



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**Ice Center Sub-Committee**  
**MEETING NOTICE**

DATE: January 5, 2011  
TIME: 5:30 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Public Input
4. Operation Report - Ice Season and Dry Floor Events
  - A. 2010-2011 Ice Skating Season – Discussion and Action
  - B. Concession Stand Update – Discussion
  - C. Joint Meeting Update – Discussion
5. Marketing Report
6. Figure Skating Report
7. Hockey Organization Report
8. Comptroller's Financial Report – Review and Action
9. Adjourn

Date: December 27, 2010

Dick Pollen, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
ICE CENTER SUBCOMMITTEE**

Held Wednesday, January 5, 2011

Location: Expo Office

**Present:** D. Pollen, K. Behnke, K. Swade, J. Vetting, T. Fellows, R. Voss  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, D. Newberg, M. Kohlbeck, J. Janowski  
**Absent & Excused:** J. Beyer, B. Hansen, D. Pawlowski

**Called to Order** Meeting called to order – 5:30pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Voss, seconded by Behnke to approve the minutes. Motion carried unanimously.

**Election of Officers**

Motion was made by Swade, seconded by Behnke to table the Election of Officers until the next committee meeting. Motion carried unanimously.

**Action Needed:**

- Place on next Ice Center Sub Committee Agenda.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Operation Report – Ice Season and Dry Floor Events**

**A. 2010-2011 Ice Skating Season – Discussion and Action**

PW Director reported on the activities at the Ice Center and overall good.

**Action Needed:**

- Staff to find out ad costs for banner ads.

**B. Concession Stand Update – Discussion**

Pollen reported that there have been no volunteers to date, but expecting volunteers to begin next week.

**C. Joint Meeting Update**

Pollen reported that there was a Joint Meeting held and the next meeting is January 13 with short-term ideas and solutions being addressed and long-term ideas and solutions to be addressed.

**Marketing Report**

Krizek reported on public skate and other activities at the Ice Center.

**Figure Skating Report**

Pollen reported that the third session started last Saturday and the numbers are up. Pollen added that registration has begun for the figure skating show.

**Hockey**

No report.

**Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Report included in the committee packets highlighting the Ice Center for October through November. Discussion.

**Adjournment**

Motion made by Behnke, seconded by Vetting to adjourn at 5:50pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Pollen



# MANITOWOC COUNTY

## EXPO and ICE CENTER BOARD

### MEETING NOTICE

DATE: January 5, 2011

TIME: 7:00 p.m.

PLACE: Expo Office

Note: Ice Center Sub-Committee will meet at 5:30 PM

Operations Sub-Committee will meet at 6:00 PM

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Election of Officers
4. Review and Act on Sub Committee Recommendations
  - A. ICE CENTER SUB-COMMITTEE:
    1. Operation Report - Ice Season; Dry Floor Events; Marketing; Figure Skating Report; Hockey Report
    2. Committee Report
  - B. FINANCE SUB-COMMITTEE:
    1. Committee Report
  - C. OPERATIONS SUB-COMMITTEE:
    1. Exhibition Building Restructure; Superintendent Expectations; Review of Superintendent-Assistant Policies – Discussion and Action
    2. Online Entries – Discussion and Action
    3. Small Animal and Tiny Tot Entries – Discussion
    4. Special Olympics Race Route – Discussion and Action
    5. Tickets – Clarification; Tiny Tots and Senior Daily; Carnival Stamper – Merchants Gate – Discussion and Action
    6. Event Ideas: Texting Competition, Taffy Pulling Contest, Cook Off, Vendor Lunch with Menu and Delivery; Farm Animal Face-Picture Signs; Photo Contest – Discussion
    7. Dance Competition – Marketing; Judge’s Compensation; Workers; Stage Contract – Discussion and Action
    8. Daily Fair Activities Needs List – Sunday, Monday and Tuesday – Discussion
    9. Fair Hours – Exhibition, Merchant, Gate – Discussion and Action
    10. Open Horse Show – Revamp – Discussion
    11. Exhibitor Letter – Exhibitor Entries – Discussion
    12. Committee Report
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Committee Report
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Committee Report
5. Review and Act on 2011 Fair Matters
6. Review and Act on 2012 Fair Matters
7. Comptroller’s Financial Report – Review and Action
8. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Rummage Sales – Discussion
  - B. Easter and Mother’s Day Event Ideas - Discussion
9. Adjourn

Date: December 30, 2010

Jerome Vetting, BOARD CHAIRPERSON

By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, January 5, 2011

Location: Expo Office

**Present:** J. Vetting, K. Behnke, R. Voss, K. Swade, J Beyer, C Kocourek, T. Dvorak, M. Kohlbeck, D. Newberg, D. Pollen, D Schaut, V. Voigt, M. Persaud, J. Janowski, L. Taylor, D. Gauger

**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Newberg

**Absent & Excused:** D. Pawlowski, B. Hansen. M. Plate, T. Fellows, K. Hansen

**Called to Order** Meeting called to order – 7:15pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Newberg, seconded by Kohlbeck to approve the minutes. Motion carried unanimously.

**Vouchers/Donation Tracker**  
No vouchers were submitted.

**Public Input**  
J. Newberg reported on the upcoming Winterfest event and added that emails have been sent, track will be leveled the week of the 17<sup>th</sup>, there is a sign up sheet to work the gates, and Expo gets all gate proceeds.

**Election of Officers**  
Behnke nominated Vetting as Board Chairperson. After a three calls for other nominations a motion was made by Vogt, seconded by Swade that nominations be closed and unanimous ballot be cast for Vetting as Board Chairperson. Motion carried unanimously.

Vetting nominated Pollen as Board Vice-Chairperson, Kohlbeck nominated Newberg as Board Vice-Chairperson. Motion was made by Vogt, seconded by Behnke that nominations be closed and that written ballots be cast. Ballots were collected and Pollen elected as Board Vice-Chair.

Beyer nominated Dvorak as Board Secretary. Motion was made by Voigt, seconded by Kohlbeck that nominations be closed and unanimous ballot be cast for Dvorak as Committee Secretary. Motion carried unanimously.

## Review & Act on Subcommittee Recommendations:

### A. Ice Center Sub-Committee:

#### 1. *Operations Report – Ice Season; Dry Floor Events; Marketing; Figure Skating Report; Hockey Report*

Pollen reported on Public Skate and numbers for hockey and figure skating as well as a marketing update. Pollen added there were equipment issues and the concession stand volunteer has not started. Pollen reported there was one joint meeting and the next meeting is tomorrow, Jan 6, at 7pm and then Jan 13 at 7pm with the PW Director to discuss short term and long term goals.

#### 2. *Committee Report*

No Report.

### B. Finance Sub-Committee

#### 1. *Committee Report*

No Report.

### B. Operations Sub-Committee

#### 1. *Committee Report*

Dvorak reported on the following:

- Exhibition building subcommittee formed to review the superintendent policies and restructure of the Exhibition building. The committee includes Taylor, Kocourek, Janowski, Kohlbeck, Dvorak, and Expo Office staff.
- Special Olympics race route to remain the same.
- Idea of farm animal picture signs
- Texting competition
- Ribbons for Open Class
- Tiny Tot and Senior Citizen daily passes without year.
- Showmanship request to be researched.

Motion was made by Schaut, seconded by Beyer to accept the committee report.

**C. Entertainment/Vendors Sub-Committee**

No Report.

**D. Parking/Security Sub-Committee**

**1. Committee Report**

No Report.

**Review and Act on 2011 Matters**

Vetting reminded the board about the upcoming convention at WI Dells and gave an explanation of the convention.

Newberg updated the board on the Farm Tractor Pull and the possibility of moving the entertainment to Friday night and having Tuesday night as the Special Race Night as well as working on sponsorships for the Tuesday entertainment. Newberg added that EWSC would be the Wednesday entertainment. Newberg would prepare financials for the next meeting.

PW Director added two potential event ideas, pig wrestling and women's roller derby. Discussion.

**Review and Act on 2012 Fair Matters**

No Report.

**Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Reported included in the board packets. Discussion.

**Update and Action on Other Fair, Expo Buildings, and Grounds Projects and Issues**

**A. Rummage Sales – Discussion**

Vetting reported on the next Rummage-A-Rama for Jan 8 as well as the last sale.

**B. Easter and Mother's Day Event Idea – Discussion**

Krizek reported that the event will be a combination of Kids Expo, Sportsman's Tradeshaw and Women's Expo and are currently working on.

**Action Needed:**

- Place on next Expo-Ice Center meeting agenda – Family Expo – Volunteers

**Other Information**

- Krizek noted that upcoming Expo-Ice Center events.
- Behnke requested that the board have a consensus prior to convention of the Woodcarver entertainment and only one carver with the proposal to be presented to the Entertainment and Vendor sub committee.
- PW Director reported that the Hog Rally is looking at doing a flat track at the Expo prior to the rally.
- PW Director reminded the board that the committee sign up sheets will be available after the meeting.

**Adjournment**

Motion was made by Newberg, seconded by Voigt to adjourn at 8:02pm. Motion carried.

Minutes taken by Krizek

---

Signed by Dvorak



**MANITOWOC COUNTY  
EXPO-ICE CENTER BOARD  
Operations Sub-Committee  
MEETING NOTICE**

DATE: January 5, 2011  
TIME: 6:00 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Public Input
4. Review and Act on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Entertainment/Vendors Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
5. Review and Act on other Expo Board Recommendations or Referrals
6. Review and Action on the following items for the 2011 Fair:
  - A. Exhibition Building Restructure; Superintendent Expectations; Review of Superintendent-Assistant Policies – Discussion and Action
  - B. Online Entries – Discussion and Action
  - C. Small Animal and Tiny Tot Entries – Discussion
  - D. Special Olympics Race Route – Discussion and Action
  - E. Tickets – Clarification; Tiny Tots and Senior Daily; Carnival Stamper – Merchants Gate – Discussion and Action
  - F. Event Ideas: Texting Competition, Taffy Pulling Contest, Cook Off, Vendor Lunch with Menu and Delivery; Farm Animal Face-Picture Signs; Photo Contest – Discussion
  - G. Dance Competition – Marketing; Judge’s Compensation; Workers; Stage Contract – Discussion and Action
  - H. Daily Fair Activities Needs List – Sunday, Monday and Tuesday – Discussion
  - I. Fair Hours – Exhibition, Merchant, Gate – Discussion and Action
  - J. Open Horse Show – Revamp – Discussion
  - K. Exhibitor Letter – Exhibitor Entries – Discussion
  - L. Committee Report
7. Update and Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: December 29, 2010

Tonya Dvorak, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
OPERATIONS SUBCOMMITTEE**

Held Wednesday, January 5, 2011

Location: Expo Office

**Present:** T. Dvorak, J. Beyer, J. Vetting, K. Behnke, D. Schaut, D. Pollen, M. Kohlbeck, C. Kocourek, J. Beyer  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, D. Newberg, K. Swade, R. Voss, M. Persaud, L. Taylor, V. Voigt, K. Roberts, J. Janowski, D. Gauger  
**Absent & Excused:** B. Hansen

**Called to Order** Meeting called to order – 6pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Kohlbeck, seconded by Behnke to approve the minutes. Motion carried unanimously.

**Election of Officers**

Committee consensus was to place the Election of Officers on the next committee agenda.

**Action Needed:**

- Place on next Operations Sub Committee Agenda.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Review and Act on other Sub-Committee Recommendations or Referrals**

- A. Finance Sub-Committee: None
- B. Parking and Security Sub-Committee: None
- C. Entertainment and Vendors Sub-Committee: None

**Review and Act on other Expo Board Recommendations or Referrals**

None.

**Review and Action on the following items for the 2011 Fair:**

**A. Exhibition Building Restructure; Superintendent Expectations; Review of Superintendent-Assistant Policies – Discussion and Action**

Dvorak reported on the needs of the Exhibition building restructure and superintendent expectations and policies. Dvorak suggested a panel of 3 to 4 members form a subcommittee to review policies and suggestions back to the Operations Sub committee. The subcommittee will consist of Taylor, Kocourek, Janowksi, Dvorak, and Expo Office staff.

**Action Needed:**

- Place on next Operations Sub Committee Agenda.

**B. Online Entries**

Dvorak reported that staff is still working on.

**Action Needed:**

- Place on next Operations Sub Committee Agenda.

**C. Small Animal and Tiny Tot Entries – Discussion**

Krizek reported that there was discussion with the Small Animal superintendent about communication on tiny tot season passes.

**D. Special Olympics Race Route – Discussion and Action**

Dvorak reported on issues with the race route begin and end area and the idea of moving the race route. Discussion. Consensus of the committee to keep the current race route.

**Action Needed:**

- Place note in Open Class Exhibitor envelope with “Race Reminder”

**E. Ticket – Clarification; Tiny Tots and Senior Daily; Carnival Stamper – Merchants Gate – Discussion and Action**

Dvorak provided explanation to the committee on the daily tiny tot and senior tickets and the idea of reusing unused tickets the following fair year. Motion was made by Beyer, seconded by Behnke to keep ticket colors with no date and to use the 2010 unused tickets if needed. Motion carried unanimously.

**Action Needed:**

- Place on next Operations Sub Committee Agenda – Tickets – Carnival Stamper-Merchant Gate – Discussion and Action

**F. Events Ideas: Texting Competition, Taffy Pulling Contest, Cook Off, Vendor Lunch with Menu and Delivery; Farm Animal Face-Picture Signs; Photo Contest – Discussion**

Dvorak presented the list of potential event ideas. Discussion on the Animal Picture stand for kids and families as well as the texting competition. Dvorak recommended Kocourek to work with Expo Office staff on the texting competition and reported back to the committee.

**Action Needed:**

- Place on next Operations Sub Committee Agenda – Event Ideas: Farm Animal Face-Picture Signs; Texting Competition

**G. Dance Competition – Marketing, Judge’s Compensation, Workers; Stage Contract – Discussion and Action**

Dvorak reported on the Dance Competition and the number of participants and guests that were at the entertainment. Dvorak suggested new ideas and discussed expenses for judge’s compensation and staging.

**Action Needed:**

- Place on next Operations Sub Committee Agenda.

**H. Daily Fair Activities Needs List – Discussion**

Dvorak noted the Daily Fair Activities Needs List in the committee packet and asked the committee to provide information to the Expo Office staff.

**Action Needed:**

- Place on next Operations Sub Committee Agenda – this will be a work in progress and will need to remain on the Operations agenda

**I. Fair Hours – Exhibition, Merchant, Gate – Discussion and Action**

Dvorak reported on office hours provided in the committee packet.

**Action Needed:**

- Place on next Operations Sub Committee Agenda

**J. Open Horse Show – Revamp – Discussion**

No Report.

**Action Needed:**

- Place on next Operations Sub Committee Agenda.

**K. Exhibitor Letter – Exhibitor Entries – Discussion**

Roberts reviewed a handout provide to the committee regarding showmanship and policies pertaining to Junior Fair Exhibitors. Dvorak reported on a letter received from an Open Class Exhibitor regarding issues with judging, entry day, ribbons.

**Action Needed:**

- Place on next Operations Sub Committee Agenda – Junior Fair Showmanship Policies – Discussion and Action
- Staff to send follow up letter to Open Class Exhibitor

**L. Committee Report**

None.

**Update and Action on Other Fair Operations Projects and Issues.**

None.

**Adjournment**

Motion made by Vetting, seconded by Schaut to adjourn at 7:03pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Beyer





**MANITOWOC COUNTY  
EXPO BOARD and ICE CENTER BOARD  
MEETING NOTICE**

**DATE:** January 10, 11 and 12, 2011

**TIME:** 12:30 PM

**PLACE:** State Fairs Conference – Wisconsin Dells

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review and discuss events, acts and other issues and items related to the 2011 Fair and provide recommendations to the Expo Board.
4. Adjourn

Date: January 5, 2011

Jerome Vetting, BOARD CHAIRPERSON

By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MINUTES of EXPO BOARD MEETING held January 10, 2011 at the State Fairs' Conference in Wisconsin Dells

PRESENT: J. Beyer, M. Plate, D. Newberg, J. Vetting, V. Voigt, R. Voss, K. Behnke, T. Dvorak

ALSO PRESENT: J. Beyer,

The meeting was called to order at 12:30 p.m. by the Board Chairperson.

No minutes for approval.

The Board Chairperson called for public input three times, with no public input given.

The Board discussed the various vendors being visited to discuss contracts, including demo derby people; Pullers, Inc.; woodcarver; lawnmower racing; pig wrestling and roller rink and TA-DA

The Board then selected several vendors to visit and other fair boards to talk to, gather information and prices and report back.

It was also discussed purchasing some items from the JC Penny store in Manitowoc that was going out of business and that several good purchases might be able to be made for the fair.

A motion was made by Newberg, seconded by Voss to adjourn. Motion carried unanimously.

---

Jeff Beyer, Acting Secretary

MINUTES of EXPO BOARD MEETING held January 11, 2011 at the State Fairs' Conference in Wisconsin Dells

PRESENT: J. Beyer, M. Plate, D. Newberg, J. Vetting, V. Voigt, R. Voss, K. Behnke,

ALSO PRESENT: J. Beyer,

The meeting was called to order at 12:30 p.m. by the Board Chairperson.

No minutes for approval.

The Board Chairperson called for public input three times, with no public input given.

The Board discussed the various vendors being visited and those that had been visited yesterday including but not limited to Action Auto; Pullers, Inc.; BMX riders; Dock Dogs; woodcarver; lawnmower racing; grant writer; pig wrestling and roller rink and TA-DA

The Board then selected several vendors to visit and other fair boards to talk to, gather information and prices and report back.

A motion was made by Newberg, seconded by Voss to adjourn. Motion carried unanimously.

---

Jeff Beyer, Acting Secretary

MINUTES of EXPO BOARD MEETING held January 12, 2011 at the State Fairs' Conference in Wisconsin Dells

PRESENT: J. Beyer, M. Plate, D. Newberg, J. Vetting, V. Voigt, R. Voss, K. Behnke,

ALSO PRESENT: J. Beyer,

The meeting was called to order at 12:30 p.m. by the Board Chairperson.

No minutes for approval.

The Board Chairperson called for public input three times, with no public input given.

The Board members discussed the various vendors that they had visited after which a motion was made by Beyer, seconded by Newberg, the following be recommended to the full Board for approval: Contracts with TA-DA for three years at \$3,550.00 (same rate as 2010); P. I. Pullers for Thursday night at \$6,800 (same rate as 2010); Action Auto at an amount of \$3,175 for 2011, \$3,225 for 2012 and 2013 (rate for 2010 was \$3124); LogHoggers for \$7,500 plus the cost of logs and the transportation of the logs (2010 the was a woodcarvers competition and does not compare to this contract). Motion carried unanimously.

The Board members discussed the idea of having a BMX show at the fair and felt that this could be reviewed for the 2012 Fair. Also reviewed was the idea having lawnmower racing at the Fair on Saturday at 1:00. The cost was \$1,500 if the Expo did the trophies, \$2,000 if they did the trophies and \$3,500 if we wanted to be guaranteed 40 racers. There would be the potential cost of \$1,200 for bales to buffer the race track in addition to the other cost. After discussion a motion was made by Beyer, seconded by Voss to recommend this feature to the full Board for the amount of \$3,300 plus \$1,200 for bales. Motion passed, Behnke voted no, the rest voted yes.

The Board members reviewed the idea of having a grant writer come in and give a presentation and information on getting grants for activities on the Expo grounds, Ice Center and Fair. Cost would be \$300 plus mileage and Hotel room for one night. Motion was made by Behnke, seconded by Plate to recommend this to the full Board. Motion carried unanimously.

The Board members discussed Cassidy's Critters for the 2011 fair, after discussion a motion was made by Beyer, seconded by Newberg, to recommend to the full Board having Cassidy's Critters for the petting area for the 2011 fair as well making certain that Cassidy's Critters is state certified and that a sign is placed in the area indicating that several of the animals are rescue animals if in fact this is the case. Motion carried unanimously.

A motion was made by Beyer, seconded by Voigt to adjourn. Motion carried unanimously.



**MANITOWOC COUNTY  
EXPO and ICE CENTER BOARD**

**MEETING NOTICE**

DATE: February 2, 2011  
TIME: **7:30 p.m. NOTE: Later Start Time**  
PLACE: Expo Office

Note: Ice Center Sub-Committee will meet at 5:00 PM  
Operations Sub-Committee will meet at 5:30 PM  
Finance Sub-Committee will meet at 6:30 PM



The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on Sub Committee Recommendations
  - A. ICE CENTER SUB-COMMITTEE:
    1. Election of Officers
    2. Operation Report - Ice Season; Dry Floor Events; Marketing; Figure Skating Report; Hockey Report
    3. Committee Report
  - B. FINANCE SUB-COMMITTEE:
    1. Election of Officers
    2. 2011 Fair Budget
    3. Gatekeeper Contract
    4. Tent Needs
    5. Advertising – Media
    6. Sponsorships
    7. Pavilion – Port-a-Potties
    8. Grant Writer
    9. Committee Report
  - C. OPERATIONS SUB-COMMITTEE:
    1. Election of Officers
    2. Market Animal Sale – Scanner - Pay
    3. Online Entries
    4. Fair Hours – Exhibition-Building-Gate
    5. 4-H Billboard Contest
    6. Open Horse Show – Revamp
    7. Fairest of the Fair Application
    8. Junior Fair Showmanship Policies
    9. Texting Competition
    10. Farm Animal Face-Picture Signs
    11. Tickets – Carnival Stamper-Merchants Gate
    12. Superintendent-Assistant Policies and Procedures
    13. Dance Competition – Marketing; Judge’s Compensation; Stage Contract
    14. Committee Report
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Committee Report
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Committee Report

4. Review, Discussion, and Action on 2011 Fair Matters
  - A. Tuesday – Race Program
  - B. Saturday – Modified Lawnmower Oval Track Race
  - C. Sunday – Action Auto Demo Derby
  - D. Beer and Soda Vendor Meeting – Schedule Date
5. Review, Discussion, and Action on 2012 Fair Matters
6. Comptroller’s Financial Report – Review and Action
7. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Rummage Sales – Update; 2011-2012 Season
  - B. Committee Sign Up
  - C. Walk the Walk Event – Ice Center – Volunteers; Concessions– April 2
  - D. Horse-A-Rama Event – Volunteers – May 7-8
  - E. ID Badges – New Board Members
  - F. Family Expo – Volunteers – April 9
8. Adjourn

Date: January 26, 2011

Jerome Vetting, BOARD CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



**MANITOWOC COUNTY  
EXPO and ICE CENTER BOARD  
Ice Center Sub-Committee  
MEETING NOTICE**



DATE: February 2, 2011  
TIME: 5:00 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Public Input
4. Operation Report - Ice Season and Dry Floor Events
  - A. 2010-2011 Ice Skating Season – Discussion and Action
  - B. Concession Stand Update – Discussion
  - C. Joint Meeting Update – Discussion
5. Marketing Report
6. Figure Skating Report
7. Hockey Organization Report
8. Adjourn

Date: January 25, 2011

Dick Pollen, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



**MANITOWOC COUNTY**  
**FINANCE SUB-COMMITTEE OF THE EXPO BOARD**  
**MEETING NOTICE**



DATE: February 2, 2011  
TIME: 6:30 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Public Input
4. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Operations Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
5. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
6. Review, Discussion, and Action on the following items for the 2011 Fair:
  - A. 2011 Fair Budget
  - B. Gatekeeper Contract
  - C. Tent Needs
  - D. Advertising – Media
  - E. Sponsorships
  - F. Pavilion – Port-a-Potties
7. Update and Action on Other Fair Operation Projects and Issues
  - A. Grant Writer
8. Committee Report
9. Adjourn

Date: January 25, 2011

Kevin Behnke, Sub-Committee Vice Chairperson  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.





