

Agenda

Eau Claire County
Extension Education Committee Meeting
July 20, 2022, at 4:00PM
227 1st Street West Altoona, WI 54720

1. Call to Order and confirmation of meeting notice
2. Roll Call
3. Public Comment
4. Review/Approval of Committee Minutes – Discussion/Action
5. Educator Report – Rachel Hart-Brinson 4-H Educator
6. MOU Discussion – Discussion / Action
7. Budget Discussion
8. AED Report – Kristen Bruder, Interim AED
9. Scheduling of Future Meetings / Agenda Items
 - a. August 24, 2022, 4:00pm Joint finance and budget meeting county board room
10. Announcements
11. Adjourn

Minutes
Eau Claire County
Extension Education Committee Meeting
June 15, 2022, at 4:00PM
227 1st Street West Altoona, WI 54720 Room 103/104

Call to Order at 4:00 pm

Members Present Kyle Johnson, Jodi Lepsch, Amanda Babb, Missy Christopherson

Others Present Debbie Kitchen, Kristi Peterson, Kristen Bruder and Erika Gullerud

Public Comment None

Review/Approval of Committee Minutes – Discussion/Action

All in favor – motion passes

Educator Report – Addison Vang, Community Development Educator

Addison provided an update on programming

Fair Committee Board Member Appointment – Discussion/Action

Missy Christopherson appointed all in favor, motion passes

2023 Budget – Discussion

- a. Joint Meeting August 24, 2022, at 4pm

AED Updates and Questions – Kristen Bruder, Interim AED

Scheduling of Future Meetings / Agenda Items

July 20, 2022, 4:00pm

August 24, 2022, 4:00 pm

Fair MOU

Financial Update

Fair Update

Announcements Fair raffle tickets available

Adjourn at 5:27pm

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance (715-839-5106). For additional information on ADA requests, contact the County ADA Coordinator at 839-6945, (FAX) 839-1669 or 839-4735, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

Respectfully Submitted,

Kristin Peterson
Committee Clerk

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9:45 PM

04/05/22

Cash Basis

Friends of the Fair
Profit & Loss
 November 2018 through October 2019

	Nov '18 - Oct 19
Ordinary Income/Expense	
Income	
Donations	935.39
Fair Deposit	
Fair Income	17,493.52
Total Fair Deposit	17,493.52
Fair Income	
Donation	1,009.99
Raffle Tickets	7,365.00
Silent Auction	4,106.00
Sponsorships	31,670.50
Tribute Garden	1,280.98
Total Fair Income	45,432.47
Interest Income	690.35
Total Income	64,551.73
Expense	
Advertising	11,249.30
Annual Meeting	265.33
Assesment	3,000.00
Bio-Security	1,300.00
Computer	1,196.94
Fair Deposit- Starting Change	2,700.00
Fair expense	
Clothing	657.68
Display Banners	3,441.85
Fair Expenses	
Fair Entertainment	1,500.00
Fair Premiums	424.80
Fair Expenses - Other	5,101.92
Total Fair Expenses	7,026.72
Total Fair expense	11,126.25
Fair Expenses	
Meal Reimbursement	1,165.15
Total Fair Expenses	1,165.15
Fees	3,950.95
Grant - Reimbursement	1,045.50
Insurance	600.00
Kid's Day Expense	7,171.68
Memorial Garden Expense	690.00
Office Supplies	1,153.18
Postage, Mailing Service	579.00
Printing and Copying	630.39
Raffle Expense	575.00
Rent	5,309.62
Sponsorship Expense	10,780.58
Supplies	480.03
Tent rental	6,027.57
Trophies & Awards	4,081.77
Utilities	650.00
Void	0.00
Website Maintenance	119.88
Total Expense	75,848.12
Net Ordinary Income	-11,296.39
Net Income	-11,296.39

Friends of the Fair Profit & Loss November 2019 through October 2020

	Nov '19 - Oct 20
Ordinary Income/Expense	
Income	
Donations	19.47
Expo - Deposit	968.27
Fair Income	
Donation	3,981.01
Fair Entries	1,110.55
Food Stand Income	4,318.04
Raffle Tickets	8,080.00
Silent Auction	2,019.00
Sponsorships	26,697.03
Tribute Garden	480.00
Fair Income - Other	525.97
Total Fair Income	47,211.60
Grant Deposit	3,500.00
Interest Income	173.69
Starting Change 1	3,000.00
State Aid	4,393.03
Total Income	59,266.06
Expense	
Advertising	774.80
Annual Meeting	158.12
Bio-Security	4,124.53
Dues	417.20
Equip Rental and Maintenance	5,264.54
Fair Coordinator	12,999.96
Fair expense	
Clothing	621.30
Display Banners	1,649.75
Fair Expenses	
Fair Premiums	2,694.30
Fair Expenses - Other	1,294.70
Total Fair Expenses	3,989.00
Food Expense	4,617.18
Judges Pay	1,569.05
Shavings	418.50
Total Fair expense	12,864.78
Fees	81.00
Grant Expense	3,550.30
Insurance	600.00
Kid's Day Expense	1,047.65
Memorial Garden Expense	170.00
Office Supplies	1,758.62
Postage, Mailing Service	1,222.64
Printing and Copying	2,437.85
Raffle Expense	575.00
Sponsorship Expense	398.68
Starting Change	3,000.00
Supplies	1,687.61
Tent rental	4,392.00
transfer	74,228.58
Travel and Meetings	158.15
Trophies & Awards	6,540.72
Void	0.00
Website Maintenance	586.13
Total Expense	139,038.86
Net Ordinary Income	-79,772.80
Net Income	-79,772.80

Friends of the Fair
Profit & Loss
November 2020 through October 2021

Nov '20 - Oct 21

Ordinary Income/Expense	
Income	
4-H Leader's Foodstand Income	134.50
Dairy Promotion Income	90.58
Expo - Deposit	868.27
Fair Book Sale	40.00
Fair Ground Animals	112.47
Fair Income	
Amazon Return	717.18
Chicken Dinner	2,337.65
Clothing Income	450.00
Donation	2,459.96
Fair Entries	1,921.31
Grab & Go	852.11
Kid's Pedal Pull	132.00
Raffle Tickets	9,305.00
Silent Auction	3,055.00
Sponsorships	27,851.20
Tribute Garden	200.00
Total Fair Income	49,281.41
Food Truck Income	456.40
Grant Deposit	4,500.00
Interest Income	13.47
Scale Income	200.00
Starting Change 1	1,140.00
State Aid	2,169.04
Total Income	59,006.14
Expense	
Advertising	353.68
Bio-Security	3,465.00
Chicken Dinner	1,128.44
Computer	200.00
Dues	417.20
Expo Deposit	100.00
Expo Rental	5,209.62
Fair Book Printing	485.00
Fair Coordinator	15,999.96
Fair Entry Tags	109.01
Fair expense	
Clothing	816.58
Display Banners	800.68
Fair Expense - Office Help	550.00
Fair Expenses	
Fair Premiums	3,928.30
Total Fair Expenses	3,928.30
Judges Pay	2,954.60
Shavings	142.50
Fair expense - Other	1,030.70
Total Fair expense	10,223.36
Fair Expenses	
Fair Expense - Grab & Go	785.12
Total Fair Expenses	785.12

9:42 PM
04/05/22
Cash Basis

Friends of the Fair
Profit & Loss
November 2020 through October 2021

	Nov '20 - Oct 21
Fair Livestreaming	450.00
FairEntry Subscription	1,250.00
Fairs Association Meeting	135.96
FOF Shed	75.00
Foodstand Expense	44.27
Golf Carts	415.00
Insurance	800.00
IRS Fees	127.00
Judges & Superintendents Meals	743.11
Memorial	200.00
Memorial Garden Expense	440.00
Night Watchman	400.00
Office Supplies	2,215.19
Postage, Mailing Service	739.90
Power Washing Barns	700.00
Printing and Copying	1,053.28
Raffle Expense	635.50
Reversed Check	321.78
Scale Expense	267.99
Sponsorship Expense	490.55
Starting Change	1,140.00
Telephone, Telecommunications	158.15
Tent Permits	52.00
Tent rental	215.00
Trophies & Awards	6,856.10
Void	0.00
Website Host	275.28
Website Maintenance	998.14
Total Expense	59,675.59
Net Ordinary Income	-669.45
Other Income/Expense	
Other Income	
Amazon Return	15.81
Total Other Income	15.81
Net Other Income	15.81
Net Income	-653.64

Friends of the Fair - 2020-2021 Financial Report

Income	November	December	January	February	March	April	May	June	July	August	September	October	YTD
Aminals Donation Containers										\$ 112.47		\$ 46.09	
Amazon Return					\$ 39.69			\$ 152.83	\$ 347.85	\$ 130.72			
Chicken Dinner										\$ 2,337.65			\$ 2,337.65
Culver's Night													
Donation								\$ 2,000.00			\$ 459.96	\$ 868.27	
Expo Deposit													
Fair Clothing										\$ 450.00			
Fair Entries							\$ 196.84						\$ 196.84
Fair Book Income								\$ 35.00					
Food Income									\$ 5.00		\$ 451.48		
Grab & Go Food										\$ 780.55	\$ 71.56		
Grant Income				\$ 4,500.00				\$ 1,724.47					\$ 6,224.47
Kid's Petal Pull										\$ 132.00			
Raffle Tickets								\$ 5,465.00	\$ 2,550.00	\$ 1,290.00			\$ 9,305.00
Scale Income							\$ 100.00						
Silent Auctions										\$ 305.00			\$ 305.00
Sponsorships		\$ 3,021.78	\$ 7,431.05	\$ 4,180.00	\$ 8,585.00	\$ 2,425.00	\$ 285.00	\$ 474.27	\$ 500.00		\$ 899.10		\$ 27,801.20
State Aid							\$ 2,169.00			\$ 50.00			\$ 2,219.00
Transfer From Money Market													\$ -
Tribute Garden						\$ 200.00							\$ 200.00
Interest/Dividends	\$ 1.47	\$ 1.18	\$ 1.20	\$ 1.34	\$ 1.59	\$ 1.54	\$ 1.53	\$ 1.46	\$ 0.61		\$ 0.47	\$ 0.40	\$ 12.79
													\$ -
2021	\$ 1.47	\$ 3,022.96	\$ 7,432.25	\$ 8,681.34	\$ 8,626.28	\$ 2,626.54	\$ 2,752.37	\$ 9,853.03	\$ 3,403.46	\$ 8,225.92	\$ 1,882.57	\$ 914.76	\$ 48,601.95

Expenses 2020-2021

	November	December	January	February	March	April	May	June	July	August	Sept	October	YTD
Advertising								\$ 29.95	\$ 450.00	\$ 20.00	\$ 278.00	\$ 25.33	\$ 803.28
Annual Meeting													\$ -
Audit													\$ -
Hygiene & Sanitation					\$ 2,065.00						\$ 1,400.00		\$ 3,465.00
Clothing											\$ 816.58		
Computer Maintenance			\$ 125.00					\$ 75.00					\$ 200.00
Display Banners													\$ -
Dues						\$ 417.20							\$ -
Expo Rental									\$ 5,209.62		\$ 100.00		\$ 5,309.62
Fair Association Meetings												\$ 135.96	\$ 135.96
Fair Coordinator		\$ 1,333.33	\$ 1,333.33	\$ 1,333.33	\$ 1,333.33	\$ 1,333.33	\$ 1,333.33	\$ 1,333.33	\$ 1,333.33	\$ 1,333.33	\$ 1,333.33	\$ 2,666.66	\$ 15,999.96
Fair Entry Program	\$ 1,250.00												\$ 1,250.00
Fair Entry Tags					\$ 109.01								\$ 109.01
Fair Expense		\$ 14.30			\$ 126.58	\$ 82.20	\$ 65.29	\$ 468.62	\$ 246.38	\$ 27.33	\$ 142.50	\$ 15.81	\$ 1,099.96
Fair Premiums						\$ 20.00				\$ 3,675.90	\$ 232.40		\$ 3,928.30
Fair Book Printing							\$ 485.00						\$ 485.00
IRS Fees		\$ 10.00		\$ 63.00				\$ 54.00					\$ 127.00
Fair Office Help									\$ 550.00				\$ 550.00
FOF Shed							\$ 75.00						\$ 75.00
Food Expense								\$ 44.27	\$ 686.30	\$ 727.27	\$ 500.00		\$ 1,957.84
Golf Carts						\$ 415.00							\$ 415.00
Insurance								\$ 200.00	\$ 600.00				\$ 800.00
Judge's Meals									\$ 719.75	\$ 23.36			\$ 743.11
Judge's Pay										\$ 2,022.80	\$ 81.80		\$ 2,104.60
Kid's Day Expense													\$ -
Tribute Garden Expense							\$ 135.00					\$ 170.00	\$ 305.00
Memorial							\$ 200.00						\$ 200.00
Night Watchman									\$ 400.00				\$ 400.00
Non-Profit Certification													\$ -
Office Supplies		\$ 348.60	\$ 43.22		\$ 297.74	\$ 160.18	\$ 54.80	\$ 182.88	\$ 578.00	\$ 317.09	\$ 50.57	\$ 182.11	\$ 2,215.19
Plastic Tables Purchased													\$ -
Shelving Purchased													\$ -
NSP Check				\$ 321.78									\$ 321.78
Postage						\$ 372.90			\$ 305.00		\$ 62.00		\$ 739.90
Power Washing of Barns												\$ 700.00	\$ 700.00
Printing & Copying			\$ 265.48			\$ 180.80	\$ 158.15	\$ 130.00		\$ 477.00			\$ 1,211.43
Raffle Expense		\$ 500.00					\$ 110.00	\$ 25.50		\$ 243.00			\$ 878.50
Scale Expense													\$ -
Silent Auction							\$ 24.99						\$ 24.99
Sponsorship Expense			\$ 165.64				\$ 308.31	\$ 110.42	\$ 601.99	\$ 104.87			\$ 1,291.23
Starting Change for Fair									\$ 1,140.00				\$ 1,140.00
State Dues													\$ -
Tent Permits									\$ 52.00				\$ 52.00
Tent Rental					\$ 215.00								\$ 215.00
Tribute Garden Expense	\$ 135.00												\$ 135.00
Trophies & Awards					\$ 897.00	\$ 323.84	\$ 3,483.57	\$ 1,861.49		\$ 80.00	\$ 210.20		\$ 6,856.10
WAF Convention													\$ -
Website Host						\$ 119.88		\$ 155.40					\$ 275.28
Website Maintance				\$ 100.00		\$ 300.00	\$ 536.14	\$ 60.00					\$ 998.14
Total Monthly Exp.	\$ 1,385.00	\$ 2,206.23	\$ 1,932.67	\$ 1,818.11	\$ 5,043.66	\$ 3,725.33	\$ 6,971.58	\$ 10,248.79	\$ 8,512.74	\$ 9,051.95	\$ 5,207.38	\$ 3,895.87	\$ 51,501.61

