

## **Langlade County Fairgrounds Advisory Committee Minutes**

**Date of Meeting:** March 26, 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, Tom Schultz, Mike McDougal, Janice Jorgenson, Betty Cross, Amy Converse, Ora Monegar, Evan Hoke, Jeff Wagner, Melody Koles, Bobbi Susalla, Monte Shane Krueger, Brice Widener, Dave Solin 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 February 28, 2013 meeting:** Motion to approve the minutes from the February 28, 2013 meeting by, Angie Close, Seconded by Ronn Krueger, all ayes, Motion carried.

**Agenda Item #4 Citizen Comment:** Janice Jorgenson is here from the Junior Women's Club to verify their Craft Show date of October 19<sup>th</sup>. They need Thursday the 18<sup>th</sup> to set up. The Committee sees no conflicts and confirms this event. Deposit is paid at this time.

Shane Krueger appeared regarding August dates for Rib Mountain Riders. He inquired about a user getting the same dates year after year. He was advised that is not the case and they need to reserve dates each year. Discussion regarding a Multi User Event in August, Krueger to contact Pam Jankowski with dates for their event.

**Agenda Item #5 Fairgrounds Use Policy-Billing – Rates – New Forms (Gary Olsen):** Finance Director Gary Olsen was present to discuss this policy. Gary discussed the new forms that have been drafted. The Fairgrounds has its own department page on the Langlade County website. Pam Jankowski presented the process and location for the new web based Calendar for the Fairgrounds. The Calendar will be on the Fairgrounds Department page on the Langlade County Website and it will also be on the Community Calendar that is located on the Langlade County homepage. Jankowski went through the process of scheduling and the forms now being used. Agreement is being re-drafted by Robin Stowe and he goes through some procedures for the Committee to discuss. Stowe stated that the Agreement should be separate from the Policy. There should be a Request Process and a Confirmation Process. In the future, he would like to see the capability of scheduling on-line. Jankowski explained that users will receive two

invoices. The first one will be for the rent, clean-up etc. The second invoice will be for the actual costs of utilities. Gary Olsen suggested a flat fee of \$100.00 for Janitorial and Supplies. The committee will be meeting to discuss these new procedures and fees. Gary Olsen will have Fairgrounds budget set up for the next meeting.

**Agenda Item #6 At approximately 4:15 p.m., consider moving into closed session pursuant to Sec 19.85(1)(e), Wis. Stats., to review status of MOU with the Mole Lake Tribe/Casino to develop a fairgrounds improvement fund:** Motion by Krueger to go into closed session. Roll call vote, Zalewski aye, Klement aye, Lund aye, Close aye, Krueger aye. Motion carried. The Committee moves into closed session at 5:45 pm.

**Agenda Item #7 Return to open session with possible action on any matters discussed in closed session:** At 5:57 p.m., Krueger makes a motion to return to open session, Second by Close all ayes motion carried. Ronn Krueger requests this item be removed from future agendas until we are contacted by Mole Lake.

**Agenda Item #8 WACS Sport & Home Show Event Discussion – Amy Converse – Jeff Wagner:** Amy Converse and Jeff Wagner appear to discuss their event scheduled for April 20 & 21<sup>st</sup>. They will be utilizing the Multi-Purpose Building, Kitchen and Clover Room. They will also have RV's, Campers and some tractors in the parking area.

**Agenda Item #9 Humane Society – New User Introduction:** The Humane Society had requested pricing on renting the Clover Room for their Spay and Neuter Clinics. After discussion, a Motion was made by Shane Lund to charge \$75.00 for exclusive use of this room and this includes janitorial and utilities, Seconded by Klement, all ayes, Motion carried.

**Agenda Item #10 Food Safety Concerns in Barn:** Ron Barger, Health Department Director, sent an email regarding clean up procedure. Klement stated that the user can set their own guidelines over and above what Barger is suggesting. Signage needs to be discussed regarding eating in the barns where animals are kept. This item is to be put on the Public Property Agenda on April 1<sup>st</sup>.

