

Langlade County Fairgrounds Promotional Committee Minutes

Date of Meeting: September 26, 2013 at 4:00 p.m.

Place: Conference Room, Forestry Office, Fairgrounds

Members Present: Ronn Krueger, Angie Close, Shane Lund

Members Absent: Chairman Jeffrey Zalewski, & Rhonda Klement

Others Present: Ron Barger, Robin Stowe, Nate Heuss and Pam Jankowski

Agenda Item #1 Call the Meeting to Order: The meeting was called to order by Vice Chairman Ronn Krueger 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 August 22, 2013 meeting: Motion to approve the minutes by, Angie Close, Seconded by Shane Lund, all ayes, Motion carried.

Agenda Item #4 New User Introduction: Keith Wilson: Keith Wilson not present, no action taken.

Agenda Item #5 Fairgrounds Use Policy:

- a. **Establish a policy regarding items stored upon or affixed to the Fairgrounds Property:** Robin Stowe presented a Proposed Agreement for Storage of Personal Property on the Fairgrounds which sets forth the terms and conditions to keep personal property at the fairgrounds. If a fairgrounds user desires to keep personal property at the fairgrounds for convenience in setting up on-going events, then at a minimum, the user will need to agree that the County is not responsible in the event the property is lost or damaged. Robin will contact all the representatives identified in the property inventory and ask that they sign the agreement. If they do not wish to agree the terms of the agreement, then they will be requested to remove their personal property within a prescribed period of time. If they wish to keep their property at the fairgrounds, then Robin will find out if the property may be used by others and report these findings back to the Committee. Discussion regarding proposed agreement. Stowe stated this Policy will address the County's liability. Motion to approve Proposals as stated, by Lund, Seconded by Close, all ayes Motion carried.

- b. **Alcohol Coverage on Insurance Policies:** Previously, the Committee decided to temporarily suspend the requirement for alcohol coverage on

liability insurance coverage, based upon complaints from users regarding the cost and availability of this insurance rider. Stowe explained the recommendation of the County's insurer noting that in the event that an injury occurs during an event relating to the furnishing of alcohol then as a general rule, such claims are excluded under the liability coverage. Since users are required to indemnify and hold the County harmless, then Stowe recommends advising users to check with the insurance providers to make sure that they are adequately addressing their liabilities and also recommending that users who will allow alcohol to be consumed during their events to obtain an alcohol rider on their insurance policy. To the extent that a claim is not covered by insurance, the user will still be held liable for claims arising during their events. Therefore, this recommendation will be included in the revised Fairgrounds Policy.

- c. **Discuss Sanitation Policy regarding other buildings on grounds:** Ron Barger stated that the barns that house the rabbits and chickens are not a concern regarding the new Sanitation Policy, past procedure is acceptable. Motion by Close to accept the revision to the policy that the Rabbit Barn does not need to be pressure washed, Seconded by Lund, all ayes, Motion Carried.

Heuss stated the he checked with a company in the Green Bay area and if the sanitizing and pressure washing would have to be hired out; it would cost \$1,000 per day, and would take approximately 1- 2 days.

Barger recommends that signage be placed on all barn entrances notifying patrons consuming food and beverage that these buildings have been used to store animals.

Any other Policy considerations: Stowe presented a draft of the revised Fairgrounds Policy and discussed the License Agreement. He would like to put this item on the December Public Property Committee Agenda for final approval. The goal is to have a completed, revised, user friendly policy for use beginning in January 2014. Close made a motion to adopt the format of the Fairgrounds Policy as presented by Stowe, Seconded by Lund, all ayes, Motion Carried.

Motion to charge a fee of \$100.00 per day for the Track Lights by Lund, Seconded by Close, all ayes, Motion Carried.

Fairgrounds sign policy – Pam Jankowski has been getting numerous inquiries to list various Community functions on the sign. Presently the policy will not allow this until the “off season” for the Fairgrounds, (November 1 – April 1). Motion to remove time frame for allowing Community, Non-Profit events from the Current Policy and revising it to allow these events to be put on as long as they do not conflict with any Fairgrounds Events by Close, Seconded by Lund, all ayes, Motion Carried.

Agenda Item #6 Review application of Fairgrounds Policy to events sponsored by the Fair Board and the 4-H program, including scheduling:

Stowe recommends that the fairgrounds policy reflect that preferential treatment be granted to the annual Youth Fair, 4H and UW Extension events. The Youth Fair has to supply a Certificate of Insurance with the Fairgrounds Event Coordinator and is responsible for utility usage, paper products, and invoices directly related to their Event. Events sponsored by UW Ext/4-H are not subject to any rental fees, deposits or insurance requirements. Since 2001, 4-H sponsored events and volunteers have been covered under the County's insurance. All users of the fairgrounds must comply with the use policies and are responsible for following the process for scheduling, cleaning up and paying for any damage. To make sure what events are sponsored by UW Ext/4-H, Sally Hull and Karalee Dufour from the Extension Office are the only parties that can contact Pam at the Fairgrounds to schedule any 4-H or Fair Board activities.

Agenda Item #7:

- a. **Follow up on recent events:** St. Johns recently held their Fall Festival and International Food Show. The feedback we have received is that they were very happy with their event and it was well attended. They also commended the Maintenance Staff for all the help they received before, during and after their event.
- b. **Review of billing for TrailCon Event:** Discussion presented regarding the Track Deposit made by Antigo Wheels Unlimited (AWU). Previously, the Committee determined that the primary user (TrailCon) will be responsible for all applicable fees and on that basis the deposit will be returned to AWU. Initially, two users wished to host events on the same date (TrailCon and Rib Mountain Riders) and the parties made arrangements for multiple use. Subsequently, Rib Mountain Riders did not host their scheduled event at the fairgrounds but AWU indicated an interest in hosting an event at the racetrack. Close explained previous history regarding the scheduling of this event and some conflicts that had arisen between the two groups. In order to remedy any confusion created during the scheduling process for this event, the Committee agreed to remove all racetrack-related expenses from the billing for TrailCon. Motion to revise the invoice to TrailCon and remove all racetrack related expenses and refund the \$500.00 Track Deposit back to the individuals who posted it for Antigo Wheels Unlimited by Close, Seconded by Lund, all ayes, Motion Carried.
- c. **Any other Event Comments:** The City and the County have worked together to study options to revitalize Fifth Avenue. One of the items under study is to host annual events in and around Fifth Avenue (such as Customer Appreciation) as was done in the past. There is some concern that these events will now be venues at the fairgrounds. Stowe asks the FPC to consider

the benefits of alternative venues for events, such as the downtown (Fifth Ave. or the newly redesigned Peaceful Valley area).

Agenda Item #8 Discuss Livestock Pavilion:

- a. **Review Storage Space Lease:** This was discussed under Item #5a.
- b. **Status of Donor Signage:** Dennis Mattmiller is working with The Antigo Sign Company in creating the signs for the Donors.
- c. **Recommendations for Use of the Pavilion as referred by Public Property Committee:** The Committee suggested multi-use events, weddings, barn dances, open houses, community fund raisers, and just about any type of event that you could use the Multi-Purpose Building for.

Agenda Item #9 Old Business:

- a. **Discuss Insulation for Commercial Building Roof:** Heuss stated it would cost approximately \$15,000 to insulate the Commercial Building Roof. At this time the siding is being replaced and this would be a future expense. By insulating the roof, this building could be heated; therefore giving the Fairgrounds another building available to rent out for events. The Committee would like to see this insulated in the future.
- b. **Insurance Coverage for the Committee:** Stowe advised that citizen members of the FPC are covered under the County insurance policy in the event that any member of the committee is named as a party to a lawsuit for actions taken in the capacity as member of the FPC.

Agenda Item #10 New Business:

- a. **Discuss Trees on the Fairgrounds:** Heuss stated some of the trees on the grounds are dying and falling down. He suggested the Committee come up with a plan for planting trees and discussing what kinds of trees should be planted and where. The Zoning Department may have some ideas as far as types of trees and the Forestry Department may be able to provide the trees.
- b. **Discuss DNR Youth school/training on ATV's:** Ronn Krueger suggested using the track that TrailCon set up on the grounds be used by the DNR for Youth ATV training. The Committee agrees and asks Krueger to pursue the details.

Agenda Item #11 Marketing Update:

- a. **Fairgrounds Map-Brochure:** Angela Close presented her brochure she has drafted to the Committee. A few changes will be made and when it is finished, this will be included in our User Packets for promoting the grounds. Also, this will be emailed to potential new users of the grounds by Pam Jankowski

Agenda Item #12 Next Meeting: The next meeting will be October 24, 2013 at 4:00 p.m. at the Forestry Office Conference Room.

Agenda Item #13 Adjournment: Motion by Close, Seconded by Lund to adjourn at 6:00 p.m. all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary