

**Langlade County
Fairgrounds Promotional Committee Minutes**

AMENDED

Date of Meeting: August 22, 2013 at 4:00 p.m.

Place: Conference Room, Forestry Office, Fairgrounds

Members Present: Chairman Jeffrey Zalewski, Ronn Krueger, Angie Close, Shane Lund and Rhonda Klement

Members Absent:

Others Present: Sarah Repp, Charlie Brinkmeier, Bob Benishek, Vern Cahak, Dennis Mattmiller, Ron Barger and Pamela Jankowski.

Agenda Item #1 Call the Meeting to Order: The meeting was called to order by Chairman Jeff Zalewski at 4:00 p.m., in the Conference Room, Forestry Office.

Agenda Item #2 Pledge of Allegiance: The Pledge of Allegiance was recited.

Agenda Item #3 Approve Minutes of the June 27th & July 10th, 2013 meetings: Motion to approve the minutes by, Angie Close, Seconded by Ronn Krueger, all ayes, Motion carried.

Agenda Item #4 Citizen Comment: Lee Meyerhofer a representative of ATC Construction contacted Nate Heuss with a proposal to rent an area on the grounds for a “laydown site” for materials such as Transmission Line Poles, Culvert Materials, etc. for a job they are contracted to do in this area. Motion by Shane Lund to refer this to Public Property, Seconded by Krueger, all ayes, Motion carried.

- a. **New User Introductions:** None at this time.

Agenda Item #5 Fairgrounds Use Policy:

- a. **Review High Capacity Well Charges (hourly rate).** The Committee agreed to leave the existing policy as is. The charge is \$50.00 per week of use. This item will be put on the Public Property Agenda for discussion.
- b. **Establish a policy regarding items stored upon or affixed to the Fairgrounds Property:** The Committee wanted to wait and discuss this when Robin Stowe is present. This will be put on the next Agenda.
- c. **Change Policy to allow campfires:** The Committee agreed that portable above ground commercial units should be allowed on the grounds for

campfires. The existing policy prohibits all campfires. Fire Chief Jon Petroskey was consulted regarding campfires on the grounds and he approves this policy change. Motion to allow portable above ground commercial units on the grounds for campfires by Krueger, Seconded by Lund, all ayes, Motion carried. The Committee would like the County to supply a safe place for disposal of the ashes.

- d. **Alcohol coverage on Liability Insurance Policy:** Discussion was presented regarding the Alcohol Coverage that was to be listed on the Liability Insurance Forms from the Users. Pam Jankowski stated the Users that are providing alcohol at their events have informed her that this kind of coverage is far too expensive and they cannot get that on their Liability Policy. She contacted a local Insurance Company and they also stated that this coverage is very expensive and that it would probably bar some users from bringing events to the grounds. It was also stated that the organizations that actually purchase the alcohol and sell it have policies intact. Motion to remove the recent revision regarding the Alcohol Coverage on the Liability Insurance Policy by Krueger, Seconded by Lund, 1 aye (Zalewski) 2 opposed (Klement and Close) Motion carried.
- e. **Establish Time Frame for Pressure Washing/Sanitizing Pavilion:** This item was discussed due to the Pressure Washing/Sanitizing of the Pavilion not being completed in a timely manner after the Fair. The Policy does state that clean up of the buildings and grounds need to be completed within a minimum of 24 hours, Permission to extend may be granted by contacting the Maintenance Department.
- f. **Revise Pavilion Cleaning Policy:** Ron Barger, Director of the Health Department was present and discussed the cleaning policy for the Pavilion. He also stated he received complaints from the public regarding proper signage not being present barring food and drink in the Pavilion. Also a number of other complaints were received during the Fair regarding the Pavilion and those were quickly rectified and were very small issues. The Committee has agreed they would like the Maintenance Department to be in charge of the washing and sanitizing of the Pavilion, Heuss to solicit quotes and hire this done if time does not permit his staff to do the cleaning - This bill would be passed on to the user. This item is to be discussed at the next Public Property meeting.

Barger reviewed the inspections of the Pavilion that took place before and during the Fair and found no deficiencies. The Health Department did not receive any complaints during or after the Fair related to food or water borne illness outbreaks.

- g. **Consequences for not following Policy:** Due to various incidents after the Fair regarding clean up of buildings and grounds, it is recommended that

Public Property invites the 4-H Board to the next meeting to discuss this further. Dennis Klement to be invited to next meeting.