**Agenda Item #11 Northwoods Tractor Club – Tom Schultz- Mike McDougal:** Mike McDougal is present and stated they have nothing new to report. The Committee would like to know the Tractor Club's plan to be able to move forward with trying to accommodate their request for space to display their equipment. McDougal is requesting information on the availability of each building on the grounds, size, etc.

**Agenda Item #12 Discuss Checklist for new users or new uses:** Tabled until next month. Committee is to work on a list of organizations to help out with events, fire department numbers, clubs to manage food stands etc.

### **Agenda Item #13 Events:**

- a. **Discuss Scheduling of the Fairgrounds & Multi-User Deposits:** This will be discussed at the next meeting and a recommendation will be taken to Public Property regarding these issues.
- b. **Discuss New Procedure regarding confirmation process for events by Committee:** The Committee is currently working on this and is on-going.
- c. **Update Advertising on Electronic Sign & Sign Policy:** Capability has not been transferred to the Maintenance Department yet.
- d. **Scheduling Conflict July 3<sup>rd</sup> & 4<sup>th</sup>:** Ora Monegar was present from the Antigo Stock Car Association. There is a conflict with the July 3<sup>rd</sup> and 4<sup>th</sup> race dates. Jerry Olson has a confirmed race scheduled for July 3<sup>rd</sup>. Antigo Stock Car Association has requested to schedule a race for July 4<sup>th</sup>. Ronn Krueger explains the clean up time required by the Policy and reads the applicable information to the Committee. Monegar was asked if she could move her date to another time, she stated this is a 3 race event that is happening at surrounding race tracks and she can't change her date. Monegar requested the phone number of Gerry Olson who has the July 3<sup>rd</sup> race scheduled to work out a solution. Monegar did phone Mr. Olson and the parties could not reach an agreement to accommodate back to back racing events on July 3<sup>rd</sup> and 4<sup>th</sup> and therefore the Committee determined that no races will be scheduled on July 4<sup>th</sup>.
- e. **Discuss Deposit for August Event:** The committee accepted the deposit that was given for an event in August.

**Agenda Item #14 Discuss and Confirm Racing Dates for Jerry Olson-USAC:** The Committee accepted dates given by Jerry Olson for his events. The Committee will be discussing a Multi-User Event fee at the next meeting.

**Agenda Item #15 Approve signage advertising internet on the grounds:** Signage had been previously approved to advertise Wi-Fi on the grounds. Sample signs given to Committee.

**Agenda Item #17 Discuss if insulating the Commercial Building would increase the usability of the building in the winter months:** Nate Huess wanted to know if the Committee would like to have the Commercial Building insulated when they re-side it. He wanted to know if they thought it would be advantageous in increasing the revenue for the Fairgrounds. The Committee agreed this would definitely be an asset to the grounds and questioned if they would be able to put bathrooms there also. This will be discussed at the next Public Property Meeting.

### **Agenda Item #18 Discuss Cattle Barn:**

- a. **Rental Rates:** This is on-going.

**Agenda Item #19 Old Business-Approve Cirrinity Signs for Fairgrounds:**

- a. **Update from Cirrinity:** Brice Widener from Cirrinity was present and discussed his proposed signs to be distributed throughout the grounds advertising Wi-Fi capability. The Multi-Purpose Building presently has the capability. Widener stated the signage will be proportional to the space available. An information sheet will be put in the User Packets explaining the Wi-Fi usage and capabilities. Motion by Angie Close to approve the signage, Seconded by Ronn Krueger, all ayes, Motion carried.

**Agenda Item #20 Marketing Update:** No Update at this time.

- a. **Fairgrounds Map:** No Update at this time.
- b. **Community Calendar:** Pam Jankowski is presently working on this and it is expected to be posted on the web by April 8<sup>th</sup>.

**Agenda Item #21 Next Meeting:** The next meeting will be April 22, 2013 at 4:00 pm at the Forestry Office Conference Room.

A working meeting is scheduled for April 8, 2013 at 7:30 am in the Forestry Office Conference Room.

**Agenda Item #22 Adjournment:** Motion by Angie, Seconded by Krueger to adjourn at 6:50 p.m. all ayes, motion carried.

Respectfully submitted,

Pamela Jankowski  
Recording Secretary