**MANITOWOC COUNTY  
EXPO-ICE CENTER BOARD  
Operations Sub-Committee  
MEETING NOTICE**



DATE: February 2, 2011  
TIME: 5:30 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Public Input
4. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Entertainment/Vendors Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
5. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
6. Review, Discussion, and Action on the following items for the 2011 Fair:
  - A. Online Entries
  - B. Market Animal Sale – Scanner - Pay
  - C. Fair Hours – Exhibition-Building-Gate
  - D. 4-H Billboard Contest
  - E. Open Horse Show – Revamp
  - F. Fairest of the Fair Application
  - G. Junior Fair Showmanship Policies
  - H. Texting Competition
  - I. Farm Animal Face-Picture Signs
  - J. Tickets – Carnival Stamper-Merchants Gate
  - K. Superintendent-Assistant Policies and Procedures
  - L. Dance Competition – Marketing; Judge’s Compensation; Stage Contract
  - M. Committee Report
7. Update and Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: January 26, 2011

Tonya Dvorak, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**AMENDED MEETING NOTICE**  
*Revised for Additional Items 4.E. & 7.G.*

DATE: February 10, 2011 - **THURSDAY**  
TIME: **7:30 p.m. NOTE: Later Start Time**  
PLACE: Expo Office  
Note: Ice Center Sub-Committee will meet at 5:00 PM  
Operations Sub-Committee will meet at 5:30 PM  
Finance Sub-Committee will meet at 6:30 PM

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on Sub Committee Recommendations
  - A. ICE CENTER SUB-COMMITTEE:
    1. Election of Officers
    2. Operation Report - Ice Season; Dry Floor Events; Marketing; Figure Skating Report; Hockey Report
    3. Committee Report
  - B. FINANCE SUB-COMMITTEE:
    1. Election of Officers
    2. 2011 Fair Budget
    3. Gatekeeper Contract
    4. Tent Needs
    5. Advertising – Media
    6. Sponsorships
    7. Pavilion – Port-a-Potties
    8. Grant Writer
    9. Committee Report
  - C. OPERATIONS SUB-COMMITTEE:
    1. Election of Officers
    2. Market Animal Sale – Scanner - Pay
    3. Online Entries
    4. Fair Hours – Exhibition-Building-Gate
    5. 4-H Billboard Contest
    6. Open Horse Show – Revamp
    7. Fairest of the Fair Application
    8. Junior Fair Showmanship Policies
    9. Texting Competition
    10. Farm Animal Face-Picture Signs
    11. Tickets – Carnival Stamper-Merchants Gate
    12. Superintendent-Assistant Policies and Procedures
    13. Dance Competition – Marketing; Judge’s Compensation; Stage Contract
    14. Committee Report
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Committee Report
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Committee Report

4. Review, Discussion, and Action on 2011 Fair Matters
  - A. *Special Race Program*
  - B. Saturday – Modified Lawnmower Oval Track Race
  - C. Sunday – Action Auto Demo Derby
  - D. Beer and Soda Vendor Meeting – Schedule Date
  - E. *Contracts – Ta Da, P.I. Pullers, Action Auto, LogHoggers, Lawnmower Racing, Cassidy’s Critters*
5. Review, Discussion, and Action on 2012 Fair Matters
6. Comptroller’s Financial Report – Review and Action
7. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Rummage Sales – Update; 2011-2012 Season
  - B. Committee Sign Up
  - C. Walk the Walk Event – Ice Center – Volunteers; Concessions– April 2
  - D. Horse-A-Rama Event – Volunteers – May 7-8
  - E. ID Badges – New Board Members
  - F. Family Expo – Volunteers – April 9
  - G. *Grant Writer Future Presentation - Discussion and Action*

8. Adjourn

Date: February 3, 2011  
*Amended Feb 7, 2011*

Jerome Vetting, BOARD CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, February 10, 2011

Location: Expo Office

- Present:** J. Vetting, K. Behnke, R. Voss, K. Swade, J Beyer, C Kocourek, T. Dvorak, M. Kohlbeck, D. Newberg, D. Pollen, D Schaut, V. Voigt, M. Persaud, J. Janowski, L. Taylor, D. Gauger, L. Taylor, M. Plate, D. Schaut
- Also Present:** J. Beyer, G. Neuser,
- Absent & Excused:** D. Pawlowski, B. Hansen, T. Fellows, K. Hansen
- Called to Order** Meeting called to order – 7:33pm.
- Minutes** Minutes were reviewed from the previous meetings. Motion was made by Behnke, seconded by Beyer to approve the minutes from all of the meetings in January. Motion carried unanimously.
- Vouchers/Donation Tracker** No vouchers were submitted.
- Public Input** Bob Bohm provided some public input. Three additional calls were made for public input with no additional input given.
- Review & Act on Subcommittee Recommendations:**
- A. Ice Center Sub-Committee:**
- 1. *Committee Report***  
No Report.
- B. Finance Sub-Committee:**
- 1. *Committee Report***  
Election results were announced.
  - 2. *Board recommendations*** Motion was made by Behnke, seconded by Newberg, to approve the two recommendations from the Finance Committee, one to have special races on Tuesday night and two, to have hire a grant writer. Motion carried unanimously.
- B. Operations Sub-Committee**
- 1. *Committee Report***  
Dvorak reported on the following:
    - That there will be a separate meeting to review the concerns and recommendations for the Open Horse Show.
    - Staff will review the Fairest application information and bring it in a the next meeting.
    - That a meeting will be held on February 28 to review the policies and procedures for the Judges and Superintendents.
  - 2. *Board recommendations***  
Motion was made by Dvorak, seconded by Schaut, to approve the following recommendations from the Committee:
    - That the Market Animal group pay for the Scanner and Scanner person.
    - That the Board approve the recommended hours for the Merchant building.
    - The 4-H bill board contest is approved for the 2011 fair.

- The proposed band to drink program is not accepted for the 2011 fair. Motion carried unanimously.

**C. Entertainment/Vendors Sub-Committee**

No Report.

**D. Parking/Security Sub-Committee**

**1. Committee Report**

No Report.

**Review and Act on 2011 Matters**

A motion was made by Newberg, seconded by Schaut to approve a contract with Action Auto for the demo program on Sunday. Motion carried unanimously.

Members talked about the idea of having cattle show in the Ice Center and will bring more information at a up coming meeting. Also discussed was the need for health papers for all animals that come to the fair, this will be passed on to the Operations committee.

**Review and Act on 2012 Fair Matters**

No Report.

**Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Reported included in the board packets. Discussion.

**Update and Action on Other Fair, Expo Buildings, and Grounds Projects and Issues**

No Report

**Adjournment**

Motion was made by Janowski, seconded by Plate to adjourn. Motion carried unanimously.

Minutes taken by Beyer

---

Signed by Dvorak



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**Ice Center Sub-Committee**  
**MEETING NOTICE**

DATE: February 10, 2011 - **THURSDAY**  
TIME: 5:00 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Public Input
4. Operation Report - Ice Season and Dry Floor Events
  - A. 2010-2011 Ice Skating Season – Discussion and Action
  - B. Concession Stand Update – Discussion
  - C. Joint Meeting Update – Discussion
5. Marketing Report
6. Figure Skating Report
7. Hockey Organization Report
8. Adjourn

Date: February 3, 2011

Dick Pollen, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



**MANITOWOC COUNTY**  
**FINANCE SUB-COMMITTEE OF THE EXPO BOARD**  
**MEETING NOTICE**

DATE: February 10, 2011 - **THURSDAY**  
TIME: 6:30 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Public Input
4. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Operations Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
5. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
6. Review, Discussion, and Action on the following items for the 2011 Fair:
  - A. 2011 Fair Budget
  - B. Gatekeeper Contract
  - C. Tent Needs
  - D. Advertising – Media
  - E. Sponsorships
  - F. Pavilion – Port-a-Potties
7. Update and Action on Other Fair Operation Projects and Issues
  - A. Grant Writer
8. Committee Report
9. Adjourn

Date: February 3, 2011

Kevin Behnke, Sub-Committee Vice Chairperson  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING**  
**FINANCE SUBCOMMITTEE**  
Held Thursday, February 10, 2011  
Location: Expo Office

**Present:** K. Behnke, D. Newberg, K. Swade, D. Gauger, D. Pollen, J. Vetting, J. Beyer, J. Janowski, K. Swade  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, C. Kocourek, L. Taylor, T. Dvorak, M. Place, D. Schaut  
**Absent & Excused:** V. Voigt, P. Hansen

**Called to Order** Meeting called to order - 6:35pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Newberg, seconded by Swade to approve the minutes. Motion carried unanimously.

**Election of Officers**

Behnke was nominated by Newberg. After three calls for nominations a motion was made by Vetting, seconded by Beyer, that nominations be closed and a unanimous ballot be cast for Behnke as committee chair. Motion carried unanimously.

Newberg was nominated by Vetting. After three calls for nominations a motion was made by Beyer, seconded by Pollen, that nominations be closed and unanimous ballot be cast for Newberg as committee vice chair. Motion carried unanimously.

Swade was nominated by Vetting. After three calls for nominations a motion was made by Newberg, seconded by Beyer, that nominations be closed and unanimous ballot be cast for Swade as committee secretary. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals**

A. Operations Sub-Committee: None  
B. Parking and Security Sub-Committee: None  
C. Entertainment and Vendors Sub-Committee: None

**Review, Discussion, and Action on other Expo Board Recommendations or Referrals**

None.

**Review, Discussion, and Action on the following items for the 2011 Fair:**

**A. 2011 Budget**

PW Director reviewed the 2010 and 2011 budgets with the committee and compared the special acts for the 2010 and 2011 fair. Newberg provided explanation on the late model special race proposal. Discussion. A motion was made by Swade, seconded by Newberg to recommend to the Board that a special race be held on Tuesday. Motion carried 4-yes, 3-no.

**B. Gatekeeper Contract**

No Report.

**Action Needed:**

- Place on next Finance Sub Committee Agenda

**C. Tent Needs**

No Report.

**Action Needed:**

- Place on next Finance Sub Committee Agenda

**D. Advertising – Media**

No Report.

**Action Needed:**

- Place on next Finance Sub Committee Agenda



**E. Sponsorships**

No Report.

**Action Needed:**

- Place on next Finance Sub Committee Agenda

**F. Pavilion – Port-a-Potties**

No Report.

**Action Needed:**

- Place on next Finance Sub Committee Agenda

**Update and Action on Other Fair Operation Projects and Issues**

**A. Grant Writer**

The Committee discussed having a grant writer come and give a presentation on writing grants for the fair and events on the grounds. Discussion. Motion was made by Swade, seconded by Pollen, to recommend to the Board that a grant writer be hired to make a presentation to the Board and give ideas for applying for grants. Motions carried unanimously.

**Committee Report**

**Adjournment**

Motion made by Behnke, seconded by Newberg to adjourn at 7:30pm. Motion carried unanimously.

Minutes taken by PW Director and Krizek

---

Signed by Swade



**MANITOWOC COUNTY  
EXPO-ICE CENTER BOARD  
Operations Sub-Committee  
MEETING NOTICE**

DATE: February 10, 2011 - **THURSDAY**  
TIME: 5:30 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Public Input
4. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Entertainment/Vendors Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
5. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
6. Review, Discussion, and Action on the following items for the 2011 Fair:
  - A. Online Entries
  - B. Market Animal Sale – Scanner - Pay
  - C. Fair Hours – Exhibition-Building-Gate
  - D. 4-H Billboard Contest
  - E. Open Horse Show – Revamp
  - F. Fairest of the Fair Application
  - G. Junior Fair Showmanship Policies
  - H. Texting Competition
  - I. Farm Animal Face-Picture Signs
  - J. Tickets – Carnival Stamper-Merchants Gate
  - K. Superintendent-Assistant Policies and Procedures
  - L. Dance Competition – Marketing; Judge’s Compensation; Stage Contract
  - M. Committee Report
7. Update and Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: February 3, 2011

Tonya Dvorak, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING**  
**OPERATIONS SUBCOMMITTEE**  
Held Thursday, February 10, 2011  
Location: Expo Office

**Present:** T. Dvorak, J. Vetting, J. Janowski, K. Behnke, D. Schaut, D. Pollen, C. Kocourek, K. Swade, M. Persaud, J. Beyer  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, D. Newberg  
**Absent & Excused:** B. Hansen, D. T. Fellows, D. Pawlowski, M. Kohlbeck, R. Voss, V. Voigt

**Called to Order** Meeting called to order – 5:40pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Behnke, seconded by Pollen to approve the minutes. Motion carried unanimously.

**Election of Officers**

Dvorak was nominated by Behnke for chair. After three calls for nominations a motion was made by Behnke, seconded by Swade that nominations be closed and unanimous ballot be cast for Dvorak as committee chair. Motion carried unanimously.

Kocourek was nominated by Vetting for vice chair. After three calls for nominations a motion was made by Behnke, seconded by Pollen that nominations be closed and unanimous ballot be cast for Kocourek as committee vice chair. Motion carried unanimously.

Janowski was nominated by Behnke for secretary. After three calls for nominations a motion was made by Behnke, seconded by Persaud that nominations be closed and unanimous ballot be cast for Janowski as committee secretary. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Review and Act on other Sub-Committee Recommendations or Referrals**

A. Finance Sub-Committee: None  
B. Parking and Security Sub-Committee: None  
C. Entertainment and Vendors Sub-Committee: None

**Review and Act on other Expo Board Recommendations or Referrals**

None.

**Review and Action on the following items for the 2011 Fair:**

**A. Online Entries**

Dvorak reported on the online entry process and provided explanation to the committee. Discussion.

**Action Needed:**

- Place on next Operations Sub Committee Agenda
- Staff to contact other counties and provide report at next committee meeting along with presentation of process

**B. Market Animal Sale**

Krizek explained the current process and duties of the scanning judge. Dvorak added additional information on what is required for the market animal sale versus showmanship. Motion was made by Schaut, seconded by Persaud to recommend to the board to not pay fees associated with the scanning judge. Motion carried unanimously.

**C. Fair Hours – Exhibition-Building-Gate**

Dvorak reviewed the fair hours provided in the committee packet. Discussion. Motion was made by Schaut, seconded by Janowski to recommend for approval to the board the fair hours for the 2011 fair. Motion carried unanimously.

**D. 4-H Billboard**

Dvorak reported on the 4-H Billboard contest. Discussion. Motion was made by Schaut, seconded by Vetting to have the 4-H Billboard contest for the 2011 Fair. Motion carried unanimously.

**E. Open Horse Show – Revamp**

Dvorak reported on the open horse show and the possibility of revamping the program. Schaut explained issues with delays and unorganized at the 2010 fair with examples of no announcer at scheduled time or ring people when the show was to start. Dvorak added that the 4-H superintendents expressed interest in the program. Committee was formed with Schaut, Beyer, Kocourek, Dvorak, and Expo Staff.

**Action Needed:**

- Place on next Operations Sub Committee Agenda
- Contact 2010 superintendent to get an outlined proposal. Contact 4-H superintendents for proposal.

**F. Fairest of the Fair Application**

Newberg reported on the revised application with added language. Consensus was to table until next meeting.

**Action Needed:**

- Place on next Operations Sub Committee Agenda

**G. Junior Fair Showmanship Policies**

No Report.

**Action Needed:**

- Place on next Operations Sub Committee Agenda

**H. Texting Competition**

No Report.

**Action Needed:**

- Place on next Operations Sub Committee Agenda

**I. Farm Animal Face-Picture Signs**

Dvorak reported on possible sketches and obtaining boards for the pictures as well as the location on the fairgrounds.

**Action Needed:**

- Place on next Operations Sub Committee Agenda

**J. Tickets – Carnival Stamper-Merchants Gate**

Dvorak explained the VIP ticket that will not be used at the 2011 fair. Dvorak reported on the possibility of a stamper at the Merchants Gate entrance. Consensus of the committee was to keep the hand stamping at the usual locations (west and east gate entrances).

**K. Superintendent-Assistant Policies and Procedures**

Dvorak scheduled a committee meeting for Monday, February 28 at 6pm to review current policies and procedures.

**Action Needed:**

- Place on next Operations Sub Committee Agenda

**L. Dance Competition – Marketing; Judge's Compensation; Stage Contract**

Dvorak currently is seeking more teams for this year's competition.

**Action Needed:**

- Place on next Operations Sub Committee Agenda

**M. Committee Report**

PW Director presented a proposal to have guests banded to purchase alcohol and this would be a one-day pilot program. Motion was made by Persaud, seconded by Swade to not approval the banding program. Motion carried unanimously.

**Update and Action on Other Fair Operations Projects and Issues.**

None.

**Adjournment**

Motion made by Schaut, seconded by Pollen to adjourn at 6:28pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Janowski



**MANITOWOC COUNTY**  
**EXPO-ICE CENTER BOARD**  
**Operations Sub-Committee**  
**MEETING NOTICE**

DATE: February 28, 2011, Monday  
*Note: Special Date and Time*  
TIME: 6 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Entertainment/Vendors Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
4. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Action on the following items for the 2011 Fair:
  - A. Superintendent-Assistant Policies and Procedures
  - B. Committee Report
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: February 22, 2011

Tonya Dvorak, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
OPERATIONS SUBCOMMITTEE**

Held Wednesday, February 28, 2011

Location: Expo Office

**Present:** T. Dvorak, J. Vetting, J. Janowski, D. Schaut, C. Kocourek, K. Swade, J. Beyer, B. Hansen  
**Also Present:** J. Beyer, J. Krizek, L. Taylor  
**Absent & Excused:** D. T. Fellows, D. Pawlowski, D. Pollen, K. Behnke, M. Kohlbeck, M. Persaud, R. Voss, V. Voigt

**Called to Order** Meeting called to order – 6pm.

**Minutes**  
None.

**Public Input**  
Committee Chairperson called for public input three times. No public input given.

**Review and Act on other Sub-Committee Recommendations or Referrals**  
A. Finance Sub-Committee: None  
B. Parking and Security Sub-Committee: None  
C. Entertainment and Vendors Sub-Committee: None

**Review and Act on other Expo Board Recommendations or Referrals**  
None.

**Review and Action on the following items for the 2011 Fair:**

**A. Superintendent-Assistant Policies and Procedures**

Dvorak reviewed with the committee the current head superintendent, superintendent and assistant superintendent policies and procedures, contracts, and cover letter. Discussion and revisions to the current provided samples.

**Action Needed:**

- Place on next Operations Sub Committee Agenda
- Staff to prepare revised documents for review and action
- Staff to prepare Expo Board Contact building-department assignment sign up sheet.
- Staff to send out notice to Superintendents and Assistant Superintendents for meeting scheduled Monday, April 11 at 6:30pm at the Expo grounds

**B. Committee Report**  
None.

**Update and Action on Other Fair Operations Projects and Issues.**  
None.

**Adjournment**  
Motion made by Beyer, seconded by Janowski to adjourn at 7:35pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Janowski



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**MEETING NOTICE**

DATE: March 2, 2011  
TIME: 7:30 p.m.  
*Note: Later Start Time*  
PLACE: Expo Office  
Note: Ice Center Sub-Committee will meet at 5:30 PM  
Finance Sub-Committee will meet at 6:00 PM

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on Sub Committee Recommendations
  - A. ICE CENTER SUB-COMMITTEE:
    1. Operation Report - Ice Season; Dry Floor Events; Marketing; Figure Skating Report; Hockey Report; Joint Meeting Presentation Update
    2. Committee Report
  - B. FINANCE SUB-COMMITTEE:
    1. 2011 Fair Budget
    2. Gatekeeper Contract
    3. Tent Needs
    4. Advertising – Media
    5. Sponsorships
    6. Pavilion – Port-a-Potties
    7. Committee Report
  - C. OPERATIONS SUB-COMMITTEE:
    1. Superintendent-Assistant Policies and Procedures
    2. Online Entries
    3. 4-H Billboard Contest
    4. Open Horse Show – Revamp
    5. Fairest of the Fair Application
    6. Junior Fair Showmanship Policies
    7. Texting Competition
    8. Farm Animal Face-Picture Signs
    9. Tickets – Carnival Stamper-Merchants Gate
    10. Dance Competition – Marketing; Judge’s Compensation; Stage Contract
    11. Daily Fair Activities Needs List
    12. Committee Report
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Committee Report
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Committee Report



4. Review, Discussion, and Action on 2011 Fair Matters
  - A. Beer and Soda Vendor Meeting – Scheduled March 8
5. Review, Discussion, and Action on 2012 Fair Matters
6. Comptroller's Financial Report – Review and Action
7. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Rummage Sales – Update; 2011-2012 Season
  - B. Walk the Walk Event – Ice Center – Volunteers; Concessions– April 9
  - C. Horse-A-Rama Event – Volunteers – May 7-8
  - D. Hockey Tournament Volunteer Sign Up – March 12-13
  
8. Adjourn

Date: February 22, 2011

Jerome Vetting, BOARD CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, March 2, 2011

Location: Expo Office

**Present:** J. Vetting, K. Behnke, R. Voss, K. Swade, J Beyer, C Kocourek, M. Kohlbeck, D. Newberg, D. Pollen, D Schaut, V. Voigt, J. Janowski, L. Taylor, D. Gauger, B. Hansen, M. Plate, K. Hansen

**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Newberg

**Absent & Excused:** T. Dvorak, D. Pawlowski, T. Fellows, M. Persaud

**Called to Order** Meeting called to order – 7:30pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Janowski, seconded by Newberg to approve the minutes. Motion carried unanimously.

**Vouchers/Donation Tracker**  
No vouchers were submitted.

**Public Input**  
Committee Chairperson called for public input three times. No public input given.

## Review & Act on Subcommittee Recommendations:

### A. Ice Center Sub-Committee:

#### 1. *Operations Report – Ice Season; Dry Floor Events; Marketing; Figure Skating Report; Hockey Report; Joint Meeting Presentation Update*

Pollen reported on the following:

- Election of officers
- Ice Season ends on March 20
- Hockey tournament on March 12 and 13 and Blade Bash set for March 19.
- Complaint received about the JV and Varsity games and the volunteers as well as user groups going over their allotted contracted time. Need volunteers for the event to help with concessions.
- Figure skating show is March 17-19 with 4 shows and approx 2,000 people to attend and the club will be removing the dasher boards and netting and doing the prep and set up for the show and have offered to volunteer in the concessions stand. Working on ice show promotion.
- Joint meeting is scheduled for Thursday, March 3 to discuss 2011-2012 ice season. Presentation will be reviewed in the following manner: Public Works department staff, comptroller and county executive, Ice Center subcommittee, Expo-Ice Center full board meeting, PW committee.

#### 2. *Committee Report*

As noted above.

### B. Finance Sub-Committee

#### 1. *Committee Report*

Behnke reported on the following:

- Reviewed 2011 budget
- Recommend to deny the gatekeeper request of 10 cents per ticket sold on the one day, senior daily, season, and tiny tots.
- Recommend for approval the Tents Inc contract for \$7,615.
- Reviewed the sponsorship opportunities provided in the packet.
- Consensus of the committee to offer the pavilions the Expo cost of renting porta-potties.
- Recommend Media contracts for a total of \$17,961.

Motion was made Behnke, seconded by Voigt to approve the finance subcommittee recommendations. Motion carried unanimously.

## **B. Operations Sub-Committee**

### **1. Committee Report**

Kocourek reported on the following:

- Committee reviewed and making changes to the head superintendent, superintendent, assistant superintendent contracts and policies. Kocourek added that a training will occur on April 11 at 6:30pm in the Merchants building.
- Committee is reviewing information on the Jr. Showmanship and that each area currently has a different policy pertaining to the showmanship. Discussion.
- Recommend for approval the fairest of the fair application and policies.

