

**Fair Park
Committee Members:**

Ron Buchanan, Chair

Blane Poulson, Vice Chair

Matthew Foelker, Secretary

Gregory Torres

Paul Babcock

**FAIR PARK COMMITTEE
MEETING AGENDA**

September 5, 2013

8:00 a.m.

**Jefferson County Fair Park
Activity Center
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 July 25 Meetings
7. Communications
8. 2013 Fair Follow-Up
 - a) Sponsor Update
 - b) Financial Report
9. 2014 Budget
 - a) Capital Projects
 - b) Operating Budget
 - c) Approval of the 2014 Fee Schedule
10. Fair Park Director's Report
 - a) Entertainment Contract
 - b) IEBA & IAFE Conference/Convention attendance
11. Fair Park Supervisor's Report
 - a) Bud Lincks – retirement
 - b) Activity Center Furnaces Update
12. Fair Office Report
 - a) DATCP Reports
 - b) Summer Help
 - c) District 4 Fall Meeting – Brown County October 8th
13. Set next meeting date Budget Hearing September 16th, September 18th Fair Open Forum; October 3rd, October 8th – District 4 meeting hosted by Brown County 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

#6

Jefferson County Fair Park
July 22, 2013

The Jefferson County Fair Park Committee met on Monday, July 22, 2013 at 3:00 p.m. in the Activity Center Conference Room. Present were: (Fair) Ron Buchanan, Blane Poulson, Matt Foelker, Paul Babcock, Director David Diestler, Supervisor Roger Kylmanen, Secretary Gail Zastrow, Administrative Assistant Amy Cielinski, County Board Chair John Molinaro, Administrator Ben Wehmeier and Finance Brian Lamers.

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:

- **Attendance** – Record attendance again this year – up over 1,000 people, Saturday was an individual record high as well
- **Security** – Improvements were seen with the division between the Grandstand, Reserved seating and Party Pit. Amy ran the security meetings both concert nights.
- **Sponsor Food Building** – Better than 2012 but still needs improvements
- **Financial Report** – Handed out report with comments
- **Observations** – Committee member are encouraged to share their comments. Dave handed his observations of “Did and Did Not Work”. John Molinaro suggested that we have Credit Card service available at the gate. So many people just use plastic and don’t carry cash. Draft Horses would love to have more space – possibly with a tent but would need to price out.

Budget - Capital Projects: Department currently looking to add some type of lift, signage and a water wagon. Dave is stilling working on the Operating Budget for both 6901 and 6902.

Next Meeting – The next regularly scheduled meeting will be Thursday, September 5th at 8:00 a.m. in the Conference Room of the Activity Center.

Being no further business, Blane Poulson made a motion to adjourn the meeting. Matt Foelker seconded. Motion carried. Meeting adjourned at 4:06 p.m.

816

2014 - Fair Park Budget

6901 – Fair Park

Revenue: (505,300)

Expenses: 556,306

51,006

Capital Projects: 67,000

- End Loader
- Refinish Floors
- Heavier Drag
- Water Tank Trailer

Tax Levy 118,006

6902 – Fair Week

Revenue: (648,800)