Eau Claire County Fair Expenses Accrued:

Far Grounds Rental: \$4,613.35

Grounds:

Hygiene & Sanitation \$3,500.00

Tents \$4,460.00

Tent Permits \$ 75.00

Night watchman \$ 500.00

Golf Carts \$ 450.00

Power Washing of the barns \$ 750.00

Total: \$9,735.00

FACT SHEET

TO FILE NO. 22-23/033

Eau Claire County has held a County Fair since 1924. The weeklong event is located at the Eau Claire County Exposition Center and showcases many animals, events, and youth of the community. Friends of the Fair is a 501(c)(3) that helps to fund raise, employs necessary staff, and rents the facility for the Fair. This Memorandum of Understanding (MOU) between Eau Claire County and the Friends of the Fair enumerates the roles and responsibilities of the parties for 2023 Fair and beyond. There is no current active MOU in place. The MOU also commits ten thousand dollars (\$10,000) annually to help ensure the Fair will continue operation.

The County's monetary contribution was five thousand dollars (\$5,000) for the 2022 Fair.

Fiscal Impact: \$10,000 annually

Respectfully submitted,

Chauncey Ellefsen
Corporation Counsel

1 Enrolled No.

RESOLUTION

File No. 22-23/033

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MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN EAU CLAIRE COUNTY THROUGH THE EXTENSION EDUCATION COMMITTEE, THE FAIR COMMITTEE AND THE FRIENDS OF THE FAIR FOR OPERATION AND MONETARY SUPPORT OF THE EAU CLAIRE COUNTY FAIR.

WHEREAS, Friends of the Fair rents the Eau Claire County Exposition Center annually to hold and put on the annual Eau Claire County Fair; and

WHEREAS, there is no active MOU between Eau Claire County and Friends of the Fair for the operation and funding of the Eau Claire County Fair; and

WHEREAS, the attached MOU sets forth the roles and responsibilities for the County, the Committees, and for Friends of the Fair; and

WHEREAS, the County agrees to provide ten thousand (\$10,000) in annual funding for the Eau Claire County Fair held at the Exposition Center.

NOW, THEREFORE BE IT RESOLVED by the Eau Claire County Board of Supervisors grants the approval of said MOU enumerating the roles and responsibilities for the Eau Claire County Fair and providing ten thousand dollars (\$10,000) in annual funding.

ADOPTED

Extension Education Committee

Fair Committee

MEMORANDUM OF UNDERSTANDING ("MOU") BETWEEN EAU CLAIRE COUNTY THROUGH ITS EXTENSION EDUCATION COMMITTEE, THE FAIR COMMITTEE, AND THE FRIENDS OF THE FAIR FOR OPERATION AND MONETARY SUPPORT OF THE EAU CLAIRE COUNTY FAIR

I. PARTIES

This Agreement is between Eau Claire County, Wisconsin, a quasi-municipal corporation, ("County"), through the Eau Claire County Extension Education Committee (hereinafter "Extension Education Committee") and its sub-committee, the Eau Claire County Fair Committee (hereinafter "Fair Committee") located at 721 Oxford Ave, Eau Claire, WI 54703 with the Eau Claire County Friends of the Fair (hereinafter "FOF"), located at PO Box 434, Augusta, WI 54722.

II. TERM OF MOU

Services under this Agreement shall commence upon the approval and signature of all parties for the 2023 Eau Claire County Fair and budget. The MOU is enforceable through 2026 provided no parties are in default, and if all parties agree to terms hereunder. The MOU shall be extended for one (1) successive five-year term, unless either party gives notice to the other in writing of termination at least ninety (90) days prior to the termination date hereof or mutually agreed termination.

III. PURPOSE OF MOU

The purpose of this MOU is to agree on responsibilities for all parties regarding the Eau Claire County Fair operation and payment of all expenses relating to the Fair.

IV. RESPONSIBILITIES

The Parties agree:

1. The Fair Committee operates the fair and is responsible for all by-laws, rules, policy, and approval of contracts for the Fair.
2. The Eau Claire County Fair Committee is a working committee comprised of volunteer members providing hands-on assistance in the production of the annual County Fair. Members serve a 2-year term organized as follows:

The Fair Committee consists of Two (2) non-voting members and Eleven (11) voting members created from the following:

- a) The 4-H Program Educator as a non-voting member.
 - b) The Fair Coordinator as appointed by the Friends of the Fair, as a non-voting member.
 - c) One (1) member who is either an FFA or agricultural teacher (active or retired); a FFA Alumni; or a member of a livestock group such as Wisconsin Simmental Association or Wisconsin Pork Producers.
 - d) Three (3) youth members, of which one must represent exhibits other than livestock, i.e., photography, arts & crafts, etc.
 - e) One (1) member of the Eau Claire County Board of Supervisors, serving on the Extension Committee, to be appointed by the Extension Committee.
 - f) Two (2) members who are employed by a business or a representative of a youth service agency or organization that provides services to youth such as the Boys & Girls Club, YMCA, Boy Scouts, Girl Scouts, etc.
 - g) Two (2) members who are citizens at large and who have an interest in the fair.
 - h) One (1) member who is a member of the Friends of the Fair, other than the Fair Coordinator.
 - i) One (1) member who is a member of the 4-H Leaders Association.
3. All Fair Committee meetings are open to the public, have time allotted for public input and agenda and minutes are posted at least, but not less than, 24-hours before the public meeting.
 4. Per Eau Claire County Code 2.04.450, the Extension Education Committee has oversight of its sub-committees.
 5. The committee shall be responsible to the county board for the departmental policy and oversight of the county extension department and its board authorized functions, including the Eau Claire County Junior Fair Committee.
 6. The committee shall exercise those powers and duties authorized under Wis. Stat. § 59.56(3). All agreements under Wis. Stat. § 59.56(3)(c) 2., shall be approved by the county administrator.

5. The Fair Committee is a sub-committee of the Extension Education Committee.
6. The Eau Claire County Fair is then overseen by Eau Claire County.
7. Friends of the Fair (FOF) is a not for profit 501(c)(3) corporation whose mission is to secure the resources needed to provide the financial stability that will assure the future of the Eau Claire County Fair as a family and youth focused community event. FOF receives and disperses funds to operate and support the Fair through donations, fees, and sponsorships.
8. Donations, fees, and sponsorships for the Fair are paid directly to FOF.
9. Premium dollars paid through the Wisconsin Department of Agriculture, Trade and Consumer Protection (hereinafter "DATCP") as well as administration of those dollars are the responsibility of the FOF. The FOF shall administer all payments for pre-fair and fair premium events, as dictated by the DATCP, which governs Wisconsin county fairs. The FOF shall be responsible for making the appropriate payments for judges, awards, operating supplies, extra help, and other expenses.
10. Attachment A (Eau Claire County Fair, Friends of the Fair, and Extension Roles/Responsibilities Approved 4/21/2021) indicates the roles and responsibilities of various parties and is attached to this "MOU" as a reference.

V. RESPONSIBILITIES FOR FAIR EXPENSES

A. For service rendered under this contract, the Fair Committee shall approve all contracts associated with the fair prior to presenting to FOF. Once approved by the Fair Committee, FOF will be given the approved contract for release of payment. The FOF shall pay:

1. Rental of Exposition Center Facilities
2. Approved operating costs associated with the Fair.

B. Eau Claire County shall provide \$10,000 in funding to the FOF for the 2023 Eau Claire County Fair and thereafter. Eau Claire County agrees to continue financial commitments to the FOF for the Eau Claire County Fair in accordance with the term(s) set forth in the Exposition Center Lease and this MOU. Any change in structure, name, or operation, whether the Fair Committee continues as the overseeing sub-committee, or a Fair Board is created will not prevent Eau County from providing funding for the Eau Claire County Fair and the Exposition Central rental.

VI. NOTICES

Notices required or deemed advisable under this Agreement shall be placed in writing and delivered personally or by registered or certified mail upon the "County" to: Eau Claire County Administrator, 721 Oxford Avenue, Suite 3520, Eau Claire, WI 54703 and upon the "FOF" to: Friends of Fair, President, P.O. Box 434, Augusta, WI 54722.

All parties are required to notify each other of any address change.

VII. MUTUAL INDEMNIFICATION

The parties agree to fully indemnify and hold one another harmless from and against all claims, actions, judgements, costs, and expenses, arising of damages or injuries to third persons of their property, caused by the fault of negligence of the said party, its agents, or employees, in performance of this Agreement. The parties shall give to each other prompt and reasonable notice of any such claims or actions and the other party shall have the right to investigate, compromise and defend the same.

VIII. LIABILITY

It is mutually agreed by the "County" and FOF that, as related to this Agreement, any loss or expense or resultant legal liability, involving personal injury or property damage, will be the responsibility of the party whose officer, employee or agent may have caused the loss or expense by his or her respective actions, acts, activities, or omissions which occurred or may occur in connection with this agreement.

IX. WAIVER OF BREACHES

No waiver of any breaches of this Agreement shall be held to be a waiver of any other or any subsequent breaches. All remedies afforded in this Agreement shall be considered to be a cumulative and in addition to any other remedies provided by law.

X. SEVERABILITY

Should any article or any part of any article of this Agreement be rendered void, invalid or unenforceable by the court of law, for any reason, such a determination shall not render void, invalid or unenforceable any other article or part of any article in this Agreement.

XI. JURISDICTION AND VENUE

The laws of the State of Wisconsin shall govern this Contract and executed amendments thereto. Venue for all legal proceedings arising out of this Contract, or breach thereof, shall be exclusively in Eau Claire County Circuit Court, Eau Claire, WI.

