

Promotions & Recreation Committee Monthly Meeting

Date: Wednesday, December 18th, 2019
Time: 5:30 P.M.
Place: Highway Department Conference Room
E4280 County Road F
Kewaunee, WI 54216

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or any of its committees including:

Finance & Public Property
Human Services

Law Enforcement & Emergency Management

Personnel, Advisory & Legislative
Aging Services Unit Advisory

Land & Water Conservation
Promotion & Recreation

Health, Child Support, & Veterans Service
Extension Education, County Farm, & Zoning
Highway & Solid Waste

may be present at this meeting to listen, observe, and participate. If a majority of any such committee is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Agenda

1. Call to Order – Roll Call
2. Approval of Agenda/Minutes
3. Public Input
4. Discuss Luxemburg Speedway Race Track Proposal with Possible Action
5. Unfinished Business or Other Business as Allowed by Law
6. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Promotions and Recreation Department at (920) 388-0444 prior to the meeting so that accommodations may be arranged. *Action may be taken on any or all items listed on the agenda.*

Promotions & Recreation Committee Monthly Meeting

Date: Wednesday, December 11th, 2019
Time: 6:00 P.M.
Place: Highway Department Conference Room
E4280 County Road F
Kewaunee, WI 54216

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	Promotion & Recreation	

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Agenda

1. Call to Order – Roll Call
2. Approval of Agenda/Minutes
3. Public Input
4. Discuss Luxemburg Speedway Race Track Proposals with Possible Action
5. Discuss Winter Park Snowmaking and Upcoming Season Plans
6. Discuss Dana Farm Ice Rink Project Progress
7. Directors Report
8. Set Regular Monthly Meeting Date
9. Unfinished Business or Other Business as Allowed by Law
10. Adjournment

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Kewaunee County
Fairground Track Cost Estimate
Information as of 11/21/2019

Weeks in Racing Season	21.00
Number of races (actual)	18.88
Attendance-average per race (from promoter)	464.00
Average car count per race (from promoter)	63.00

VARIABLE COSTS:		2019		Change # of races to:	
		May-Sept Season	Per Race	12 Season	6 Season
Utilities					
Grandstand & Concession Bldg-Gas	Actual invoices (building meter)	129.35	8.62	103.48	51.74
Grandstand & Concession Bldg-Electric	Actual invoices (building meter)	2,967.29	199.15	2,389.83	1,194.92
Grandstand & Concession Bldg-Phone	Actual invoices-Celcom (no longer in contract)	0.00	0.00	0.00	0.00
Track Maint Bldg-Gas	None in this building	0.00	0.00	0.00	0.00
Track Maint Bldg-Electric	Actual invoices (building meter)	846.55	56.44	677.24	338.62
Water/Sewer	Estimated (not tracked separately for races)	965.74	64.38	772.59	386.30
Water for Track	Promoter responsibility (separate meter OR from pond)	0.00	0.00	0.00	0.00
Labor (direct)					
Direct Labor	No direct County labor for racing events	0.00	0.00	0.00	0.00
Insurance					
Liability	Promoter required to carry liability insurance	0.00	0.00	0.00	0.00
Property	No change to property insurance with or without racing	0.00	0.00	0.00	0.00
Other	Promoter required to carry additional insurance	0.00	0.00	0.00	0.00
Facilities Maintenance					
Lights, coolers, freezers	Estimate per year (reduce or eliminate if no racing)	500.00	33.33	400.00	200.00
Grass cutting, etc	Additional cost due to racing	0.00	0.00	0.00	0.00
Other					
Track upkeep	Preseason Maintenance (Hwy Dept)	2,876.24	191.75	2,876.24	2,876.24
Track grading	weekly grading	7,200.48	480.03	5,760.38	2,880.19
Track related repair	grading, fencing, grandstand other	1,450.00	96.87	1,160.00	580.00
Track Clay replacement	Promoter responsibility (estimated)	1,000.00	66.67	800.00	400.00
Garbage collection/disposal	Promoter responsibility	0.00	0.00	0.00	0.00
Grounds maintenance	none required	0.00	0.00	0.00	0.00
Equipment					
Track equipment (kitchen, PA etc)	Best estimate of value & life	573.46	38.23	458.77	229.38
Track maintenance equipment	No County owned equipment used	0.00	0.00	0.00	0.00
Equipment in other buildings	No County owned equipment used	0.00	0.00	0.00	0.00
		18,529.11	1,235.27	15,398.64	9,137.39
Total		18,529.11	1,235.27	15,398.64	9,137.39
Average per race			1,235.27	1,283.21	1,522.90
OTHER COSTS:					
Management Administration & Oversight					
Department Director time	1 to 2 hours per week during season	1,607.76	107.18	1,607.76	803.88
Other Staff Time	5 to 1 hour per week during season	662.13	44.14	662.13	331.07
		2,269.89	161.33	2,269.89	1,134.95
Total		20,799.00	1,386.60	17,668.43	10,272.33
Average per race			1,386.60	1,472.37	1,712.06
FIXED COSTS:					
Buildings					
Concession bldg		329.86	21.89	263.89	131.95
Track Maintenance bldg		213.77	14.25	171.01	85.51
Pit Concessions bldg		8.05	0.54	6.44	3.22
Improvements other than buildings					
Track	Unknown cost (maintenance included above)				
Grandstand		1,384.24	92.28	1,107.39	553.69
		1,935.92	128.06	1,548.74	774.37
Total		22,734.92	1,516.66	19,217.16	11,046.70
Average per race			1,516.66	1,601.43	1,841.12

Assumptions:

- * Contract with Promoter will contain clauses requiring damage repair, track maintenance, clay replacement etc and will be enforced
- * Lighting (track & grandstand) will need to be upgraded in the near future

Kewaunee County
Fairground Track Cost Estimate
 Information as of 12/31/2015

Weeks in Racing Season	21.00
Number of races (Actual)	11.00
Attendance-average per race (from promoter)	515.00
Average car count per race (from promoter)	94.00

		2015		
		May-Sept	Cost	
		Season	Per	Per
			Week	Race
Variable costs				
Utilities				
Grandstand & Concession Bldg-Gas	Actual invoices(bldg meter)	115.35	5.49	10.49
Grandstand & Concession Bldg-Electric	Actual invoices(bldg meter)	3,282.06	156.29	298.37
Grandstand & Concession Bldg-Phone	Actual invoices(Cellcom)	300.64	14.32	27.33
Track Maint Bldg-Gas	None in this bldg	0.00	0.00	0.00
Track Maint Bldg-Electric	Actual invoices(bldg meter)	956.77	45.58	86.98
Water/Sewer	Estimated (not tracked for just races)	588.83	28.52	54.44
Water for Track	Promoter responsibility(separate meter)	0.00	0.00	0.00
Labor (direct)				
Direct Labor	none	0.00	0.00	0.00
Insurance				
Liability	Promoter required to carry additional insurance	0.00	0.00	0.00
Property	no difference if races held/not held	0.00	0.00	0.00
Other	Promoter required to carry additional insurance	0.00	0.00	0.00
Facilities Maintenance				
Lights, coolers, freezers	reduce or eliminate if no races	5,425.87	258.37	493.26
Grass cutting, etc	would be done even if races not held	0.00	0.00	0.00
Other				
Track upkeep	Preseason Maintenance	3,780.94	180.04	343.72
Track grading	Promoter responsibility	0.00	0.00	0.00
Track Clay replacement	Promoter responsibility	0.00	0.00	0.00
Garbage collection/disposal	Promoter responsibility	0.00	0.00	0.00
Grounds maintenance	none required	0.00	0.00	0.00
		14,460.46	688.69	1,314.69
Equipment (wear & tear)				
Equipment				
Kitchen equipment	Best guess of value & life	444.23	21.15	40.38
PA system	Promoter responsibility	0.00	0.00	0.00
Track maintenance equipment	No County owned equipment used	0.00	0.00	0.00
Equipment in other buildings	No County owned equipment used	0.00	0.00	0.00
		444.23	21.15	40.38
		14,904.69	709.76	1,354.87
Fixed				
Buildings				
Grandstand		6,801.39		
Track Maint Building		750.24		
Track Concessions Building		1,157.69		
Management Administration & Oversight				
Department Director time	1 to 2 hours per week during season	1,345.37		
Other Staff Time	5 to 1 hour per week during season	805.78		
Assumptions:				
Contract with Promoter will contain clauses requiring damage repair, track maintenance, clay replacement, etc and will be enforced.				
Rent from Promoter (2015):				
Race nights	9 events at \$1800	14,400.00		
Spevcial events	3 events at \$400	1,200.00		
		15,600.00		
Promoter Costs (in addition to amounts above):				
Track Grading	Done by County Highway	2,274.46		
Track Clay replacement	Last known 2011 for \$42,000 (how many years worth?) ??			



