

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

Date: Wednesday, June 29, 2016

Time: 8:00 am

Committee members: Poulson, Blane (Chair)

Foelker, Matthew (Vice Chair)

Hanneman, Jennifer (Secretary)

Buchanan, Ron

Kutz, Russell

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 June 2, 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 of late entries for Dairy showmanship and bred & owned classes for the 2016 Fair
9. Review of Financial Report
10. Review of Fair Park Director's Report
11. Review of Supervisor'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.*

## **Jefferson County Fair Park June 2, 2016 | Meeting Minutes**

The Jefferson County Fair Park committee met on Thursday, June 2nd 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, County Administrator Ben Wenheimer, Fair Park Director David Diestler, 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**

**Minutes:** A motion was made by Ron Buchanan to accept the minutes of the May 5, 2016 meeting as presented, seconded by Russell Kutz. Motion carried.

**Communications:** A card from Humane Society of Jefferson County Furry Friends 5k run/walk was passed around.

**Public Comment:** None.

**Discussion and possible action to amend the County Parking Ordinance:** County Administrator Ben Wenheimer updated the committee as to the parking ordinance changes. This was for informational purposes for the committee.

**Discussion and possible action on 2016 & 2017 Fee Schedule:** Fair Park Director informed the committee that certain fees that had already been charged were added to the schedule so to have a guideline to follow. A discussion was had as to the Fair Promotions and the fees associated with the promotions. Ron Buchanan suggested having a Senior Citizens day at the fair. A motion to table the discussion as to the fee schedule to the next meeting was made by Ron Buchanan and seconded by Jennifer Hanneman. The motion was passed.

**Financial Report:** The financial report from April 2016 was reviewed.

**Director's Report:** David reported the new website was up and running but work on the new website will continue. A military band will play at the fair and he is still recruiting local talent such as gymnastic, dance, karate groups. David added that the hiring process for summer and fair help continues. A caretaker couple has been hired and will start on June 10, 2016. David also added that Fair Park supervisor Roger Kylmanen will be off approximately 2 to 4 weeks due to medical reasons.

**Supervisor's Report:** None

**Office Report:** Amy Listle reported the office has and is assisting David to get the new website launched and updated. Junior Fair Entries are closed and Open/Senior entries are open and will close after June 17, 2016. The 7 Fairest of the Fair contestants along with the current Fairest and Wisconsin State Fairest attended the Jefferson County Dairy breakfast. All of the Fairests/Contestants greeted Dairy Breakfast attendees, distributed promotional items, did radio interviews and worked at various stations. Working to finalize vendor contracts and Judges for Fair Week. There is a Superintendent's Meeting scheduled for June 14, 2016 in the activity center. There will be two sessions to accommodate schedules, one being at 11:00 a.m. and the other at 6:00 p.m. Mikayla Kind was hired as the summer office assistant and began on May 23, 2016.

**Next Meeting:** The committee determined there is a need for another meeting before Fair. This meeting was set for June 29, 2016 at 8:00 a.m. in the conference room of the Activity Center. Also set were Fair Week meetings 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, Jennifer Hanneman made a motion to adjourn the meeting. Matt Foelker seconded. Motion carried. Meeting adjourned at 8:54 a.m.

Jefferson County  
Fair Park Totals

Date Ran 6/21/2016  
Period 5  
Year 2016

Business Unit	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
6901 Fair Park	Revenue	(149,841.75)	(614,757.00)	(464,915.25)	24.37%
	Expenditures	217,522.52	687,757.00	470,234.48	31.63%
	Other Sources	-	-	-	#DIV/0!
<b>Total</b>		<b>67,680.77</b>	<b>73,000.00</b>	<b>5,319.23</b>	<b>0.00%</b>
6902 Fair Week	Revenue	(37,837.67)	(557,246.00)	(519,408.33)	6.79%
	Expenditures	44,118.77	557,246.00	513,127.23	7.92%
	Other Sources	-	-	-	#DIV/0!
<b>Total</b>		<b>6,281.10</b>	<b>-</b>	<b>(6,281.10)</b>	<b>0.00%</b>
Total All Business Units	Revenue	(187,679.42)	(1,172,003.00)	(984,323.58)	16.01%
	Expenditures	261,641.29	1,245,003.00	983,361.71	21.02%
	Other Source	-	-	-	#DIV/0!
<b>Grand Total Fair Park</b>		<b>73,961.87</b>	<b>73,000.00</b>	<b>(961.87)</b>	<b>101.32%</b>

Fair Park  
6901 Fair Park

Date Ran 6/21/2016  
Period 5  
Year 2016

Revenues

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					#DIV/0!
411100	GENERAL PROPERTY TAXES	(52,190.40)	(125,257.00)	(73,066.60)	41.67%
457010	SPONSOR REVENUE	-	(45,000.00)	(45,000.00)	0.00%
457025	HORSE SHOW FEES	(10,631.79)	(20,000.00)	(9,368.21)	53.16%
457026	SHAVING SALES	(1,698.58)	(35,000.00)	(33,301.42)	4.85%
474169	FAIR BILLED	(4,000.00)	(4,000.00)	-	100.00%
482012	BUILDING RENTAL	(66,782.50)	(170,000.00)	(103,217.50)	39.28%
482013	STALL RENTAL	(3,267.00)	(85,000.00)	(81,733.00)	3.84%
482014	WINTER STORAGE RENTAL	(45.00)	(42,000.00)	(41,955.00)	0.11%
482015	SPACE-FOOD VENDOR	(3,100.46)	(18,000.00)	(14,899.54)	17.22%
482016	SPACE-BEVERAGE VENDOR	(2,559.30)	(18,000.00)	(15,440.70)	14.22%
482017	SPACE-OTHER VENDOR	(273.50)	(2,500.00)	(2,226.50)	10.94%
482021	CAMPING FEE OTHER	(5,101.25)	(49,000.00)	(43,898.75)	10.41%
486001	VENDING COMMISSION	(191.97)	(1,000.00)	(808.03)	19.20%
<b>Totals</b>		<b>(149,841.75)</b>	<b>(614,757.00)</b>	<b>(464,915.25)</b>	<b>24.37%</b>

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					#DIV/0!
511110	SALARY-PERMANENT REGULAR	39,803.97	101,381.00	61,577.03	39.26%
511210	WAGES-REGULAR	43,953.43	109,940.00	65,986.57	39.98%
511220	WAGES-OVERTIME	177.37	118.00	(59.37)	150.31%
511240	WAGES-TEMPORARY	1,189.21	12,459.00	11,269.79	9.54%
511310	WAGES-SICK LEAVE	1,500.63	-	(1,500.63)	#DIV/0!
511320	WAGES-VACATION PAY	1,636.48	-	(1,636.48)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	261.00	261.00	0.00%
511340	WAGES-HOLIDAY PAY	2,202.70	-	(2,202.70)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	866.71	-	(866.71)	#DIV/0!
512141	SOCIAL SECURITY	6,889.67	16,890.00	10,000.33	40.79%
512142	RETIREMENT (EMPLOYER)	5,209.59	12,205.00	6,995.41	42.68%
512144	HEALTH INSURANCE	12,718.46	55,878.00	43,159.54	22.76%
512145	LIFE INSURANCE	23.48	47.00	23.52	49.96%
512150	FSA CONTRIBUTION	625.00	788.00	163.00	79.31%
512173	DENTAL INSURANCE	1,482.65	4,050.00	2,567.35	36.61%
521216	JANITORAL	-	1,700.00	1,700.00	0.00%
521297	STALL CLEANING	-	4,500.00	4,500.00	0.00%
529170	GROUND'S KEEPING CHARGES	6,744.53	21,217.00	14,472.47	31.79%
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	102.62	850.00	747.38	12.07%
531312	OFFICE SUPPLIES	555.08	1,600.00	1,044.92	34.69%
531313	PRINTING & DUPLICATING	599.53	1,000.00	400.47	59.95%
531314	SMALL ITEMS OF EQUIPMENT	1,243.76	12,500.00	11,256.24	9.95%
531320	SAFETY SUPPLIES	245.19	150.00	(95.19)	163.46%
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	2,195.33	4,000.00	1,804.67	54.88%
531349	OTHER OPERATING EXPENSES	-	1,240.00	1,240.00	0.00%
531351	GAS/DIESEL	1,569.70	13,000.00	11,430.30	12.07%
531367	WOOD SHAVINGS	6,758.00	24,500.00	17,742.00	27.58%

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	3,098.12	7,500.00	4,401.88	41.31%
533222 ELECTRIC	14,415.92	36,000.00	21,584.08	40.04%
533223 SEWER	2,982.35	7,000.00	4,017.65	42.61%
533224 NATURAL GAS	4,065.59	9,000.00	4,934.41	45.17%
533225 TELEPHONE & FAX	801.04	500.00	(301.04)	160.21%
533235 STORM WATER UTILITY	7,122.60	16,000.00	8,877.40	44.52%
533236 WIRELESS INTERNET	95.13	350.00	254.87	27.18%
535232 GRAVELING	-	4,500.00	4,500.00	0.00%
535242 MAINTAIN MACHINERY & EQUIP	1,802.16	9,000.00	7,197.84	20.02%
535245 GROUNDS IMPROVEMENTS	1,487.87	15,500.00	14,012.13	9.60%
535247 BLDG REPAIR & MAINT	10,376.45	26,000.00	15,623.55	39.91%
535297 REFUSE COLLECTION	1,459.56	13,000.00	11,540.44	11.23%
535344 HOUSEHOLD & JANITORIAL SUPP	3,428.57	-	(3,428.57)	#DIV/0!
535347 BEVERAGE PURCHASES	3,220.39	12,000.00	8,779.61	26.84%
535349 OTHER SUPPLIES	46.91	-	(46.91)	#DIV/0!
535352 VEHICLE PARTS & REPAIRS	1,105.55	5,000.00	3,894.45	22.11%
535355 PLUMBING & ELECTRICAL	1,957.74	13,000.00	11,042.26	15.06%
536533 EQUIPMENT RENT & LEASE	-	2,500.00	2,500.00	0.00%
571004 IP TELEPHONY ALLOCATION	661.65	1,588.00	926.35	41.67%
571005 DUPLICATING ALLOCATION	536.65	1,288.00	751.35	41.67%
571009 MIS PC GROUP ALLOCATION	3,409.15	8,182.00	4,772.85	41.67%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	1,892.10	4,541.00	2,648.90	41.67%
591519 OTHER INSURANCE	3,422.46	10,849.00	7,426.54	31.55%
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	217,522.52	687,757.00	470,234.48	31.63%
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Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
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#DIV/0!

#DIV/0!

Totals	-	-	-	#DIV/0!
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Total Business Unit	67,680.77	73,000.00	5,319.23	
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Fair Park  
6902 Fair Week