Expenses: 648,800

0

Tax Levy 0

Fair Park
6902 Fair Week

Date Ran 8/21/2013
Period July
Year 2013

#86

Revenues

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	(73,920.00)	(140,000.00)	(66,080.00)	52.80%
457011	GATE RECEIPTS	(264,408.01)	(235,000.00)	29,408.01	112.51%
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	(26,462.50)	(32,000.00)	(5,537.50)	82.70%
482016	SPACE-BEVERAGE VENDOR	(9,254.00)	(75,000.00)	(65,746.00)	12.34%
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	(15,900.00)	(15,000.00)	900.00	106.00%
482020	CAMPING FEE VENDOR	(2,929.02)	(3,000.00)	(70.98)	97.63%
Totals		(512,267.70)	(596,200.00)	(83,932.30)	85.92%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
511110	SALARY-PERMANENT REGULAR	18,577.39	40,262.00	21,684.61	46.14%
511210	WAGES-REGULAR	51,182.15	52,942.18	1,760.03	96.68%
511220	WAGES-OVERTIME	10.13	1,774.00	1,763.87	0.57%
511240	WAGES-TEMPORARY	18,486.32	27,907.00	9,420.68	66.24%
511320	WAGES-VACATION PAY	813.65	-	(813.65)	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)	43.32	-	(43.32)	0.00%
512141	SOCIAL SECURITY	6,982.63	9,303.02	2,320.39	75.06%
512142	RETIREMENT (EMPLOYER)	5,411.56	7,478.64	2,067.08	72.36%
512143	RETIREMENT (EMPLOYEE)	1,082.93	604.00	(478.93)	179.29%
512144	HEALTH INSURANCE	11,146.68	21,585.00	10,438.32	51.64%
512145	LIFE INSURANCE	9.63	12.00	2.37	80.25%
512173	DENTAL INSURANCE	1,218.43	1,696.00	477.57	71.84%
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%
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	7,000.00	6,600.00	(400.00)	106.06%
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	888.85	600.00	(288.85)	148.14%
531101 TICKETS/ENTRY TAGS	8,289.17	3,800.00	(4,489.17)	218.14%
531102 TROPHIES/PLAQUES	499.50	1,200.00	700.50	41.63%
531103 RIBBONS	1,450.29	3,500.00	2,049.71	41.44%
531181 PREMIUMS	150.00	19,500.00	19,350.00	0.77%
531182 FAIR WEEK SPECIAL ACTS	197,628.35	185,000.00	(12,628.35)	106.83%
531183 SPONSOR FEES	5,407.96	8,500.00	3,092.04	63.62%
531184 FAIREST OF THE FAIR	530.13	500.00	(30.13)	106.03%
531312 OFFICE SUPPLIES	399.71	500.00	100.29	79.94%
531313 PRINTING & DUPLICATING	-	120.00	120.00	0.00%
531326 ADVERTISING	39,836.15	53,000.00	13,163.85	75.16%
531349 OTHER OPERATING EXPENSES	1,706.44	1,500.00	(206.44)	113.76%
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%
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	-	150.00	150.00	0.00%
533235 STORM WATER UTILITY	617.67	1,000.00	382.33	61.77%
533236 WIRELESS INTERNET	134.89	-	(134.89)	0.00%
535245 GROUNDS IMPROVEMENTS	2,381.11	1,600.00	(781.11)	148.82%
535247 BLDG REPAIR & MAINT	1,141.90	3,000.00	1,858.10	38.06%
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	53,794.30	60,000.00	6,205.70	89.66%
571009 MIS PC GROUP ALLOCATION	111.24	174.00	62.76	63.93%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	1,639.68	2,222.00	582.32	73.79%
591519 OTHER INSURANCE	2,481.52	2,700.00	218.48	91.91%

4

*

Totals	509,957.11	587,737.84	77,780.73	86.77%
--------	------------	------------	-----------	--------

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
-------------	-------------	------------	--------------	------------------	----------------------

0%

0%

Totals	-	-	-	0.00%
--------	---	---	---	-------

Total Business Unit	(2,310.59)	(8,462.16)	(6,151.57)	27.30%
---------------------	------------	------------	------------	--------

1. Vendor Beverage - Doesn't include the beer deposit which will show up on the August financials
2. Wages - Reg. - event is finished
3. Retirement -
4. Entry Tags - Ordered extra tickets - more than one year supply

#9c

	2008	2009	2010	2011	2012	2013	Proposed 2014	% MARKUP
LOCATION	CHARGES							
Activity Center								
Basic Rental Weekend (per day)	\$385.00	\$385.00	\$ 385.00	\$ 385.00	\$ 450.00	\$ 450.00		17%
Weekday (per day)	\$350.00	\$350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 385.00	\$ 395.00	10%
Set-Up Charge - Day prior to event	\$225.00	\$225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 250.00	0%
Conference Room - all day	\$75.00	\$75.00	\$ 75.00	\$ 75.00	\$ 100.00	\$ 75.00		0%
Conference Room w/Activity Center	\$50.00	\$50.00	\$ 50.00	\$ 50.00	\$ 75.00	\$ 50.00		0%
Multiple Day Event - Per Quote	***	***	***	***	TBD	TBD		***
Bos Stalling/Storage - Unheated	***	***	***	***	\$ 385.00	\$ 385.00		0%
West Exhibit Barn - Heated	\$275.00	\$275.00	\$ 275.00	\$ 275.00	\$ 350.00	\$ 350.00	\$ 360.00	27%
West Exhibit Barn - Unheated	\$235.00	\$235.00	\$ 235.00	\$ 235.00	\$ 250.00	\$ 250.00	\$ 275.00	6%
East Exhibit Barn - Unheated	\$235.00	\$235.00	\$ 235.00	\$ 235.00	\$ 250.00	\$ 250.00	\$ 260.00	6%
Set-Up Charge - Day prior to event Unheated	\$125.00	\$125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 150.00	0%
Dairy & Horse Barns								
Rental per day as Exhibit bldg	\$420.00	\$420.00	\$ 420.00	\$ 420.00	\$ 450.00	\$ 450.00		7%
*Manure Dumpster fee \$85.00 + Removal	TBD	TBD	TBD	TBD	TBD	TBD		TBD
Milk House per day	\$120.00	\$120.00	\$ 120.00	\$ 120.00	***	***		N/A
Tie stall set-up	\$180.00	\$200.00	\$ 200.00	\$ 200.00	\$ 250.00	\$ 250.00	\$ 300.00	39%
Other Barns								
MAP Sale Arena*	\$235.00	\$235.00	\$ 235.00	\$ 235.00	\$ 250.00	\$ 250.00	\$ 275.00	6%
Draft Horse Barn*	\$235.00	\$235.00	\$ 235.00	\$ 235.00	\$ 250.00	\$ 250.00	\$ 275.00	6%
Beef /Goat Barn*	\$130.00	\$130.00	\$ 130.00	\$ 130.00	\$ 150.00	\$ 150.00	\$ 160.00	15%
Hog Barn & Arena*	\$285.00	\$285.00	\$ 285.00	\$ 285.00	\$ 295.00	\$ 295.00	\$ 300.00	4%
Sheep Barn*	\$235.00	\$235.00	\$ 235.00	\$ 235.00	\$ 250.00	\$ 250.00		6%
Warm-Up/Show Arena*	\$155.00	\$155.00	\$ 160.00	\$ 160.00	\$ 170.00	\$ 170.00	\$ 185.00	10%
Setting Up STALLS (Sheep/ Hog/ Goat) Each	***	***	***	***	***	***	\$ 10.00	
*Renter pays for manure disposal								
Accessories								
Tables each (2) chair included	\$3.00	\$3.00	\$ 4.00	\$ 4.00	\$ 5.00	\$ 5.00		67%
Tables each with (8) chairs	\$5.00	\$5.00	\$ 6.00	\$ 6.00	\$ 7.00	\$ 7.00		40%
Chair Each	\$0.40	\$0.40	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.60	25%
Bleachers Each	\$30.00	\$30.00	\$ 30.00	\$ 30.00	\$ 40.00	\$ 40.00	\$ 45.00	33%
Sound systems each additional Per Day	\$50.00	\$50.00	\$ 50.00	\$ 50.00	\$ 75.00	\$ 100.00		50%
Telephone charge/event	\$30.00	\$30.00	\$ 30.00	\$ 30.00	\$ 50.00	\$ 50.00	\$ 75.00	66%
6 yard garbage dumpster	\$120.00	\$140.00	\$ 140.00	\$ 140.00	\$ 150.00	\$ 150.00		25%
Electrical Outlets - Trade Show/vendor/day	\$7/10/12	\$7/10/12	\$7/10/12	\$7/10/12	\$7/10/12	\$7/10/12	\$7/10/15	0%
Coops - Each	\$1.00	\$1.50	\$ 1.50	\$ 1.50	\$ 1.50	\$ 1.50	\$ 1.00	50%
ADD ON SITE LABOR Per hour/person	\$18.00	\$30.00	\$ 40.00	\$ 40.00	\$ 50.00	\$ 50.00		36%
Labor with Bobcat	***	***	***	***	\$ 100.00	\$ 100.00		New
Stages								
Aluminum 1st & 2nd Days Inclusive for Delivery	\$350.00	\$375.00	\$ 425.00	\$ 425.00	\$ 450.00	\$ 450.00		29%
Additional Days each	\$150.00	\$175.00	\$ 175.00	\$ 175.00	\$ 225.00	\$ 225.00		50%

