review of Agenda

Discussion and possible action regarding parking revenue during the Jefferson County Fair: Blane Poulson informed the committee that the Fair Park is within \$53,000 of getting off the tax levy. In an effort to close the gap, and look for a way to keep Fair Park viable, a discussion ensued about the feasibility of charging a fee for parking during the county fair. Officer Dale Lutz discussed the safety concerns with congested traffic and parking on streets surrounding the fairgrounds. This would also cause an additional burden on the City of Jefferson Police Department with a need for more staffing during the fair. After further discussion among the committee members, it was decided to research the idea further, and not propose the option of parking revenue to the County Board.

Discussion and possible action on accepting donation from Kiwanis to add concrete pad on Food Row: Jefferson Kiwanis Club proposed to donate a slab of concrete to Jefferson County Fair Park, valued at \$3,090. In reviewing the language of the Donation Agreement and Memorandum of Understanding (MOU), the Kiwanis requested that the language stating that the club was responsible for maintaining the slab, not Jefferson County, outlined in line items #5 and #10, be removed from the MOU. Upon advice from Corporation Council, Blair Ward, line items #5 and #10 were stricken from the agreement. Matt Foelker made a motion to accept the concrete slab donation from the Jefferson Kiwanis Club. Jennifer Hanneman seconded the motion. Motion passed unanimously.

Financial Report: County Administrator Ben Wehmeier stated that the finances for Fair Park this year were overall where they need to be. The only adjustments in the finances will be to the labor costs associated with fair week.

Director's Report: County Administrator Ben Wehmeier discussed that the County is looking to do a facility analysis across all buildings to see if there are more efficient means of maintaining and scheduling personnel. The business analysis being conducted is currently on hold.

Supervisor's Report: Roger Kylmanen discussed the need to find Fair Park caretakers for 2015. Additionally, his crew is short staffed as there are no Huber laborers available. He is working with horse show organizers to finalize the rental schedule for 2015. Two horse shows moved to the Alliant Center in Madison.

Fair Office Report: Amy Listle discussed the partnership between Fair Park and Agri-business and invited committee members to attend Agri-Business meetings. She also attended a 4-H Leaders Board meeting and explained online fair entry process. Winter Storage is sold out for the season. A wait list has been established for potential new storage customers.

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

Next Meeting: Regularly scheduled meeting was set for November 6 at 8:00 a.m. in the conference room of the Activity Center.

With no further business, Russell Kutz made a motion to adjourn the meeting. Matt Foelker seconded. Motion carried. Meeting adjourned at 9:16 a.m.

Jefferson County
Fair Park Totals

Date Ran 10/21/2014
Period September
Year 2014

75.00%

Business Unit	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
6901 Fair Park	Revenue	(372,350.87)	(505,300.00)	(132,949.13)	73.69%
	Expenditures	548,128.52	703,032.00	154,903.48	77.97%
	Other Sources	-	-	-	0.00%
Total		175,777.65	197,732.00	21,954.35	88.90%
6902 Fair Week	Revenue	(575,445.34)	(648,800.00)	(73,354.66)	88.69%
	Expenditures	537,918.73	648,800.00	110,881.27	82.91%
	Other Sources	-	-	-	0.00%
Total		(37,526.61)	-	37,526.61	0.00%
Total All Business Units	Revenue	(947,796.21)	(1,154,100.00)	(206,303.79)	82.12%
	Expenditures	1,086,047.25	1,351,832.00	265,784.75	80.34%
	Other Source	-	-	-	0
Grand Total Fair Park		138,251.04	197,732.00	59,480.96	69.92%

Fair Park
6901 Fair Park

Date Ran 10/21/2014
Period September
Year 2014

Revenues 75.00%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
457010	SPONSOR REVENUE	(40,000.00)	(40,000.00)	-	100.00%
457023	OTHER PUBLIC CHARGES	(6.00)	-	6.00	0.00%
457025	HORSE SHOW FEES	(68,148.00)	(26,500.00)	41,648.00	257.16% *1
457026	SHAVING SALES	(22,654.01)	(32,000.00)	(9,345.99)	70.79%
457031	ADMISSION REVENUE	(7,184.54)	-	7,184.54	0.00%
474169	FAIR BILLED	(4,000.00)	(4,000.00)	-	100.00%
482012	BUILDING RENTAL	(81,127.12)	(184,000.00)	(102,872.88)	44.09% *1
482013	STALL RENTAL	(47,160.00)	(91,000.00)	(43,840.00)	51.82%
482014	WINTER STORAGE RENTAL	(23,338.46)	(37,500.00)	(14,161.54)	62.24%
482015	SPACE-FOOD VENDOR	(12,911.85)	(18,500.00)	(5,588.15)	69.79%
482016	SPACE-BEVERAGE VENDOR	(9,676.04)	(20,000.00)	(10,323.96)	48.38%
482017	SPACE-OTHER VENDOR	(14,911.98)	(2,300.00)	12,611.98	648.35% *2
482021	CAMPING FEE OTHER	(33,946.09)	(48,000.00)	(14,053.91)	70.72%
483004	SALE SALVAGE & WASTE	(6,325.00)	-	6,325.00	0.00%
486001	VENDING COMMISSION	(961.78)	(1,500.00)	(538.22)	64.12%
Totals		(372,350.87)	(505,300.00)	(132,949.13)	73.69%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
511110	SALARY-PERMANENT REGULAR	49,300.15	97,092.00	47,791.85	50.78%
511210	WAGES-REGULAR	59,393.95	51,273.00	(8,120.95)	115.84%
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	3,885.92	13,216.00	9,330.08	29.40%
511310	WAGES-SICK LEAVE	5,437.47	-	(5,437.47)	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	2,842.22	-	(2,842.22)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	6,793.39	-	(6,793.39)	0.00%
511380	WAGES-BEREAVEMENT	103.31	-	(103.31)	0.00%
512141	SOCIAL SECURITY	10,625.15	12,434.00	1,808.85	85.45%
512142	RETIREMENT (EMPLOYER)	6,716.80	10,259.00	3,542.20	65.47%
512144	HEALTH INSURANCE	49,102.79	28,625.00	(20,477.79)	171.54%
512145	LIFE INSURANCE	33.15	29.00	(4.15)	114.31%
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	3,960.40	2,520.00	(1,440.40)	157.16%
521216	JANITORAL	1,740.00	1,700.00	(40.00)	102.35% * PR
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% * PR
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% * PR
531311	POSTAGE & BOX RENT	1,575.49	1,350.00	(225.49)	116.70% * PR
531312	OFFICE SUPPLIES	1,424.82	2,750.00	1,325.18	51.81%
531313	PRINTING & DUPLICATING	1,509.96	1,200.00	(309.96)	125.83% * PR
531314	SMALL ITEMS OF EQUIPMENT	12,982.33	15,000.00	2,017.67	86.55%

531320 SAFETY SUPPLIES	21.25	250.00	228.75	8.50%
531322 SUBSCRIPTIONS	99.75	110.00	10.25	90.68%
531324 MEMBERSHIP DUES	2,219.10	1,700.00	(519.10)	130.54% * PR
531326 ADVERTISING	4,217.72	7,000.00	2,782.28	60.25%
531349 OTHER OPERATING EXPENSES	1,383.92	1,600.00	216.08	86.50%
531351 GAS/DIESEL	19,158.92	14,000.00	(5,158.92)	136.85% * PR
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	250.88	500.00	249.12	50.18%
532336 LODGING	1,220.40	2,100.00	879.60	58.11%
532339 OTHER TRAVEL & TOLLS	-	20.00	20.00	0.00%
533221 WATER	13,600.42	7,300.00	(6,300.42)	186.31% * PR
533222 ELECTRIC	29,849.08	43,000.00	13,150.92	69.42%
533223 SEWER	5,507.11	7,800.00	2,292.89	70.60%
533224 NATURAL GAS	10,460.41	8,700.00	(1,760.41)	120.23% * PR
533225 TELEPHONE & FAX	1,821.54	1,950.00	128.46	93.41% * 3
533235 STORM WATER UTILITY	9,851.77	14,900.00	5,048.23	66.12%
533236 WIRELESS INTERNET	400.10	500.00	99.90	80.02%
535232 GRAVELING	3,952.94	6,000.00	2,047.06	65.88%
535242 MAINTAIN MACHINERY & EQUIP	10,236.38	9,000.00	(1,236.38)	113.74% * 4
535245 GROUNDS IMPROVEMENTS	6,560.74	17,000.00	10,439.26	38.59%
535247 BLDG REPAIR & MAINT	20,180.81	30,000.00	9,819.19	67.27%
535297 REFUSE COLLECTION	17,767.19	13,000.00	(4,767.19)	136.67% * PR
535347 BEVERAGE PURCHASES	12,320.82	15,000.00	2,679.18	82.14%
535349 OTHER SUPPLIES	-	100.00	100.00	0.00%
535352 VEHICLE PARTS & REPAIRS	3,500.91	6,000.00	2,499.09	58.35%
535355 PLUMBING & ELECTRICAL	8,488.42	14,000.00	5,511.58	60.63%
536533 EQUIPMENT RENT & LEASE	7,667.53	8,000.00	332.47	95.84% * 5
571004 IP TELEPHONY ALLOCATION	906.75	1,209.00	302.25	75.00%
571005 DUPLICATING ALLOCATION	406.53	542.00	135.47	75.01%
571007 MIS DIRECT CHARGES	1,048.54	-	(1,048.54)	0.00%
571009 MIS PC GROUP ALLOCATION	5,892.75	7,857.00	1,964.25	75.00%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	2,697.75	3,597.00	899.25	75.00%
591519 OTHER INSURANCE	4,876.42	6,226.00	1,349.58	78.32%
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	548,128.52	703,032.00	154,903.48	77.97%

Other Financing Sources (Uses)

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

Total Business Unit	175,777.65	197,732.00	21,954.35	88.90%
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* PR = Previously Reviewed

1. Funds need to be separated.
2. Reviewing
3. Reviewing
4. Higher Maintance & Repairs
5. Equipment Lease higher

Fair Park
6902 Fair Week

Date Ran 10/21/2014
Period September
Year 2014

Revenues 75.00%

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	(76,959.30)	(145,000.00)	(68,040.70)	53.08%
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	(6,890.02)	(15,500.00)	(8,609.98)	44.45%
482015	SPACE-FOOD VENDOR	(31,369.29)	(32,000.00)	(630.71)	98.03%
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	(1,217.48)	(3,500.00)	(2,282.52)	34.79%
Totals		(575,445.34)	(648,800.00)	(73,354.66)	88.69%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
511110	SALARY-PERMANENT REGULAR	41,552.16	41,611.00	58.84	99.86%
511210	WAGES-REGULAR	47,583.50	73,062.00	25,478.50	65.13%
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	10,203.02	10,960.00	756.98	93.09%
512142	RETIREMENT (EMPLOYER)	7,534.52	9,339.00	1,804.48	80.68%
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	1,100.00	4,500.00	3,400.00	24.44%
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	1,988.45	1,400.00	(588.45)	142.03%
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	19,641.25	20,000.00	358.75	98.21%
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	674.95	500.00	(174.95)	134.99%
531311	POSTAGE & BOX RENT	(152.58)	-	152.58	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	41,237.34	53,000.00	11,762.66	77.81%
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	12,571.29	16,000.00	3,428.71	78.57%
535355 PLUMBING & ELECTRICAL	8,085.81	7,000.00	(1,085.81)	115.51%
536533 EQUIPMENT RENT & LEASE	47,930.40	63,000.00	15,069.60	76.08%
571009 MIS PC GROUP ALLOCATION	1,178.28	1,571.00	392.72	75.00%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	1,798.47	2,398.00	599.53	75.00%
591519 OTHER INSURANCE	2,920.31	3,200.00	279.69	91.26%
Totals	537,918.73	648,800.00	110,881.27	82.91%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
					0%
Totals		-	-	-	0.00%
Total Business Unit		(37,526.61)	-	37,526.61	0.00%