XII. SECTION HEADINGS

The headings of the several sections and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction, or effect hereof.

XIII. STATUTORY PROTECTIONS

It is agreed by the parties that nothing in this Contract, including but not limited to indemnification and hold harmless clauses, shall in anyway constitute a waiver on the part of the "County" of any immunity, liability limitation or other protection available to the "County" under any applicable statute or other law. To the extent that any provision of this contract is found by any court of competent jurisdiction conflict with any such legal protection, then whichever protections, either statutory or contractual, provide a greater benefit to the "County" shall apply unless the "County" elects otherwise.

XIV. PUBLIC RECORDS LAW

Both parties understand that the "County" is bound by the public records law, and as such, all terms of this agreement are subject to and conditioned on the provisions of Wis. Stat. § 19.31 et seq. "FOF" acknowledges that it is obligated to assist the "County" in retaining and producing records that are subject to Wisconsin Public Records law, and that the failure to do so will constitute a material breach of this agreement, and that they "FOF" must defend and hold the "County" harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven (7) years after receipt of final payment under this agreement.

XV. NON-ASSIGNMENT OF AGREEMENT

The parties agree that there shall be no assignment or transfer of this Agreement, nor of any interests, rights or responsibilities herein contained, except as agreed in writing.

XVI. MODIFICATIONS TO AGREEMENT

There shall be no modifications to this Agreement, except in writing, signed by all parties.

XVII. INTEGRATION OF AGREEMENT

The entire agreement of the parties is contained herein, and this Agreement supersedes all previous MOUs and agreements, whether written or oral and all negotiations as well as any previous agreements presently in effect between the "FOF" and the "County" relating to the subject matter of the MOU.

Said MOU shall be attached and incorporated into the Exposition Center Lease Agreement approved July 14, 2021, between the parties.



EAU CLAIRE COUNTY FAIR, FRIENDS OF THE FAIR, & EXTENSION Roles/Responsibilities

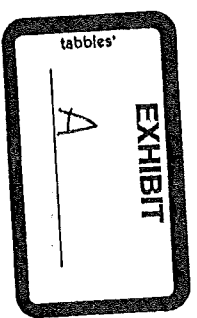
This document was created to assist in providing a better understanding of Eau Claire County Fair structure and responsibilities and how it relates to the Friends of the Fair and Eau Claire County Extension.

The amount of work required to undertake the fair and the increasing difficulty in finding volunteers with sufficient time in all aspects of society, this document clarifies the roles and looks toward the future for healthy succession planning.

The document aligns the roles of University of Wisconsin-Madison Extension Eau Claire County staff with the "Guidance on the Educational Roles of County Extension Educators at County Fairs" 2019 document provided by Extension and endorsed by the Wisconsin Association of Fairs. Eau Claire County in looking at opportunities to increase efficiencies in all departments by providing only mandated services understands that this means shifting work, but doing so toward the logical and more appropriate actors involved in future Fairs.

Due to the changes within Extension and Eau Claire County and its roles regarding the Fair, a paid Fair Coordinator was hired in 2019 for the 2020 Fair to help significantly reduce the potential for volunteer burnout, facilitate committee transitions, and eliminate Extension office administrative commitments with the goal of participating within the fair with Extension educational support. The current Fair Coordinator is working from home and is financially supported by the Friends of the Fair. The Fair Coordinator reports to the Friends of the Fair and the Eau Claire County Fair Committee as a non-voting member. The Fair Committee is a subcommittee of the Extension Education Committee. The Extension Education Committee plays a supportive role to the Fair Committee and acts as a liaison between the Fair Committee and the Eau Claire County Board.

The financials of the Fair are provided and reviewed by the State of Wisconsin, DATCP in a required, yearly report. This report is also provided for review to the Friends of the Fair, Eau Claire County Fair Committee and Eau Claire County Extension Education Committee.



Date	Fair Coordinator	Eau Claire County Fair Committee	Friends of the Fair	Extension Eau Claire County
	<p>Role: Coordinates, sets up, and runs the operations of the fair. Reports to Friends of the Fair and provides updates to Fair Committee. Processes payments in coordination with FOF treasurer. Not a voting member of FOF or Fair Committee. Prepares financial reports for the state, FOF and county. Responsible for keeping Fair website updated.</p>	<p>Role: Sets Eau Claire County Fair policy and schedule, approves updates to the fair book. Oversees planning and execution of departments covered in the Fair book. Reports monthly to Extension Education meeting. Supports Livestock Project education and coordinate project events that are include in Fair book and take place at the Fair. Approves contracts on behalf of the fair for submission to FOF for payment.</p>	<p>Role: The financial support for the Eau Claire County Fair. Handles all finances and pursues sponsorships for the Fair. Promotes the Fair. Coordinates the special activities and events not covered by the Fair book.</p>	<p>Role: Leads and supports the 4-H Youth Development program, promotes the 4-H program and partners with the fair for educational opportunities. Extension shares Fair related updates that pertain to 4-H members and families.</p>
September	<ul style="list-style-type: none"> ● Share Fair Committee & FOF contact lists ● State paperwork ● Announce dates for next year's Fair ● Post next year's fair dates on WAF homepage 	<ul style="list-style-type: none"> ● Election of officers ● Update Fair Committee contact list 	<ul style="list-style-type: none"> ● Update FOF Committee contact list ● FOF Meeting 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities
October	<ul style="list-style-type: none"> ● Fair Book changes ● Face-to-face judging ● Provide FOF & Extension Education Committee with Fair financial report 	<ul style="list-style-type: none"> ● Review Fair Book changes ● Assign Fair Committee assignments ● Activities & Entertainment 	<ul style="list-style-type: none"> ● FOF fiscal year ● Plan for the following years fair activities and entertainment 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities

<p>November</p>	<ul style="list-style-type: none"> ● Contact Expo for next year's Fair Contract ● Update Open and Jr. Class Fair book ● Work with FOF to update sponsorship letters and tracking spreadsheets ● Review stalling & entry fees 	<ul style="list-style-type: none"> ● Finalize Updates for Open and Jr. Class Fair book ● Review stalling and entry fees ● Committee assignment updates ● Activities & Entertainment Updates 	<ul style="list-style-type: none"> ● FOF Annual Meeting ● Election of Officers & Board of Directors ● Activities & Entertainment ● Raffle Coordinator start collecting donations ● Approve updated sponsorship letter/ mailing labels from FOF ● Update sponsorship letter ● Update mailing labels ● Confirm sponsorship & recognition levels 	<ul style="list-style-type: none"> ● Brainstorm educational projects/roles for fair in conjunction with Fair Committee ● Plan & organize Educational opportunities
<p>December</p>	<ul style="list-style-type: none"> ● Contact contract companies ● Secure tents ● Entertainment & Activities 	<ul style="list-style-type: none"> ● Approve Fair Book ● Committee assignment updates ● Activities & Entertainment Updates ● Discuss Judges Pay & Mileage 	<ul style="list-style-type: none"> ● Research new donors ● Print letters and labels for sponsorship ● Set advertising budget 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities
<p>January</p>	<ul style="list-style-type: none"> ● Recruit judges for fair ● Arrange for Activities & Entertainment ● Secure manure hauling for livestock ● Secure hotel for judges ● Contact Master Gardeners ● Contact Dog Superintendent for judging schedule ● Secure superintendents ● Develop fair schedule ● WAF Convention 	<ul style="list-style-type: none"> ● Committee assignment updates ● Activities & Entertainment Updates ● Comments on Fair Schedule 	<ul style="list-style-type: none"> ● Stuff and mail the sponsorship letters ● Contact Pedal Pull contract ● Confirm Beer and Wine Open Class Judging Event ● Research new donors 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities ● Food Revue
<p>February</p>	<ul style="list-style-type: none"> ● Recruit Judges ● Order ribbons through Blue Ribbon by 2/15 ● Get DATCP regulations for Fair book ● Contact food vendors 	<ul style="list-style-type: none"> ● Committee assignment updates ● Finalize Fair Schedule ● Activities & Entertainment Updates 	<ul style="list-style-type: none"> ● Distribution Raffle tickets ● Activities & Entertainment ● FOF Meeting 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities

	<ul style="list-style-type: none"> • Send out sponsorship Thank you letters for those received • Update FairEntry 				
March	<ul style="list-style-type: none"> • Recruit Judges • Confirm there are enough Thank you notes and envelopes for the fair • Cookie recipe for contest • Send out sponsor thank you notes 	<ul style="list-style-type: none"> • Committee assignment updates • Activities & Entertainment Updates • Policies & procedures for the check -in gate 	<ul style="list-style-type: none"> • FOF Raffle • Activities & Entertainment • Update advertising 	<ul style="list-style-type: none"> • Plan & organize Educational opportunities 	
April	<ul style="list-style-type: none"> • Recruit judges for fair • Secure night watchman, garbage, & security • Send out reminder e-mail for Managerial Papers • Contact WAF to request Fairest of the Fair appearance • Send thank you notes for sponsorships received 	<ul style="list-style-type: none"> • Contact County to post open committee positions • Committee assignment updates • Activities & Entertainment Updates • Decide the Distinguished Service and Partner in Fair Award Recipients: order plates and plaque (plates go to the extension office) 	<ul style="list-style-type: none"> • Update advertising • Activities & Entertainment • Organize special events • Silent Auction Items • Secure Volunteer Help • FOF Meeting 	<ul style="list-style-type: none"> • Plan & organize Educational opportunities 	
May	<ul style="list-style-type: none"> • Launch FairEntry on May 1 • Answer FairEntry questions • Order Distinguished Service & Partner in Fair Awards • Order Trophies/Awards • Organize Judge's paperwork • Meal tickets 	<ul style="list-style-type: none"> • Committee assignment updates • Activities & Entertainment Updates • Plan Fair Set-up 	<ul style="list-style-type: none"> • Fair promotional materials • Organize special events • Coordinate volunteer help 	<ul style="list-style-type: none"> • Plan & organize Educational opportunities • Older Youth Council participation in the fair 	

