

Agenda

Eau Claire County
Fair Committee

Date: March 10, 2021

Time: 7:00PM

Virtual meeting via WebEx Events

Join from the meeting link

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=ma5536b7f6c031dff082ba050135c8f3>

Join by meeting number

Meeting number (access code): 145 510 8953

Meeting password: WmBPX2fp24m

Tap to join from a mobile device (attendees only)

[+1-415-655-0001](tel:+1-415-655-0001).,1455108953## US Toll

Join by phone

+1-415-655-0001 US Toll

[Global call-in numbers](#)

For those wishing to make public comment, you must e-mail Debbie Kitchen at eauclairefair@gmail.com **at least 30 minutes prior to the start of the meeting.** You will be called on during the public session to make your comments.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Review/Approval of Committee Minutes – February 10, 2021
5. Extension and Extension Education – Discussion
 - A. Extension Education February Committee Meeting Updates
 - B. Extension Operations Meeting
 - C. Extension Educational Events for Fair (Rachel & Lyssa)

6. Fair Committee Documents – Discussion/Action
 - A. Roles & Responsibilities
 - B. Structure

7. Fair Committee Structure Fair Representative Reports – Discussion/Action
 - A. 4-H Leaders – Darren
 - B. County Board – Missy
 - C. Livestock - Scot
 - D. Extension – Rachel
 - E. Friends of the Fair – Lisa
 - a. Raffle Tickets
 - b. Other Financial Support
 - c. Volunteers – Time Vs Money

8. Fair Committees – Discussion/Action
 - A. Grounds – Darren
 - B. Sign-up Genius – Josie
 - C. Banners – Tyson
 - D. Awards – Bethany
 - E. Check-In – Jenni & Lisa
 - F. Show Tent – Scot
 - G. Food – Missy
 - H. Health & Safety and Contracts – Letecia
 - a. City County Health Update – proposed plan presented.
 - b. Monthly Meetings
 - I. Expo _____
 - J. Volunteer _____

9. Livestock – Discussion/Action
 - A. Judges
 - B. Stalling Forms
 - C. Schedule Input From Superintendents
 - D. Managerial Forms Due 5/1
 - E. Breeding Animals
 - F. YQCA Update

10. 2021 Fair – Discussion/Action
 - A. Schedule
 - B. Food
 - a. Food Trucks
 - b. Food Truck Sunday or Possible Chicken Dinner prior to Fair
 - c. Drive-Through Dinner on Saturday of the Fair
 - C. Website
 - D. Fair Theme
 - E. Superintendents
 - F. Judges
 - G. Exhibitors – Aged Out for 2020 Fair.

11. Fair Coordinator Report – Discussion/Action

- A. Fair Book
- B. DATCP Updates
- C. Fair Entry
 - a. Mutual Respect Policy

12. Future Meeting Date: April 14, 2021 and Agenda Items

13. Adjourn

Eau Claire County Fair Committee Minutes

February 10, 2021, 7pm

Meeting by WebEx

Meeting was called to order by Lisa Vetsch at 7:02 pm

Confirmation of meeting notice.

Roll Call of members was done by Jenni Haan.

Fair Board members present: Scot Zimmerman, Letecia Papke, Tammy Schlewitz, Jennifer Haan, Lisa Vetsch, Rachel Hart-Brinson, Josie Syverson, Darren Schlewitz, Missy Christopherson, Bethany Strauch, Kathleen Gehrke, Tyson Flottmeier

Others Present: Debbie Kitchen, Eau Claire County Fair Coordinator.

Public Comment – None

Scot made a motion to approve minutes from 1/13/21 with the spelling of Scot name with 1 “T”
2nd by Kathleen – Passed

Discussion – Extension Education Committee Meeting Follow-up. Meeting with Parks & Forest to renew & extend Fair Grounds contract.

Discussion – Fair Committee documents to be presented to Extension Education Committee on February 17.

Discussion – Livestock Project meeting February 11

Discussion – 2021 Fair Schedule, Food Trucks, New Website Updates, Judges, Fair Theme.

Discussion – Fair Coordinator. Fair Book, DATCP Updates, Fair Entry, Working Committees.

Motion – Scot made a motion to go with the amounts listed below, per pen, per animal but the maximum will be \$15 per exhibitor.

Sheep, goats, pigs \$3 Each

Dairy and Beef \$5 Each

Dairy Cow \$6 Each

2nd by Kathleen - Passed

Future meeting, March 10, 2021

Agenda Items: City County Health & COVID updates, Website, Schedule, Judges, Food, Roles & Responsibilities, Committee Reports.