Date Ran 6/21/2016  
Period 5  
Year 2016

Revenues

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					#DIV/0!
411100	GENERAL PROPERTY TAXES	22,878.35	54,908.00	32,029.65	41.67%
421001	STATE AID	(7,162.77)	(7,154.00)	8.77	100.12%
457005	RESERVED SEATING FEES	(2,642.30)	(55,000.00)	(52,357.70)	4.80%
457010	SPONSOR REVENUE	-	(85,000.00)	(85,000.00)	0.00%
457011	GATE RECEIPTS	(6,960.00)	(245,000.00)	(238,040.00)	2.84%
457013	STALL & PEN FEES	(5,815.50)	(5,000.00)	815.50	116.31%
457021	PREMIUM BOOK SALES	(175.00)	-	175.00	#DIV/0!
457029	FFA ENROLLMENT	(5,392.00)	(6,500.00)	(1,108.00)	82.95%
457030	CREDIT CARD SURCHARGE	(269.50)	-	269.50	#DIV/0!
459001	SODA	(3,030.50)	(15,500.00)	(12,469.50)	19.55%
482015	SPACE-FOOD VENDOR	(6,930.00)	(35,000.00)	(28,070.00)	19.80%
482016	SPACE-BEVERAGE VENDOR	-	(80,000.00)	(80,000.00)	0.00%
482017	SPACE-OTHER VENDOR	(1,555.00)	(25,000.00)	(23,445.00)	6.22%
482018	SPACE-CARNIVAL	-	(30,000.00)	(30,000.00)	0.00%
482019	CAMPING FEE 4-H	(20,585.00)	(20,000.00)	585.00	102.93%
482020	CAMPING FEE VENDOR	(198.45)	(3,000.00)	(2,801.55)	6.62%
<b>Totals</b>		<b>(37,837.67)</b>	<b>(557,246.00)</b>	<b>(519,408.33)</b>	<b>6.79%</b>

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					#DIV/0!
511110	SALARY-PERMANENT REGULAR	15,522.21	44,060.00	28,537.79	35.23%
511210	WAGES-REGULAR	7,635.59	26,974.00	19,338.41	28.31%
511220	WAGES-OVERTIME	-	10,843.00	10,843.00	0.00%
511240	WAGES-TEMPORARY	402.52	36,440.00	36,037.48	1.10%
511310	WAGES-SICK LEAVE	77.14	-	(77.14)	#DIV/0!
511320	WAGES-VACATION PAY	865.22	-	(865.22)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	65.00	65.00	0.00%
511340	WAGES-HOLIDAY PAY	271.44	-	(271.44)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	580.36	-	(580.36)	#DIV/0!
512141	SOCIAL SECURITY	1,904.95	8,974.00	7,069.05	21.23%
512142	RETIREMENT (EMPLOYER)	1,645.41	5,285.00	3,639.59	31.13%
512144	HEALTH INSURANCE	4,819.95	15,216.00	10,396.05	31.68%
512145	LIFE INSURANCE	13.18	32.00	18.82	41.19%
512150	FSA CONTRIBUTION	-	213.00	213.00	0.00%
512173	DENTAL INSURANCE	436.99	1,350.00	913.01	32.37%
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	928.34	1,400.00	471.66	66.31%
531101	TICKETS/ENTRY TAGS	759.63	4,000.00	3,240.37	18.99%
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	10.79	650.00	639.21	1.66%
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	5,450.62	43,500.00	38,049.38	12.53%
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	601.65	1,444.00	842.35	41.67%
571010 MIS SYSTEMS GRP ALLOC(ISIS)	1,089.60	2,651.00	1,561.40	41.10%
591519 OTHER INSURANCE	523.92	3,699.00	3,175.08	14.16%

Totals	44,118.77	557,246.00	513,127.23	7.92%
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Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					#DIV/0!
					#DIV/0!
Totals		-	-	-	#DIV/0!
Total Business Unit		6,281.10	-	(6,281.10)	

Fair Park  
6906 Donations

Date Ran 6/21/2016  
Period 5  
Year 2016

Revenues

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					#DIV/0!
485106	FAIR EXPANSION DONATIONS	-	(3,500.21)	(3,500.21)	0.00%
<b>Totals</b>		-	(3,500.21)	(3,500.21)	0.00%

Expenditures

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					#DIV/0!
531314	SMALL ITEMS OF EQUIPMENT	-	1,600.00	1,600.00	0.00%
594960	CAPITAL RESERVE	-	28,477.00	28,477.00	0.00%
<b>Totals</b>		-	30,077.00	30,077.00	0.00%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	Total Budget	Annual Remaining	Percentage Of Budget
					#DIV/0!
691100	OPER REV ADJUST	-	2,400.00	2,400.00	0.00%
691200	CAP REV ADJUST	-	(2,400.00)	(2,400.00)	0.00%
<b>Totals</b>		-	-	-	#DIV/0!
<b>Total Business Unit</b>		-	26,576.79	26,576.79	



## **Fair Park Director's Report – June 29, 2016**

1. Fair
  - a. Website populated with fair information
  - b. Layout
  - c. Vendors
  
2. Staff
  - a. Summer Office/ Grounds & Caretakers all working
  - b. Fair Week help hired
  
3. Advertising – Fair
  - a. Finalized all ads – Newspaper, TV, Radio, Billboard, Social Media
  - b. Vehicle Wrapped
  - c. New Banners
  
4. Sponsors
  
5. Fee Schedule

## **FAIR PARK SUPERVISOR'S REPORT**

### **June 29, 2016**

- Caretakers working out very good taking care of the weekend events and getting extra work done on weekends
  
- Tom Gallitz from Gallitz Grading will be taking care of the track through the Fair with his equipment. Wednesday Thursday moving blocks, grooming tracks in during and in between pulls and loading and unloading weights on the eliminator. Friday and Saturday moving blocks and leveling track. Sunday setting up blocks on track and removing demo cars during Demo-Derby and loading junk cars after. This will save us renting Highway equipment and hiring an extra person. He brings a Grader, Skid-steer and a track Front End Loader
  
- Extra staff started this week with 4 returning and 3 new. 4 started this week getting all displays in and set up and buildings ready. All went through orientation with safety and blood borne pathogen training
  
- **We have a long list of projects to do getting ready for Fair**  
Scheduling staff times and coordinating work for Fair staff  
Laying out all vendor spots  
2 Rented bleachers are located and in  
Entertainment trailer coming Thursday  
Laying out grounds for the tents coming in Thursday  
Going over the barns and grounds PA and testing it out with a couple new speakers  
Grandstand Stage set up on Sunday July 3  
Locating and hanging signs and banners  
I put together a 3 page list of projects to get done before Fair

# Jefferson County Fair Park Committee Meeting

## Thursday, June 29, 2016

### Fair Office Report

- Fairest of the Fair Interview Day was June 14<sup>th</sup>. The contestants did individual interviews, group interviews, radio commercials that are being played on WSLD and a 30 second memorized introduction of themselves.
- Superintendents Meeting was June 14<sup>th</sup>. The superintendents now have supply boxes that will stay stocked all year long to help with supply and ribbon inventory.
- Fair Help orientation was June 21<sup>st</sup> in the Activity Center.
- Picked up the wrapped fair car on Wednesday June 22<sup>nd</sup>.
- Renee, Mikayla, Amy, the Fairest of the Fair and contestants were in the Lake Mills Town & Country Days parade June 25<sup>th</sup>.
- Fairest of the Fair Pizza Party was on Sunday June 26<sup>th</sup>. This was the second round of group interviews and they turned in their posters about themselves to be displayed in the Activity Center during Fair.
- Still working on advertisements for print, radio, and social media.
- Still collecting entertainer information needed to submit to finance in order to get checks cut. There will be another round going to the Finance committee July 5<sup>th</sup>.
- Finished the newspaper insert on Monday June 20<sup>th</sup>. It was printed and distributed to area newspapers beginning June 24<sup>th</sup>.
- Still working on invoicing and receiving payments from vendors and sponsors.
- Getting together and distributing tickets for sponsors, vendors, judges, and entertainers.
- Locked-in rain insurance on June 24<sup>th</sup>.
- Documenting fair exhibit substitutions and cancellations.
- Printing tags, judges sheets/affidavits, and getting ready other show materials and exhibit set-ups.