	2008	2009	2010	2011	2012	2013	Proposed 2014	% MARKUP
LOCATION	CHARGES	CHARGES	CHARGES	CHARGES	CHARGES	CHARGES	CHARGES	
FOOD FACILITIES								
Activity Center Kitchen	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 200.00	\$ 200.00	\$ 250.00	14%
Food Building - Food Row	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 200.00	\$ 200.00		33%
Food Building - Masonic	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 200.00	\$ 200.00	\$ 250.00	60%
OR Food Service Fees 15% of Gross Sales	TBD	TBD	TBD	TBD	TBD	TBD		***
Beer 15% Gross Sales	TBD	TBD	TBD	TBD	TBD	TBD		***
Non-food vendor Per Day	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00		0%
CAMPING								
Individual per unit per night w/electric & sewer	***	***	***	***	***	***	\$ 40.00	***
Individual per unit per night w/electric	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 25.00	\$ 30.00		50%
Individual per unit per night non-electric	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 18.00	\$ 20.00		33%
Groups/Rallies	Contact FP	Contact FP	Contact FP	Contact FP	Contact FP	Contact FP		***
Picnic Pavilion per day	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 90.00	0%
Dump Station Fees	***	***	***		\$ 8.00	\$ 8.00		New
GRANDSTAND COMPLEX								
As Is & Returned to original Condition	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	Base + %	Base + %	\$ 3,000.00	?
Fence Set-Up - Divide Grounds - Minimum	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 400.00	\$ 400.00	\$ 425.00	14%
Restoration/Hour/Man w/Equip	\$ 70.00	\$ 70.00	\$ 70.00	\$ 75.00	\$ 100.00	\$ 100.00		43%
Outside Space per foot					\$.01/sq ft	\$.01/sq ft		***
Horse Complex (60 Stall Minimum)								
One Day Show	\$550.00	\$ 575.00	\$ 575.00	\$ 575.00	\$ 600.00	\$ 625.00	\$ 650.00	14%
Two Day Show	\$750.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 850.00	\$ 875.00	\$ 900.00	17%
Three Day Show	\$900.00	\$ 950.00	\$ 950.00	\$ 950.00	\$ 1,000.00	\$ 1,100.00	\$ 1,150.00	22%
Four Day Show	\$1,100.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 1,200.00	\$ 1,300.00	\$ 1,350.00	18%
Stalling (94 ea available two Barn)								
Additional Stalls - 3rd barn	TBD	TBD	TBD	TBD	TBD	TBD		***
One Day (Saturday or Sunday Only)	\$ 16.00	\$ 17.00	\$ 17.00	\$ 17.00	\$ 19.00	\$ 19.00	\$ 20.00	19%
Two Days (Fri/Sat or Sat/Sun)	\$ 26.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 29.00	\$ 29.00	\$ 30.00	12%
Three Days (Friday - Sunday)	\$ 36.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 39.00	\$ 39.00	\$ 40.00	8%
Four Days - Add Thursday or Monday	\$ 46.00	\$ 47.00	\$ 47.00	\$ 47.00	\$ 49.00	\$ 49.00	\$ 50.00	7%
Extra Days each - 5 and/or 6 days	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		0%
Non-stalled animals - per day	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		0%
Bagged Shaving	\$ 6.00	\$ 6.50	\$ 6.50	\$ 6.50	\$ 6.50	\$ 6.50	?	8%
Outdoor Arena North Only - per day	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00		0%
Outdoor Arena West Only - per day	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00		0%
Outdoor Arena Draft Horse - per day	***	***	***	***	***	\$80.00	\$ 80.00	New
Indoor Arena Only - per day	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 275.00	\$ 275.00	\$ 300.00	10%
Indoor Arena - Winter Usage 4 hours	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 75.00	\$ 75.00		25%

2012

JEFFERSON COUNTY FAIR PARK RENTAL CHARGES

PROPOSAL

Warm-Up/Show Arena	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	\$ 180.00	\$ 180.00		13%
Winter Storage - Oct 1 - Apr 1								
Inside (boats, motor homes, vehicles) - Motor	\$9/ft + Tax	\$9/ft + Tax	\$9.50/ft + Tax	\$9.50/ft + Tax	\$10/ft + Tax	\$11/ft + Tax		22%
Inside (Trailer, Camper, Popup) - No Motor	\$9/ft No Tax	\$9/ft No Tax	\$9.50/ft No Tax	\$9.50/ft no tax	\$10/ft + No Tax	\$11/ft + No Tax		22%
Outside Storage	\$75/season	\$75/season	\$100/season	\$100/season	\$100/season	\$120/season		60%
Storage - End of Oct. -- Beg. of April - 5 months								
Options:								
Clean-up Charge	?							
Finance Charge	?							
Credit Card Charge	?							

#10

Fair Park Director's Report – August 2013

1. Signage — City of Jefferson – Working on design, quotes and ordering signs
2. Sponsors – starting to review sponsor process, creating sponsorship levels, method to reduce our give-a-way's.
3. Reviewing Ticket Processing – concerts, general admission, VIP specials, Family 5 Pack, etc.
4. Reviewing Credit Card processing – fees, structure, integration into ticketing process, PCI compliance.
5. Increased our exposure in the camping world – Member of Good Sam Club, Good Sam Camping and Campingroadtrip.com
6. Developing Master Plan to Increase Revenues – Expand facilities, expand grounds usage, develop different sources for revenue, etc.
7. Horse Camping -- Developing horse trails w/ Parks – using Fair Park Grounds for staging & camping.
8. Bike Rally's & Camping – Developing trail hook-up w/ Jefferson County Bike Trails -
- two bike runs – Mad Pretzel Challenge & Bike Wisconsin.
9. Entertainment for next year's fair

#11

Fair Park Operations Report

September 5, 2013

- September 7th will be Bud Lincks last day. He is retiring. The position has been posted and will be filled. We are short of help with CSW's being released and no others available to work at the Fair Park presently. That leaves me with the 2 Part time staff that are near their maximum hours, Bud's replacement and Travis (full time). Summer help, (Alexus) is done and Brady is also back in school. I will have to work Travis some overtime hours to take care of the events we have going on.
- We are tearing down stalls for the Sheep & Wool Festival for the weekend and then set them up again for two more horse shows and Gemuetlichkeit Days in September – tear them down for Car Show and then back up for three WIHA horse shows in October.
- Have been working with Lake Country Heating and Cooling and their engineer to correct and replace furnaces in the Activity Center, entry, restrooms and shower areas. The design of the entryway brings in a lot of cold outside air that quickly rusts out the heat exchanger and is very inefficient. This has been an ongoing process the last year to get someone to redesign this area. The present plan is to use a Heat Recovery Ventilator (HRV) to preheat the fresh air needed to supply the exhaust fans in restrooms and shower area. With the HRV's we can go with a much smaller heating unit. The current unit is 400,000 BTU and a new one may be 100,000BTU with the HRV's. Plus there are rebates from Focus on Energy for these units. I need engineered plans so the local building inspector can approve it and it can then be put out for bids.
We are notifying the finance committee because this is a change on what we were budgeted for by not air conditioning this area.
- Ads are in the paper this week for the sewer drains on food row. They are due by September 20.
- Winter Storage begin on October 25th

#12

Jefferson County Fair Park Committee Meeting Thursday, September 5, 2013

Fair Office Report

- Reports have been completed and sent to the Department of Ag. Had some issues with judging results this year.
- Summer office help experienced some difficulties as well. Had to direct and inspire too much. Motivation was an issue, but did a great job with many things once she started.
- Getting ready for Sheep & Wool Festival – all camping reservations come through the Fair office
- Working on convention Advertising/Promotional/Sponsorship competitions for both Las Vegas in November (Due October 1) and Wisconsin Dells in January (Due November 1). Scrapbook is done for January. These will include pictures, promo items, articles, essays and radio ads.
- Caitlyn Gerlach, 2014 Fairest of the Fair and Willow Hombsch, 2013 Fairest of the Fair, Amy and I attended the Fairest Reunion at State Fair in August. Willow and Caitlyn were together with all the other Fairest of the Fairs from around the state while Amy and I had an opportunity to go through the State Fair. There were several ideas that we will consider for next year. Watched the Veggie Races and the excitement in the kids' eyes as they rolled down the track. Went through all the animal barns and noticed that our Jefferson County sheep exhibitors did not have anything acknowledging that they were Jefferson County. Looked very sad when looking at other counties. Also saw ideas to add to our Ag Adventure Tent. This was probably the best weather we have experienced in many years. It was enjoyable. The day was shortened and we were back before 5 p.m. instead of after 6:30 p.m.
- The District 4 Fall meeting will be October 8th in Brown County. Registration begins at 9:30 a.m. and meeting is normally over by 3:00 p.m.
- Appreciation Dinner and Open Forum will be held Wednesday, September 18th in the Activity Center. Committee is invited to attend. Dinner is at 5:30 p.m. and Open Forum is from 7 p.m. – 8 p.m. This is a review of the 2013 Fair and look forward to the 2014 fair. Please RSVP by September 12th to the office.

Gail Zastrow
Administrative Secretary