Meeting adjourned at 8:40 pm

Respectfully Submitted

Jenni Haan

Clerk

Fair Committee Assignments:

Fair Committee Chairman: Lisa Vetsch

- Plan/post monthly agendas with the Secretary, Fair Coordinator, and County Office Coordinator.
- Coordinate signing of the Expo contract with the county, and Fair Coordinator.
- Sign/notarize affidavit for the state paperwork after the fair. Make sure postings are made public with the county.
- Contact the county office coordinator in April to post fair committee openings for May 1st.
- Set following year's fair dates with the fair committee.
- Go through entries with the Fair Coordinator, and another fair committee member to double check YQCA and managerial papers.
- Finalize the fair schedule with the Fair Coordinator, and present it to the fair committee.
- Get guidance from Eau Claire County Health Department along with Fair Coordinator.

Grounds Coordinator: Darren Schlewitz

- Make sure FFA and 4-H flags are hung on flag poles, coming into the fairgrounds.
- Organize set up Monday after walk thru.
- Garbage cans/ bags set up each for the handwashing station.
- Secure Fire Extinguishers (make sure fire ext. are up to date at expo) & No smoking signs in tents.
- Tent inspections.
- Secure a tractor for horse show and water wagon.
- Step Stools distributed in bathrooms and hand washing stations.
- Contact Premium Lawn if the facility needs to be sprayed for bugs, before the fair.
- Secure manure handling during and after the fair.
- Make sure all barns and outside areas are cleaned up, ready for walk thru Monday following the fair.
- Make sure all bunkers are raked up on after the fair.
- Bathroom cleaning documentation.
- Rocket launch table.
- Car Show tables (2).
- Clean up of barns after the fair is completed.
- Contact company to pressure wash barn floors.

Check-in Coordinators: Jenni Haan & Lisa Vetsch

- Organize check-in tent
- Organize paperwork daily for workers, and turn into a fair coordinator at the end of each day.
- Coordinate with Fair Coordinator of distribution of wristbands.
- Make sure supplies are available to workers: water, masks, gloves, & hand sanitizers.

Sign-Up Genius Coordinator: Josie Syverson

- Set up Sign up Genius for various activities
- Check-in and check-out volunteers
- Face to face volunteers
- Cultural Arts comment writers
- Photographers for expo projects, and live shows.
- Volunteers to take water around to expo judges, and workers. Tuesday & Wednesday.
- Coordinate check in schedule with the Check in coordinator.

Banners Coordinator: Tyson Flottmeier

- Organize signage ahead of the fair. Create an inventory, putting them in order of the schedule.
- Coordinate signage to be placed at set up on Monday for signs that will be up for the fair.
- Display banners sponsors from Fair Coordinator at the fair.
- No manure signs on the back fence.
- No smoking/vaping signs on grounds and in the barn.

Awards Coordinator: Bethany Strauch

- Works with the Fair Coordinator on awards for the fair.
- Decide with the fair committee what type of awards – (trophies/ plaques/ picture frames).
- Place thank you's on each award prior to the fair, with sponsor addresses.
- Organize awards in judging order ahead of the fair, awards will be given out during judging.
- Make sure the fair backdrop is at each show.
- Work on live streaming avenues with fair coordinator.

Expo Coordinator:

- Set up tables for fair check-in
- Organize hand sanitizer, masks, & disinfect sprays.
- Organize runners, and helpers the day of check-in and judging
- Obtain plexiglass for judging
- Set up face-to-face judging outside tables and signs.
- Clean up after judging is completed
- Volunteers for clean up on Sunday after pick up. Vacuum, Expo and sweep floor.

Show Tent Coordinator: Scot Zimmerman

- Show ring set up for each show:
 - Rabbit
 - Poultry
 - Goat & Sheep
 - Swine
 - Beef
 - Auction
 - Dairy
- Cleaning supplies available: Disinfectant spray, hand sanitizer, wipes, and masks.
- Worker table & chairs set up. Disinfect before & after each show.
- PA set up for each show.
- Clean up after each show. Disinfect entrances and workers areas.
- Have a cooler of water for judges and helpers.
- Clean up the show tent at the end of the fair.

Food Coordinator: Missy Christopherson & Debbie Kitchen

- Food Trucks/ Leader's Stand/ Dairy Promotion?
- Contact vendors/ groups.
- Food License Certificates.
- Contracts signed with food vendors.
- Arrange location for vendors.

Oversight Coordinator: Letecia Papke

- Expo Contract Review
- Oversee Insurance
- Attend meetings with Eau Claire County Health Department
- Regulate Cleaning practices and procedures
- First Aid station on the ground. Safety Data Sheets

Volunteer Coordinator: _____

- Coordinate a schedule of volunteers with the Fair Coordinator.
- Give volunteer shifts to Sign-up Genius Coordinator to post.
- Contact 4-H clubs, FFA chapters, civic groups, and volunteers to find enough volunteers for the shifts that need to be filled.
- Post volunteers needed in Clover Leaves and send information to the fair coordinator to post on social media.

Updated 2.28.2021



Eau Claire County Fair Waiver

Please have this filled out and ready at check-in when you arrive.

IN CONSIDERATION of being permitted to compete, officiate, observe, work, or participate in any way in the EVENT(S) Fair, I for myself, my personal representatives, heirs, and next of kin: 1. Affirm that I have not been diagnosed with, demonstrated any symptoms of or have in any way been exposed to any communicable diseases (including but not limited to the virus commonly referred to as COVID-19) within the past thirty days; 2. Acknowledge that I am aware that by entering the premises and participating in the EVENT(S) that there are risks to me and to those with whom I interact of exposure, directly or indirectly, to communicable disease(s) including, but not limited to the virus "severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)," "COVID-19" and/or any mutation or variation thereof; 3. HEREBY voluntarily agree to RELEASE, WAIVE, DISCHARGE and COVENANT NOT TO SUE on behalf of myself or on behalf of others with whom I interact, any persons in any RESTRICTED AREA, promoters, sponsors, advertisers, owners and lessees of premises used to conduct the EVENT(S), premises and event inspectors, surveyors, underwriters, consultants and others who give recommendations, directions, instructions or engage in risk evaluation or loss control activities regarding the premises or EVENT(S) and each of them, their directors, officers, agents and employees, all for the purposes herein referred to as "Releasees," from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin for any and all loss or damage, and any claim or demands therefore, whether caused by the negligence of the Releasees or otherwise; 4. HEREBY agree to INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage, or cost they may incur arising out of or related to my illness or death, whether caused by the negligence of the Releasees or otherwise. I HAVE READ THIS COMMUNICABLE DISEASE RELATED HOLD HARMLESS, RELEASE, WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT, UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY CHECKING THE BOX TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Family Unit/Household Physical Address: _____

Phone Number: _____ **Email Address:** _____

List Names: Please Print

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Days present on the grounds: (For office use only)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

1/28/2021

Daily Schedule

Sunday, July 25, 2021

5 PM Registration Beer and Wine "Open Class" Pavilion

5:30 Beer, Soda, & Wine Judging Pavilion

Monday, July 26, 2021

9 AM Horse & Pony Pleasure Show, Horse Arena

Tuesday, July 27, 2021

7:30 AM Grounds check-in & Fair Office open

7:30 - 9:30 AM Rabbits check-in, Show Tent

8 AM Food available on grounds

9 - 11 AM Fair Project Entry Drop-off for last name A-H, Expo Building

9:30 AM Rabbit Show, Show Tent, rabbits released after show

11 - 1 PM Fair Project Entry Drop-off for last name I-P, Expo Building

10 - 3 PM Blue Ribbon Youth Activities, Tent south of Expo

1 - 3 PM Fair Project Entry Drop-off for last name Q-Z, Expo Building

When dropping off and picking up projects: please use the west entrance of the expo.

4 - 8 PM Social Distancing face-to-face judging: Aerospace, Modular Construction, Robotics, & Scale Models. Bring your project with you, and your own chairs. Tents south of Expo Building

4 - 8 PM Judging of Cake Decorating, Crocheting, Family Living, Foods & Nutrition, Home Furnishings & Knitting.

Wednesday, July 28, 2021

7:30 AM Grounds Check-in & Fair office open

7:30 - 9:30 AM Poultry arrival & check-in, Show Tent

8 AM Food available on grounds

9 AM Horse Project Gymkhana, Horse Arena

9 AM Exhibit Judging, Expo Building/check Facebook for pictures

9 AM Face-to-Face Judging for computer, DVD & Television Production, Drama, History & Heritage, Music and Puppets. **Sign up ahead of time for judging time on the Eau Claire County Fair website under Sign-up Genius.**

9:30 AM Poultry Show, Show Tent, poultry released after show

3 PM Small Animal arrival, check-in, & show. Blue Ribbon Tent south of expo

3:30 PM Small Animal Show, small animals released after show

4 PM Livestock set-up in Barns C & D

5 PM Rocket Launch, Large Field Outside

Thursday, July 29, 2021

- 8 AM Grounds check-in & Fair office open
- 8 AM Food available on grounds
- 8 - 4 PM Cloverbud & Exploring Face-to-face social distance judging, Expo Building
- 8 - 9:00 AM Market Goat & Sheep weigh in & ultrasound Barn D
- 8 - 12 PM Beef arrival Barn C
- 9:00 - 12:00 AM Swine ultrasound Barn C
- 1 PM Market Beef weigh-in & ultrasound Barn C
- 3 PM Exotic & Goat Show, Show Tent, breeding animals released after the show
- 4 PM Sheep Show, Show Tent, breeding animals released after the show

Friday, July 30, 2021

- 7 AM Grounds check-in & Fair office open
- 8 AM Food available on grounds
- 9 AM Swine Show, Show Tent
- 5:30 - 7:30 PM Kindschi Pedal Pull - Ages 4-12 Barn A
- 5:30 - 7:30 PM Collector Car Show

Saturday, July 31, 2021

- 6 AM Grounds check-in & Fair office open
- 8 AM Food available on grounds
- 9 AM Beef Show, Show Tent, breeding animals released after the show
- 1 - 4 PM Dairy Check-in, Barn A
- 4 - 5:30 PM Friends of the Fair Food Drive-in
- 5:30 PM Livestock Auction, Show Tent
- 6:30 PM Livestock Sale of Champions, Show Tent

Sunday, August 1, 2021

- 6 AM Grounds check-in open
- 6 - 8 AM Dairy Check-in, Barn A
- 8 AM Fair office & food available on grounds
- 9 AM Dog Show, Dog Arena
- 9 AM Dairy Show, Show Tent
- 10 - 3 PM Blue Ribbon Youth Activities, Blue Ribbon Tent south of expo
- 11 - 2 PM K9 Dog, Bike Safety, Bike Rodeo, & Giveaway
- 2 PM Tribute Garden Memorials Dedication, Tribute Garden
- 2:30 PM Raffle Drawings (Winners need not be present to win) Tribute Garden
- 4 PM Release of Animals & Exhibits
- 4-5 PM Fair Project Entry Pick up for last name N-Z Expo Building
- 5-6 PM Fair Project Entry Pick up for last name A-M Expo Building

Profiles Livestock Show Supply and Custom Embroidery will be on grounds.

***Schedule and guidelines are subject to change due to COVID-19 guidelines as established by the Eau Claire County Health Department.**

2/28/2021

2021 Eau Claire County Fair ~ July 25 – August 1, 2021

1. Attendee and Staff Registration:

- As each exhibitor/family member comes onto the fair grounds they are required to turn in a waiver form. Each exhibitor/family member will receive wristbands ahead of the fair to have on before they come into the gate.
- Debbie Kitchen, Fair Coordinator
715.579.4703
eauclairefair@gmail.com

Letecia Papke
715.271.5013
lp@johnsonlitho.com

- Attached waiver form

2. Staff and Attendee Health:

- Covid-19 signage at the entrance gate. If you have any of these symptoms: fever, cough, shortness of breath, or have been exposed to someone please do not come onto the grounds.
- Anyone that shows any signs or symptoms will be asked to leave the grounds. Said violations will be reported to the Fair Committee Chairman and or Fair Coordinator. Failure to leave when asked could lead into:
 - Contact Sheriff's Department
 - Removal from Fair Grounds of all family members and relatives
 - Suspension of future show.

3. Describe Physical Distancing

- Areas where we are able, we will put signs on the floor 6" foot apart. Signage to remind families, and exhibitors about social distancing. Portable toilets and hand sanitizing stations will be used and sanitized every 30 minutes. The person cleaning the toilets will document the time/date cleaned. The plan is to have as much of the judging outside under a tent, using plexiglass in-between the exhibitors, judges, and volunteers. At this time, we are planning on using food trucks for food & beverages.
- Signs will be displayed around the grounds for social distancing, with additional signs provided from the health department.

4. Messaging and signage

- Each exhibitor will receive a letter explaining fairground COVID-19 guidelines with their entry tags & armbands.
- Postings will be done on the Eau Claire County Facebook page & the Eau Claire County Fair website.

5. Hygiene & Sanitization

- We hire a professional cleaning company to come in and do the daily cleaning. They are an insured company. They will sanitize the bathroom, clean surfaces, entrance gates, door knobs, and any surface that needs cleaning. Areas where we are able, we will put signs on the floor 6" foot apart. Portable toilets and hand sanitizing stations will be used and sanitized every 30 minutes. The person cleaning the toilets will document the date/time cleaned. Common areas will be sanitized intermittently.

6. Masks

- Guidelines from the Eau Claire City-County Health will be given to all exhibitors and families prior to the fair. Individually wrapped face masks will be sent to each exhibitor with their entry tags. Eau Claire City-County Health guidelines and masks will also be available at the entrance gate, and must be adhered to by anyone coming onto the fairgrounds.

7. After Event

- If we have a positive case after the event, we will provide Eau Claire City-County Health Department with our Eau Claire County Fair waiver forms to assist in contact tracing.

8. Please provide any other precautions not listed above or other comments:

- Rough map from 2020 included. Updated map will be provided as we have it available.
- Will continue to meet with Eau Claire City-County Health monthly, and advise with you any potential changes.