Motion was made by Newberg, seconded by Pollen to approve the fairest of the fair application and policies with changes. Motion carried unanimously.

## **C. Entertainment/Vendors Sub-Committee**

Newberg reported the next Entertainment and Vendors subcommittee meeting will be March 8 at 6:30pm and a Beer and Soda vendor meeting will follow at 7:30pm.

## **D. Parking/Security Sub-Committee**

### **1. Committee Report**

No Report.

## **Review and Act on 2011 Matters**

### **A. Beer and Soda Vendor Meeting – Scheduled March 8**

Newberg reminded the board about the beer and soda vendor meeting.

## **Review and Act on 2012 Fair Matters**

No Report.

## **Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Reported included in the board packets. Discussion.

## **Update and Action on Other Fair, Expo Buildings, and Grounds Projects and Issues**

### **A. Rummage Sales – Discussion**

Vetting reported on the profit sheet included in the board packet. Motion was made by Voigt, seconded by Newberg to have Rummage-A-Rama in November, December, January, and March for the 2011-2012 season.

### **B. Walk the Walk Event – Ice Center – Volunteers; Concessions – April 2**

Krizek reported on the event and the need for volunteers to assist with concessions. Date was corrected on the agenda to reflect April 2.

### **C. Horse-A-Rama Event – Volunteers – May 7-8**

Vetting reminded the board about the event and the need for volunteers. Discussion.

### **D. Hockey Tournament Volunteer Sign Up – March 12-13**

Vetting reminded the board about the event and the need for volunteers. Discussion.

### **E. Other**

Hansen reported that there was a EWSC meeting last night and the 5-year regular racing contract has been signed.

#### **Action Needed:**

- Staff to prepare contract for EWSC racing at the 2011 fair.

## **Adjournment**

Motion was made by Beyer, seconded by Voss to adjourn at 8:08pm. Motion carried.

Minutes taken by Krizek

---

Signed by Dvorak



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**Ice Center Sub-Committee**  
**MEETING NOTICE**

DATE: March 2, 2011  
TIME: 5:30 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Public Input
4. Operation Report - Ice Season and Dry Floor Events – Review, Discussion and Action
  - A. 2010-2011 Ice Skating Season
  - B. Concession Stand Update
  - C. Joint Meeting Update – Presentation
5. Marketing Report
6. Figure Skating Report
7. Hockey Organization Report
8. Adjourn

Date: February 22, 2011

Dick Pollen, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
ICE CENTER SUBCOMMITTEE**

Held Wednesday, March 2, 2011

Location: Expo Office

**Present:** D. Pollen, K. Behnke, K. Swade, J. Vetting, B. Hansen, R. Voss

**Also Present:** J. Beyer, J. Krizek, D. Newberg

**Absent & Excused:** T. Fellows, D. Pawlowski, M. Persaud

**Called to Order** Meeting called to order – 5:35pm.

**Minutes**

No minutes to approve.

**Election of Officers**

Vetting nominated Pollen as sub committee Chairperson. After three calls for other nominations a motion was made by Swade, seconded by Vetting that nominations be closed and unanimous ballot be cast for Pollen as sub committee chair. Motion carried unanimously.

Vetting nominated Gauger as sub committee Vice Chairperson. After three calls for other nominations a motion made by Swade, seconded by Vetting that nominations be closed and unanimous ballot be cast for Gauger as sub committee vice chair. Motion carried unanimously.

Vetting nominated Hansen as sub committee Secretary. After three calls for other nominations a motion made by Swade, seconded by Vetting that nominations be closed and unanimous ballot be cast for Hansen as committee secretary. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Operation Report – Ice Season and Dry Floor Events – Review, Discussion, and Action**

**A. 2010-2011 Ice Skating Season**

Pollen updated the committee on the Ice Center and the season coming to an end.

**B. Concession Stand Update – Discussion**

Pollen reported that there was communication with figure skating and the concessions and found that the volunteer's health license had expired and was unable to run the concession stand.

**C. Joint Meeting Update**

Pollen reported that there will be a joint committee meeting on Thursday, March 3, and a couple of areas to be defined and will submit the presentation to the PW department. Beyer added that the presentation will be reviewed in the following manner: Public Works department staff, comptroller and county executive, Ice Center subcommittee, Expo-Ice Center full board meeting, PW committee.

**Marketing Report**

Krizek reported the upcoming Pee Wee tournament volunteer schedule and that a figure skating show volunteer schedule will also be provided.

**Figure Skating Report**

Pollen reported that figure skating club happy with the information provided in the TIDBITS newsletter. Pollen added that figure skating club will be working on the set up of the figure skating show and will be storing a trailer in the north side of the Ice Center.

## **Hockey**

Pollen reported that the Pee Wee hockey tournament is scheduled for March 12 and 13 and that figure skating club will be taking the boards down after the tournament.

Hansen reported that he received a letter and phone call regarding concerns raised at the JV and Varsity games and the volunteers that were at the games. Pollen will address with the user group.

PW Director reported that there were issues with both user groups using the ice during their scheduled times and going over the allotted paid time.

## **Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Report included in the committee packets. Discussion.

## **Adjournment**

Motion made by Behnke, seconded by Vetting to adjourn at 5:50pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Hansen



**MANITOWOC COUNTY**  
**FINANCE SUB-COMMITTEE OF THE EXPO BOARD**  
**MEETING NOTICE**

DATE: March 2, 2011

TIME: 6:00 p.m.

PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Entertainment and Vendor Sub-Committee:  
None
  - B. Operations Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
4. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Action on the following items for the 2011 Fair:
  - A. 2011 Fair Budget
  - B. Gatekeeper Contract
  - C. Tent Needs
  - D. Advertising – Media
  - E. Sponsorships
  - F. Pavilion – Port-a-Potties
6. Update and Action on Other Fair Operation Projects and Issues
7. Committee Report
8. Adjourn

Date: February 22, 2011

Kevin Behnke, Sub-Committee Chairperson  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
FINANCE SUBCOMMITTEE**

Held Wednesday, March 2, 2011

Location: Expo Office

**Present:** K. Behnke, D. Newberg, K. Swade, D. Gauger, D. Pollen, J. Vetting, J. Beyer, J. Janowski, V. Voigt

**Also Present:** J. Beyer, J. Krizek, B. Hansen, R. Voss, M. Plate, D. Schaut, C. Kocourek, K. Hansen

**Absent & Excused:**

**Called to Order** Meeting called to order - 6pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Newberg, seconded by Janowski to approve the minutes. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals**

- A. Entertainment and Vendors Sub-Committee: None
- B. Operations Sub-Committee: None
- C. Parking and Security Sub-Committee: None

**Review, Discussion, and Action on other Expo Board Recommendations or Referrals**

None.

**Review, Discussion, and Action on the following items for the 2011 Fair:**

**A. 2011 Budget**

Behnke reviewed the 2011 budget with the committee with discussion on the following: ticket prices for season, senior, and lifetime ticket holders at the grandstand, obtaining the \$6,000 sponsorship need for the Late Model Races, and lawnmower races in the grandstand. Consensus of the committee was to keep the \$5 additional cost for the grandstand for guests with a season, senior, or lifetime membership ticket. Newberg to work on obtaining the \$6,000 sponsorships along with committee help. Consensus of the committee to not have the lawnmower races for the 2011 fair. Discussion on other fundraising ideas including raffle tickets and volunteers to defray labor expenses.

**B. Gatekeeper Contract**

Krizek reported on the request from the gatekeepers to include a payment of 10 cents on each ticket sold to include the one day, senior daily, season, and tiny tot. Motion was made by Newberg, seconded by Gauger to recommend to the Expo-Ice Center board to deny the request for payment of 10 cents on the each ticket sold for the season and tiny tot tickets. Motion carried. Swade voted no. Note: as previously contracted with the gatekeepers the payment will be 10 cents per ticket sold for the one day and senior daily.

**C. Tent Needs**

Krizek presented the contract agreement for Tents Inc for \$7,615 for approval. Motion was made by Gauger, seconded by Voigt, to recommend for approval the Tents Inc contract for \$7,615 for the 2011 Fair to the Board. Motion carried unanimously.

**D. Advertising – Media**

Behnke presented the media advertising proposal included in the committee packet for approval. Discussion. Motion was made by Janowski, seconded by Hansen to approve the media advertising proposal for \$17,961 for the 2011 fair and recommend to the Board. Motion carried unanimously.



**E. Sponsorships**

PW Director reported on the sponsorship opportunities for the fair included in the committee packet. Discussion.

**F. Pavilion – Port-a-Potties**

Krizek reported on the port-a-potties the rock pavilion currently uses. Committee recommended to offer the fair contracted cost to the pavilions and wait for feedback.

**Update and Action on Other Fair Operation Projects and Issues**

PW Director reported that the month looks good for the grounds and the information is provided in the committee packet for review.

PW reported on the Ice Center Capital Outlay provided in the committee packet as well as addressed the need to purchase approximately 100 skates for the 2011-2012 season which could cost approximately \$8,000. Discussion.

**Committee Report**

None.

**Adjournment**

Motion made by Swade, seconded by Vetting to adjourn at 7:18pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Swade



**MANITOWOC COUNTY**  
**EXPO-ICE CENTER BOARD**  
**Entertainment and Vendors Sub-Committee**  
**MEETING NOTICE**

DATE: March 8, 2011  
TIME: 6:30 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Public Input
4. Review and Act on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Operations Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
5. Review and Act on other Expo Board Recommendations or Referrals
6. Review, Discussion and Action on the following items for the 2011 Fair:
  - A. EWSC Contract
  - B. 2011 Other Fair Matters
  - C. Committee Report
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: March 3, 2011

Dan Newberg, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
ENTERTAINMENT AND VENDORS SUBCOMMITTEE**

Held Tuesday, March 8, 2011

Location: Expo Office

**Present:** D. Newberg, M. Kohlbeck, J. Vetting, K. Behnke, K. Hansen, C. Kocourek, D. Pollen, J. Beyer, R. Voss, D. Schaut, D. Gauger

**Also Present:** J. Beyer

**Absent & Excused:**

**Called to Order** Meeting called to order - 6:30pm.

**Minutes**  
Minutes were not presented for approval.

**Public Input**  
Board Chairperson called for public input three times. No public input given.

**Election of Officers**  
Newberg was nominated by Kohlbeck. After three calls for nominations a motion was made by Vetting, seconded by Schaut, that nominations be closed and a unanimous ballot be cast for Newberg as committee chair. Motion carried unanimously.

Gauger was nominated by Behnke. After three calls for nominations a motion was made by Vetting, seconded by Schaut, that nominations be closed and unanimous ballot be cast for Gauger as committee vice chair. Motion carried unanimously.

Kohlbeck was nominated by Gauger. After three calls for nominations a motion was made by Vetting, seconded by Schaut, that nominations be closed and unanimous ballot be cast for Kohlbeck as committee secretary. Motion carried unanimously.

**Review and Act on other Sub-Committee Recommendations or Referrals**

- |                                    |      |
|------------------------------------|------|
| A. Finance Sub-Committee:          | None |
| B. Operations Sub-Committee:       | None |
| C. Parking/Security Sub-Committee: | None |

**Review and Act on other Expo Board Recommendations or Referrals**

None.

**Review and Action on the following items for the 2011 Fair:**

**A. EWSC Contract – Discussion and Action**

The committee reviewed a proposed contract with EWSC for holding races on Wednesday night under that same conditions as last year. Motion was made by Behnke, seconded by Kohlbeck, to recommend EWSC holding the races on Wednesday night of the fair under the same conditions as last year. Motion carried unanimously.

**B. Rustic Iron – Discussion and Action**

The Committee discussed have Rustic Iron back this year under the some conditions as last year. Newberg will contact them and report back to the Committee.

**Action Needed:**

- Contact Rustic Iron and report back to the committee

**Update and Action on Other Fair Entertainment and Vendors Projects and Issues.**

Discussed other ideas to be held in the Ice Center (Jazz Bands, Choirs, Talent Competition)

**Adjournment**

Motion made by Vetting, seconded by Schaut to adjourn. Motion carried unanimously.

Minutes taken by Beyer

---

Signed by Kohlbeck



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**Fairest of the Fair SUB-COMMITTEE**  
**MEETING NOTICE**

DATE: April 5, 2011

TIME: 5:00 p.m.

PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Public Input
4. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Action on the following items for the 2011 Fair:
  - A. Competition Program – May 25, 2011
  - B. Appreciation - Service Plaques
  - C. Advertising vs. Article
  - D. Invitations
    - i. Who will develop
    - ii. Database
    - iii. Send
  - E. Refreshments
  - F. Fairest Contestants – Contact; Communication get together run through
  - G. Sponsors
    - i. Fairest – from all members for contestants
    - ii. Event – for all those attending
6. Committee Report
7. Adjourn

Date: March 29, 2011

Daniel Newberg, Sub-Committee Chairperson  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
FAIREST OF THE FAIR SUBCOMMITTEE**

Held Tuesday, April 5, 2011

Location: Expo Office

**Present:** D. Newberg, T. Dvorak, J. Vetting, L. Taylor  
**Also Present:** J. Krizek, N. Newberg  
**Absent & Excused:** D. Pollen, R. Voss, V. Voigt

**Called to Order** Meeting called to order - 5pm.

**Minutes**  
No previous minutes.

**Election of Officers**

Dan Newberg was nominated by Jerry Vetting as the chairperson. After three calls for other nominations a motion made by Nohl, seconded by Vetting, that nominations be closed and unanimous ballot be cast for Newberg as committee chair. Motion carried unanimously.

Tonya Dvorak was nominated by Dan Newberg as the vice chairperson. After three calls for other nominations a motion made by Taylor, seconded by Vetting, that nominations be closed and unanimous ballot be cast for Dvorak as committee vice chair. Motion carried unanimously.

Lisa Taylor was nominated by Jerry Vetting as the secretary. After three calls for other nominations a motion made by Dvorak, seconded by Newberg, that nominations be closed and unanimous ballot be cast for Taylor as committee secretary. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals**

- A. Entertainment and Vendors Sub-Committee: None
- B. Operations Sub-Committee: None
- C. Parking and Security Sub-Committee: None

**Review, Discussion, and Action on other Expo Board Recommendations or Referrals**

None.

**Review, Discussion, and Action on the following items for the 2011 Fair:**

**A. Competition Program – May 25, 2011**

Committee discussion on the Fairest of the Fair Competition and Reception date. Consensus of the committee was to have the event on May 25. Dvorak reported that the applications are on the website and will be sending the applications to the schools. Nohl provided a list of schools and committee recommended to send the information to the 4-H Ambassadors. There was committee discussion on the program.

Other items discussed: set up time of 5:30pm, judges, sash, and tiara.

**Action Needed:**

- N. Newberg to contact Rosie Wiley on the tiara.
- Dvorak to contact Jayme Buttke on tiara costs.

**B. Appreciation – Service Plaques**

Committee discussion on service plaques and addition of the plaques to the program. There was discussion on the nomination for volunteer recognition.

**C. Advertising vs. Article**

Committee discussion on submitting an article to the paper and advertising. Committee agreed to place ads using the trade agreement with the HTR and place ads in outlying newspapers.

Newberg and Dvorak to work on an interview with the HTR and previous fairest of the fairs.

**Action Needed:**

- Dvorak and Newberg to work with HTR on interviews.
- Dvorak and Newberg to get quotes from Past Fairest of the Fair.

**D. Invitations**

Committee discussion included staff preparing the invitations to be mailed by May 5.

**E. Refreshments**

Consensus of the committee was to have food and refreshments to be included in this year's fairest of the fair competition and reception.

**F. Fairest Contestants – Contact; Communication get together run through**

Committee consensus was to have the contestants meet for an orientation to answer questions and explain the program. The orientation date will be done the 1-2 weeks prior to the competition. Reminder was made that background checks must be done once the applications are received.

**Action Needed:**

- Fairest of the Fair Subcommittee Meeting – May 4 – Review Applications

**G. Sponsors**

Committee reviewed the sponsorship list from the previous fairest of the fair and assigned responsibilities.

**H. Committee Report**

Committee discussion included: Fairest of the Fair duties to include delivery of posters and tickets and 2010 Fairest of the Fair will be available for the 2011 competitor.

**Adjournment**

Motion made by Vetting, seconded by Taylor to adjourn at 6:02pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Taylor



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**MEETING NOTICE**

DATE: April 6, 2011  
TIME: 7:00 p.m.  
PLACE: Expo Office  
Note: Ice Center Sub-Committee will meet at 5:00 PM  
Finance Sub-Committee will meet at 5:30 PM  
Operation Sub-Committee will meet at 6:00 PM

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on Sub Committee Recommendations
  - A. ICE CENTER SUB-COMMITTEE:
    1. Operation Report – 2010-2011 Ice Season; 2011-2012 Ice Season; Dry Floor Events; Marketing; Figure Skating Report; Hockey Report; Joint Meeting Presentation
    2. Committee Report
  - B. FINANCE SUB-COMMITTEE:
    1. Waste Disposal Contracts – B&M Waste; Maynards
    2. EWSC – Parking and Security
    3. Committee Report
  - C. OPERATIONS SUB-COMMITTEE:
    1. Superintendent-Assistant Policies and Procedures Presentation
    2. Open Horse Show – Revamp
    3. Junior Fair Showmanship Policies
    4. Dance Competition – Marketing; Judge’s Compensation; Stage Contract; Application Forms
    5. Texting Competition
    6. Online Entries
    7. Jr. Fair Dairy Goats
    8. Farm Animal Face-Picture Signs
    9. Committee Report
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Committee Report
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Committee Report
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. Committee Report

4. Review, Discussion, and Action on 2011 Fair Matters
  - A. Beer and Soda Vendor Meeting Update
  - B. 4-H Saddle Raffle Drawing Request
  - C. Bingo – Dates and Times – Thursday, Friday, Saturday and Sunday Request
  - D. WOMT Banner Request
  - E. Woodcarver Location
  - F. Pocket Card
  - G. Mick’s Woodstoves – Operate EPA Approved Stove Request
  - H. Rustic Iron Display
5. Review, Discussion, and Action on 2012 Fair Matters
6. Comptroller’s Financial Report – Review and Action
7. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Horse-A-Rama Event – Volunteers – May 7-8
  - B. Winterfest 2011 Update
8. Adjourn

Date: March 29, 2011

Jerome Vetting, BOARD CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, April 6, 2011

Location: Expo Office

**Present:** J. Vetting, K. Behnke, K. Swade, J Beyer, C Kocourek, M. Kohlbeck, D. Newberg, D. Pollen, D Schaut, V. Voigt, J. Janowski, L. Taylor, D. Gauger, B. Hansen, M. Plate, K. Hansen, T. Dvorak  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Newberg, M. Wallander, B. Wallander  
**Absent & Excused:** D. Pawlowski, T. Fellows, M. Persaud, R. Voss

**Called to Order** Meeting called to order – 7:14pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Newberg, seconded by Pollen to approve the minutes. Motion carried unanimously.

**Vouchers/Donation Tracker** Vouchers were submitted for mileage for Vetting to District 4 meeting. Motion was made by Swade, seconded by Kohlbeck to approve the mileage for the District 4 meeting. Motion carried unanimously.

**Public Input** Behnke commented that the staff needs to monitor the attendance of the board and committee members and to consider removal of members if not attending the meetings.

**Action Needed:**

- Staff to prepare board member attendance spreadsheet for next meeting.

**Review & Act on Subcommittee Recommendations:**

**A. Ice Center Sub-Committee:**

**1. Operations Report – 2010-2011 Ice Season; 2011-2012 Ice Season; Dry Floor Events; Marketing; Figure Skating Report; Hockey Report; Joint Meeting Presentation**

Pollen reported on the following:

- Proposal from the Figure Skating and MCYHA groups to bring additional income to the Ice Center.
- Addressing issue with Hockey Organization and will communicate at the next meeting.
- Donation of booths and tables from Dairy Queen. PW Director added that two booths will be placed in the Ice Center against the east wall and three tables to be placed in the Merchants Building.
- Donation of a cooler from Manitowoc Ice

**2. Committee Report**

Vetting reported that he was in attendance for the removal of ice and the labor involved.

Krizek reported on events at the Ice Center.

**B. Finance Sub-Committee**

**1. Committee Report**

Behnke recommended for approval the following:

- B&M Waste contract for \$1,664
- EWSC Parking & Security contract for \$8,200
- BSG cleaning services contract for \$4,128

Motion was made Behnke, seconded by Newberg to approve the finance subcommittee recommendations. Motion carried unanimously.

## **Operations Sub-Committee**

### **1. Committee Report**

Dvorak reported on the following:

- Superintendent-Assistant Superintendent Policies and Procedures Presentation is Monday, Apr 11 at 6:30pm.
- Open Horse Show superintendent was a no show – needs more discussion.
- Jr. Fair Showmanship Policies – will be addressing
- Dance Competition – packets to go out in April or May. The committee recommended for approval mileage reimbursement and up to \$10 as compensation for judging.
- Texting Competition – will be addressing.
- Online Entries - recommend for approval a one-year trial for the Blue Ribbon Online Entry program.
- Jr. Fair Dairy Goats – having trophies or prize money. Committee addressed concerns noting that can have a trophy sponsor, but no money.
- Farm Animal Face-Picture Signs – working on.
- 4-H Saddle Raffle request – Fairest of the Fair will be in attendance for a raffle drawing on Thursday of the fair.
- Pocket Card – is included in the committee packet and any changes should be sent by Friday, Apr 8.
- Recommend for approval the fairest of the fair application and policies.

Motion was made by Dvorak, seconded by Kohlbeck to approve the Operations subcommittee recommendations. Motion carried unanimously.

### **B. Entertainment/Vendors Sub-Committee**

Newberg reported the committee will be reviewing new outdoor-indoor vendor applications and that Pepsi and Budweiser are the exclusive vendors at the 2011 fair. Newberg added that Budweiser was selected by the pavilions to be the exclusive beer vendor at the 2011 fair.

### **C. Parking/Security Sub-Committee**

#### **1. Committee Report**

Beyer reported that there will be a meeting prior to the next board meeting to review items such as the security contract

### **D. Fairest of the Fair Sub-Committee**

#### **1. Committee Report**

Newberg reported on the following Fairest of the Fair items:

- Fairest of the Fair Competition and Reception is May 25 at 7pm
- Ad has been revised
- Board responsible for desserts
- 2010 Fairest of the Fair will attend the Memorial Day Parade
- Need to obtain sponsors by May 13
- Whitelaw Sausage is donating the food (beef sandwiches)

## **Review and Act on 2011 Matters**

### **A. Beer and Soda Vendor Meeting Update**

Pepsi and Budweiser are the exclusive vendors at the 2011 fair. Newberg added that Budweiser was selected by the pavilions to be the exclusive beer vendor at the 2011 fair.

### **B. 4-H Saddle Raffle Drawing Request**

As noted in the minutes under Operations, the Fairest of the Fair will be available for the 4-H Saddle Raffle Drawing on Thursday of the fair.

### **C. Bingo – Dates and Times – Thursday, Friday, Saturday and Sunday Request**

Krizek reported that the Bingo group would like to provide Bingo for the 2011 fair. Motion was made by Schaut, seconded by Voigt to approve the request for the Optimist and Lions group to host bingo at the 2011 fair on Thursday, Friday, Saturday, and Sunday. Motion carried unanimously.

**D. WOMT Banner Request**

Krizek presented the WOMT banner request to the board. Discussion Motion was made by Newberg, seconded by Kohlbeck to approve the banner request if WOMT provides Be My Guest during the week of fair on Wednesday, Thursday, and Friday. Motion carried unanimously.

**E. Woodcarver Location**

Board discussion on the location of the woodcarver auction. Consensus of the committee was to keep the woodcarver auction in the same location with a camper.

**Action Needed:**

- Staff to check on tent needs.

**F. Pocket Card**

by

Pocket Card – is included in the committee packet and any changes should be sent Friday, Apr 8.

**G. Mick's Woodstoves – Operate EPA Approved Stove Request**

Mick's Woodstove owner, M. Wallander, requested approval to run a smokeless stove during the county fair noting there is no noise and does not get hot.

**Action Needed:**

- Place on the next Operations Subcommittee agenda.

**H. Rustic Iron Display**

Newberg will contact to confirm that the Rustic Iron group will display at the 2011 fair.

**Review and Act on 2012 Fair Matters**

No Report.

**Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Reported included in the board packets. Discussion.

**Update and Action on Other Fair, Expo Buildings, and Grounds Projects and Issues**

**A. Horse-A-Rama Event – Volunteers – May 7-8**

Vetting reminded the board about the event and the need for volunteers. Discussion.

**B. Winterfest 2011 Update**

Newberg provided a financial report and thanked the board for their help at the Winterfest event. Newberg added that the event was down in attendance and net revenues, radar runs and oval entries and expenses increased. Newberg noted that the event will be the same weekend for 2012. Discussion.

**C. Other**

Other updates were discussed:

- District 4 meeting
- Courtesy fair passes available
- Clothing order is being taken
- Fair Day is May 4 at the State Capitol
- State Fair is on a Tuesday
- Sagging light posts
- Fairs Association Conference – Room reservations begin in May; conference is Jan 8-11 2012 – This item to be sent to Finance Sub-committee
- Rummage Sale had 500 in attendance
- Public Works Director asked that the next meeting be moved. After discussion a motion was made by Kohlbeck, seconded by Taylor, that the next meeting be on Thursday, May 5<sup>th</sup>. Motion carried unanimously.
- Place Breakfast on the Farm on the next meeting agenda.

**Adjournment**

Motion was made by Schaut, seconded by Voigt to adjourn at 8:24pm. Motion carried.

Minutes taken by Krizek

---

Signed by Dvorak



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**Ice Center Sub-Committee**  
**MEETING NOTICE**

DATE: April 6, 2011  
TIME: 5:00 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Operation Report - Ice Season and Dry Floor Events – Review, Discussion and Action
  - A. 2010-2011 Ice Skating Season
  - B. 2011-2012 Ice Skating Season
  - C. Joint Meeting – Presentation
4. Marketing Report
5. Figure Skating Report
6. Hockey Organization Report
7. Adjourn

Date: March 29, 2011

Dick Pollen, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
ICE CENTER SUBCOMMITTEE**

Held Wednesday, April 6, 2011

Location: Expo Office

**Present:** D. Pollen, K. Behnke, K. Swade, J. Vetting, B. Hansen, D. Pawlowski

**Also Present:** J. Beyer, G. Neuser, J. Krizek, D. Newberg, J. Janowski

**Absent & Excused:** T. Fellows, M. Persaud, R. Voss

**Called to Order** Meeting called to order – 5pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Pawlowski, seconded by Swade to approve the minutes with corrections. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Operation Report – Ice Season and Dry Floor Events – Review, Discussion, and Action**

**A. 2010-2011 Ice Skating Season**

Pollen reported that the 2010-2011 is now complete. Pollen added that there will be a follow up with hockey regarding the complaint and Hansen noted that he had not received a follow up call.

**B. 2011-2012 Ice Skating Season**

Pollen presented the MCIC Revenue proposal plan provided in the committee packet. PW Director noted concerns with the proposal and projected revenues. PW Director added that the comptroller and county executive have requested a concrete proposal and draft contracts will be drawn up and sent to the clubs within a week.

**C. Joint Meeting – Presentation**

Presentation discussion completed under 2011-2012 Ice Skating Season.

**Marketing Report**

No report.

**Figure Skating Report**

No. Report

**Hockey Organization Report**

No Report.

**Adjournment**

Motion made by Vetting, seconded by Pawlowski to adjourn at 5:47pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Hansen



**MANITOWOC COUNTY  
EXPO and ICE CENTER BOARD  
FINANCE SUB-COMMITTEE  
MEETING NOTICE**

**DATE:** April 6, 2011

**TIME:** 5:30 p.m.

**PLACE:** Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Entertainment and Vendor Sub-Committee:  
None
  - B. Operations Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
4. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Action on the following items for the 2011 Fair:
  - A. Waste Disposal Contracts – B&M Waste; Maynards
  - B. EWSC – Parking and Security
  - C. BSG Contract
6. Update and Action on Other Fair Operation Projects and Issues
7. Committee Report
8. Adjourn

Date: March 30, 2011

Kevin Behnke, Sub-Committee Chairperson  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



**MANITOWOC COUNTY  
EXPO-ICE CENTER BOARD  
Operations Sub-Committee  
MEETING NOTICE**

DATE: April 6, 2011

TIME: 6:00 p.m.

PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Entertainment/Vendors Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
4. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Action on the following items for the 2011 Fair:
  - A. Superintendent-Assistant Policies and Procedures Presentation
  - B. Open Horse Show – Revamp
  - C. Junior Fair Showmanship Policies
  - D. Dance Competition – Marketing; Judge’s Compensation; Stage Contract; Application Forms
  - E. Texting Competition
  - F. Online Entries
  - G. Jr. Fair Dairy Goats
  - H. Farm Animal Face-Picture Signs
  - I. Committee Report
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: March 29, 2011

Tonya Dvorak, SUB-COMMITTEE CHAIRPERSON

By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
OPERATIONS SUBCOMMITTEE**

Held Wednesday, April 6, 2011

Location: Expo Office

**Present:** T. Dvorak, J. Vetting, J. Janowski, D. Schaut, C. Kocourek, K. Swade, J. Beyer, P. Hansen, K. Behnke, M. Kohlbeck, D. Pollen, D. Schaut  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, L. Taylor  
**Absent & Excused:** D. T. Fellows, D. Pawlowski, M. Persaud, R. Voss, V. Voigt

**Called to Order** Meeting called to order – 6:05pm.

**Minutes**  
None.

**Public Input**  
Committee Chairperson called for public input three times. No public input given.

**Review and Act on other Sub-Committee Recommendations or Referrals**

- A. Finance Sub-Committee: None
- B. Parking and Security Sub-Committee: None
- C. Entertainment and Vendors Sub-Committee: None

**Review and Act on other Expo Board Recommendations or Referrals**

None.

**Review and Action on the following items for the 2011 Fair:**

**A. Superintendent-Assistant Policies and Procedures Presentation**

available Dvorak reported that the presentation will be on April 11 at 6:30pm and contracts will be for pick up. Dvorak noted that the committee will seek input from the superintendents on the Jr. Fair Showmanship procedures. Discussion.

**Action Needed:**

- Place on next Operations Sub Committee Agenda
- Staff to prepare Expo Board Contact building-department assignment sign up sheet.

**B. Open Horse Show**

Dvorak reported that the current Open Horse Show superintendent was to be at the Operations subcommittee meeting to review the Open Horse Show program but has not shown up for the meeting. Discussion. Motion was made by Schaut, seconded by Kocourek, to contact the current Open Horse Show superintendent as to why not at the meeting tonight and to determine where to continue with the current Open Horse Show superintendent or to begin discussions with the Jr. Fair superintendent regarding the Open Horse Show program. Motion carried unanimously.

**Action Needed:**

- Meet or talk with the current Open Horse Show superintendent.
- If after talking to the current Open Horse Show superintendent there is a need to investigate a different Open Horse Show superintendent to talk to the Jr. Fair superintendent regarding the Open Horse Show program.
- Report back to the Committee

**C. Junior Fair Showmanship Policies**

Dvorak explained the Jr. Fair Showmanship policies and process and other county fair procedures. Committee consensus to obtain feedback from superintendents at training session.

**Action Needed:**

- Place on next Operations Sub Committee Agenda



**D. Dance Competition – Marketing; Judge’s Compensation; Stage Contract; Application Forms**

Dvorak reported that the competition packet is being revised and merging groups. Dvorak recommended that judges be compensated for judging. Motion was made by Schaut, seconded by Pollen to recommend for approval mileage reimbursement and up to \$10 as compensation for judging. Motion carried unanimously.

**E. Texting Competition**

Kocourek to gather information and to meet with the PW Director and Cellcom.

**Action Needed:**

- Place on next Operations Sub Committee Agenda

**F. Online Entries**

Dvorak reported on the Blue Ribbon Online Entry program. Motion was made by Beyer, seconded by Taylor to recommend for approval a one-year trial for the Blue Ribbon Online Entry program. Motion carried unanimously.

**G. Jr. Fair Dairy Goats**

Kocourek reported on the request to have prize money to the winning wether in the boar division to get more wethers in meat market. Committee addressed concerns noting that can have a trophy sponsor, but no money. Discussion.

**Action Needed:**

- Place on next Operations Sub Committee Agenda
- Review Junior Fair rules and statutes.

**H. Farm Animal Face-Picture Signs**

Dvorak reported that the wood for the farm animal face-picture signs is ready to cut and paint. Committee members to help with the project are: Taylor, Beyer, and Pollen.

**I. Committee Report**

Dvorak reported that she and Expo staff attended the 4-H leaders meeting and discussed entries, deadlines, and other information the leaders need to know for fair.

Dvorak reported that the pocket card is included in the committee packet and needs any additions or corrections by Friday.

Dvorak reported on the 4-H Horse committee request to have a drawing at the fair and to have the Fairest of the Fair available for the drawing. Consensus of the committee was to have the Fairest of the Fair available for the drawing.

**Update and Action on Other Fair Operations Projects and Issues.**

None.

**Adjournment**

Motion made by Vetting, seconded by Voigt to adjourn at 7:05pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Janowski

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
FAIREST OF THE FAIR SUBCOMMITTEE**

Held Tuesday, May 4, 2011

Location: Expo Office

**Present:** D. Newberg, T. Dvorak, J. Vetting, L. Taylor, D. Pollen,

**Also Present:** J. Krizek, J. Janowski, J. Beyer, N. Newberg

**Absent & Excused:** R. Voss, V. Voigt

**Called to Order** Meeting called to order - 5pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Dvorak, seconded by Taylor to approve the minutes. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals**

- A. Entertainment and Vendors Sub-Committee: None
- B. Operations Sub-Committee: None
- C. Parking and Security Sub-Committee: None

**Review, Discussion, and Action on other Expo Board Recommendations or Referrals**

None.

**Review, Discussion, and Action on the following items for the 2011 Fair:**

**A. Review Applications**

Committee discussed applications and will announce candidates upon completion of background check. Contestants from Brillion, Reedsville, and Manitowoc.

**B. Competition Program – May 25, 2011**

Newberg reported the competition is on May 25, judging at 4pm with 20 minute individual interview and 7pm competition begins.

**C. Tiara-Sash Update**

N. Newberg updated the committee that the tiara and sash are ordered and the invoice for the sash goes to N. Newberg. Discussion.

**D. Advertising vs. Article**

N. Newberg is working on quotes from past fairest of the fairs to submit to the HTR. Krizek added that ads were done through the Valders, Kiel, and HTR and the ads through the HTR were paid through a trade agreement.

**E. Invitations – May 5**

Committee reviewed the invite in the committee packet and recommended inviting the County Board member from each candidate's location.

**F. Fairest Contestants – Orientation**

Dvorak reported on an orientation to be conducted the week prior to the competition. N. Newberg will contact the contestants upon successful completion of their background checks and suggest having the orientation either May 18 or May 20.

**G. Fairest of the Fair Responsibilities – Poster and Ticket Distribution; Mileage Reimbursement**

Dvorak reported on the 2010 fairest of the fair duty of delivering posters and tickets last year and a great way for the fairest to get out into the community. Motion was made by Dvorak, seconded by Vetting to send to the Finance Subcommittee for recommendation of approval by the board reimbursement of mileage for fair duties such as delivering posters and fair tickets. Motion carried unanimously.

**H. Sponsors**

Committee reviewed and updated the sponsorship list.

**I. Committee Report**

Newberg presented the layout for the competition and reminded the committee that set up will be on Tuesday, May 24 at 5pm and desserts are needed for the competition.

**Adjournment**

Motion made by Vetting, seconded by Pollen to adjourn at 5:32pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Taylor



**MANITOWOC COUNTY**  
**EXPO-ICE CENTER BOARD**  
**Operations Sub-Committee**  
**MEETING NOTICE**

DATE: May 4, 2011 – Wednesday  
TIME: 5:45 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Entertainment/Vendors Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
6. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
7. Review, Discussion, and Action on the following items for the 2011 Fair:
  - A. Open Horse Show – Interviews
  - B. Special Olympics Race Route
  - C. Superintendent-Assistant Policies and Procedures Presentation Update; Liaison – Dept-Building Sign Up
  - D. Exhibition Building Release Time
  - E. Mini Chopper Display
  - F. Junior Fair Showmanship Policies
  - G. Texting Competition
  - H. Woodstove approval request
  - I. Committee Report
8. Update and Action on Other Fair Operation Projects and Issues
9. Adjourn

Date: April 26, 2011

Tonya Dvorak, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
OPERATIONS SUBCOMMITTEE**

Held Wednesday, May 4, 2011

Location: Expo Office

**Present:** T. Dvorak, J. Vetting, J. Janowski, D. Schaut, C. Kocourek, K. Swade, J. Beyer, B. Hansen, K. Behnke, M. Kohlbeck, D. Pollen, D. Schaut, V. Voigt  
**Also Present:** J. Krizek, H. DeVooght, M. Lentz  
**Absent & Excused:** D. T. Fellows, D. Pawlowski, M. Persaud, R. Voss

**Called to Order** Meeting called to order – 5:45pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Schaut, seconded by Vetting to approve the minutes with corrections. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Review and Act on other Sub-Committee Recommendations or Referrals**

- A. Finance Sub-Committee: None
- B. Parking and Security Sub-Committee: None
- C. Entertainment and Vendors Sub-Committee: None

**Review and Act on other Expo Board Recommendations or Referrals**

None.

**Review and Action on the following items for the 2011 Fair:**

**A. Open Horse Show - Interviews**

Dvorak introduced Heather DeVooght, 2010 Open Horse Show Superintendent. Dvorak explained the interview process to the committee and addressed concerns from the 2010 Open Horse Show. DeVooght explained the following:

- Need reliable volunteers; announcer, ring person, gatekeeper, office staff, and ribbon person.
- Other weekends on the same weekend makes it difficult to get volunteers.
- Issues with sound system.
- Get show bills out to each show at the Expo during the summer.
- 4-H exhibitors were asked to keep horses in stalls, but did not want to stay and plenty of stalls available for both open and junior.
- Ideas of breeder display, selling horses, stall fees.
- Need requirements, guidelines, barn award for display horses.

Marilyn Lentz was introduced to the committee and explained the following:

- Would like to follow state regulations, get subsidies and prefers regular Open Class versus an Open Show.
- Exhibitors who win a blue ribbon would qualify for the state expo.
- Communicate through press releases to previous open horse show people.
- Get volunteers.
- Would do a computerized record keeping.
- Need an announcer, gate person, ribbon person, ring steward, two people in the office.
- Have a booth at Horse-A-Rama.
- Ideas for 2012 – Have Junior Fair on the weekend of the fair with Saturday judging and Open Show on Sunday and run Thursday through Sunday.

Discussion. Motion was made by Hansen, seconded by Kocourek to recommend for approval to the board to have Marilyn Lentz as the Open Horse Show superintendent for 2011. Motion carried unanimously.

**B. Special Olympics Race Route**

Dvorak reported on the issues and concerns mentioned during the superintendent's training on the race route and safety of the runners. Ideas were discussed: funneling of runners, rope off race route, more communication, more parking and security at beginning of race, visual finish/start, begin race at the north end of the Exhibition building, and coordinate the race route with Parking and Security.

**C. Superintendent-Assistant Policies and Procedures Presentation Update; Liaison – Dept-Building Sign Up**

Dvorak reported that the meeting went well and members were excited about the department liaison idea and to have each year.

**D. Exhibition Building Release Times**

Dvorak reported concerns with the Exhibition building release time. Discussion. Motion was made by Kohlbeck, seconded by Voigt to recommend for approval to the board to move the Exhibition building release time to 6:30pm-8:30pm. Motion carried. Kocourek voted no.

**E. Mini Chopper Display**

Dvorak reported on the concerns of the location of the mini choppers last year. Discussion. Motion was made by Schaut, seconded by Hansen to recommend for approval to the board to have the mini choppers in the Merchants building for the 2011 fair. Motion carried unanimously.

**F. Junior Fair Showmanship Policies**

Dvorak reported on the Junior Fair Showmanship policies and each department has a different process. Discussion on consistency and following of state fair policies. Motion was made by Schaut, seconded by Beyer to recommend for approval by the board to change the Junior Fair Showmanship policies for the 2012 fair to follow the state fair guidelines. Motion carried. Voigt voted no.

**G. Texting Competition**

Kocourek reported that a meeting still needs to be scheduled with Cellcom and will look at this event for the 2012 fair.

**H. Woodstove Approval Request**

Dvorak reported that the City does not allow this type of working display on the grounds per city ordinance. Motion was made by Beyer, seconded by Pollen to recommend to the board to deny the request and follow city ordinance requirements. Motion carried unanimously.

**I. Committee Report**

Krizek reported that the head superintendent may have scheduling conflict for this year's fair and will update if unable to remain as the head superintendent.

Dvorak reported that she reviewed the fairbook with Kevin Palmer and will work in updating the regulations for the 2012 fair.

Dvorak reported that the 4-H will be going online through the UW Extension for members to sign up for 4-H and will have a computer available for those members who do not have a computer.

Dvorak reported that there is an interest in adding an Alpaca and Llama department and to begin as a project.

Kocourek reported that there is still interest in the Dairy Futurity show in the Ice Center for the 2012 fair and would like to get input from the dairy cattle superintendent. Members noted that costs of shavings, labor, a proposal to be put together and to have a committee work on the futurity show. Pollen expressed interest in having the Ice Center Subcommittee take the lead on preparing the proposal. Kocourek and Beyer added interest in helping with the committee. Discussion.

Kocourek also added other event ideas like a trivia event for the fair.

**Update and Action on Other Fair Operations Projects and Issues.**

None.

**Adjournment**

Motion made by Vetting, seconded by Schaut to adjourn at 7:32pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Janowski



**MANITOWOC COUNTY  
EXPO and ICE CENTER BOARD  
MEETING NOTICE**

DATE: May 5, 2011 - Thursday  
TIME: 7:00pm  
PLACE: Expo Office

Note: Ice Center Sub-Committee will meet at 5:45 PM  
Finance Sub-Committee will meet at 6:15 PM  
Parking and Security Sub-Committee will meet at 6:30 PM  
Fairest of the Fair Sub-Committee will meet at 5:00 PM on Wednesday, May 4  
Operation Sub-Committee will meet at 5:45 PM on Wednesday, May 4

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on Sub Committee Recommendations
  - A. ICE CENTER SUB-COMMITTEE:
    1. Operation Report – MCFSC-MCYHA Contracts – 2011-2012 Ice Skating Season
    2. Committee Report
  - B. FINANCE SUB-COMMITTEE:
    1. WI Association of Fairs Conference – Jan 8-11, 2012
    2. Fairest of the Fair Mileage Reimbursement
    3. Committee Report
  - C. OPERATIONS SUB-COMMITTEE:
    1. Open Horse Show – Interviews
    2. Special Olympics Race Route
    3. Superintendent-Assistant Policies and Procedures Presentation Update; Liaison – Dept-Building Sign Up
    4. Exhibition Building Release Time
    5. Mini Chopper Display
    6. Jr. Fair Showmanship Policies
    7. Texting Competition
    8. Woodstove Approval Request
    9. Committee Report
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Committee Report
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Special Ops Contract
    2. Carnival Ride Vendor Camping
    3. Committee Report



F. FAIREST OF THE FAIR SUB-COMMITTEE:

1. Committee Report
4. Review, Discussion, and Action on 2011 Fair Matters
  - A. Ant Hill Mob Pavilion Request
5. Review, Discussion, and Action on 2012 Fair Matters
6. Comptroller's Financial Report – Review and Action
7. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Horse-A-Rama Event – Volunteers – May 7-8; Gate Ticket Entry
  - B. Breakfast on the Farm – June 12 – Volunteer Sign Up
8. Adjourn

Date: April 26, 2011

Jerome Vetting, BOARD CHAIRPERSON

By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Thursday, May 5, 2011

Location: Expo Office

**Present:** J. Vetting, K. Behnke, K. Swade, J Beyer, C Kocourek, M. Kohlbeck, D. Newberg, D. Pollen, D Schaut, V. Voigt, J. Janowski, L. Taylor, D. Gauger, M. Plate, R. Voss

**Also Present:** J. Beyer, J. Krizek,

**Absent & Excused:** D. Pawlowski, T. Fellows, M. Persaud, B. Hansen, K. Hansen, T. Dvorak

**Called to Order** Meeting called to order – 7:15pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Behnke, seconded by Newberg to approve the minutes. Motion carried unanimously.

**Vouchers/Donation Tracker**  
None.

**Public Input**  
None.

## Review & Act on Subcommittee Recommendations:

### A. Ice Center Sub-Committee:

#### 1. *Operations Report – MCFSC-MCYHA contracts – 2011-2012 Ice Skating Season*

Pollen reported on the 2011-2012 Ice Season contract with the Letter of Credit. Beyer noted the letter of credit would cover the capital needs. Motion was made by Pollen, seconded by Swade to recommend to the PW Committee for approval the four contracts upon acceptance of the Letter of Credit. Motion carried unanimously.

#### 2. *Committee Report*

No Report.

### B. Finance Sub-Committee

#### 1. *Committee Report*

Behnke reported and recommended for approval the following items:

- WI Association of Fairs Conference
- Fairest of the Fair Mileage Reimbursement

Motion was made Behnke, seconded by Newberg to approve the finance subcommittee recommendations. Motion carried unanimously.

### B. Operations Sub-Committee

#### 1. *Committee Report*

Kocourek reported on the following:

- Open Horse Show Interviews with Heather DeVooght and Marilyn Lentz.
- Special Olympics Race Rout Concern and issues.
- Superintendent-Assistant Superintendent presentation.
- Exhibition Building Release time to be moved to 6:30pm.
- Mini Chopper suggested location.
- Jr. Fair Showmanship Policies – recommend to address in 2012.
- Texting Competition – will look at in 2012.
- Woodstove Approval Request – denied per city rules and regulations.

Motion was made by Schaut, seconded by Voss to approve the Operations subcommittee recommendations. Motion carried unanimously.

### C. Entertainment/Vendors Sub-Committee

#### 1. *Committee Report*

Newberg reported on the progress of the race sponsors for the late model race event on Tuesday of the fair with a current sponsorship total of \$4,500. Newberg added that he met with Festival Foods to supply the food for the meet and greet.

## **D. Parking/Security Sub-Committee**

### **1. Committee Report**

Beyer reported on the following:

- Special Ops Contract
- No location change for the carnival rides

Motion was made by Beyer, seconded by Plate to approve the Parking and Security recommendations. Motion carried unanimously.

## **E. Fairest of the Fair Sub-Committee**

### **1. Committee Report**

Krizek reported on the following Fairest of the Fair items:

- Received 3 applications – Brillion, Reedsville, and Manitowoc
- Competition Program and event on May 25 at 7pm, judging begins at 4pm.
- Tiara and Sash update.
- Advertising was done to promote the application deadline and used trade agreement with the HTR and put ads in the Valders and Kiel newspaper.
- Invitations to county board, superintendents, last year's sponsors going out this week.
- Fairest Contestants – Orientation – will have an orientation to explain the duties of the fairest of the fair.
- Fairest of the Fair mileage reimbursement
- Sponsors of the fairest of the fair program

## **Review and Act on 2011 Matters**

### **A. Ant Hill Mob Pavilion Request**

Krizek presented the request from the Ant Hill Mob to begin beer sales on Monday of fair. Discussion. Motion was made by Behnke, seconded by Voss to deny the request of alcoholic beverages sales. Motion carried unanimously.