<p>June</p>	<ul style="list-style-type: none"> ● Recruit/arrange Fair office staffing ● Send map of grounds to food vendors ● Clarify which departments can send to state fair and what projects are accepted ● Collect insurance certificates ● Plan Superintendent training ● Organize Facebook Live volunteers ● Organize photo volunteers ● Print exhibitor tags and Mutual Respect to put in envelopes ● Secure water donations ● Secure paper product donations ● Raffle permit ● Plan awards program ● Send out reminder stalling form ● Coordinate Expo Set-up Committee Meeting ● HotSpots for Expo 	<ul style="list-style-type: none"> ● Committee assignment updates ● Activities & Entertainment FINAL ● Plan awards program ● Meet with Expo Set-up Group ● Coordinate volunteer help ● Send out invitations to County Board, Extension Education, & Civic organization members to attend Fair 	<ul style="list-style-type: none"> ● Collect Raffle tickets ● Organize special events ● Meet with Expo Set-up Committee ● FOF Meeting 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities ● Older Youth Council participation in the air ● Recruit volunteers for educational opportunities
<p>July</p>	<ul style="list-style-type: none"> ● Re-do state fair exhibit invitation cards (include description, change age/grade order ● Make state fair chosen cards ● Arrange for printer/copier/computer for fair office ● Set up Expo Pre Fair walk thru ● Call Digger's Hotline 1.5 weeks before Fair starts ● Apply for tent permit ● Golf cart/vehicle waivers ● Send Expo/Livestock Award lists to Extension and the Livestock Secretary 	<ul style="list-style-type: none"> ● Committee assignments updates ● Set the next year's fair dates ● Finalize map 	<ul style="list-style-type: none"> ● Coordinate Volunteer Help ● Advertising Material Distribution ● FOF Meeting 	<ul style="list-style-type: none"> ● Coordinate with Fair Coordinator to make state fair exhibit "you've been chosen" ● Plan & organize Educational opportunities ● Older youth council plan participation for the fair. ● Create 4-H promotion for fair ● Order supplies

	<ul style="list-style-type: none"> ● Print labels for thank you notes and attach to appropriate trophies ● Arrange trophies/awards for all shows with thank you notes ● Arrange for the backdrop for Fair pictures ● Finalize Map for the fair and send to vendors ahead of time ● Organize Stalling information forms for superintendents ● Superintendent meeting ● Equipment double check run thru 			
<p>Week before Fair</p>	<ul style="list-style-type: none"> ● Create department-specific trophy list from master awards list ● Make superintendent packets (judging instructions, department list, judging worksheet, trophy list, state fair/alternate cards where applicable, Ribbons) ● Create check-in/check-out system for judges and superintendents ● Print name tags for superintendents & judges ● Create set up and take down checklists (sign inventory?) ● Cleanup checklists for Expo, grounds, & barns ● Obtain cleaning supplies (mop, rags, ice cream buckets, Lysol, dish soap, Disinfect, & masks, etc.) 	<ul style="list-style-type: none"> ● Fair Committee – Double check assignment list to ensure your duties are completed. IF something is not done secure help to finalize list 	<ul style="list-style-type: none"> ● Confirm Volunteers 	<ul style="list-style-type: none"> ● Prepare educational exhibits ● Order supplies

	<ul style="list-style-type: none"> ● Golf cart signs "must be 21 years old to drive" ● Double check with night watchman/security/garbage 			
Week of Fair	<ul style="list-style-type: none"> ● Organize "fair office" supplies ● Shelves for storage ● Golf cart signs ● Collect all paperwork for the state, health certificates, coggins test, & pullorum testing in binder. ● Post photos on Facebook page and fair website 	<ul style="list-style-type: none"> ● Bleachers to EXPO (stored at Scot Zimmerman's) ● Fair Set up 	<ul style="list-style-type: none"> ● Fair Set up 	<ul style="list-style-type: none"> ● Attend/Support Fair ● 4-H Educational Activities ● 4-H Promotional Activities
Week after Fair	<ul style="list-style-type: none"> ● Compile and total judge payment sheets ● Collect fair judging results and put into report form from state and then submit 	<ul style="list-style-type: none"> ● Committee Members Fair Grounds walk through ● Barn floors power washed 		
August	<ul style="list-style-type: none"> ● Pay judges ● Make sure all paperwork is cleared with the state ● File all Animal Health paperwork ● Send in all state paperwork within 30 days ● Sign/notarize affidavit paperwork for the fair to send into the state ● Fair Checks sent to exhibitors ● Put together Thank You for the Fair Ad ● Send out survey to exhibitors 	<ul style="list-style-type: none"> ● Evaluate Fair ● Brainstorm changes for next year ● Announce next year's Fair Dates 		<ul style="list-style-type: none"> ● Evaluate fair programming ● Help with Fair Satisfaction Survey with Fair Coordinator

Final Approved 4/21/2021 by Extension Education Committee