KEWAUNEE COUNTY PROMOTIONS & RECREATION DEPARTMENT

Dave Myers, Director
E4280 County Rd. F
Kewaunee, WI 54216

Phone: (920) 388-0444
FAX: (920) 388-0434
myers.david@kewauneeeco.org

November 19th, 2019

Dear Interested Promoter:

Thank you for your interest in promoting stock car races at the Kewaunee County Fairgrounds in Luxemburg beginning in the 2020 season. We appreciate you taking the time to tell us a bit about your organization and plans for a successful racing program at our venue.

Stock car racing has been a staple at the Fairgrounds for many years and we intend to continue the tradition well into the future with our new partner(s). Kewaunee County hopes to provide you with a venue that lends itself to a successful racing program for you and for the County

In the following pages, you will be asked to provide us with some information about your company including: history, experience, insurance, key people, contacts, finances, and recommended plans for a racing season.

Kewaunee County will provide the venue including the concession stands and track maintenance building. Please keep in mind the selected promoter will be responsible for any additional lighting, public address system, warning lights or any other equipment necessary for a successful program. Many of these items may be available for purchase from our previous promoters.

Also, please note the promoter selected may be required to enter into a contract with the Kewaunee County Highway Department for care and maintenance of the track.

Proposals will be accepted until 3:30 p.m. on December 11th, 2019 at the Kewaunee County Promotions and Recreation Department.

Questions regarding the proposal form or the process can be directed to the numbers and e-mail address above. Thank you in advance for your time and effort. We are sure it will make for a highly successful stock car program at the Kewaunee County Fairgrounds.

Sincerely,

Dave Myers
Promotions & Recreation Director

**REQUEST FOR PROPOSAL
KEWAUNEE COUNTY
LUXEMBURG SPEEDWAY RACE TRACK**

CONTACT INFORMATION

Name of Group _____

Address _____

City, State, Zip _____

Phone Number _____

Name of Authorized Agent _____

Title of Authorized Agent _____

Signature of Authorized Agent _____

*The above named organization/agent makes the following proposal to
Kewaunee County to promote a racing program at the Kewaunee County
Fairgrounds in Luxemburg, Wisconsin*

Length of Agreement _____

Race Season

Start Date _____

End Date _____

PROPOSAL QUALIFICATION FORM

All persons who wish to promote a weekly racing program at the Kewaunee County Fairgrounds, Luxemburg Wisconsin during 2020 must complete this Qualification Form and submit it to the Promotions and Recreation Department along with the attached forms and any other proposal information.

Kewaunee County will consider no proposal unless a completed qualification form is included.

The information contained herein will be treated as confidential, unless proposing organization and its principle parties authorize such release. Please note that non-private or non-sensitive information may be subject to open records request.

1. Form of business organization. Circle all that apply.

Domestic Corporation
Foreign Corporation
Partnership
Sole Proprietor

2. Date and state of incorporation (if it applies)

3. **ATTACH** a list of the key personnel employed by the organization and their areas of expertise.

4. Primary activity of the organization:

5. Number of years engaged in primary activity:

6. Number of years involved in racing promotions (if different from #5):

7. List tracks or venues and dates of automobile races previously promoted by the organization or experience that gives assurance that you or your organization can provide:

8. Provide reasons why you and your organization are qualified to perform this type of work and include key members/employees of your team.

9. List all insurance owned by the organization, the name of the insurer and the policy limits (include Workers Compensation, Liability, etc. *Selected promoter will be required to name Kewaunee County as an additional insured on any policies and to have a minimum of \$5,000,000 Aggregate and \$1,000,000 per occurrence in coverage.*

Insurer

Policy Limit

Completed Products Liability _____

Liquor Liability Endorsement _____

Participant Coverage _____

Worker's Compensation _____

Other Insurance _____

10. What is the name of your bonding company?

11. *As a condition of any contract, selected promoter will be required to provide a performance bond to insure Kewaunee County against any loss as a result of promoter's failure to promote a full program of stock car races at the Kewaunee County Fairgrounds in 2020. A similar performance bond will be required annually under the agreement.*

12. Have you or your organization ever failed to complete a contract?

Yes No

13. If so, please explain:

14. **ATTACH** a list of all equipment owned by the organization, including public address systems, stadium lighting equipment, vehicles and anything else that might pertain to this proposal.

15. **ATTACH** a complete financial statement prepared not more than six months prior to the date of the proposal.

16. Will you be able to offer IMCA sanctioning of races for any class of race cars? If so, what classes do you plan to promote?

Yes No

Please attach any additional relevant information you would like the county to consider?

**Please note the promoter selected may be required to enter into a contract with the Kewaunee County Highway Department for care and maintenance of the track.*

**Kewaunee County reserves the right to overlook any errors or omissions and select the proposal which Kewaunee County feels best meets its needs.*