## **Review and Act on 2012 Fair Matters**

No Report.

## **Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Reported included in the board packets. Discussion.

## **Update and Action on Other Fair, Expo Buildings, and Grounds Projects and Issues**

### **A. Horse-A-Rama Event – Volunteers – May 7-8; Gate Ticket Entry**

Vetting noted the volunteer schedule in the board packet. Discussion on the following: check contract for security during the event due to beer sales, track expenses, additional signs needed.

### **B. Breakfast on the Farm – June 12 – Volunteer Sign Up**

Vetting noted the volunteer schedule in the board packet for sign up for the Breakfast on the Farm.

## **Adjournment**

Motion was made by Newberg, seconded by Voigt to adjourn at 7:58pm. Motion carried.

Minutes taken by Krizek

---

Signed by Dvorak



**MANITOWOC COUNTY**  
**EXPO-ICE CENTER BOARD**  
**Parking and Security Sub-Committee**  
**MEETING NOTICE**

DATE: May 5, 2011 - Thursday  
TIME: 6:30pm  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Public Input
4. Review and Act on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Operations Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
5. Review and Act on other Expo Board Recommendations or Referrals
6. Review and Action on the following items for the 2011 Fair:
  - A. Special Ops Contract
  - B. Carnival Ride Vendor Camping
  - C. Committee Report
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: April 26, 2011

Jody Beyer, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
PARKING AND SECURITY SUBCOMMITTEE**

Held Thursday, May 5, 2011

Location: Expo Office

**Present:** J. Beyer, M. Plate, J. Vetting, K. Swade, C. Kocourek, D. Pollen, L. Taylor, M. Kohlbeck, R. Voss  
**Also Present:** J. Beyer, J. Krizek, D. Newberg, K. Behnke, D. Schaut, V. Voigt, J. Janowski  
**Absent & Excused:** B. Hansen, K. Hansen, M. Persaud

**Called to Order** Meeting called to order - 6:40pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Kohlbeck, seconded by Vetting to approve the minutes. Motion carried unanimously.

**Election of Officers**

Jody Beyer was nominated by Mike Plate as the chairperson. After three calls for other nominations a motion made by Kohlbeck, seconded by Plate, that nominations be closed and unanimous ballot be cast for Beyer as committee chair. Motion carried unanimously.

Mike Plate was nominated by Lisa Taylor as the vice chairperson. After three calls for other nominations a motion made by Vetting, seconded by Voss, that nominations be closed and unanimous ballot be cast for Plate as committee vice chair. Motion carried unanimously.

Rob Voss was nominated by Mike Plate as the secretary. After three calls for other nominations a motion made by Kohlbeck, seconded by Taylor, that nominations be closed and unanimous ballot be cast for Voss as committee secretary. Motion carried unanimously.

**Public Input**

Board Chairperson called for public input three times. No public input given.

**Review and Act on other Sub-Committee Recommendations or Referrals**

A. Finance Sub-Committee:	None
B. Operations Sub-Committee:	None
C. Entertainment and Vendors Sub-Committee:	None

**Review and Act on other Expo Board Recommendations or Referrals**

None.

**Review and Action on the following items for the 2011 Fair:**

**A. Special Ops Contract**

Beyer distributed the 2010 Special Ops Contract and the proposed 2011 Special Ops Contract for revision. Discussion. Motion was made by Voss, seconded by Swade to recommend for approval the revisions to the 2011 Special Ops Contract and final approval is contingent upon final review via email. Motion carried unanimously.

**B. Carnival Ride Vendors**

Beyer updated the committee on the issues with the carnival ride vendors/campers and fence jumping. Discussion.

**Action Needed:**

- Staff to schedule a meeting with Rainbow Valley Rides and Parking and Security Committee.

**C. Committee Report**

None.

**Update and Action on Other Fair Parking and Security Projects and Issues.**

None.

**Adjournment**

Motion made by Pollen, seconded by Vetting to adjourn at 7:05pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Voss



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**Ice Center Sub-Committee**  
**MEETING NOTICE**

DATE: May 5, 2011 – Thursday  
TIME: 5:45 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Public Input
4. Operation Report - Ice Season and Dry Floor Events – Review, Discussion and Action
  - A. MCFSC-MCYHA Contracts – 2011-2012 Ice Skating Season
5. Marketing Report
6. Figure Skating Report
7. Hockey Organization Report
8. Adjourn

Date: April 26, 2011

Dick Pollen, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
ICE CENTER SUBCOMMITTEE**

Held Thursday, May 5, 2011

Location: Expo Office

**Present:** D. Pollen, K. Behnke, K. Swade, J. Vetting, T. Fellows, R. Voss, D. Gauger  
**Also Present:** J. Beyer, J. Krizek, D. Newberg, J. Janowski, V. Voigt, C. Persaud  
**Absent & Excused:** B. Hansen, M. Persaud, D. Pawlowski

**Called to Order** Meeting called to order – 5:45pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Swade, seconded by Vetting to approve the minutes. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Operation Report – Ice Season and Dry Floor Events – Review, Discussion, and Action**

**A. MCFSC-MCYHA Contracts – 2011-2012 Ice Skating Season**

Pollen reported that the clubs had met to review the contract options provided in the committee packet. Pollen provided additional information on the Letter of Credit. Public Works Director explained that MCFSC and MCYHA would pay at the beginning of each month for the month of ice time rented. Pollen added that the Jr. Gamblers were a possibility for renting ice time and will finalize after the gamblers season is complete. Beyer reported that the contract options were reviewed with the comptroller and will be reviewed at the Public Works committee. Motion was made by Gauger, seconded by Vetting to approve the recommendation of the 2011-2012 Ice Season contracts and forward to the PW for final review and approval. Motion carried unanimously.

**Marketing Report**

No Report.

**Figure Skating Report**

No Report.

**Hockey Organization Report**

Pollen addressed the hockey issue that occurred during a hockey tournament. C. Persaud reported that the issue was discussed and acknowledged. Pollen noted that the complaint was issued by the Holy Family Memorial trainer.

**Other**

Pollen reported on the difficulty of meeting times for committee members to attend. Options were discussed. No further action.

Vetting commented on board members' attendance and reminded each board member that members are responsible for attending the subcommittee meetings as well as attend each Expo-Ice Center full board meeting.

**Adjournment**

Motion made by Swade, seconded by Voss to adjourn at 6:02pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Hansen





**MANITOWOC COUNTY**  
**FINANCE SUB-COMMITTEE OF THE EXPO BOARD**  
**MEETING NOTICE**

DATE: May 5, 2011 – Thursday

TIME: 6:15 p.m.

PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Entertainment and Vendor Sub-Committee:  
None
  - B. Operations Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
4. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Action on the following items for the 2011 Fair:
  - A. WI Association of Fairs Conference – Jan 8-11, 2012
  - B. Fairest of the Fair Mileage Reimbursement
6. Update and Action on Other Fair Operation Projects and Issues
7. Committee Report
8. Adjourn

Date: April 26, 2011

Kevin Behnke, Sub-Committee Chairperson  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING**  
**FINANCE SUBCOMMITTEE**  
Held Thursday, May 5, 2011  
Location: Expo Office

**Present:** K. Behnke, D. Newberg, K. Swade, D. Pollen, J. Vetting, J. Beyer, J. Janowski, D. Gauger, V. Voigt

**Also Present:** J. Beyer, J. Krizek, M. Kohlbeck, M. Plate, R. Voss, L. Taylor

**Absent & Excused:**

**Called to Order** Meeting called to order – 6:15pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Schaut, seconded by Janowski to approve the minutes. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals**

- A. Entertainment and Vendors Sub-Committee: None
- B. Operations Sub-Committee: None
- C. Parking and Security Sub-Committee: None

**Review, Discussion, and Action on other Expo Board Recommendations or Referrals**

None.

**Review, Discussion, and Action on the following items for the 2011 Fair:**

**A. WI Association of Fairs Conference – Jan 8-11, 2012**

Behnke reviewed the total costs for the 2011 convention provided in the committee packet noting \$4,000 was budgeted for the 2011 convention. Discussion. Motion was made by Janowski, seconded by Voigt to recommend for approval to the full board a budget to include 3 nights, registration, and banquet tickets for the 2012 and no reimbursement for per diem or mileage and up to 5 nights for fairest of the fair chairperson or alternate representative affiliated with the fairest of the fair. Motion carried unanimously.

**B. Fairest of the Fair Mileage Reimbursement**

Newberg presented the Fairest of the Fair committee recommendation to approve fairest of the fair mileage reimbursement. Newberg added the 2010 Fairest of the Fair distributed brochures, tickets, and posters. Motion was made by Behnke, seconded by Beyer, to recommend for approval to the full board reimbursement of mileage from the fairest of the fair crowning date of May 25, 2011 through the county fair and Fairest must submit vouchers to the Fairest of the Fair committee or a representative of the committee for approval. Motion carried unanimously.

**Update and Action on Other Fair Operation Projects and Issues**

No Report.

**Committee Report**

No Report.

**Adjournment**

Motion made by Newberg, seconded by Vetting to adjourn at 6:36pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Swade



# MANITOWOC COUNTY

## EXPO and ICE CENTER BOARD

### MEETING NOTICE

DATE: June 1, 2011  
TIME: 7:00 p.m.  
PLACE: Expo Office  
Note: Operation Sub-Committee will meet at 6:00 PM

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on Sub Committee Recommendations
  - A. ICE CENTER SUB-COMMITTEE:
    1. Operation Report – MCFSC-MCYHA Contracts – 2011-2012 Ice Skating Season
    2. Committee Report
  - B. FINANCE SUB-COMMITTEE:
    1. Committee Report
  - C. OPERATIONS SUB-COMMITTEE:
    1. Camping Request – Nichole Paulow
    2. Liaison – Dept-Building Sign Up Update
    3. Mini Chopper Display Update
    4. 4-H<sub>2</sub>O Replenish Display Request
    5. Meggers Blacktop Request
    6. Manitowoc Dairy Futurity Time Change Request
    7. Documents: Infectious Diseases MMWR Vol.60/No.RR-4; Equine Virus Alert
    8. Committee Report
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. 2011 New Vendors Report
    2. Committee Report
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Special Ops Contract Update
    2. Committee Report
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. 2011 Fairest of the Fair Introduction
    2. Committee Report
4. Review, Discussion, and Action on 2011 Fair Matters
  - A. Sponsorships
5. Review, Discussion, and Action on 2012 Fair Matters
6. Comptroller's Financial Report – Review and Action
7. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Horse-A-Rama Event Update
  - B. Breakfast on the Farm – June 12 – Volunteer Sign Up
  - C. Committee List
  - D. Expo-Ice Center Board Picture
  - E. Expo-Ice Center Month Events
8. Adjourn

Date: May 24, 2011

Jerome Vetting, BOARD CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, June 1, 2011

Location: Expo Office

**Present:** J. Vetting, K. Behnke, K. Swade, J Beyer, M. Kohlbeck, D. Newberg, D. Pollen, D Schaut, V. Voigt, J. Janowski, L. Taylor, D. Gauger, M. Plate, R. Voss, M. Persaud, B. Hansen, T. Dvorak

**Also Present:** J. Beyer, G. Neuser, J. Krizek, K. Haelfrisch

**Absent & Excused:** D. Pawlowski, K. Hansen, C. Kocourek

**Called to Order** Meeting called to order – 7pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Newberg, seconded by Voigt to approve the minutes. Motion carried unanimously.

**Vouchers/Donation Tracker**  
None.

**Public Input**  
None.

## Review & Act on Subcommittee Recommendations:

### A. Ice Center Sub-Committee:

#### 1. *Operations Report – MCFSC-MCYHA contracts – 2011-2012 Ice Skating Season*

Pollen reported that there was no meeting. Letter of credit has not been received. Persaud noted that hockey is working on procuring the letter of credit. Beyer added the deadline to receive the letter of credit is June 15.

2. *Committee Report*  
No Report.

### B. Finance Sub-Committee

#### 1. *Committee Report*

Behnke reminded the board that anyone attending the Association of Fairs Conference in January should inform staff at or before at the August Expo meeting. This is a hard deadline and no reservation requests will be granted after this date.

### B. Operations Sub-Committee

#### 1. *Committee Report*

Dvorak reported on the following:

- Camping request for Nichole Paulow at \$17.50 per day during the week of fair.
- Liaison-department building update.
- Mini Chopper Display update to contact the Chamber with a deadline of June 15.
- 4-H<sub>2</sub>O Replenish Display request to contact Manitowoc County Soil and Water Conservation to have information displayed at their booth.
- Meggers Blacktop Request – to recommend for approval the 37'x39' area, secure the vendor location for four years at the determined rental rate in effect each year, 50 percent down prior to project with balance due after completion of project, and allow staff to handle and approve proposals.
- Manitowoc County Dairy Futurity time change to 7pm.
- Equine Virus Alert document provided in the packet.

Motion was made by Dvorak, seconded by Schaut to approve the Operations subcommittee recommendations. Motion carried unanimously.

### C. Entertainment/Vendors Sub-Committee

#### 1. *Committee Report*

Newberg reported on the new vendor application process and that new vendors have been selected to replace non returning vendors.

#### **D. Parking/Security Sub-Committee**

##### **1. Committee Report**

Beyer reported on the update to the special operations contract based on minor corrections and the total hours are down to 88.

#### **E. Fairest of the Fair Sub-Committee**

##### **1. Committee Report**

Fairest of the Fair made an introduction. Newberg added that the summer event schedule is being prepared.

#### **Review and Act on 2011 Matters**

##### **A. Sponsorships**

PW Director reported on the current fair sponsorships. Newberg added that the Tuesday race sponsorship projection is \$5,250. Beyer noted that she is working on Kwik Trip for a sponsorship.

#### **Review and Act on 2012 Fair Matters**

No Report.

#### **Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Report included in the board packets. Discussion.

#### **Update and Action on Other Fair, Expo Buildings, and Grounds Projects and Issues**

##### **A. Horse-A-Rama Event Update**

PW Director updated the board on the Horse-A-Rama event and potential ideas for the 2012 event as well as operational changes to include more capital outlay for the Expo grounds from the Horse-A-Rama committee. Vetting reported on an incident that occurred in the Exhibition building on Saturday night a horse was brought into the building during the entertainment. Vetting added that the Horse-A-Rama committee has taken action and a formal acknowledgement letter will be submitted by the committee.

##### **B. Breakfast on the Farm – June 12 – Volunteer Sign Up**

Vetting reminded the board on the upcoming Breakfast on the Farm.

##### **C. Committee List**

Vetting reported that the committee list is provided in the board packet and any corrections or changes should be sent to staff.

##### **D. Expo-Ice Center Board Picture**

Expo-Ice Center board picture taken with the 2011 Fairest of the Fair.

##### **E. Expo-Ice Center Month Events**

Krizek reported on the upcoming events. Behnke recommended to obtain video of the Holstein Show for future reference.

Vetting recommended that No Refund signs be created and placed at the ticket booths during the week of fair.

#### **Adjournment**

Motion was made by Schaut, seconded by Voigt to adjourn at 7:38pm. Motion carried.

Minutes taken by Krizek

---

Signed by Dvorak



**MANITOWOC COUNTY**  
**EXPO-ICE CENTER BOARD**  
**Operations Sub-Committee**  
**MEETING NOTICE**

DATE: June 1, 2011  
TIME: 6:00 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Entertainment/Vendors Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
6. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
7. Review, Discussion, and Action on the following items for the 2011 Fair:
  - A. Camping Request – Nichole Paulow
  - B. Liaison – Dept-Building Sign Up Update
  - C. Mini Chopper Display Update
  - D. 4-H<sub>2</sub>O Replenish Display Request
  - E. Meggers Blacktop Request
  - F. Manitowoc Dairy Futurity Time Change Request
  - G. Documents: Infectious Diseases MMWR Vol.60/No.RR-4; Equine Virus Alert
  - H. Committee Report
8. Update and Action on Other Fair Operation Projects and Issues
9. Adjourn

Date: May 24, 2011

Tonya Dvorak, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
OPERATIONS SUBCOMMITTEE**

Held Wednesday, June 1, 2011

Location: Expo Office

**Present:** T. Dvorak, J. Vetting, J. Janowski, D. Schaut, K. Swade, J. Beyer, B. Hansen, K. Behnke, M. Kohlbeck, D. Pollen, V. Voigt, R. Voss, M. Persaud  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, D. Newberg  
**Absent & Excused:** D. Pawlowski, C. Kocourek

**Called to Order** Meeting called to order – 6pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Schaut, seconded by Pollen to approve the minutes with corrections. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Review and Act on other Sub-Committee Recommendations or Referrals**

- A. Finance Sub-Committee: None
- B. Parking and Security Sub-Committee: None
- C. Entertainment and Vendors Sub-Committee: None

**Review and Act on other Expo Board Recommendations or Referrals**

None.

**Review and Action on the following items for the 2011 Fair:**

**A. Camping Request – Nichole Paulow**

Dvorak presented the camping request for Nichole Paulow to pay half the camping rate during the week of county fair at \$17.50 per day. Discussion. Motion was made by Behnke, seconded by Voigt to recommend to the board for approval the camping request from Nichole Paulow for \$17.50 per day during the week of the 2011 fair. Motion carried unanimously.

**B. Liaison – Dept-Building Sign Up Update**

Dvorak reported on the updated dept-building liaison spreadsheet included in the committee packet adding that notes will be compiled for each liaison.

**C. Mini Chopper Display Update**

Dvorak reported the status of the mini chopper display and noted that communication has been made with the chamber. Motion was made by Behnke, seconded by Hansen to recommend to the board for approval to implement a deadline of June 15 for consideration of the mini chopper display. Motion carried unanimously.

**Action Needed:**

- Staff to contact the Chamber for a status update.

**D. 4-H<sub>2</sub>O Replenish Display Request**

Dvorak presented the 4-H<sub>2</sub>O Replenish Display Request presented by Pam Miles and the Clarks Mills Good Sports Club. Consensus of the committee was to contact Manitowoc County Soil and Water Conservation to have the information located at their display booth.

**Action Needed:**

- Staff to contact Soil and Water to have information displayed at the booth.

**E. Meggers Blacktop Request**

Dvorak reported on Meggers Blacktop request to have blacktop in the 37'x39' area where the vendor has a booth during the fair located by the Rock Pavilion noting that the vendor would be responsible for full payment of the area. Discussion. Motion was made by Kohlbeck, seconded by Voss to recommend to the board for approval of blacktop to the 37'x39' area, secure the

vendor location for four years at the determined rental rate in effect each year, 50 percent down prior to project with balance due after completion of project, and allow staff to handle and approve proposals. Motion carried unanimously.

**F. Manitowoc Dairy Futurity Time Change Request**

Dvorak presented the request to change the Manitowoc Dairy Futurity time to 7pm. Discussion. Motion was made by Voigt, seconded by Vetting to recommend to the board for approval the time change for the Manitowoc Dairy Futurity of 7pm.

**G. Documents: Infectious Diseases MMWR Vol. 60/No. RR-4; Equine Virus Alert**

Dvorak presented the equine virus alert information provided in the committee packet. Discussion.

**H. Committee Report**

Dvorak reported on the following:

- Head Superintendent will be Jessica Voss and contract has been signed.
- 10 clubs participating in the billboard contest.
- Online Entries Update on the software updates.
- Dance Competition Packets have been distributed.
- Animal Signs – need painters to work on the displays.
- Reviewed the letter submitted by Heather DeVooght. Discussion.

**Update and Action on Other Fair Operations Projects and Issues.**

None.

**Adjournment**

Motion made by Schaut, seconded by Janowski to adjourn at 6:32pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Janowski





**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**MEETING NOTICE**

DATE: July 6, 2011  
TIME: 7:00 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on Sub Committee Recommendations
  - A. ICE CENTER SUB-COMMITTEE:
    1. Operation Report – MCFSC-MCYHA Contracts – 2011-2012 Ice Skating Season
    2. Committee Report
  - B. FINANCE SUB-COMMITTEE:
    1. Committee Report
  - C. OPERATIONS SUB-COMMITTEE:
    1. Committee Report
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Committee Report
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Committee Report
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. Committee Report
4. Review, Discussion, and Action on 2011 Fair Matters
  - A. Exhibition Building Superintendent
  - B. Sponsorships
5. Review, Discussion, and Action on 2012 Fair Matters
6. Expo/Ice Center Board Appointee – Discussion and Action
7. Comptroller's Financial Report – Review and Action
8. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Horse-A-Rama Event Update; Financials
  - B. Expo-Ice Center Month Events
9. Adjourn

Date: June 28, 2011

Jerome Vetting, BOARD CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, July 6, 2011

Location: Expo Office

**Present:** J. Vetting, K. Behnke, K. Swade, J Beyer, M. Kohlbeck, D. Newberg, D. Pollen, D Schaut, V. Voigt, J. Janowski, L. Taylor, D. Gauger, R. Voss, K. Hansen, B. Hansen, T. Dvorak, C. Kocourek, M. Plate  
**Also Present:** J. Beyer, G. Neuser, J. Krizek  
**Absent & Excused:** D. Pawlowski, M. Persaud,

**Called to Order** Meeting called to order – 7pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Newberg, seconded by Voigt to approve the minutes. Motion carried unanimously.

**Vouchers/Donation Tracker**  
None.

**Public Input**  
None.

## Review & Act on Subcommittee Recommendations:

### A. Ice Center Sub-Committee:

#### 1. **Operations Report – MCFSC-MCYHA contracts – 2011-2012 Ice Skating Season**

PW Director reported that the Line of Credit has been received and contracts will be complete in 2-3 weeks. Discussion.

#### 2. **Committee Report** No Report.

### B. Finance Sub-Committee

#### 1. **Committee Report**

Behnke reminded the board that anyone attending the Association of Fairs Conference in January should inform staff at or before at the August Expo meeting.

### B. Operations Sub-Committee

#### 1. **Committee Report**

Dvorak reported on the following:

- 12 billboards in the contest and need to put a committee together to judge the billboards.
- Dance Competition has 6 teams.
- Kocourek working on the drawings for the pictures.

### C. Entertainment/Vendors Sub-Committee

#### 1. **Committee Report**

Newberg reported on the outdoor-indoor vendor status.

### D. Parking/Security Sub-Committee

#### 1. **Committee Report**

No Report.

### E. Fairest of the Fair Sub-Committee

#### 1. **Committee Report**

Newberg reported that they had met with the new fairest of the fair and went over duties and expectations. Newberg added that the fairest went to the Brillion and Reedsville parades. Dvorak reported that the fairest pictures have been taken and the sitting fee and some prints were donated by Shellie Kappelman Photography.

## Review and Act on 2011 Matters

### A. **Exhibition Building Superintendent**

Dvorak reported on the current situation with the head superintendent and work scheduling conflicts. Dvorak added that two people had expressed interested in the head superintendent position and that the 2008 Fairest (Allyson Binversie) was interested in helping during the week

of fair. Motion was made by Kohlbeck, seconded by Voigt to approve Nancy Newberg as the head superintendent for the 2011 Manitowoc County Fair. Motion carried. Schaut voted no.

## **B. Sponsorships**

PW Director reviewed the 2011 fair sponsorship list provided in the board packet.

PW Director updated the board on the number of gators being donated for use at the fair this year and reminded the board on the use of gators and golf carts.