- h. Any other Use Policy comments:** Pam Jankowski was contacted several times with requests to allow advertising on the Marquee for Non-Profit Organizations and Community events. This goes against the current Sign Policy and this Committee does not wish to revise the policy at this time.

Agenda Item #6 Events:

- a. Condition of Track after Fair:** The condition of the track after the Fair was brought to the attention of the Maintenance Department. The TrailCon Event needed to use the track and noted the track was not put back in good condition from the previous user. The Committee stressed that inspections need to be done after each user to eliminate this type of issue. Shane Krueger was hired by the Fair to put the track back in good condition after the Fair and he also was preparing the track for the TrailCon event. Shane Krueger did take care of this issue and the track is great condition currently.
- b. TrailCon Event and billing:** Angie presented a report from the TrailCon Event. They were very happy with how their event was received. They commended the Maintenance Staff for their time and effort while working with them. Billing was discussed by the Committee and it was decided that because TrailCon was the “user” of the grounds and signed the Fairgrounds Use Policy, they will receive the bill for this event and they can work out any issues with Antigo Wheels Unlimited. Due to the condition of the kitchen and the cleaning that had to be done before it could be used, the bill will be adjusted.
- c. Any other Event Comments:** Jankowski stated that some organizations that have rented the grounds would like to submit contact information for other groups that would be interested in our facility. They would like to provide a contact list for information sent to be sent to them. Angie Close is preparing a brochure promoting the Fairgrounds that can be sent to these groups.

Rhonda Klement questioned the Fairgrounds Use Policy regarding billing and if it pertains to the Fair the same as any other “user”. The Fair is not handled by the Fairgrounds Event Coordinator in the same manner as other users. The Maintenance Department bills the Fair actual costs of supplies ordered plus utilities. The Fair is invoiced by the Finance Department for reimbursement of these charges.

Klement stated the bands that came to the Fair were very impressed with the grounds and the Fairgrounds Facilities.

Agenda Item #7 Status of Inventory of Equipment stored at the Fairground: Jankowski presented the Committee with a list of inventory for each building and items stored on the grounds as well as the proposed owner of the property.

Agenda Item #8 Discuss Continuation of City Walking Trail thru the Fairgrounds: Sarah Repp and Charlie Brinkmeier from the City were present to discuss the City Walking Trail continuing thru the Fairgrounds. Repp explained different options for the location of the trail and also several major sites in the City they would like to see this progress. Bob Benishek does not want to compromise the grounds and any future plans for the Fairgrounds. Benishek would like this discussed at the next Public Property meeting.

Agenda Item #9 Discuss Livestock Pavilion:

- a. **Rental Rates – Dennis Mattmiller:** Dennis Mattmiller was present and discussed options for storage rental and rates. Motion by Lund to refer proposing a \$2.00 per lineal foot rental rate for storage rent to Public Property Committee with rental dates being from October – May, Seconded by Krueger, all ayes, Motion Carried.
- b. **Review Storage Space Lease:** No discussion at this time.
- c. **Status of Donor Signage:** Dennis Mattmiller is working with The Antigo Sign Company in creating the signs for the Donors. Funds are not available at this time to proceed.
- d. **Public Property is requesting suggestions for Use of the Pavilion:** Storage Rental has been suggested and is in the discussion process. Benishek suggested asking the Community for input on uses of this Pavilion.
- e. **Discuss Gravel for the backside of the Pavilion Area:** Dennis Mattmiller suggested a parking area on the backside with gravel instead of grass. The Committee thinks this is a good idea.

Agenda Item #10 Old Business: Consider re-wording the minutes of June 13, 2013 regarding the blacktopped areas to read: No staking, fastening or permanent marking permitted on these areas of the fairgrounds without the **Maintenance Department's** approval. All tents, canopies, and display booths shall be free-standing. Previously this read without the **FPC's** approval. Motion by Lund to amend these minutes as stated, Seconded by Close, all ayes, Motion carried

- a. **Equipment inventory:** This item was discussed on Item #7

Agenda Item #11 New Business: The Committee was informed of an Event that took place in the barn that was not conducted according to policy. This matter will be further discussed at a future meeting.

Agenda Item #12 Marketing Update:

- a. **Fairgrounds Map-Brochure:** Close is presently working on this brochure. A suggestion of getting sponsors to help distribute the brochure and also a mailing list was discussed. No action at this time.

Agenda Item #12 Next Meeting: The next meeting will be September 26, 2013 at 4:00 p.m. at the Forestry Office Conference Room.

Agenda Item #13 Adjournment: Motion by Close, Seconded by Lund to adjourn at 6:40 p.m. all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary