

Langlade County Fairgrounds Promotional Committee Minutes

Date of Meeting: January 23, 2014 at 4:00 p.m.

Place: Conference Room, Forestry Office, Fairgrounds

Members Present: Chairman Jeffrey Zalewski, Angie Close, Shane Lund

Members Absent: Ronn Krueger

Others Present: Robin Stowe, Nate Heuss and Pam Jankowski

Agenda Item #1 Call the Meeting to Order: The meeting was called to order by Chairman Jeff Zalewski at 4:08 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 November 21, 2013 meeting: Motion to approve the minutes of the November 21, 2013 meeting by Angie Close, Seconded by Rhonda Klement, all ayes, Motion carried.

Agenda Item #4 Budget review – Gary Olsen: This item is held over and will be put on the Agenda for February.

Agenda Item #5 Fairgrounds Use Policy:

- a. **Quotes for Pressure Washing Services:** A quote has been received from ServiceMaster Restoration Professionals from Wausau Wisconsin for various options for pressure washing the Livestock Pavilion. Their minimum quote for a portion of the barn is \$3,813.33. The County does have an electric and a gas pressure washer that can be used by event users to clean the Pavilion themselves. Hiring a service to do this if it is not done by the event user, would result in the event user incurring these costs. Nate Heuss will check with local companies that could pressure wash the Pavilion and report this at the February meeting. Jeff Zalewski will contact different fire departments in the area to see if there is an avenue for them to accomplish this task.
- b. **Review Inspection Checklist:** An Inspection Checklist for inspections of the various buildings after an event has taken place was created and submitted for approval. Motion to approve checklists by Angie Close, Seconded by Rhonda Klement, all ayes, Motion carried.
- c. **Discuss Track Lighting Fees:** Rhonda Klement would like the \$100.00 flat rate for use of the Race Track lights reviewed. She feels this rate is excessive.

Nate Heuss explained that Antigo Stock Car Inc previously paid for this service but now the County has this responsibility and there is a demand factor figured into the bills. Discussion presented on alternatives. Heuss will meet with a representative from Wisconsin Public Service to discuss alternatives. This item will be discussed further at the February meeting.

- d. **Review Class B Retailers License:** Liquor licenses for events at the fairgrounds are issued by the City of Antigo. Clubs, not individuals or businesses are able to obtain temporary Class B licenses. Therefore, event hosts without "club" status may need to work with a club in order to sell fermented malt beverages during an event. The License holder must be on the premises at all times during the event. No "carry ins" are allowed when a license has been issued. Alcohol must be purchased from a wholesaler. Event Users are responsible for obtaining the proper licenses.

- e. **Discuss withholding event confirmations on certain "high demand" dates:** The Fairgrounds Policy allows the FPC to withhold "available" status for certain "high demand" dates in order to grant the opportunity to market the fairgrounds. Until the Committee designates certain high demand dates on the Fairgrounds Calendar, present policy allows a user to reserve their same date for the following year as long as they do so within 60 days, securing it with the proper deposit. The Committee will discuss establishing a procedure for scheduling "high demand" dates - such as meeting with FPC if there are other users interested in the same dates.

- f. **Any other Policy considerations:** Discussion presented regarding deposits for securing event date. The deposit of one day's rent is required to secure the event date. In cases of the race track being rented, the \$500.00 race track deposit needs to be paid before the License Agreement can be issued. Also, the Certificate of Insurance must be on file before the track preparation can be commenced and must have coverage to include the entire scope of the event, including set-up and clean-up.

The Mole Lake Pro-Vintage Snowmobile Races from 2013 has an outstanding bill with the County. The County has not collected on these fees given an understanding that the co-sponsor of the event would receive a rental credit given anticipated improvements that would be made to the racetrack. However, this agreement to make these improvements did not materialize in 2013. The County has submitted another request to fund fairgrounds improvements and is awaiting a response to that request. Motion by Angie Close to write off this invoice on a good faith basis, in anticipation to pursue an MOU for fairgrounds improvements, Seconded by Rhonda Klement, all ayes, Motion carried. As discussed previously, Robin noted that the County did receive an MOU for 2013 - but not as anticipated specifically for fairgrounds improvements.

The Chamber of Commerce has scheduled their annual Customer Appreciation Event at the Fairgrounds. In 2013 they requested a reduction of the fee due to this being a Community Event for non-profit. The Committee had agreed that if the Chamber recognizes the County as a Sponsor for this event, they would honor the reduction. The Committee also agrees that they will honor this for 2014. Motion by Klement to approve this reduction with the recognition of the County Sponsorship agreement, Seconded by Shane Lund, all ayes, Motion carried.

Agenda Item #6 Update on status of list of improvements that may qualify for funding under the MOU for distribution under gaming compacts between local Tribes and the

State: Stowe stated he sent an email in early December regarding a list of improvements to the Fairgrounds as identified by the FPC. He has had no response from them; however, a Memorandum of Understanding has been received by Sokaogon Chippewa Community outlining distribution of funds to various organizations throughout Langlade County. One of these being the Langlade County Highway Department to erect signage for Mole Lake on Hwy 45 North.

Agenda Item #7 Events:

- a. **First Quarter Calendar:** Calendar given to committee.
- b. **Thank You letters:** Pam Jankowski advised the Committee that letters have been sent to all users located outside of Langlade County “Thanking” them for utilizing our Fairgrounds. Also, an ad was placed in the Antigo Daily Journal in December expressing “Thanks” to local users for utilizing our grounds. This prompted a few very positive feedback letters regarding our facility.

Agenda Item #8 Discuss Livestock Pavilion:

- a. **Review Storage Space Lease:** A draft drawing of spaces to be rented over the off-season months is completed. The policy needs to be approved by the Public Property Committee before spaces can be rented.

Agenda Item #9 Old Business:

- a. **Discuss Details-Youth School/Training on ATV's:** The proper parties have been notified that this area is available on the grounds if they so desire to do ATV training here.

Stowe stated that he has received a “bike/walking” path easement from the City running through the Fairgrounds for approval from the Public Property Committee. Information only.

Agenda Item #10 New Business: Antigo Stock Car Inc. (ASCI) and their Attorney will be invited to the February meeting to discuss the scheduling problem that occurred with the July 4, 2013 event.

Agenda Item #11 Marketing Update: Jankowski has sent several brochures to potential new users in an effort to Market the Grounds for future events.

Agenda Item #12 Next Meeting: The next meeting will be February 19, 2014 at 4:30 p.m. at the Forestry Office Conference Room.

Agenda Item #13 Adjournment: Motion by Klement, Seconded by Lund, to adjourn at 5:34 p.m. all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary