

## Langlade County Fairgrounds Promotional Committee Minutes

**Date of Meeting:** June 12, 2014 at 4:30 p.m.

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

**Members Present:** Chairman Bob Benishek, Angie Close, Shane Lund, Jeff Zalewski & Rhonda Klement

**Members Absent:** None

**Others Present:** Robin Stowe, Sarah Repp, Mike Theisen and Pam Jankowski

**Agenda Item #1 Call the Meeting to Order:** The meeting was called to order by Chairman Bob Benishek at 4:30 p.m., in the Conference Room, Forestry Office.

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

**Agenda Item #3 Approve the Minutes of the May 21, 2014 meeting:** Motion by Angie Close to approve the minutes of the May 21, 2014 meeting, Seconded by Jeff Zalewski all ayes, Motion carried.

**Agenda Item #4 Discuss off-site parking area and pedestrian crossing on North Avenue:** Sarah Repp from the City is requesting to collaborate with the County to work on a pedestrian crossing across North Avenue to our off-site parking area as part of the City Walking/Bike Trail. Flashing lights for the cross walk discussed. (similar to what is located on 5<sup>th</sup> Avenue by the Hospital) Lighting was also discussed for the parking area itself. This lot is used at least once a year during the Fair and is in need of lighting for safety purposes. Heuss was requested to gather information regarding this and report back to this Committee. This item will be on the next Agenda.

**Agenda Item #5 Events:** Pam Jankowski updated the Committee on past and upcoming events. July 4<sup>th</sup> Zurko Flea Market is scheduled, also July 23-27 Langlade County Fair.

**Agenda Item #6 Fairgrounds Use Policy:**

- a. **Moveable Stage Policy:** Currently, the Fairgrounds Policy is silent on whether equipment can be removed from the Fairgrounds. Committee discussed whether a policy is needed. No policy set.
- b. **Clarify fee for late departure for Camping Events:** This item will be addressed on a case by case basis. The policy states that additional fees may be imposed.

- c. **Review “Exempt” status for fees:** This item will be decided on a case by case basis. Presently 4-H Events are exempt from the fees, the Langlade County Fair is partially exempt. Certain local non-profit organizations have come before this Committee requesting fees to be waived for use of the grounds, and the Committee will continue to handle these requests on a case by case basis (in consideration of other “in kind” services provided to the County). No automatic exemptions will be considered.
- d. **Discuss Alcohol Coverage for Insurance Purposes:** Mike Theisen explained various scenarios regarding liability and the use of alcohol on the grounds. He stated that all commercial insurance policies exclude liquor liability but cover social host events - for instance a party type gathering of the workers after an event where alcohol is consumed but not “sold”.

Cost factors when obtaining this additional rider covering alcohol liability include: number in attendance, volume of alcohol sales, and length of event.

Organized clubs that often get a liquor license to sell alcohol on the grounds would need to provide their alcohol liability coverage for our files. Events such as a wedding would require a “one-time” event liability policy to include alcohol. Riders for the liability policy for these types of situations can run from \$500 - \$1,000.

Theisen also explained that most liability policies also exclude motorized racing. This will be reviewed at the next meeting.

- e. **Address the removal of equipment from the Fairgrounds:** This will be handled on a case by case basis.
- f. **Any other Policy Considerations:** The Commercial Building has been re-sided and insulated enabling Winter events to take place. This will bring additional revenue to the grounds.  
Motion by Shane Lund to add the rental rate of \$100.00 per day for the West Food Stand to the policy, Seconded by Angie Close, all ayes, Motion carried.  
(This had previously been omitted from the fee schedule)

**Agenda Item #7 Old Business:** Stowe stated that a County Board member is designated to serve as Chairman of this Committee. Public Property does have discretion over this position.

- a. **Discuss Priority list of needs for Fairgrounds:** Planters on the grounds are in need of re-vamping. Apple Valley Nursery had made an offer in the past to donate Landscaping on the grounds. Rhonda Klement will follow up on their offer. Jeff Zalewski feels a dump station would be an excellent idea here on the grounds. We hosted an RV Rally recently that could have utilized this and we would also make it a public station, generating additional revenue. Motion by Zalewski to have Nate Heuss research this, Seconded by Lund, all ayes,

Motion carried. Additional lighting is also being requested particularly for the offsite parking area; however, if the County purchased portable lighting, it could be used in other areas and not just for the parking area. Motion to have Heuss research portable lighting by Klement, Seconded by Lund, all ayes, Motion carried.

**Agenda Item #8 New Business:** The Public Property Committee has authorized a new wash pad be constructed by the Horse Barn at a cost of approximately \$1,100. Donations for this project will reimburse the Fairgrounds Revenue account. It was suggested that a member of the 4-H Board, and Horse and Pony Project be invited to our next meeting to discuss future projects on the grounds. Removal of dying trees and stumps will take this place this Summer. New Trees will be purchased to replace them. David Solin has expressed interest in donating additional trees.

Fairgrounds Surveys were reviewed by the Committee.

**Agenda Item #9 Marketing Update:** Angie Close and Pam Jankowski suggested purchasing an outside brochure box to hold several County Brochures that would be accessible to event users marketing Langlade County. This would be mounted on the Multi Purpose Building for easy access.

**Agenda Item #10 Next Meeting:** The next meeting is scheduled for August 20, 2014 at 4:30 p.m. at the Forestry Office Conference Room.

**Agenda Item #11 Adjournment:** Motion by Zalewski, Seconded by Klement to adjourn at 6:21p.m. all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski  
Recording Secretary