Krizek reported on the following:

- WI Association of Fairs Conference, due date, and costs.
- Current available campsites at fair.
- Online Entries – are up and available to Open Class Exhibitors.
- Website updated with sponsors and entertainment schedules.
- County Fair passes available.
- Brochures are being printed and the poster is included in the board packet for review and revisions.
- Exhibitor Entries report is included in the board packet.
- Volunteer spreadsheet – reminder to sign up.
- Met with the sheriff's department on security for the fair.

## **Review and Act on 2012 Fair Matters**

No Report.

## **Expo/Ice Center Board Appointee – Discussion and Action**

PW Director reported on the recommendation for appointment to the Expo-Ice Center board, Derek Fitzgerald. Behnke added that Fitzgerald is interested in the Expo grounds and the fair and understands the commitment involved.

## **Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Reported included in the board packets. Discussion. PW Director reported on the Ice Center "ice" set up for fall noting that volunteers will need to prepare the ice.

## **Update and Action on Other Fair, Expo Buildings, and Grounds Projects and Issues**

### **A. Horse-A-Rama Event Update; Financials**

PW Director reported on the current financial situation with Horse-A-Rama and the use of the Expo grounds along with the amount of inkind provided by the Expo as well as the inkind provided throughout the year by Horse-A-Rama. Expo-Ice Center board would like a listing of all inkind work annually done at the Expo grounds. Discussion.

### **B. Expo-Ice Center Month Events**

Krizek reported on the following:

- Month events.
- Working on current Newsletter.
- Monaco International Rally from Jul 31-Aug 7 and campus to be closed. PW Director added that the next board meeting will need to be at a different location or date.
- Caged Combat USA is looking at an additional 3 dates.

PW Director submitted a request from an exhibitor who has fair entries but unable to attend the fair. Consensus of the board was to accept the request.

Vetting presented the 2010 Annual Report and the Honor Flight Donation Bucket from the Association of fairs. Vetting also thanked those who volunteered at Breakfast on the Farm.

## **Adjournment**

Motion was made by Newberg, seconded by Beyer to adjourn at 8:00pm. Motion carried.

Minutes taken by Krizek

---

Signed by Dvorak



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**AMENDED MEETING NOTICE**  
*Revised for Additional Item 4.J.*

DATE: August 3, 2011  
TIME: 7:00 PM  
PLACE: Manitowoc County Office Complex – Room 300

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on Sub Committee Recommendations
  - A. ICE CENTER SUB-COMMITTEE:
    1. No Committee Meeting
  - B. FINANCE SUB-COMMITTEE:
    1. No Committee Meeting
  - C. OPERATIONS SUB-COMMITTEE:
    1. No Committee Meeting
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. No Committee Meeting
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. No Committee Meeting
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting
4. Review, Discussion, and Action on 2011 Fair Matters
  - A. Open Class and Junior Fair Exhibitor Report
  - B. Open Class Entry Deadline Extension
  - C. 4-H Billboard Contest
  - D. Surveys
  - E. Volunteer Spreadsheet
  - F. Sponsorships
  - G. Fair Update
  - H. Dave's Racing Videos
  - I. Dairy Futurity Request
  - J. *Request from Lakefield Communications*
5. Review, Discussion, and Action on 2012 Fair Matters
  - A. WI Association of Fairs Conference – Jan 8-11
  - B. Portable Products Contract
6. Comptroller's Financial Report – Review and Action
7. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Horse-A-Rama Event Update
  - B. MCFSC-MCYHA Contracts – 2011-2012 Ice Skating Season
  - C. Ice Set Up
  - D. Expo-Ice Center Month Events; Expo Grounds Update
  - E. Concealed Weapons Carry Guidelines
  - F. Purchase of Skates
8. Adjourn

Date: July 28, 2011  
*Amended August 2, 2011*

Jerome Vetting, BOARD CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, August 3, 2011

Location: Manitowoc County Office Complex – Room 300

**Present:** J. Vetting, K. Behnke, K. Swade, J Beyer, M. Kohlbeck, D. Pollen, D. Schaut, V. Voigt, L. Taylor, D. Gauger, B. Hansen, T. Dvorak, M. Plate, D. Fitzgerald, M. Persaud,  
**Also Present:** J. Beyer, G. Neuser, J. Krizek  
**Absent & Excused:** D. Newberg, J. Janowski, R. Voss, K. Hansen, C. Kocourek, D. Pawlowski

**Called to Order** Meeting called to order – 7pm. New member, Derek Fitzgerald, introduced.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Behnke, seconded by Gauger to approve the minutes. Motion carried unanimously.

**Vouchers/Donation Tracker**  
None.

**Public Input**  
None.

### Review & Act on Subcommittee Recommendations:

#### A. Ice Center Sub-Committee: *No Committee Meeting*

##### 1. *Committee Report*

Pollen reported both organizations have signed the contracts and will be meeting next Wednesday. Pollen also reported that a Skate-A-Thon meeting will be held and discussions for a Rock On Ice skate themed will be reported at the next meeting.

#### B. Finance Sub-Committee: *No Committee Meeting*

##### 1. *Committee Report*

Behnke reminded the board that anyone attending the Association of Fairs Conference in January and should inform staff by the end of the meeting. Behnke noted that the finance committee will have a special meeting in September. PW Director stated that the budget will be submitted by the end of the month.

#### B. Operations Sub-Committee: *No Committee Meeting*

##### 1. *Committee Report*

Dvorak reported on an exhibitor request to have entry submitted but unable to attend. Consensus of the board was to approve based on past practice.

#### C. Entertainment/Vendors Sub-Committee: *No Committee Meeting*

##### 1. *Committee Report*

Gauger reported that lines will be marked the Saturday prior to fair and the layout is ready.

#### D. Parking/Security Sub-Committee: *No Committee Meeting*

##### 1. *Committee Report*

No Report.

#### E. Fairest of the Fair Sub-Committee: *No Committee Meeting*

##### 1. *Committee Report*

Dvorak reported that the fairest will be attending reunion day and state fair along with the 2010 fairest of the fair. Dvorak noted that the fairest has been busy attending parades, Maxwell Street Days, Farmers market, and more.

### Review and Act on 2011 Matters

#### A. *Open Class and Junior Fair Exhibitor Report*

PW Director reviewed the Open Class and Jr. Fair Exhibitor report provided in the board packet noting that open class entries were down in numbers. Discussion.

#### B. *Open Class Entry Deadline Extension*

PW Director reported that there was Open Class entries received after the deadline of July 15. Discussion of issues and the change in the new entry deadline. Motion was made by Schaut, seconded by Taylor to accept late entries this year and to keep their names on file in case the same people have a problem with the deadline next year. Discussion. Motion was made to

amend the motion by Pollen, seconded by Behnke to accept only the seven late entries received to date. Motion carried. Schaut, Plate, and Vetting voted no; Swade abstained. The amended motion carried. Plate voted no; Swade abstained.

f

**C. 4-H Billboard Contest**

Dvorak reported that there are fourteen billboards, an increase from 2010. Dvorak noted the following members will be judging the boards: Pollen, Schaut, Voss, and Vetting.

**D. Surveys**

PW Director presented the option of doing a survey which was done at the 2010 fair. Discussion. Consensus was to not have a survey conducted at the 2011 fair, but to do a suggestion box.

**E. Volunteer Spreadsheet**

Vetting updated the board on the volunteer spreadsheet included in the board packet. Kocourek added that animal picture/face signs were almost complete and would be placed by respective barns and kid's area.

**F. Sponsorships**

PW Director reported on the sponsorship sheet included in the board packet.

**G. Fair Update**

PW Director presented the options for an auctioneer; the 2010 auctioneer would charge \$200 and Thiel Auctioneer would provide services as in-kind. Consensus of the board was to go with Thiel Auctioneer.

Vetting reported that sand is needed for the kid's area and would like to get this donated and have the sand area set up north of the tree by the restrooms. Consensus to move forward with the kid's sand area.

PW Director requested to place the carts and gators in the Ice Center. Consensus was ok.

PW Director reported that tents would be set up on Tuesday, August 16.

Discussion on the liaison responsibilities and a list of superintendents with phone numbers.

**H. Dave's Racing Videos**

Krizek presented the request from Dave's Racing to videotape the races for a fee. Discussion – more information would be needed and details of the service provided.

**I. Dairy Futurity Request**

Krizek reported on the Dairy Futurity sign request for Culvers. Dvorak explained that this is a thank you sign and there are similar signs thanking the market animal buyers in the Walters and Small Animal Buildings. Motion was made by Behnke, seconded by Pollen to approve the Dairy Futurity request. Motion carried unanimously. Note – look at a sign policy for next year. Board liaisons should check the signs in the buildings.

**Action Needed:**

- Place on Operations Subcommittee Agenda – Building Signage

**J. Request from Lakefield Communications**

PW Director presented the request from Lakefield Communications to place WiFi signs at the Expo. Discussion that the signs would be placed year round and this is an in-kind service that Lakefield provides. Motion was made by Behnke, seconded by Persaud to approve the request to place four to five signs at the Expo. Motion carried unanimously.

**Review and Act on 2012 Fair Matters**

**A. WI Association of Fairs Conference – Jan 8-11**

Krizek reminded the board to submit their room requests.

**B. Portable Products Contract**

PW Director reported on the 2-year agreement for the portable radios at the same prices as the previous years. Discussion. Motion was made by Swade, seconded by Kohlbeck to approve the 2-year agreement with Portable Products. Motion carried unanimously.

## **Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Report included in the board packets. Discussion.

## **Update and Action on Other Fair, Expo Buildings, and Grounds Projects and Issues**

### **A. Horse-A-Rama Event Update**

PW Director reported on the meeting with Horse-A-Rama and noted the history and investments were included in the board packet. PW Director noted that the proposed agreement was for \$5,000 in cash and \$5,000 in capital outlay with Horse-A-Rama responsible for the gates. PW Director added that Horse-A-Rama was proposing to do asphalt work by the horse arena and will be presented to the Public Works committee. Other proposals from Horse-A-Rama were to move Horse Barn A to the horse parker location and build a new barn.

### **B. MCFSC-MCYHA Contracts – 2011-2012 Ice Skating Season**

PW Director reported that the contracts were in place.

### **C. Ice Set Up**

PW Director reported that the set up for the upcoming ice season was included in the board packet. PW Director added that the goal is to reduce costs with volunteers to set up ice.

### **D. Expo-Ice Center Month Events; Expo Grounds Update**

Krizek reported on the following:

- Month events including Monaco International Rally update.

Other Updates:

- Thank You letter received from Hog Rally coordinator.
- WI Association of Fairs Day tickets available for Aug 9.
- Posters and brochures available for distribution
- Meeting reminder during fair week is at 11 am
- Reminder to wear Expo clothing during the week of fair.

### **E. Concealed Weapons Carry Guidelines**

PW Director reported on the future of the concealed weapon policies pertaining to governmental agencies and the Expo grounds. PW Director added that unconcealed language will be included but will need to be reviewed. Discussion.

### **F. Purchase of Skates**

PW Director reported that staff went through the skate inventory and fifty percent unusable and is needed for public skate and the larger skate groups. Motion was made by Persaud, seconded by Pollen to purchase up to \$5,000 in skates. Motion carried unanimously.

## **Adjournment**

Motion was made by Behnke, seconded by Voigt to adjourn at 9:00pm. Motion carried.

Minutes taken by Krizek

---

Signed by Dvorak



**MANITOWOC COUNTY  
EXPO and ICE CENTER BOARD  
MEETING NOTICE**

**DATE:** August 23 - 28, 2011

**TIME:** 11:00 a.m. each day

**PLACE:** Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, discussion and act on 2011 Fair matters previous to meetings.
4. Review, discussion and act on the meeting day activities, issues and concerns for the 2011 Fair.
5. Review, discussion and act on the remaining days of the 2011 Fair activities, issues and concerns.
6. Review, discussion and act on events, acts and other issues and items related to the 2012 Fair.
7. The Board will tour the grounds to review, discuss and act on various issues and concerns related to the 2011 fair activities.
8. The Expo Board may meet in the Expo Office after the tour to complete discussion and act on issues and concerns related to the 2011 Fair.
9. Adjourn

Date: August 16, 2011

Jerome Vetting, BOARD CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



## MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, August 23, 2011

Location: Expo Office

**Present:** J. Vetting, K. Swade, J Beyer, M. Kohlbeck, D. Pollen, L. Taylor, D. Gauger, T. Dvorak, D. Fitzgerald, D. Newberg, J. Janowski, R. Voss  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, Andrew Hilgendorf, Warren Hilgendorf, Jeanne Hilgendorf  
**Absent & Excused:** K. Hansen, C. Kocourek, D. Pawlowski, K. Behnke, D. Schaut, V. Voigt, B. Hansen, M. Plate, M. Persaud

**Called to Order** Meeting called to order – 11am.

**Minutes** There were no minutes presented.

**Vouchers/Donation Tracker**  
Vouchers were presented for payment of mileage. Motion was made by Schaut, seconded by Newberg to approve the vouchers for payment of mileage.

**Public Input**  
Representatives from Cedar Crest were present to discuss the Indoor Merchant Building hours and concerns pertaining to revenue generated from the hours of 9pm and 10pm.

**Review, discussion and act on 2011 Fair matters previous to meetings:**  
None.

### **Review, discussion and act on the meeting day activities, issues and concerns for the 2011 Fair:**

The following items were discussed:

- Fire Department conducted an audit with the following to be addressed:
  - Dairy goat tent needs goat exit and fire extinguisher.
  - Cattle Barn – open junction box.
  - Farm Bureau stand – deep fryer, tanks, and class K fire extinguisher.
  - Funnel Cake stand needs to secure the LP Tank.
  - Sheep Barn – southwest corner is blocked.
- Exhibitor from fair thought entry day was today, August 23. Option of judging with Open Class for Junior Fair or meet with judge and receive no placings. Motion was made by Kohlbeck, seconded by Newberg to approve face to face judging with no placement and no premiums. Motion carried unanimously.
- Exhibitor brought in sheep after weigh in and still weighed in but issue with market animal sale. Motion was made by Beyer, seconded by Taylor to allow the exhibitor to show the sheep in showmanship and receive placement and premium by recommendation of the superintendent. Motion carried. Plate voted no.
- 4-H Billboards – there were 14 billboards; 11 billboards were located three were not judged and no pictures posted. Motion was made by Voss, seconded by Schaut to post the eleven 4-H billboard pictures and deal with issues as presented. Motion carried unanimously.
- Addy the Cow will arrive on Wednesday and leave on Thursday afternoon. Thursday is the day that the most ice cream is sold and wanted Addy there for this day. The cost is approximately \$400 and paid for through the Dairy Promotion committee.
- Vendor judging will be on Wednesday and judging outdoor, indoor, and AG displays. On the committee is Janowski, Fitzgerald, Taylor, Kocourek, and Behnke.
- Pizza Ranch business would like to display two banners. Board consensus was to allow the banners for a sponsorship rate.
- Golf Carts-Gators – reminder to sign out keys for use of golf carts or gators. Vendors or exhibitors with golf carts or gators must also provide proof of insurance for use on the grounds.
- Volunteer schedule located in office and conference room. Need crowd control at 5:30pm, race begins at 6pm.

- Fireworks tonight for Late Model Races. No expense with the fireworks and only Class C fireworks will be used.
- Ant Hill Mob will donate lunch.
- Grease containers will arrive on Thursday.

**Review, discussion and act on the remaining days of the 2011 Fair activities, issues and concerns:**

None.

**Review, discussion and act on events, acts and other issues and items related to the 2012 Fair:**

- Any fair issues, write them down to be discussed.

**The Board will tour the grounds to review, discuss and act on various issues and concerns related to the 2011 Fair activities:**

Expo Board went on tour.

**The Expo Board may meet in the Expo Office after the tour to complete discussion and act on issues and concerns related to the 2011 Fair:**

None.

**Adjournment**

Motion was made by Newberg, seconded by Kohlbeck to adjourn after the Board had toured the grounds and addressed the issues of the day. Motion carried unanimously. Board adjourned at 5:00 PM.

Minutes taken by Krizek

---

Signed by Dvorak

## MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, August 24, 2011

Location: Expo Office

- Present:** J. Vetting, K. Swade, J Beyer, M. Kohlbeck, D. Pollen, L. Taylor, D. Gauger, T. Dvorak, D. Fitzgerald, D. Newberg, J. Janowski, R. Voss, C. Kocourek, M. Plate, D. Schaut, K. Behnke, V. Voigt
- Also Present:** J. Beyer, G. Neuser, J. Krizek, Norbert LeCaptain
- Absent & Excused:** K. Hansen, D. Pawlowski, B. Hansen, M. Persaud
- Called to Order** Meeting called to order – 11am.
- Minutes** There were no minutes presented.
- Vouchers/Donation Tracker** None.
- Public Input**
- Representative from Wizards Kingdom, Norbert LeCaptain, was present to discuss the Indoor Merchant Building hours and concerns pertaining to revenue generated from the hours of 9pm and 10pm. Behnke to speak with the Indoor Merchants regarding building hours.
- Review, discussion and act on 2011 Fair matters previous to meetings:** None.

### Review, discussion and act on the meeting day activities, issues and concerns for the 2011 Fair:

The following items were discussed:

- Monkey Man issue – complaints about the vendor using profanity, intoxicated and causing harm to his monkey. PW Director to follow up.
- Newton Fire Chief complaint about usage of fireworks after the Late Model Race event.
- Food Stand issue – person got sick from walking taco. This was sent to the health department.
- Special Olympics run went.
- Vans was disappointed about not being informed about the meet and greet. Discussion.
- Randy's Central – issues with vendor blowing circuits. Need to review how contract is done pertaining to charge for outlets.
- Camel's Back – Not happy with location and had requested a new location in 2010. Has 10 feet of frontage and requested a refund for other space. Need to review and decision to be made by end of the fair.
- Woodcarver will be carving the tree in front of the restrooms. Discussion on what to carve.
- Attendance numbers – numbers down for Tuesday due to rain, overcast. Approximately 400 down from last year.
- Check WCUB on ad running regarding senior citizen's day and admission.
- Race results were reviewed.
- Severe weather procedure was discussed and communication in place. Communication was good on Tuesday and communicated with the gate keepers.
- Dairy Promotion and Cream Puff signs to come down and should have signs only in their location.
- Cattle Barn – open junction box was confirmed to not be electrical.
- Security issue – two special ops at the grandstand along with two reserve deputies. Explained to the reserve deputies to coordinate efforts with the specials ops. Need to review contract.
- Issue getting into the Merchants building for the vendors and people to attend board meeting. Need to barricade vendor booths and allow access to the Expo Office.
- Races tonight and volunteer schedule posted.

- Fans damaged in the dairy cattle barn and vent on top of east side does not work. Suggestion to look at small animal building and how the ventilation system works.
- Festival Foods cart issue – Kevin Schmidt, store manager, was notified about the Festival Foods cart being driven on the grounds.
- Exhibition liaisons spoke with superintendents and assistants and to meet with head superintendent to go over suggestions.
- Open Class photography superintendent requested to begin take down at 4:30pm on Sunday. Consensus was to allow.

**Review, discussion and act on the remaining days of the 2011 Fair activities, issues and concerns:**

None.

**Review, discussion and act on events, acts and other issues and items related to the 2012 Fair:**

The following items were discussed:

- Recommend getting a spot light for the merit display case.
- Horse show going well and would like to do a speed show with a time available in 2012. Need to obtain a proposal.

**The Board will tour the grounds to review, discuss and act on various issues and concerns related to the 2011 Fair activities:**

Expo Board went on tour.

**The Expo Board may meet in the Expo Office after the tour to complete discussion and act on issues and concerns related to the 2011 Fair:**

None.

**Adjournment**

Motion was made by Voigt, seconded by Schaut to adjourn after the Board had toured the grounds and addressed the issues of the day. Motion carried unanimously. Board adjourned at 7:00 PM.

Minutes taken by Krizek

---

Signed by Dvorak

## **MINUTES of EXPO-ICE CENTER BOARD MEETING**

Held Wednesday, August 25, 2011

Location: Expo Office

**Present:** J. Vetting, K. Swade, J Beyer, M. Kohlbeck, D. Pollen, L. Taylor, D. Gauger, T. Dvorak, D. Fitzgerald, D. Newberg, J. Janowski, R. Voss, C. Kocourek, M. Plate, D. Schaut, K. Behnke, V. Voigt

**Also Present:** J. Beyer, G. Neuser, J. Krizek, Cheryl Sinkula

**Absent & Excused:** K. Hansen, D. Pawlowski, B. Hansen, M. Persaud

**Called to Order** Meeting called to order – 11am.

**Minutes** There were no minutes presented.

**Vouchers/Donation Tracker**  
None.

### **Public Input**

Representative from Camp TaPaWingo, Cheryl Sinkula, was present to discuss the Indoor Merchant Building hours and concerns pertaining to revenue generated from the hours of 9pm and 10pm.

### **Review, discussion and act on 2011 Fair matters previous to meetings:**

The following items were discussed:

- Indoor Merchants building Hours – Behnke spoke with the indoor Merchants and security was the biggest concern. Discussion. Motion made by Schaut, seconded by Swade to leave the hours as previously posted. Motion denied. 6 members voted yes; 11 voted no. Motion was made by Behnke, seconded by Gauger to change Friday and Saturday closing time to 10pm based on review and public input from vendors along with providing security from 9pm to 10pm. Motion carried. 15 members voted yes; 2 voted no.
- Vendor Awards were distributed.

### **Review, discussion and act on the meeting day activities, issues and concerns for the 2011 Fair:**

The following items were discussed:

- Injury in the horse arena – exhibitor has a broken collar bone.
- Six children lost yesterday, one medical emergency, 4 warrant arrests, and 2 fights.
- Cream Puff Eating Contest today.
- Attendance reviewed.
- Races did well.
- Two bleachers at the grandstand were listed as not able to use for safety purposes.
- Review of the gate names – Ice Center Gate, Main East, Main West, and Merchants Gate.
- Horse Pull – move portable bleachers and picnic tables. Need to speak with Vans Athletic about selling of beverages.
- Goat Tent issue – breakers tripping.
- Addy the Cow is on the grounds.
- Dance Competition is at 5pm.
- One Day Pass Request – guests at the fair had to leave early due to an emergency of a family member. Consensus of the committee to issue four one-day passes for use at the fair.

### **Review, discussion and act on the remaining days of the 2011 Fair activities, issues and concerns:**

- WCUB – spoke with WCUB about radio ads and will have the ad updated regarding the senior citizen admission.

**Review, discussion and act on events, acts and other issues and items related to the 2012 Fair:**

The following items were discussed:

- Two vendors left early from the fair – need to review the health requirements and standards.

**The Board will tour the grounds to review, discuss and act on various issues and concerns related to the 2011 Fair activities:**

Expo Board went on tour.

**The Expo Board may meet in the Expo Office after the tour to complete discussion and act on issues and concerns related to the 2011 Fair:**

None.

**Adjournment**

Motion was made by Newberg, seconded by Schaut to adjourn after the Board had toured the grounds and addressed the issues of the day. Motion carried unanimously. Board adjourned at 6:30 PM.

Minutes taken by Krizek

---

Signed by Dvorak

## MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, August 26, 2011

Location: Expo Office

**Present:** J. Vetting, K. Swade, J Beyer, M. Kohlbeck, D. Pollen, L. Taylor, D. Gauger, T. Dvorak, D. Fitzgerald, D. Newberg, J. Janowski, R. Voss, C. Kocourek, M. Plate, K. Behnke, V. Voigt

**Also Present:** J. Beyer, G. Neuser, J. Krizek, P. Tittl, Nichole Paulow, Ashley Huibregtse, Ben Brancel, Bob Williams

**Absent & Excused:** K. Hansen, D. Pawlowski, B. Hansen, M. Persaud, D. Schaut

**Called to Order** Meeting called to order – 11am.

**Minutes** There were no minutes presented.

**Vouchers/Donation Tracker**  
None.

### Public Input

Beef superintendent, Nichole Paulow, reported that an exhibitor showed one animal in showmanship and used another animal for showmanship. Discussion. Staff added that the judge allowed the exhibitor to bring in a different animal; therefore, judge approved the showmanship.

Department of AG members introduced themselves – Ashley Huibregtse, Ben Brancel, and Bob Williams.

### Review, discussion and act on 2011 Fair matters previous to meetings:

The following items were discussed:

- Indoor Merchants building Hours – Most vendors were pleased with the hours and the additional security.
- Cream Puff Eating contest went well. First Chrysler representative won.
- Dance Competition had 7 out of 8 teams. Will be looking at restructuring and do more outreach.
- Tuesday Races – staff will attend a meeting with the city for not following the recommendations from Newton Fire Department on the fireworks.
- Broken collar bone – no update.
- Horse Pull – had seven light weight and nine heavy weight. Started at 1:30pm and ended at 4:15pm. Compliments to staff on clean up.

### Review, discussion and act on the meeting day activities, issues and concerns for the 2011 Fair:

The following items were discussed:

- Connie Mangin, past board member, expressed disappointment in the decision made with allowing late entries.
- Cream Puff stand signage – would like to put signs outside to let guests know about the Cream Puff stand. Discussion. Consensus to disapprove allowing of signs at this year's fair.
- Attendance good.
- Emergency Services – once building is closed – must contact reserve duty officers. Ensure first aid kits are available.
- Manure dumpster issue – garbage being put in the manure dumpster.
- One minor fender bender in parking lot.
- County Executive very impressed with the fair and how well it has been run.

### Review, discussion and act on the remaining days of the 2011 Fair activities, issues and concerns:

None.

**Review, discussion and act on events, acts and other issues and items related to the 2012 Fair:**

The following items were discussed:

- Need to review outdoor-indoor contracts and rules and regulations. Possibility of now allowing tented food vendors.
- Staff to submit plan for severe weather communication.

**The Board will tour the grounds to review, discuss and act on various issues and concerns related to the 2011 Fair activities:**

Expo Board went on tour.

**The Expo Board may meet in the Expo Office after the tour to complete discussion and act on issues and concerns related to the 2011 Fair:**

None.

**Adjournment**

Motion was made by Schaut, seconded by Voigt to adjourn after the Board had toured the grounds and addressed the issues of the day. Motion carried unanimously. Board adjourned at 6:30 PM.

Minutes taken by Krizek

---

Signed by Dvorak



## **MINUTES of EXPO-ICE CENTER BOARD MEETING**

Held Wednesday, August 27, 2011

Location: Expo Office

- Present:** J. Vetting, K. Swade, J Beyer, M. Kohlbeck, D. Pollen, L. Taylor, D. Gauger, D. Fitzgerald, D. Newberg, J. Janowski, R. Voss, M. Plate, V. Voigt
- Also Present:** J. Beyer, J. Krizek
- Absent & Excused:** K. Hansen, D. Pawlowski, B. Hansen, M. Persaud, D. Schaut, T. Dvorak, C. Kocourek, K. Behnke
- Called to Order** Meeting called to order – 11am.
- Minutes** There were no minutes presented.
- Vouchers/Donation Tracker** None.
- Public Input** None.
- Review, discussion and act on 2011 Fair matters previous to meetings:** None.
- Review, discussion and act on the meeting day activities, issues and concerns for the 2011 Fair:**  
The following items were discussed:
- Clipping areas were identified.
  - Hog pen issue – exhibitor hog pen was not cleaned for two days.
  - One fight on the grounds last night.
  - Horse Parker Issue – three saddles and tack stolen last night. Police report was filed.
  - Attendance was down but above average in the stands.
  - Policy for beer in the pits was discussed. Consensus was no beer is allowed in the pits during the races.
  - Tractor Pull issues with placement and trophies as well as the age limit of those members in the pits. Discussion.
  - Horse Barn Issue – gravel brought in and concerns that this would cause issues for the smaller horses. Confirmed that no issues arose from the gravel. Exhibitors were noted drinking in the horse barns and were addressed.
  - Issue of missing children – numbers were higher this year.
  - Reminder that volunteers needed for the Indoor Merchants Booth security.
  - Jr. Fair and Open Class deadlines – motion was made by Taylor, seconded by Plate to approve the Jr. Fair deadline as June 15 and the Open Class deadline as July 15. Motion carried unanimously.
  - Dairy meeting – liaison attended dairy committee meeting.
  - Volunteers needed for the demo derby and the pit gates.
- Review, discussion and act on the remaining days of the 2011 Fair activities, issues and concerns:** None.

**Review, discussion and act on events, acts and other issues and items related to the 2012 Fair:**

None.

**The Board will tour the grounds to review, discuss and act on various issues and concerns related to the 2011 Fair activities:**

Expo Board went on tour.

**The Expo Board may meet in the Expo Office after the tour to complete discussion and act on issues and concerns related to the 2011 Fair:**

None.

**Adjournment**

Motion was made by Voigt, seconded by Janowski to adjourn after the Board had toured the grounds and addressed the issues of the day. Motion carried unanimously. Board adjourned at 5:00 PM.

Minutes taken by Krizek

---

Signed by Dvorak

## **MINUTES of EXPO-ICE CENTER BOARD MEETING**

Held Wednesday, August 28, 2011

Location: Expo Office

**Present:** J. Vetting, K. Swade, J Beyer, M. Kohlbeck, D. Pollen, L. Taylor, D. Gauger, D. Fitzgerald, D. Newberg, J. Janowski, R. Voss, K. Behnke, M. Plate, C. Kocourek, M. Persaud

**Also Present:** J. Beyer, J. Krizek, P. Tittl

**Absent & Excused:** K. Hansen, D. Pawlowski, B. Hansen, D. Schaut, T. Dvorak, V. Voigt

**Called to Order** Meeting called to order – 11am.

**Minutes** There were no minutes presented.

**Vouchers/Donation Tracker**  
None.

**Public Input**  
None.

**Review, discussion and act on 2011 Fair matters previous to meetings:**  
None.

### **Review, discussion and act on the meeting day activities, issues and concerns for the 2011 Fair:**

The following items were discussed:

- Carnival Issue – Fun House ride lights shut off when child still on the ride. Will convey to the carnival the issue. Other issue – girls hand was caught in a ride and checked by medics and went to the hospital around 10:30pm.
- Variety Pavilion – Guest was on stage during the entertainment and tripped over an electric cord. She dislocated her finger and hit her head; she was taken by ambulance.
- Increase in number of lost children.
- Outdoor vendor issue at the Variety Pavilion – guests were leaning on his stand during the entertainment and traffic flow was going through the tented stand to avoid the entertainment crowd.
- Cat and Goat Show – consider posting signs “Judging in Progress.” Use barricades and signs. Idea of moving the cat show into an enclosed area.
- Vehicle on the grounds during the futurity show.
- Demo Derby – Armbands able to enter the fair; without armbands need to pay; need horse parker at the pit entrance.
- Auction today – need carts, workers, gate open, arrive at 3pm.
- Kandu Show – would like to renew contract.
- Saturday entertainment feedback – have comedy troops or improv night.

**Review, discussion and act on the remaining days of the 2011 Fair activities, issues and concerns:**  
None.

**Review, discussion and act on events, acts and other issues and items related to the 2012 Fair:**  
None.

**The Board will tour the grounds to review, discuss and act on various issues and concerns related to the 2011 Fair activities:**

Expo Board went on tour.

**The Expo Board may meet in the Expo Office after the tour to complete discussion and act on issues and concerns related to the 2011 Fair:**

None.

**Adjournment**

Motion was made by Pollen, seconded by Gauger to adjourn after the Board had toured the grounds and addressed the issues of the day. Motion carried unanimously. Board adjourned at 4:30 PM.

Minutes taken by Krizek

---

Signed by Dvorak



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**MEETING NOTICE**

DATE: September 7, 2011  
TIME: 7:00 PM  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on Sub Committee Recommendations
  - A. ICE CENTER SUB-COMMITTEE:
    1. Ice Set Up; 2011-2012 Ice Season
  - B. FINANCE SUB-COMMITTEE:
    1. No Committee Meeting
  - C. OPERATIONS SUB-COMMITTEE:
    1. Swine – Review of rules and regulations
    2. Theme; Colors
    3. Outdoor and Indoor Contract; Rules and Regulations
    4. Indoor Merchants Building Hours
    5. Vendor Signs
    6. Ribbons
    7. Grease Containers
    8. Dairy Futurity
    9. Monkey Vendor
    10. Fair Pictures – Conference
    11. Fairbook Changes; Jr. Fair Showmanship Process
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. No Committee Meeting
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. No Committee Meeting
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting
4. Review, Discussion, and Action on 2011 Fair Matters
  - A. WOMT Media Issue
  - B. Thank You to Jayme-Bob-Secretary of Ag Ben & Ashley
  - C. Fair Concerns and Issues; Comments and Recommendations
  - D. Fair Update
5. Review, Discussion, and Action on 2012 Fair Matters
  - A. Fair Update
6. Comptroller's Financial Report – Review and Action
7. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. District 4 Meeting – Dodge County – October 13
  - B. Craft Fair
  - C. Expo-Ice Center Month Events; Expo Grounds Update
8. Adjourn

Date: August 30, 2011

Jerome Vetting, BOARD CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, September 7, 2011

Location: Expo Office

**Present:** J. Vetting, K. Behnke, K. Swade, J. Beyer, M. Kohlbeck, D. Pollen, D. Schaut, V. Voigt, L. Taylor, D. Gauger, T. Dvorak, D. Fitzgerald, M. Persaud, J. Janowski, R. Voss, K. Hansen, D. Pawlowski

**Also Present:** J. Beyer, G. Neuser, J. Krizek, M. Lentz,

**Absent & Excused:** D. Newberg, C. Kocourek, B. Hansen, M. Plate

**Called to Order** Meeting called to order – 7pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Behnke, seconded by Swade to approve the August 3, 2011 minutes. Motion carried unanimously.

**Vouchers/Donation Tracker** Voucher was submitted. Motion was made by Schaut, seconded by Pollen to approve the voucher submitted by Vetting for \$26.98 for table covers.

**Public Input** Marilyn Lentz reported on the Open Horse Show and the horse judge was great. Lentz added that a survey was done and will email staff the final survey. Schaut noted that the event was very organized. Dvorak reminded the board on the upcoming fair changes deadline of November 1. Discussion.

### Review & Act on Subcommittee Recommendations:

#### A. Ice Center Sub-Committee

##### 1. Ice Set Up; 2011-2012 Ice Season

Pollen reported on the dry floor events and both organizations working on preparing the dasher boards and glass for the upcoming ice season. Pollen added that both organizations have prepared a list of possible sponsors and working on public skate events as well as a Skate-A-Thon is scheduled for November 5 to raise funds for the Ice Center. Pollen presented the committee recommendation to have staff conduct negotiations for purchasing of ice time at a minimum of \$103. Motion was made by Swade, seconded by Gauger to allow staff to negotiate purchase of ice time with organizations including figure skating and hockey at a minimum of \$103 per hour. Motion carried unanimously.

#### B. Finance Sub-Committee: *No Committee Meeting*

##### 1. Committee Report

Behnke noted will be scheduling Finance Subcommittee meeting this month.

#### B. Operations Sub-Committee:

##### 1. Committee Report

Dvorak reported on the following:

- Tom and Tricia Tienor as well as the Tesarik family were present for input on the swine show.
- Theme and colors – recommendations were to have “Old Fashioned Family Fun” with colors of bright yellow and royal blue.
- Will be reviewing the Outdoor-Indoor contracts and rules and regulations and provided in the committee packet for review.
- Indoor Merchant Building Hours – recommendations – Tuesday 4pm-10pm; Wednesday through Saturday 10am-10pm; and Sunday 10am-6pm.
- Monkey vendor – looking at removing the Monkey Man vendor and pursuing another vendor.
- Reminder to submit pictures for the WI Association of Fairs Conference.
- Deadline for department rules and regulations changes is November 1.

Motion was made by Schaut, seconded by Voigt to approve the recommendations from the committee. Motion carried unanimously.

**C. Entertainment/Vendors Sub-Committee: *No Committee Meeting***

**1. *Committee Report***

Krizek reported that a local Tupperware vendor would like to be recommended as an Indoor vendor in place of the current Tupperware vendor. Discussion. Motion was made by Voigt, seconded by Taylor to allow previous vendors first choice as vendors. Motion carried unanimously.

**D. Parking/Security Sub-Committee: *No Committee Meeting***

**1. *Committee Report***

Beyer reported that three saddles were stolen and reminded the board that there is an expectation sheet which notes that the fair is not liable for items. Beyer also reported that the Parking and Security budget numbers are completed and well within the budget. Beyer reported that parking on the grounds went well and more cooperative although there were some issues with the bands and firelane. Persaud added that there was congestion on the midway and no sense of security. Beyer noted that fencing was also an issue at the main gate entrance.

**Action Needed:**

- Congestion on Midway – next Parking & Security committee meeting agenda.

**E. Fairest of the Fair Sub-Committee: *No Committee Meeting***

**1. *Committee Report***

Dvorak reported that the fairest is preparing the state application which is due in October and the fairest will be attending Pumpkin Fest parade. Dvorak noted that the fairest's mileage has been submitted for distribution of posters and brochures.

**Review and Act on 2011 Matters**

**A. *WOMT Media Issue***

PW Director reported that staff met with WOMT on concerns with media passes used during the week of fair. PW Director added that WOMT had a media pass distribution process. Discussion on changing the media passes, updating the gatekeepers, and wristbands to be used for season passes.

**Action Needed:**

- Tickets; Season, Media passes – next Operations committee meeting agenda.

**B. *Thank You to Jayme-Bob-Secretary of AG Ben & Ashley***

Dvorak reported a thank you card would be sent to Jayme, Bob, Ben and Ashley for their attendance at the fair and board meeting.

**C. *Fair Concerns and Issues; Comments and Recommendations***

Discussion on the following items:

- Raffle drawings must be awarded during the week of the fair and licensed.
- Feedback on big entertainment.
- Lawn Mower race idea was discussed and obtaining sponsors to run the event.
- Tuesday night – review and discuss changes and ideas; possibility of moving the dog judging to Monday and Dance Competition to Tuesday. Schaut to talk with dog superintendent.
- Woodcarver – Behnke would like to make decisions on the woodcarver – number of carvers, budget, location prior to the WI Association of Fairs Conference.

**Action Needed:**

- Entertainment – Tuesday through Sunday – next Finance Committee meeting agenda.

**Review, Discussion, and Action on 2012 Fair Matters**

**A. *Fair Update***

Dvorak presented 2012 fair matters to be assigned to committees.

**Action Needed:**

- Texting Competition – Entertainment & Vendor Subcommittee meeting agenda
- Dance Competition – Entertainment & Vendor Subcommittee meeting agenda
- Health Papers on All Species – Operations Subcommittee meeting agenda
- Schedule Work Day – Exhibition Bldg Painting Project; Broken Glass Repairs – Operations Subcommittee meeting agenda
- Exhibition Building jobs and duties – Operations Subcommittee meeting agenda
- Superintendent and Assistant Superintendent Appointments – Operations Subcommittee meeting agenda
- Event Liaisons – Operations Subcommittee meeting agenda
- Merchant Gate Lighting – staff to provide flashlights

- Merchants Gate – Band Entrance – Parking & Security Subcommittee meeting agenda
- Benches; Woodworking Project – Operations Subcommittee meeting agenda
- Fair Brochures – staff to make sure brochures are sent to Brown County for display rack

### **Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Reported included in the board packets. Discussion.

### **Update and Action on Other Fair, Expo Buildings, and Grounds Projects and Issues**

#### **A. District 4 Meeting – Dodge County – October 13**

Vetting reminded the board of the upcoming district 4 meeting to be held at Dodge County on October 13 and to let staff know if attending the meeting.

#### **B. Craft Fair**

Dvorak submitted an idea of a craft fair to the board. Discussion included competing with Holiday Inn and the Rummage-A-Rama is the second weekend of the month.

#### **C. Expo-Ice Center Month Events; Expo Grounds Update**

Krizek reported on the month events.

Other Updates:

- Dartball tournament in December with concessions going to the Expo. Ant Hill Mob will supply the bars.
- Newsletter to include a post article on Monaco.
- Figure Skating Club had a flyer included in the school packets.
- Met with Visitor Information Center new director.
- Positive feedback on the radio and article in the paper about the grounds and the fair.

### **Adjournment**

Motion was made by Beyer, seconded by Voigt to adjourn at 8:30pm. Motion carried.

Minutes taken by Krizek

---

Signed by Dvorak





**MANITOWOC COUNTY  
EXPO-ICE CENTER BOARD  
Operations Sub-Committee  
MEETING NOTICE**

DATE: September 7, 2011  
TIME: 5:30 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Entertainment/Vendors Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
6. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
7. Review, Discussion, and Action on the following items for the 2012 Fair:
  - A. Swine – Review of rules and regulations
  - B. Theme; Colors
  - C. Outdoor and Indoor Contract; Rules and Regulations
  - D. Indoor Merchants Building Hours
  - E. Vendor Signs
  - F. Ribbons
  - G. Grease Containers
  - H. Dairy Futurity
  - I. Monkey Vendor
  - J. Fair Pictures – Conference
  - K. Fairbook Changes; Jr. Fair Showmanship Process
8. Update and Action on Other Fair Operation Projects and Issues
9. Adjourn

Date: August 30, 2011

Tonya Dvorak, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
OPERATIONS SUBCOMMITTEE**

Held Wednesday, September 7, 2011

Location: Expo Office

**Present:** T. Dvorak, J. Vetting, J. Janowski, D. Schaut, K. Swade, J. Beyer, K. Behnke, M. Kohlbeck, D. Pollen, V. Voigt, R. Voss, M. Persaud, D. Pawlowski,  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, Tom Tienor, Tricia Tienor, Steve Tesarik, Carrie Tesarik, Sheila Tesarik, Alex Tesarik,  
**Absent & Excused:** C. Kocourek, B. Hansen

**Called to Order** Meeting called to order – 5:30pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Janowski, seconded by Kohlbeck to approve the minutes with corrections. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Review and Act on other Sub-Committee Recommendations or Referrals**

A. Finance Sub-Committee: None  
B. Parking and Security Sub-Committee: None  
C. Entertainment and Vendors Sub-Committee: None

**Review and Act on other Expo Board Recommendations or Referrals**

None.

**Review and Action on the following items for the 2012 Fair:**

**A. Swine – Review of rules and regulations**

Tom Tienor, swine superintendent, reported an issue of dirty pens after the market animal sale. Tienor noted he contacted the liaison about the issue. Tricia Tienor added that some of the pens were not adequately bedded. Discussion that the market animal committee rules and the Exhibitor rules should both have the same rules on the pen clean up time and the option of losing premiums or not able to show the following fair year.

Steve Tesarik inquired as to the restricted number of hogs allowed to bring to the fair and the option of expanding and promoting the swine show. Discussion on the following were noted: swine show is a terminal show, high costs of feed, idea having a Pee Wee class.

**B. Theme; Colors**

Dvorak presented theme ideas. Motion was made by Behnke, seconded by Voss to recommend for approval to the Expo-Ice Center board the theme “Old Fashioned Family Fun” with the base coloring remaining a royal blue. Motion carried unanimously.

**C. Outdoor and Indoor Contract; Rules and Regulations**

Dvorak reported that the committee will be reviewing the Indoor and Outdoor vendor contracts. Vendor rules and regulations were included in the committee packet for review.

**Action Needed:**

- Outdoor and Indoor Contract; Rules and Regulations – next meeting agenda.

**D. Indoor Merchants Building Hours**

Dvorak reported on the 2011 open and close times of the indoor Merchants building. Discussion. Motion was made by Kohlbeck, seconded by Pollen to recommend to the Expo-Ice Center board the following Merchants’ building times: Tuesday – 4pm-10pm; Wednesday through Saturday – 10am-10pm; Sunday – 10am-6pm. Motion carried unanimously.

**E. Vendor Signs**

No Discussion.

**F. Ribbons**

Dvorak reported on the ribbons for both Open Class and Jr. Fair and the issues during the fair. Dvorak added that Open Class and small animals receive stickers versus ribbons. Discussion on going to all ribbons for Exhibition building entries.

**Action Needed:**

- Ribbons – next meeting agenda.

**G. Grease Containers**

No Discussion.

**H. Dairy Futurity**

No Discussion.

**I. Monkey Vendor**

Dvorak reported issues with the Monkey Man vendor including abuse of the monkey and vulgarity during the fair. PW Director added that Cassidy's Critters would have a monkey and would do a commission to the fair for pictures taken. Motion was made by Schaut, seconded by Pollen to send to the Entertainment and Vendor Subcommittee and recommend to the committee to not allow the Monkey Man to be a vendor at next year's fair. Motion carried unanimously.

**Action Needed:**

- Cassidy's Critters or new vendor – Place on next Entertainment and Vendor subcommittee agenda.

**J. Fair Pictures – Conference**

No Discussion.

**K. Fairbook Changes; Jr. Fair Showmanship Process**

**Update and Action on Other Fair Operations Projects and Issues.**

None.

**Adjournment**

Motion made by Schaut, seconded by Vetting to adjourn at 6:32pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Janowski



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**Ice Center Sub-Committee**  
**MEETING NOTICE**

DATE: September 7, 2011  
TIME: 6:30 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Operation Report - Ice Season and Dry Floor Events – Review, Discussion and Action
  - A. Ice Set Up
  - B. 2011-2012 Ice Season
4. Marketing Report
5. Figure Skating Report
6. Hockey Organization Report
7. Adjourn

Date: August 30, 2011

Dick Pollen, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
ICE CENTER SUBCOMMITTEE**

Held Thursday, September 7, 2011

Location: Expo Office

**Present:** D. Pollen, K. Behnke, K. Swade, J. Vetting, R. Voss, D. Gauger, D. Pawlowski, M. Persaud  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Janowski, V. Voigt, M. Kohlbeck, J. Beyer, D. Schaut  
**Absent & Excused:** B. Hansen

**Called to Order** Meeting called to order – 6:34pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Gauger, seconded by Vetting to approve the minutes. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Operation Report – Ice Season and Dry Floor Events – Review, Discussion, and Action**

***A. Ice Set Up***

Pollen reported that two people from the organizations have helped with the dasher boards and are approximately 50 percent completed and to be completed with the dasher boards by Saturday and glass to be worked on next.

***B. 2011-2012 Ice Season***

Pollen reported that all contracts were signed and organizations working on selling advertising signs and received proposals for sponsors. Pollen added that copies of the contract will need to be printed.

**Marketing Report**

No Report.

**Figure Skating Report**

Pawlowski reported that registration is scheduled for September 17 and first day of ice is scheduled for October 15. Pawlowski added that both organizations are working on a joint fundraiser, Skate-A-Thon, for November 5 with 100 percent of funds generated to go towards the joint contract.

**Hockey Organization Report**

Pawlowski reported that the organizations are working on campaigning and ice rental with the Green Bay Gamblers potential renting ice time. Persaud reported that the head scheduler resigned and a new schedule to be named at the next meeting. Persaud noted that the high school games have been scheduled and will be sent to staff and would like to look at the condition of the varsity locker room.

**Other**

PW Director reminded the group about the 250 hour minimum requirement to be eligible for non prime ice. Motion was made by Pawloswki, seconded by Gauger to athesize

staff to negotiate with outside groups in the best interest of the Ice Center at a minimum of \$103 per hour. Motion carried unanimously.

