

**Langlade County  
Fairgrounds Advisory and Public Property Joint Committee Minutes**

**Date of Meeting:** May 23, 2013 at 4:00 p.m.

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

**Members Present:** Fairgrounds Advisory Committee Chairman Jeffrey Zalewski, Angie Close, Shane Lund, and Rhonda Klement, Public Property Committee Chairman Bob Benishek, Dave Solin, Doug Nonnenmacher, and Vern Cahak.

**Members Absent:** Ronn Krueger

**Others Present:** Corporation Counsel Robin Stowe, Gerry Olson, Ora Monegar, Carlene Nagel, Adeline Hess, Don Schroeder, Holly Matucheski and Pam Jankowski

**Agenda Item #1 Call the Meeting to Order:** The meeting was called to order by Chairmen Jeff Zalewski and Bob Benishek 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 April 22, 2013 meeting:** Motion to approve the Fairground Advisory Committee minutes from the April 22, 2013 by Angie Close, Seconded by Rhonda Klement, all ayes, Motion carried.

**Agenda Item #4 Citizen Comment:** None at this time.

a. **New User Introduction:** None at this time.

**Agenda Item #5 at approximately 4:15 p.m. consider moving into closed session pursuant to Section 19.85 (1) (c) & (e) to review the Committee's performance and to discuss racetrack scheduling for July:** At approximately 4:45 p.m. a Motion to proceed in closed session by Angie Close, Seconded by Rhonda Klement. Motion to proceed in closed session by Doug Nonnenmacher, Seconded by Vern Cahak, roll call vote: Benishek aye, Cahak aye, Lund, aye, Close, aye, Klement, aye, Zalewski aye, Nonnenmacher aye and Solin aye. The Committees proceed in closed session.

**Agenda Item #6 Return to open session with possible action on any matters discussed in closed session:** At approximately 5:35, Motion by Nonnenmacher to proceed in open session, Seconded by Solin, Motion by Zalewski to proceed in open session, Seconded by Lund, all ayes, Motion carried.

## **Agenda Item #7 Fairgrounds Use Policy:**

- a. **Fairgrounds Budget – Gary Olsen:** Carlene Nagel explained budget reports to the Committees. Discussion presented regarding salaries being included in the budget to get a complete accounting of the Fairgrounds income and expenses. This may involve a time study for the Maintenance Staff to track time spent strictly for the Fairgrounds as compared to Maintenance duties.
- b. **Flat Rate Fee for Janitorial Clean up & Supplies:** Discussions have been ongoing regarding charging a flat rate fee to users of the grounds for restroom supplies and janitorial clean up of the restrooms. This has been studied by Finance Director Gary Olsen and he has recommended a flat rate for a 1-day event would be \$100.00 with an additional \$50.00 per day thereafter. Motion by Close to accept these rates, Seconded by Klement, all ayes, Motion carried. This item will be added as a revision to the current policy and will be effective immediately.
- c. **Rental Fees for Avail Recycling Event & 4-H events:** This item was put on the agenda for clarification, with regard to 4-H events, they have not been charged for any of their events on the grounds in the past and this shall remain. The Avail Recycling Event in the past had not been charged a rental fee due to the fact that they had an agreement with the County to accept all their recyclables at no charge. In recent years the County has not used this event for their recyclables and this needed review by the Committee. Discussion presented – Motion by Close to charge Avail a non-profit user fee for use of the grounds for their event commencing 2014, Seconded by Lund, all ayes, Motion carried. Jankowski to send a letter notifying Avail of this change.
- d. **Multi-Event User Deposits:** Discussion regarding deposits for Multi-Event users has been ongoing. This would be for a single user having multiple events in a year requiring deposits. The deposits confirm scheduled dates and are required in order to reserve dates in case two users are requesting the same date. Motion by Klement to require a full deposit for their first event and half of the deposit for each event thereafter with the balance of the rent to be paid 60 days prior to their next event, Seconded by Lund, all ayes motion carried. This item will be added as a revision to the current policy and will be effective immediately.
- e. **High Capacity Well Charges:** This item was put on the Agenda for clarification regarding the charges for the well. The existing policy does state \$50.00 per week for use of this well. Motion to continue this charge of \$50.00 per week by Lund, Seconded by Klement, all ayes, Motion carried.
- f. **Placement of Signs by Event Users:** Placement of signs promoting events have been placed on the Fairgrounds lawn in the past which require additional time for the Maintenance Department to mow

around and it was suggested the banners and signs be tied to the fence that runs along the grounds by Neva Road (Hwy 45). Motion to secure all signs on the fence and not on the lawn by Lund, Seconded by Klement, all ayes, Motion carried. This item will be added as a revision to the current policy and will be effective immediately.

- g. **Discuss time/scheduling buffers between similar events:** Discussion presented regarding the time frame for clean up of the racetrack area after an event. The present policy states 24 hours. The Committee would like to revise this to state 48 hours. Motion to extend the clean up of the racetrack to 48 hours by Close, Seconded by Lund, all ayes, Motion carried. This revision will be added to the current policy and will be effective immediately.

At this time Nonenmacher makes a motion to adjourn the Public Property Committee Meeting, Seconded by Solin, Adjourned at 6:20 pm. Fairgrounds Advisory Committee continues with their Agenda.

