

Fair Park Committee Agenda
Jefferson County
Jefferson County Fair Park
Activity Center – Conference Room
503 N. Jackson Avenue
Jefferson, WI 53549
***REVISED 05-27-2016**

Date: Thursday, June 2, 2016
Time: 8:00 am

Committee members:	Poulson, Blane (Chair)	Buchanan, Ron
	Foelker, Matthew (Vice Chair)	Kutz, Russell
	Hanneman, Jennifer (Secretary)	

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with Open Meetings Law
4. Approval of the agenda
5. Approval of Fair Park Committee minutes of May 5, 2016.
6. Communication
7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. ***Discussion and possible action to amend the County Parking Ordinance**
9. Discussion and possible action on 2016 & 2017 Fee Schedules.
10. Review of Financial Report
11. Review of Fair Park Director's Report
12. Review of Fair Park Office Report
13. Discussion and possible action on future meeting schedule
14. Adjourn

Next scheduled meetings:

Fair Week Meetings are held outside the main gate of Puerner Street and Jackson Avenue. at 2:00 p.m. as needed.

Wednesday, July 6, 2016

Thursday, July 7, 2016

Friday, July 8, 2016

Saturday, July 9, 2016

Sunday, July 10, 2016

The next regularly scheduled meeting in the Activity Center Conference Room at 8:00 a.m. is:

Thursday, August 4, 2016

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920/674-7101 so appropriate arrangements can be made.

Fair Park Director's Report – June 2, 2016

1. Website
 - a. Website up & running
 - b. Sell tickets on sale
 - c. Issue with Apple ios system & ticketing company
 - d. Still working on populating Calendar & Fair Pages

2. Fair
 - a. Military band has been OK'd
 - b. Military Rock band wants to play on Thursday night – reviewing to see if they would fit in schedule
 - c. Trying to see about recruiting local talent – gymnastics, dance, karate, bands, etc.

3. Staff
 - a. Hired: Summer grounds & office staff, gate, finance, and approx. ½ of the fair workers
 - b. Hired caretakers – they start June 10th.

4. Advertising – Fair
 - a. Social Media – running Google Adwords – 55 mile radius around Fair Park
 - b. Finalizing Ad runs & placement
 - c. Creating design for vehicle wrap

5. Fee Schedule
6. Roger Off – approx. two weeks
7. Fair exhibitor registration – missing deadline

Jefferson County
Fair Park Totals

Date Ran 5/23/2016
Period April
Year 2016

33%

Business Unit	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
6901 Fair Park	Revenue	(124,124.99)	(614,757.00)	(490,632.01)	20.19%
	Expenditures	168,749.54	687,757.00	519,007.46	24.54%
	Other Sources	-	-	-	0.00%
Total		44,624.55	73,000.00	28,375.45	0.00%
6902 Fair Week	Revenue	(19,665.09)	(557,246.00)	(537,580.91)	3.53%
	Expenditures	31,540.52	557,246.00	525,705.48	5.66%
	Other Sources	-	-	-	0.00%
Total		11,875.43	-	(11,875.43)	0.00%
Total All Business Units	Revenue	(143,790.08)	(1,172,003.00)	(1,028,212.92)	12.27%
	Expenditures	200,290.06	1,245,003.00	1,044,712.94	16.09%
	Other Source	-	-	-	0
Grand Total Fair Park		56,499.98	73,000.00	16,500.02	77.40%

Fair Park
6901 Fair Park

Date Ran 5/23/2016
Period April
Year 2016

Revenues 33%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(41,752.32)	(125,257.00)	(83,504.68)	33.33%
457010	SPONSOR REVENUE	-	(45,000.00)	(45,000.00)	0.00%
457025	HORSE SHOW FEES	(9,244.29)	(20,000.00)	(10,755.71)	46.22%
457026	SHAVING SALES	-	(35,000.00)	(35,000.00)	0.00%
474169	FAIR BILLED	(4,000.00)	(4,000.00)	-	100.00% *
482012	BUILDING RENTAL	(62,484.44)	(170,000.00)	(107,515.56)	36.76%
482013	STALL RENTAL	-	(85,000.00)	(85,000.00)	0.00%
482014	WINTER STORAGE RENTAL	(45.00)	(42,000.00)	(41,955.00)	0.11%
482015	SPACE-FOOD VENDOR	(1,891.88)	(18,000.00)	(16,108.12)	10.51%
482016	SPACE-BEVERAGE VENDOR	(1,861.25)	(18,000.00)	(16,138.75)	10.34%
482017	SPACE-OTHER VENDOR	(105.50)	(2,500.00)	(2,394.50)	4.22%
482021	CAMPING FEE OTHER	(2,633.48)	(49,000.00)	(46,366.52)	5.37%
486001	VENDING COMMISSION	(106.83)	(1,000.00)	(893.17)	10.68%
Totals		(124,124.99)	(614,757.00)	(490,632.01)	20.19%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	32,264.78	101,381.00	69,116.22	31.83%
511210	WAGES-REGULAR	33,884.12	109,940.00	76,055.88	30.82%
511220	WAGES-OVERTIME	157.50	118.00	(39.50)	133.47% *
511240	WAGES-TEMPORARY	235.88	12,459.00	12,223.12	1.89%
511310	WAGES-SICK LEAVE	1,118.92	-	(1,118.92)	0.00%
511320	WAGES-VACATION PAY	1,636.48	-	(1,636.48)	0.00%
511330	WAGES-LONGEVITY PAY	-	261.00	261.00	0.00%
511340	WAGES-HOLIDAY PAY	1,918.27	-	(1,918.27)	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	736.79	-	(736.79)	0.00%
512141	SOCIAL SECURITY	5,426.51	16,890.00	11,463.49	32.13%
512142	RETIREMENT (EMPLOYER)	4,224.58	12,205.00	7,980.42	34.61%
512144	HEALTH INSURANCE	10,096.08	55,878.00	45,781.92	18.07%
512145	LIFE INSURANCE	18.55	47.00	28.45	39.47%
512150	FSA CONTRIBUTION	625.00	788.00	163.00	79.31%
512173	DENTAL INSURANCE	1,151.30	4,050.00	2,898.70	28.43%
521216	JANITORAL	-	1,700.00	1,700.00	0.00%
521297	STALL CLEANING	-	4,500.00	4,500.00	0.00%
529170	GROUNDS KEEPING CHARGES	3,550.18	21,217.00	17,666.82	16.73%
531298	UNITED PARCEL SERVICE UPS	-	100.00	100.00	0.00%
531301	OFFICE EQUIPMENT	100.00	1,000.00	900.00	10.00%
531303	COMPUTER EQUIPMT & SOFTWA	3,314.43	3,000.00	(314.43)	110.48% *
531311	POSTAGE & BOX RENT	91.13	850.00	758.87	10.72%
531312	OFFICE SUPPLIES	555.08	1,600.00	1,044.92	34.69%
531313	PRINTING & DUPLICATING	352.81	1,000.00	647.19	35.28%
531314	SMALL ITEMS OF EQUIPMENT	1,243.76	12,500.00	11,256.24	9.95%
531320	SAFETY SUPPLIES	174.39	150.00	(24.39)	116.26% *
531322	SUBSCRIPTIONS	102.00	110.00	8.00	92.73% *
531324	MEMBERSHIP DUES	1,166.10	1,400.00	233.90	83.29% *
531326	ADVERTISING	1,172.03	4,000.00	2,827.97	29.30%
531349	OTHER OPERATING EXPENSES	-	1,240.00	1,240.00	0.00%
531351	GAS/DIESEL	608.20	13,000.00	12,391.80	4.68%
531367	WOOD SHAVINGS	2,325.00	24,500.00	22,175.00	9.49%
532325	REGISTRATION	440.00	1,000.00	560.00	44.00%
532332	MILEAGE	132.84	300.00	167.16	44.28%
532334	COMMERCIAL TRAVEL	-	600.00	600.00	0.00%
532335	MEALS	126.10	700.00	573.90	18.01%
532336	LODGING	1,230.00	2,900.00	1,670.00	42.41%
532339	OTHER TRAVEL & TOLLS	-	75.00	75.00	0.00%

533221 WATER	2,068.64	7,500.00	5,431.36	27.58%
533222 ELECTRIC	9,064.89	36,000.00	26,935.11	25.18%
533223 SEWER	2,083.05	7,000.00	4,916.95	29.76%
533224 NATURAL GAS	3,918.63	9,000.00	5,081.37	43.54%
533225 TELEPHONE & FAX	642.12	500.00	(142.12)	128.42% *
533235 STORM WATER UTILITY	5,698.08	16,000.00	10,301.92	35.61%
533236 WIRELESS INTERNET	69.87	350.00	280.13	19.96%
535232 GRAVELING	-	4,500.00	4,500.00	0.00%
535242 MAINTAIN MACHINERY & EQUIP	1,799.57	9,000.00	7,200.43	20.00%
535245 GROUNDS IMPROVEMENTS	925.74	15,500.00	14,574.26	5.97%
535247 BLDG REPAIR & MAINT	9,911.05	26,000.00	16,088.95	38.12%
535297 REFUSE COLLECTION	1,459.56	13,000.00	11,540.44	11.23%
535344 HOUSEHOLD & JANITORIAL SUPP	2,835.57	-	(2,835.57)	0.00%
535347 BEVERAGE PURCHASES	2,403.87	12,000.00	9,596.13	20.03%
535349 OTHER SUPPLIES	43.92	-	(43.92)	0.00%
535352 VEHICLE PARTS & REPAIRS	1,105.55	5,000.00	3,894.45	22.11%
535355 PLUMBING & ELECTRICAL	1,373.00	13,000.00	11,627.00	10.56%
536533 EQUIPMENT RENT & LEASE	-	2,500.00	2,500.00	0.00%
571004 IP TELEPHONY ALLOCATION	529.32	1,588.00	1,058.68	33.33%
571005 DUPLICATING ALLOCATION	429.32	1,288.00	858.68	33.33%
571009 MIS PC GROUP ALLOCATION	2,727.32	8,182.00	5,454.68	33.33%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	1,513.68	4,541.00	3,027.32	33.33%
591519 OTHER INSURANCE	2,737.98	10,849.00	8,111.02	25.24%
594810 CAP EQUIPMENT	3,126.00	21,000.00	17,874.00	14.89%
594822 CAP IMPRV BLDG	2,104.00	52,000.00	49,896.00	4.05%
Totals	168,749.54	687,757.00	519,007.46	24.54%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
Totals		-	-	-	0.00%
Total Business Unit		44,624.55	73,000.00	28,375.45	

Fair Park
6902 Fair Week

Date Ran 5/23/2016
Period April
Year 2016

Revenues 33%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	18,302.68	54,908.00	36,605.32	33.33%
421001	STATE AID	(7,162.77)	(7,154.00)	8.77	100.12%
457005	RESERVED SEATING FEES	234.20	(55,000.00)	(55,234.20)	-0.43%
457010	SPONSOR REVENUE	-	(85,000.00)	(85,000.00)	0.00%
457011	GATE RECEIPTS	(5,610.00)	(245,000.00)	(239,390.00)	2.29%
457013	STALL & PEN FEES	(481.25)	(5,000.00)	(4,518.75)	9.63%
457021	PREMIUM BOOK SALES	(135.00)	-	135.00	0.00%
457029	FFA ENROLLMENT	(499.00)	(6,500.00)	(6,001.00)	7.68%
459001	SODA	(2,580.50)	(15,500.00)	(12,919.50)	16.65%
482015	SPACE-FOOD VENDOR	(2,160.00)	(35,000.00)	(32,840.00)	6.17%
482016	SPACE-BEVERAGE VENDOR	-	(80,000.00)	(80,000.00)	0.00%
482017	SPACE-OTHER VENDOR	(730.00)	(25,000.00)	(24,270.00)	2.92%
482018	SPACE-CARNIVAL	-	(30,000.00)	(30,000.00)	0.00%
482019	CAMPING FEE 4-H	(18,645.00)	(20,000.00)	(1,355.00)	93.23% *
482020	CAMPING FEE VENDOR	(198.45)	(3,000.00)	(2,801.55)	6.62%
Totals		(19,665.09)	(557,246.00)	(537,580.91)	3.53%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	11,743.99	44,060.00	32,316.01	26.65%
511210	WAGES-REGULAR	5,927.60	26,974.00	21,046.40	21.98%
511220	WAGES-OVERTIME	-	10,843.00	10,843.00	0.00%
511240	WAGES-TEMPORARY	-	36,440.00	36,440.00	0.00%
511310	WAGES-SICK LEAVE	77.14	-	(77.14)	0.00%
511320	WAGES-VACATION PAY	865.22	-	(865.22)	0.00%
511330	WAGES-LONGEVITY PAY	-	65.00	65.00	0.00%
511350	WAGES-MISCELLANEOUS(COMP)	179.00	-	(179.00)	0.00%
512141	SOCIAL SECURITY	1,411.86	8,974.00	7,562.14	15.73%
512142	RETIREMENT (EMPLOYER)	1,240.43	5,285.00	4,044.57	23.47%
512144	HEALTH INSURANCE	3,551.21	15,216.00	11,664.79	23.34%
512145	LIFE INSURANCE	10.45	32.00	21.55	32.66%
512150	FSA CONTRIBUTION	-	213.00	213.00	0.00%
512173	DENTAL INSURANCE	295.92	1,350.00	1,054.08	21.92%
521216	JANITORAL	-	1,700.00	1,700.00	0.00%
521219	OTHER PROFESSIONAL SERV	-	500.00	500.00	0.00%
521647	VETERINARY SERVICES	-	700.00	700.00	0.00%
521648	AMBULANCE/EMS SERVICES	-	2,500.00	2,500.00	0.00%
521649	SECURITY SERVICES	-	5,000.00	5,000.00	0.00%
529301	FAIR GATE WORKERS	-	6,300.00	6,300.00	0.00%
529302	FAIR JUDGES	-	7,200.00	7,200.00	0.00%
529303	FAIR SUPERINTENDENTS	-	7,200.00	7,200.00	0.00%
529304	FAIR PARKING SERVICES	-	1,800.00	1,800.00	0.00%
531001	CREDIT CARD FEES	757.17	1,400.00	642.83	54.08% *
531101	TICKETS/ENTRY TAGS	-	4,000.00	4,000.00	0.00%
531102	TROPHIES/PLAQUES	-	500.00	500.00	0.00%
531103	RIBBONS	-	2,500.00	2,500.00	0.00%
531181	PREMIUMS	-	20,000.00	20,000.00	0.00%
531182	FAIR WEEK SPECIAL ACTS	-	178,500.00	178,500.00	0.00%
531183	SPONSOR FEES	-	4,300.00	4,300.00	0.00%
531184	FAIREST OF THE FAIR	-	500.00	500.00	0.00%
531311	POSTAGE & BOX RENT	6.13	650.00	643.87	0.94%
531312	OFFICE SUPPLIES	162.26	400.00	237.74	40.57% *
531313	PRINTING & DUPLICATING	-	500.00	500.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	500.00	500.00	0.00%
531326	ADVERTISING	3,123.00	43,500.00	40,377.00	7.18%

