

## Langlade County Fairgrounds Advisory Committee Minutes

**Date of Meeting:** February 28, 2013 at 4:00 p.m.

**Place:** Conference Room, Forestry Office, Fairgrounds

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

**Members Absent:** None

**Others Present:** Robin Stowe, Gary Olsen, Gerry Olson, Tom Schultz, Ron Korn, Nate Heuss, Mike McDougal, Gary Krueger, 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 January 24, 2013 meeting:** Motion to amend Shane Lund's name in the minutes pertaining to the Motion to Adjourn to "Lund" instead of "Krueger" and to approve the minutes from the January 24, 2013 meeting by Ronn Krueger, Seconded by Angie Close, all ayes motion carried.

**Agenda Item #4 Citizen Comment:** No Citizen Comments at this time.

**Agenda Item #5 Fairgrounds Use Policy:** Finance Director Gary Olsen present to discuss this policy.

- a. **Dumpsters:** Policy needs to be made for billing purposes.
- b. **Billing Form:** This is being revised by the Committee and is ongoing.
- c. **Rental Rates:** Olsen presented and reviewed Revenue Information for 2011 & 2012 to the Committee. Suggestions were discussed regarding the billing form for users and the Committee will come up with a simplified form. Scheduling was discussed and changes need to be made in order to follow the current Policy for rental of the Fairgrounds. The Committee was advised that these duties will be assigned to Pam Jankowski as well as controlling the electronic sign advertising the Fairgrounds events. Olsen suggested a separate Fairgrounds budget to better inform this Committee of the Revenue and Expenditures on a monthly basis. The Committee would like to see this happen and asked Olsen to come back next month after working on this. This will be on the Agenda for next month.

**Agenda Item #6 Food Safety Concerns in Barn – Ron Barger:** Ron Barger, Director of the Health Department was present and explained health concerns regarding properly disinfecting the barn to allow food events to take place. E.coli is a concern and a policy is needed to prevent outbreaks. Barger is recommending a 10 day period after an animal event occurs and it has been cleaned and sanitized. He feels this is sufficient time to hold food type events safely. No food or drink will be allowed in the barn during animal events; although, hydration is a concern for youth during the fair and suggestions were discussed regarding water being provided. This matter will be put on the Agenda for next month to work on the ongoing policy.

**Agenda Item #7 Northwoods Tractor Club – Tom Schultz:** Tom Schultz and Mike McDougal are present representing Northwoods Tractor Club. They would like to find a place in the County for a Museum for tractors and machinery. They are considering various avenues and were interested in the Rabbit Barn. The Committee is working on a policy on establishing the intent of each building on the grounds and also rent. This item will be put on the Agenda next month for review.

**Agenda Item #8 Music in the Park – Use of Barn for Rain Dates:** Nick Salm contacted the Committee stating that they weren't going to use the barn until the bathrooms are complete.

**Agenda Item #9 Public Property Meeting Update:** Klement and Krueger gave an update on the last Public Property Meeting. Stowe stated the Public Property Meetings are not so time consuming now that the Fairgrounds Advisory Committee has been established and is handling Fairgrounds issues. Stowe suggested the Maintenance Staff keep track of time they are spending on helping with new users of the grounds and duties that could be handled by a Fairgrounds Manager for future information.

**Agenda Item #10 Update on the Kiwanis Club Presentation:** Angie Close gave a presentation to the Kiwanis Club regarding the Fairgrounds Advisory Committee. Kiwanis Club holds a Circus on the grounds annually.

**Agenda Item #11 Equipment Inventory:** The Committee will compile an inventory list of other organizations' property that is housed on the grounds. They will be doing a "walk-thru" in the Spring and compiling a list of who owns an item, who can use it, etc.

**Agenda Item #12 Discuss Checklist or Scoring sheet for new users or new uses:** This is being worked on by the committee and will be on the Agenda for next month.

**Agenda Item #13 Events:**

- a. **Discuss Scheduling of the Fairgrounds:** Robin advised the Committee that these duties will be assigned to Pam Jankowski as well as controlling the electronic sign advertising the Fairgrounds events.
- b. **Discuss New Procedure regarding confirmation process for events by Committee:** Discussion presented and this is ongoing process. Zalewski

updated the Committee on the Badgerland Classic's upcoming event and the issue that was raised at the previous Public Property Meeting. The date is available for Badgerland Classic's however, this group has contacted the Chamber of Commerce and may be taking their event to Peaceful Valley.

- c. **Discuss Advertising on Electronic Sign & Sign Policy:** This is also an ongoing process.
- d. **Discuss Circus Request:** Rhonda Klement stated that on July 15, 2013, Big Top Shows would like to hold a circus. Klement will notify them of our next meeting and we can have a phone conference with them regarding their request.
- e. **Zurko Update:** Arrangements have been made there is no longer a conflict. This event will take place as planned.

**Agenda Item #14 Discuss Mole Lake's Future with Langlade County:** This item will be discussed in closed session next month.

**Agenda Item #15 Discuss Racing Proposal by Jerry Olson-USAC (2013):** Jerry Olson was present and explains 360 Sprint Late Models. He presented a 2013 schedule of events he has reserved. Robin Stowe advised him of the County expectations as to clean up, noise control and making sure vendors are paid etc. Mr. Olson assures the committee his vendors are paid up front and all bills will be paid. No deposits have been made on any of these dates yet. Mr. Olson was advised that the Highway Department would grade the track for a fee with ample notice. Angie Close explained there is a conflict on April 21<sup>st</sup> with this race and the WATK-WACD Sport & Home Show that needs to be addressed.

**Agenda Item #16 Approve signage advertising internet on the grounds:** This is ongoing.

**Agenda Item #17 Discuss Cattle Barn:** This is ongoing.

- a. **Rental Rates – (Public Property Meeting):** This is ongoing.

**Agenda Item #18 Old Business:** Nothing discussed at this time.

**Agenda Item #19 Marketing Update:** Angie presented a map created by Dave Tlusty and Nate Heuss that will show users the layout of the grounds including buildings. Jeff Zalewski reviewed a closing survey received from the Junior Women's Club Craft Fair with an overall satisfaction rating except for the double booking of their event.

- a. **Fairgrounds Map:** Presented under Marketing Update.

**Agenda Item #18 Next Meeting:** The next meeting will be Tuesday, March 26, 2013 at 4:00 pm.

**Agenda Item #19 Adjournment:** Motion by Ronn Krueger, Seconded by Shane Lund to adjourn at 6:15 p.m. all ayes, motion carried.

Respectfully submitted,

Pamela Jankowski  
Recording Secretary