- h. **Discuss Policy as it relates to preference given to “local” sponsors:** Motion by Lund to remove the verbiage from the policy regarding preferential treatment being afforded to local organizations using the facilities, Seconded by Klement, all ayes, Motion carried. There will be no preferential treatment afforded to any users. This revision will be changed in the current policy and will be effective immediately
- i. **Discuss “Sectional” Rental Rates for Portions of the Fairgrounds:** This item is tabled for a future meeting.
- j. **Clean up policy for the racetrack** – This is being worked on.
- k. **Review Cattle Barn sanitation policy:** Stowe reviews the policy with the Committee. Holly Matucheski wanted clarification regarding sanitation of the barn before food could be served due to prior sanitation issues. A policy needs to be decided upon as to “who pays for the sanitation” and clarifying that the County will be conducting the sanitation process. Nate Heuss will be consulted to come up with a flat rate fee for labor and materials to accomplish this task. This item will be put on the next Agenda for approval.
- l. **Any other Use Policy Comments**– Clarification regarding kitchen use in the Multi-Purpose Building. If the kitchen equipment is being used, stoves, fryers, appliances, etc., the fee is \$100.00 per day. If the kitchen is just used to serve already prepared food and a person has rented the MPB, there is no extra charge for kitchen use. Motion to change wording in the policy referring to the food stand kitchen on the west side of the grounds to “West Side Food Stand Kitchen” for clarification by Close, Seconded by Klement, all ayes, Motion carried. This revision will be added to the current policy.

**Agenda Item #8 Events:**

- a. **Reconsider request from ASCI to race on July 4th:** Ora Monegar was present and upon coming out of closed session, Stowe stated that Mr. Olson has made his deposit for the May 26th race and has the proper insurance. His race will be taking place. Mr. Olson has a race scheduled for July 3rd and the Committee will discuss reconsidering the request from ASCI to race on July 4<sup>th</sup> after the May race date of Mr. Olson. Mr. Olson was informed that he needed to pay a \$500.00 track deposit and did so immediately. When a user has multiple events for the racetrack, they have to pay the one day rental deposit AND a track deposit for each race scheduled. The Fairgrounds Advisory Committee will meet on June 3<sup>rd</sup> with the Public Property Committee at 6:00 at the Resource Center in closed session to discuss this item. Monegar stated she wanted this issue resolved at this meeting so she can move forward. Discussion present by both Monegar and Olson regarding the scheduling of their race dates.
- b. **Any other Event Event Comments:** Stowe discussed County Employees Volunteering for Events. If a County Employee wants to volunteer their time at an event they need to provide documentation that they are a member of that organization and cannot be working for the County at the same time. If the work you will be performing is part of your normal job for the County, you cannot legally volunteer your time unless you file the documentation.

**Agenda Item #9 Discuss checklist or scoring sheet for new users or new uses:** This item will be discussed at a future meeting.

**Agenda Item #10 Status of Inventory of Equipment stored at the Fairgrounds:** Committee members received inventory lists for various areas and buildings on the grounds. They will be doing a walk thru at the next meeting and will invite Nate Heuss to accompany them.

**Agenda Item #11 Discussion on management of the detention pond:** Discussions are in process with surrounding land owners with regard to the detention pond. Stowe stated a meeting should be scheduled with Mole Lake regarding the Memorandum of Understanding.

**Item #12 Discuss scope of authority delegated to the Fairgrounds Advisory Committee and changing the “Advisory” description to better explain the relationship with the Public Property Committee:** Solin stated he agrees that the Fairgrounds Advisory Committee should have more authority in making Fairgrounds decisions. Benishek explained how this Committee was organized and feels any decisions made by this Committee can always be addressed at Public Property if any conflicts arise. Discussion presented regarding changing the name of the “Advisory” description of this Committee. Motion by Solin to give the Fairgrounds Advisory Committee the authority requested regarding Fairgrounds decisions and to change the name of their Committee to “Langlade County Fairgrounds Promotional Committee”, Seconded by Cahak, all ayes, Motion carried.

**Agenda Item #13 Discuss Cattle Barn:**

- a. **Rental Rates:** Dennis Mattmiller will be invited to our “working” Committee meeting to discuss rental rates.

**Agenda Item #14 Old Business:**

- a. **Equipment Inventory:** As previously discussed, the Committee is doing a “walk-through” on the grounds at the next meeting.

**Agenda Item #15 Marketing Update:**

- a. **Fairgrounds Map:** Close stated that Dave Tlusty is presently working on the Fairgrounds map.
- b. **Community Calendar:** The June Calendar of Fairgrounds Events was presented to the Committee.

**Agenda Item #14 Next Meeting:** The next meeting will be a “working meeting” on June 13<sup>th</sup> at 7:00 am at the Wood Technology Building, Stowe will be invited to work on the Policy. June 27<sup>th</sup> will be the regular Committee meeting date at 4:00 at the Forestry Office Conference Room. There will be no July meeting due to the Fair. Close will be inviting “Trailcon and Rib Mountain Riders” to the June 27<sup>th</sup> meeting. The Public Property Committee would like to be advised of the Fairgrounds Promotional Committee Meeting Dates.

**Agenda Item #15 Adjournment:** Motion by Close, Seconded by Lund to adjourn at 6:55 p.m. all ayes, motion carried.

Respectfully submitted,

Pamela Jankowski  
Recording Secretary