531349 OTHER OPERATING EXPENSES	417.00	750.00	333.00	55.60% *
531351 GAS/DIESEL	-	2,000.00	2,000.00	0.00%
531367 WOOD SHAVINGS	-	1,000.00	1,000.00	0.00%
532332 MILEAGE	-	200.00	200.00	0.00%
533221 WATER	-	1,200.00	1,200.00	0.00%
533222 ELECTRIC	-	7,500.00	7,500.00	0.00%
533223 SEWER	-	1,500.00	1,500.00	0.00%
533224 NATURAL GAS	-	100.00	100.00	0.00%
533235 STORM WATER UTILITY	-	1,200.00	1,200.00	0.00%
535242 MAINTAIN MACHINERY & EQUIP	-	200.00	200.00	0.00%
535245 GROUNDS IMPROVEMENTS	-	2,500.00	2,500.00	0.00%
535247 BLDG REPAIR & MAINT	-	3,000.00	3,000.00	0.00%
535297 REFUSE COLLECTION	-	1,200.00	1,200.00	0.00%
535347 BEVERAGE PURCHASES	-	15,000.00	15,000.00	0.00%
535355 PLUMBING & ELECTRICAL	-	4,500.00	4,500.00	0.00%
536533 EQUIPMENT RENT & LEASE	-	68,000.00	68,000.00	0.00%
571009 MIS PC GROUP ALLOCATION	481.32	1,444.00	962.68	33.33%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	871.68	2,651.00	1,779.32	32.88%
591519 OTHER INSURANCE	419.14	3,699.00	3,279.86	11.33%
Totals	31,540.52	557,246.00	525,705.48	5.66%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					0%
Totals		-	-	-	0.00%
Total Business Unit		11,875.43	-	(11,875.43)	

Fair Park
6906 Donations

Date Ran 5/23/2016
Period April
Year 2016

Revenues 33%

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
485106	FAIR EXPANSION DONATIONS	-	(3,500.21)	(3,500.21)	0.00%
Totals		-	(3,500.21)	(3,500.21)	0.00%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
531314	SMALL ITEMS OF EQUIPMENT	-	1,600.00	1,600.00	0.00%
594960	CAPITAL RESERVE	-	28,477.00	28,477.00	0.00%
Totals		-	30,077.00	30,077.00	0.00%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
691100	OPER REV ADJUST	-	2,400.00	2,400.00	0.00%
691200	CAP REV ADJUST	-	(2,400.00)	(2,400.00)	0.00%
Totals		-	-	-	0.00%

Total Business Unit		-	26,576.79	26,576.79	
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Jefferson County Fair Park

May 5, 2016 | Meeting Minutes

The Jefferson County Fair Park committee met on Thursday, May 5th at 8:00 a.m. in the Activity Center Conference Room. Present were: (Fair Committee) Blane Poulson, Russell Kutz, Jennifer Hanneman, Matthew Foelker, Ron Buchanan, Fair Park Director David Diestler, Fair Park Supervisor Roger Kylmanen, Marketing/Administrative Assistants Amy Listle and Renee Busshardt.

A quorum of the Jefferson County Fair Park Committee was present, meeting duly noted and the door open.

Review and Approve Agenda: Item number eight was changed to number five.

Election of Committee Chair, Vice Chair and Secretary: Fair Park Director David Diestler requested nominations for Fair Park Committee Chairperson. Blane Poulson was nominated and a motion was made by Matt Foelker to accept the nomination of Blane Poulson as Committee Chairperson. Seconded by Jennifer Hanneman, motion passed unanimously. Chairman Poulson requested nominations for Vice Chair. Matt Foelker was nominated for Vice Chair, Jennifer Hanneman made a motion to accept the nomination, seconded by Russell Kutz, motion passed unanimously. Jennifer Hanneman was then nominated as Secretary. Matt Foelker made a motion to accept the nomination, seconded by Russel Kutz, motion passed unanimously.

Minutes: A motion was made by Jennifer Hanneman to accept the minutes of the April 7, 2016 meeting as presented, seconded by Matt Foelker. Motion carried. Ron Buchanan was not present at the previous meeting and abstained from vote.

Communications: None.

Public Comment: Neil Matthes gave an update on the progress of the Sheep Building Electricity and a save the bee's campaign that he heard about.

Discussion and possible action on approving an application and process for allowing organizations that do not meet the established criteria to participate in the Junior Fair: The committee updated Ron Buchanan on this topic. No action taken.

Financial Report: The financial report from March 2016 was reviewed.

Director's Report: David reported working on the new website, finalizing local bands to play at the fair, three Point of Sale (POS) systems have been installed for Burger Corner to use in the Activity Center Kitchen this year. David also added that the future of the County Tractor Pull event during Fair Week needs to be evaluated.

Supervisor's Report: Roger Kylmanen reported that horse show season is underway. The 4-H Horse and Pony members assisted with the first set-up of stalls. Working with David to finalize quotes for rented equipment during Fair Week. Still looking for a caretaker and weekend workers for summer events.

Office Report: Amy Listle reported the office is assisting David to get the new website launched as soon as possible. Junior Fair Entries are due May 20th. There are 7 Fairest of the Fair contestants. Promotional materials should be available for the Jefferson County Dairy Breakfast. Working to evaluate vendor contracts for Fair Week.

Next Meeting: The next meeting was set for June 2, 2016 at 8:00 a.m. in the conference room of the Activity Center. Fair Week meetings were set from July 6-10 outside the front gate off Jackson Ave and Puerner Street at 2:00 p.m. each day of the Fair.

With no further business, Ron Buchanan made a motion to adjourn the meeting. Matt Foelker seconded. Motion carried. Meeting adjourned at 9:16 a.m.

Fair Park Committee Agenda
Jefferson County
Jefferson County Fair Park
Activity Center – Conference Room
503 N. Jackson Avenue
Jefferson, WI 53549

Date: Thursday, June 2, 2016
Time: 8:00 am

Committee members: Poulson, Blane (Chair)	Buchanan, Ron
Foelker, Matthew (Vice Chair)	Kutz, Russell
Hanneman, Jennifer (Secretary)	

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with Open Meetings Law
4. Approval of the agenda
5. Approval of Fair Park Committee minutes of May 5, 2016.
6. Communication
7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and possible action on 2017 Fee Schedule.
9. Review of Financial Report
10. Review of Fair Park Director's Report
11. Review of Fair Park Office Report
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13. Adjourn

Next scheduled meetings:

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Wednesday, July 6, 2016

Thursday, July 7, 2016

Friday, July 8, 2016

Saturday, July 9, 2016

Sunday, July 10, 2016

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Jefferson County Fair Park Committee Meeting

Thursday, June 2, 2016

Fair Office Report

- Assisting Dave with setting up the new website.
- Junior Fair entries are closed.
- Open/Senior class fair books and registration has started and the deadline is Friday June 17th.
- There are 7 Fairest of the Fair contestants. They were all at Jefferson County Dairy Breakfast including our current Fairest and WI Fairest of the Fairs. They helped promote the upcoming fair by greeting Dairy Breakfast attendees, distributed promotional items, did radio interviews with WFAW and WSLD and volunteered at numerous stations.
- Working on advertisements and the newspaper insert.
- Finalizing Vendor Contracts for Fair Week. Invoicing and receiving payments.
- Finalizing Judges contracts
- Superintendent Meeting scheduled for June 14th.
- Summer Office Assistant Mikayla Kind started May 23rd.