Fair Park
6906 Donations

Date Ran 10/21/2014
Period September
Year 2014

Revenues 75.00%

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 – Nov. 6, 2014

1. ticketing companies – still Reviewing haven't found the ideal company
 - 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.
 - f. Determined that funds must be deposited into our account directly from vendors ticket ordering website

2. Build New website
 - a. Developed website layout
 - b. Sent detailed layout to MIS to start building site
 - c. Finish details as it's being built

3. Revise Vendor Contract - Fair
 - a. Simplifying form
 - b. Reducing duplication
 - c. Review Legal documentation

4. Winter Storage -- Close to being filled – placing people on a waiting list

5. IEBA Conference
 - a. Agencies: Meridian Entertainment & Klein's Entertainment
 - b. Social Media

6. Media Promotions – Bands
 - a. Ticketing Companies connecting buyers on social media – i.e. tickets.Xorpia.com
 - b. Selling concert tickets to secondary sources (i.e. Stub Hub, etc.)
 - c. Connecting with other websites (i.e. bandsintown.com)

7. Replace Sign face with New LED Sign
 - a. Location: Hwy. 18 & N. Jackson Ave.
 - b. Getting Estimates at this time
 - c. Additional Signage along Hwy. 26 Bypass – Locations
 - i. New Hwy. Dept.
 - ii. West side of Hwy. near power lines & Ag Adventure Truck parked in field

8. RFP's – Soda, Malt Beverage & Financial
 - a. Ran Newspaper Ad, website, etc.
 - b. Received letters of intent for soda & Financial
 - c. Reviewing & updating procedures with Corporate Counsel

9. Staff Job duties
 - a. Review duties & make appropriate changes
 - b. Document each event & develop task functions for staff to increase efficiencies

FAIR PARK SUPERVISORS REPORT

November 6, 2014

- Last 3 horse shows in October were the Wisconsin Interscholastic Horse Shows. The last show was the state finals with teams from all around the state and used 261 stalls.
- Had one incident at the state show with a horse running through our north overhead door and injured 2 people that were taken away by ambulance and damage to a car.
- The last 2 weeks we have been getting water lines blown out and winterizing the buildings and grounds and getting the buildings cleaned ready for storage. We use the large air compressor truck from the Highway Department to blow out all lines.
- Lake Country Heating is in final completion of entryway furnaces and venting
- Lyons concrete replaced cracked concrete on north side of Activity Center and we will have him seal along building and blacktop with caulk.

Jefferson County Fair Park Committee Meeting

Thursday, November 6, 2014

Fair Office Report

- Winter Storage units are coming in so far we have 129 units registered and \$30,558.64 collected. We will have an updated revenue total at the meeting. Total winter storage budget is \$37,500. We are currently scheduling appointments for people to bring in storage units. Leslie is doing payments, deposits and keeping the list updated. Our goal this year is to accept as many units as possible.
- Amy, Leslie & Dave have been reviewing the demos given by the ticketing companies.
- Amy & Dave met with MIS regarding the JCFP website. MIS has been given a layout and information regarding changes that need to be made and a projected deadline of January 2015.
- Requests for letter of interest in sponsoring JCFP for fermented malt beverages, soda beverages and financial institutions were publicly published this month and were due on October 23rd at 4pm. Interested parties did submit letters and were contacted.
- Amy has been researching other counties vendor contracts for ideas on updating the one for Jefferson County Fair.
- Dave, Amy, Leslie and Sarah Torbert attended the Wisconsin Association of Fairs District 4 meeting held at Rock County Fair grounds on October 8, 2014.

Amy Listle & Leslie Pelikan
Marketing/Administrative Assistants