Pollen reported that both organizations were looking at preparing four public skate events with possibly doing an evening public skate. Pollen added that the organizations will work with staff for scheduling.

### **Adjournment**

Motion made by Vetting, seconded by Voss to adjourn at 6:55pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Hansen



**MANITOWOC COUNTY**  
**EXPO-ICE CENTER BOARD**  
**Finance Sub-Committee**  
**MEETING NOTICE**

DATE: September 26, 2011  
TIME: 6:00 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Operations Sub-Committee:  
None
  - B. Entertainment/Vendors Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
4. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Action on the 2011 Fair
6. Review, Discussion, and Action on the following items for the 2012 Fair:
  - A. Budget – Woodcarver; Tuesday through Sunday Grandstand; Lawnmower Races; Dance Competition; Dairy Futurity; Media; And Other Expenses
  - B. Outdoor-Indoor Contracts
  - C. Ribbons
7. Update and Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: September 20, 2011

Kevin Behnke, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING**  
**FINANCE SUBCOMMITTEE**  
Monday, September 26, 2011  
Location: Expo Office

**Present:** K. Behnke, K. Swade, D. Pollen, J. Vetting, J. Beyer, J. Janowski, V. Voigt  
**Also Present:** J. Beyer, G. Neuser, J. Krizek  
**Absent & Excused:** D. Newberg, D. Gauger

**Called to Order** Meeting called to order – 6pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Janowski, seconded by Vetting to approve the May 5 meeting minutes. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals**

- A. Entertainment and Vendors Sub-Committee: None
- B. Operations Sub-Committee: None
- C. Parking and Security Sub-Committee: None

**Review, Discussion, and Action on other Expo Board Recommendations or Referrals**

None.

**Review, Discussion, and Action on the 2011 Fair:**

None.

**Review, Discussion, and Action on the following items for the 2012 Fair:**

**A. Budget – Woodcarver; Tuesday through Sunday Grandstand; Lawnmower Races; Dance Competition; Dairy Futurity; Media; And Other Expenses**

The following items were discussed:

- PW Director reported on the submitted budget and noted that excess funds would go into the reserve fund.
- Reserves versus Special Ops – discussion on possibility of moving to all reserve or special ops security. Need to get comparison chart and costs.
- Tent Rental – need to get pricing.
- Special Acts – Discussion on Dance Competition and one day passes.
- Dairy Futurity – Committee needs to be set up to meet with dairy representatives and need for sponsorship money to cover costs. Need to determine costs or sawdust/mats. Suggestion to have committee representatives from other departments.
- Ambulance and Fire Truck Locations – need to meet with Bill Manis.
- Grounds Request – PW Director reported on facility needs including service door replacement, blacktop repairs, electrical panels, and fencing.
- Convention – Budget is \$4,000 and would cover 3 nights for each member as well as member's banquet and registration ticket. Guests would need to pay for banquet and registration ticket. Mileage would be reviewed after convention.

**Action Needed:**

- Staff to meet with Sheriff's Department and report back to committee.
- Staff to obtain tent rental pricing and report back to committee.
- Dance Competition – place on next Operations committee agenda.
- Dairy Futurity – place on next Operations committee agenda.
- Staff to meet with Bill Manis and report back to committee.
- Grounds Improvement Request – place on next Finance committee agenda.



**B. Outdoor-Indoor Contracts**

Krizek presented the current outdoor and indoor contracts for approval. Motion was made by Pollen, seconded by Vetting to recommend for approval to the board to retain the existing price structure and charge for additional use of electrical. Motion carried.

**C. Ribbons**

Staff to prepare report on ribbon costs and present to the committee.

**Action Needed:**

- Ribbons – place on next Finance committee agenda.

**Update and Action on Other Fair Operation Projects and Issues**

No Report.

**Adjournment**

Motion made by Pollen, seconded by Voigt to adjourn at 7:48pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Swade

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
OPERATIONS SUBCOMMITTEE**

Held Wednesday, September 28, 2011

Location: Expo Office

**Present:** J. Vetting, J. Janowski, D. Schaut, K. Swade, J. Beyer, K. Behnke, M. Kohlbeck, D. Pollen, R. Voss,

**Also Present:** J. Krizek, D. Newberg

**Absent & Excused:** T. Dvorak C. Kocourek, V. Voigt, M. Persaud, D. Pawlowski

**Called to Order** Meeting called to order – 6pm.

**Minutes**  
No minutes were provided.

**Public Input**  
Committee Chairperson called for public input three times. No public input given.

**Review and Act on other Sub-Committee Recommendations or Referrals**

- |   |      |
|---|------|
| A. Finance Sub-Committee:                   | None |
| B. Parking and Security Sub-Committee:      | None |
| C. Entertainment and Vendors Sub-Committee: | None |

**Review and Act on other Expo Board Recommendations or Referrals**

None.

**Review and Action on the following items for the 2012 Fair:**

**A. Outdoor and Indoor Contract; Rules and Regulations**

Vetting presented the outdoor and indoor rules and regulations. Discussion included:

- Defining two draws off of a 110 receptacle box and no power strips.
- Tents or no tents for food vendors – speak with health department on rules and clarification for next meeting.
- Rules to include language that fair board has final say of location and rules.

**Action Needed:**

- Outdoor and Indoor Contract; Health Department – next committee meeting agenda.

**B. Ribbons**

Nancy Newberg reported on the survey results for the Exhibition Building. Discussion on ribbons and obtaining different prices for sizes and vendors.

**Action Needed:**

- Place on next committee meeting agenda.

**C. Event Liaisons**

Vetting reported on the need for each specific event to have a liaison, i.e. woodcarvers, racing. Consensus of the committee was to recommend to the board.

**D. Superintendent and Assistant Superintendent Appointments**

No report on appointments. Discussion on superintendent or assistant superintendent to reside in county. Consensus of the committee was to approve, but staff to check on state guidelines.

**Action Needed:**

- Superintendent and Assistant Superintendent Appointments – next committee meeting agenda.

**E. Dairy Futurity**

Vetting reported on the Dairy Futurity program. Discussion included to explain the intention of the program, need financials, review labor, input from other departments. Committee was formed to include: Janowski, Beyer, Kocourek, Pollen.

**F. Benches – Woodworking Project**

Krizek reported that Lowes is interested in donating wood towards the project and that Kevin Palmer was interested in having the 4-H Clubs produce the benches.

**G. Grease Containers**

Vetting reported on the grease vendors, one local vendor versus outside vendor. Discussion. Motion was made by Behnke, seconded by Schaut to recommend for approval to the board that when obtaining a grease vendor that grease collection will be at one centralized location, size capable of containing grease contents of the fair for the entire week. Motion carried unanimously.

**H. Fair Pictures – Conference**

Vetting presented the fair pictures for review. Committee will have until 4pm on Friday to review and submit choices for the WI Association of Fairs conference.

**I. Fairbook Changes; Jr. Fair Showmanship Process**

No Report.

**Action Needed:**

- Place on next committee agenda.

**J. Health Papers on all Species**

No Report.

**Action Needed:**

- Place on next committee agenda.

**K. Schedule Work Day**

No Report.

**Action Needed:**

- Place on next committee agenda.

**L. Exhibition Building Jobs and Duties**

No Report.

**Action Needed:**

- Place on next committee agenda.

**M. Tickets – Season and Media Passes**

Vetting reported on ticket options. Discussion.

**Action Needed:**

- Tickets Options – next committee meeting agenda.

**Update and Action on Other Fair Operations Projects and Issues.**

Krizek reported on the meeting with the Market Animal Committee president Keith Roberts, Dairy AG Agent Scott Gunderson, and 4-H Director Kevin Palmer as well as the Annual Market Animal meeting. Krizek added that there were concerns with the market animal rules and regulations as well as communication from the market animal committee to the exhibitors.

**Action Needed:**

- Market Animal Committee Update – next committee meeting agenda.

**Adjournment**

Motion made by Behnke, seconded by Kohlbeck to adjourn at 7:50pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Janowski



**MANITOWOC COUNTY  
EXPO and ICE CENTER BOARD  
MEETING NOTICE**

DATE: October 5, 2011  
TIME: 7:00 PM  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on Sub Committee Recommendations
  - A. ICE CENTER SUB-COMMITTEE:
    1. Ice Set Up; 2011-2012 Ice Season
  - B. FINANCE SUB-COMMITTEE:
    1. Budget – Woodcarver; Tuesday through Sunday Grandstand; Lawnmower Races; Dance Competition; Dairy Futurity; Media;
    2. Outdoor-Indoor Contracts
    3. Ribbons
  - C. OPERATIONS SUB-COMMITTEE:
    1. Outdoor and Indoor Contract; Rules and Regulations
    2. Ribbons
    3. Event Liaisons
    4. Superintendent and Assistant Superintendent Appointments
    5. Dairy Futurity
    6. Benches – Woodworking Project
    7. Grease Containers
    8. Fair Pictures – Conference
    9. Fairbook Changes; Jr. Fair Showmanship Process
    10. Health Papers on all Species
    11. Schedule Work Day
    12. Exhibition Building Jobs and Duties
    13. Tickets – Season & Media Passes
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. No Committee Meeting
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. No Committee Meeting
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting
4. Review, Discussion, and Action on 2012 Fair Matters
  - A. WI Association of Fairs Conference; Banquet & Registration Tickets
  - B. Fair Update
5. Comptroller's Financial Report – Review and Action
6. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. District 4 Meeting – Dodge County – October 13
  - B. Rummage-A-Rama – November 12; Volunteers Needed
  - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: September 27, 2011

Jerome Vetting, BOARD CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, October 5, 2011

Location: Expo Office

**Present:** J. Vetting, K. Behnke, K. Swade, J Beyer, M. Kohlbeck, D. Pollen, D. Schaut, V. Voigt, L. Taylor, D. Gauger, M. Persaud, J. Janowski, R. Voss, K. Hansen, D. Pawlowski, M. Plate, D. Newberg, C. Tesarik, A. Tesarik, S. Tesarik

**Also Present:** J. Beyer, G. Neuser, J. Krizek

**Absent & Excused:** C. Kocourek, T. Dvorak, D. Fitzgerald

**Called to Order** Meeting called to order – 7pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Kohlbeck, seconded by Taylor to approve minutes. Motion carried unanimously.

**Vouchers/Donation Tracker**  
No vouchers were submitted.

**Public Input**  
C. Tesarik distributed hog suggestions to the board.

### Review & Act on Subcommittee Recommendations:

#### A. Ice Center Sub-Committee

##### 1. Ice Set Up; 2011-2012 Ice Season

Pollen reported that volunteers from hockey and figure skating had cleaned and placed the dasher boards and glass and will begin painting at 7am on Saturday. Pollen added that two people from figure skating had passed their health certification class and two to three hockey volunteers were to take the class. Krizek reported on Kahlenberg Industries and the interest in putting in an In-Ice logo and currently working on the logo.

#### B. Finance Sub-Committee

##### 1. Budget – Woodcarver; Tuesday through Sunday Grandstand; Lawnmower Races; Dance Competition; Dairy Futurity; Media

Behnke reported on the budget numbers for 2012 and the same as 2011 and the entertainment budget numbers had been established. Behnke added that the committee needs to review the budget and have ideas of entertainment when attending the WI Association of Fairs conference. Discussion.

##### 2. Outdoor-Indoor Contracts

Behnke reported that the Outdoor-Indoor contracts will have some clarification in the rules. Motion was made by Behnke, seconded by Swade to keep the fees the same and add language changes. Motion carried unanimously.

##### 3. Committee Report

Behnke

#### C. Operations Sub-Committee

##### 1. Committee Report

Vetting reported on the following:

- Ribbons versus stickers. Newberg displayed a small ribbon.
- Event Liaisons – assign a board member to be a liaison for each event, i.e., Demo Derby, Woodcarvers.
- Superintendent moving to Elkhart Lake and is still interested in being the superintendent at the county fair.
- Dairy Futurity – a committee has been formed and will get input from other departments as well as financials for set up and tear down.
- Benches – 4-H clubs interested in making the picnic benches and Lowes is looking at donating the wood.

- Grease – discussion on using a local vendor and recommendation from Operations was to obtain a grease vendor that grease collection will be at one centralized location, size capable of containing grease contents of the fair for the entire week

Motion was made by Vetting, seconded by Schaut to approve the recommendations from the committee. Motion carried unanimously.

**Action Needed:**

- Staff to bring samples to next committee meeting.

**D. Entertainment/Vendors Sub-Committee: *No Committee Meeting***

**1. Committee Report**

Newberg reported that there was no committee meeting and will be looking at the acts at convention.

**E. Parking/Security Sub-Committee: *No Committee Meeting***

**1. Committee Report**

Beyer reported that there was no committee meeting but will have a meeting in the next two months.

**F. Fairest of the Fair Sub-Committee: *No Committee Meeting***

**1. Committee Report**

Newberg reported that there was no committee meeting. Newberg reported that they are working on auction items for the fairest of the fair basket. A sheet was distributed and board members were assigned to get auction items. Newberg added that the fairest will be attending the Mishicot parade on Oct 15.

**Action Needed:**

- Auction Item – WI Association of Fairs Conference – place on the next board agenda.

**Review and Act on 2012 Matters**

**A. WI Association of Fairs Conference; Banquet & Registration Tickets**

Krizek reported that board members attending the conference need to contact the Expo Office with the number of banquet and registration tickets needed.

**B. Fair Update**

No Report.

**Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Report included in the board packets. PW Director reported on capital projects at the Expo grounds including service doors, blacktop repairs, electrical panel box, fencing panels, and grandstand repairs as well as discussion on reserve funds. Motion was made by Janowski, seconded by Persaud to allot up to a maximum of \$20,000 for capital improvements. Motion carried unanimously.

**Update and Action on Other Fair, Expo Buildings, and Grounds Projects and Issues**

**A. District 4 Meeting – Dodge County – October 13**

Vetting reminded the board of the upcoming district 4 meeting to be held at Dodge County on October 13 and there will be 5 people attending.

**B. Rummage-A-Rama – November 12; Volunteers Needed**

Vetting reported that there is an upcoming Rummage-A-Rama on Nov 12 and volunteers are needed. Discussion on concessions.

**C. Expo-Ice Center Month Events; Expo Grounds Update**

Krizek reported on the month events.

**Adjournment**

Motion was made by Janowski, seconded by Newberg to adjourn at 8:10pm. Motion carried.

Minutes taken by Krizek

---

Signed by Dvorak



**MANITOWOC COUNTY**  
**EXPO-ICE CENTER BOARD**  
**Entertainment and Vendors Sub-Committee**  
**MEETING NOTICE**

DATE: October 26, 2011  
TIME: 6:30 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review and Act on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Operations Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
4. Review and Act on other Expo Board Recommendations or Referrals
5. Review, Discussion and Action on the following items for the 2012 Fair:
  - A. Special Events – Special Race, EWSC, Truck & Tractor Pull, Dance Competition, Tractor Pull, Demo Derby, Horse Pull, Casady's Critters, TADA (contract 2013), Kandu – Magic Show, Woodcarvers; Grandstand Budget-Other Entertainment Budget
  - B. Outdoor Vendor Rules and Regulations – Health Department Rules
  - C. Other Fair Matters
  - D. Committee Report
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: October 19, 2011

Dan Newberg, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
ENTERTAINMENT AND VENDORS SUBCOMMITTEE**

Held Wednesday, October 26, 2011

Location: Expo Office

**Present:** D. Newberg, J. Vetting, K. Behnke, K. Hansen, D. Pollen, M. Plate, D. Fitzgerald  
**Also Present:** J. Beyer, J. Krizek  
**Absent & Excused:** M. Kohlbeck, C. Kocourek, D. Gauger, R. Voss, D. Schaut, L. Taylor

**Called to Order** Meeting called to order - 6:30pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Behnke, seconded by Vetting to approve the minutes. Motion carried unanimously.

**Public Input**

Board Chairperson called for public input three times. No public input given.

**Review and Act on other Sub-Committee Recommendations or Referrals**

A. Finance Sub-Committee:	None
B. Operations Sub-Committee:	None
C. Parking/Security Sub-Committee:	None

**Review and Act on other Expo Board Recommendations or Referrals**

None.

**Review and Action on the following items for the 2012 Fair:**

**A. Special Events – Special Race, EWSC, Truck & Tractor Pull, Dance Competition, Tractor Pull, Demo Derby, Horse Pull, Casady's Critters, TaDa (Contract 2013), Kandu – Magic Show, Woodcarvers; Grandstand Budget-Other Entertainment Budget**

The committee discussed the following:

- Dance Competition – consensus of the committee was to continue.
- Tuesday – Special Race-Kick Off Race – discussion on different ideas for race night and to possibly collaborate between race organizations, i.e., EWSC, contact Joe Vertigan promoter for Speedway 141.
- Horse Pull – consensus of the committee to recommend.
- Pullers – discussion – need to see racing schedule first.
- Tractor Pull – Schnell Brothers – best turn out and like having the event on Friday.
- Lawn Mower Racing – review during convention and look to have at 5pm on Saturday.
- Casady's – reviewed the proposed contract to increase square footage with option to pay for footage and move Kandu to the kid's area.
- Kandu – reviewed entertainment and staff to contact Kandu to propose a one-year agreement with 2 year option as well as move the act to the kid's area and look at other acts at convention.
- TaDa – contract through 2013.
- Woodcarver – discussion to relocate across from variety tent and work out logistics with the variety tent. Need to discuss process of bidding during the auction with the Loghoppers and also look at other woodcarvers during convention. Consensus to seek woodcarver at \$10,000 or less.
- Idea of Bungee entertainment – look at convention.
- Outdoor Vendor Rules and Regulations – to be emailed to committee for future discussion.
- Wine Tasting idea – on hold until communication from legislation.

**Action Needed**

- Staff to contact Kandu prior to the next meeting.
- Staff to email Vendor Rules and Regulations to the committee.

**Update and Action on Other Fair Entertainment and Vendors Projects and Issues.**

Other ideas were discussed – Ladies in Costume, Clipper City Chordsman for Senior Citizen's Day.

**Adjournment**

Motion made by Vetting, seconded by Schaut to adjourn. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Kohlbeck





**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**MEETING NOTICE**

DATE: November 2, 2011  
TIME: 7:00 PM  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on Sub Committee Recommendations
  - A. ICE CENTER SUB-COMMITTEE:
    1. Committee Report
    2. Ice Set Up; 2011-2012 Ice Season
  - B. FINANCE SUB-COMMITTEE:
    1. No Committee Meeting-Committee Report
  - C. OPERATIONS SUB-COMMITTEE:
    1. No Committee Meeting-Committee Report
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Committee Report
    2. Special Events – Special Race, EWSC, Truck & Tractor Pull, Dance Competition, Tractor Pull, Demo Derby, Horse Pull, Casadys Critters, TADA (contract 2013), Kandu – Magic Show, Woodcarvers; Grandstand Budget-Other Entertainment Budget; Outdoor Vendor Rules and Regulations – Health Department Rules; Other Fair Matters
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Committee Report
    2. Special Ops-Reserve and Sheriff Hours
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting-Committee Report
    2. Fairest of the Fair Auction Items
4. Review, Discussion, and Action on 2011 Fair Matters
  - A. Vans Concession Financials – Request
5. Review, Discussion, and Action on 2012 Fair Matters
  - A. WI Association of Fairs Conference; Banquet & Registration Tickets
  - B. HTR Ad Costs; Blitz Advertising
  - C. Cassidy's Critters
  - D. Dairy Futurity – Ice Center Schedule
  - E. Market Animal Committee Update
  - F. Fair Update
6. Comptroller's Financial Report – Review and Action
7. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. District 4 Meeting Update
  - B. Rummage-A-Rama – November 12; Volunteers Needed
  - C. Grandstand Bleacher Repairs
  - D. Expo-Ice Center Month Events; Expo Grounds Update
8. Adjourn

Date: October 25, 2011

Jerome Vetting, BOARD CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, November 2, 2011

Location: Expo Office

**Present:** J. Vetting, K. Behnke, K. Swade, J Beyer, M. Kohlbeck, D. Pollen, D. Schaut, V. Voigt, L. Taylor, D. Gauger, M. Persaud, J. Janowski, R. Voss, M. Plate, D. Newberg, , D. Fitzgerald

**Also Present:** J. Beyer, G. Neuser, J. Krizek, Tricia Tienor, Tom Tienor

**Absent & Excused:** C. Kocourek, T. Dvorak, K. Hansen, D. Pawlowski,

**Called to Order** Meeting called to order – 7:10pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Plate, seconded by Pollen to approve minutes. Motion carried unanimously.

### Vouchers/Donation Tracker

Mileage voucher was submitted for approval of mileage for Dan Newberg to the district 4 meeting. Motion was made by Gauger, seconded by Voigt to approve the voucher of mileage for Dan Newberg to the district 4 meeting. Motion carried unanimously.

### Public Input

Tricia Tienor, superintendent of hogs, reported that three families were interested in showing two hogs at the 2012 fair. Tienor added that there will be an informal survey done and would like to require exhibitors to have a mandatory meeting added to the fair rules. Will be looking at exhibiting two hogs for the 2013 fair.

### Review & Act on Subcommittee Recommendations:

#### A. Ice Center Sub-Committee

##### 1. Committee Report

##### 2. Ice Set Up; 2011-2012 Ice Season

Pollen reported on the following:

- Ice is in and operation. Committee recommended for approval the skate sharpening rate be set at \$3 for overnight, \$4 for same day, and \$5 for new skates. Note that all volunteers need to sign waivers for all equipment.
- Figure Skating group running three skate events to be credited towards the joint contract.
- Ice Advertising – working on advertisers of approximately \$3,600.
- Two figure skating volunteers have passed their restaurant license and working in the concessions four days per week.
- Skate-A-Thon scheduled from 11am-1pm on Nov 5.
- One to two percent of overall costs saved with use of volunteers doing labor.

Motion was made by Pollen, seconded by Gauger to approve the committee recommendations. Motion carried.

#### B. Finance Sub-Committee

##### 1. No Committee Meeting-Committee Report

Behnke reported that the budget has been set.

#### C. Operations Sub-Committee

##### 1. No Committee Meeting-Committee Report

#### D. Entertainment/Vendors Sub-Committee: No Committee Meeting

##### 1. Committee Report

##### 2. Special Events – Special Race, EWSC, Truck & Tractor Pull, Dance Competition, Tractor Pull, Demo Derby, Horse Pull, Casady's Critters, TADA (contract 2013), Kandu – Magic Show, Woodcarvers; Grandstand Budget-Other Entertainment Budget; Outdoor Vendor Rules and Regulations – Health Department Rules; Other Fair Matters

Newberg reported on the following:

- Dance Competition moving to Tuesday.
- Special Race is under review.
- Horse Pull – recommend to do for 2012.
- Modified Truck & Tractor Pull – Pullers – wait until racing schedule set.
- Tractor Pull – Happy with Friday.
- Lawnmower Races – potentially for Saturday at 5pm.
- Casady's Critters – contact about the rental space.
- Kandu – move to kid's area.
- TaDa – contract through 2013.
- Woodcarver – look at convention.
- Other ideas – Bungee entertainment; Wine tasting.
- Reviewing vendor rules.
- Tuesday and Thursday entertainment still not set.
- Voss working with Ariens to be a sponsor for lawnmower races.

Motion was made by Newberg, seconded by Behnke, to approve the committee recommendations. Motion carried unanimously.

**E. Parking/Security Sub-Committee:**

1. **Committee Report**
2. **Special Ops-Reserve and Sheriff Hours**

Beyer discussed changes for the sheriff's and SODA contracts and will be determined based on the daily entertainment.

**F. Fairest of the Fair Sub-Committee: *No Committee Meeting***

1. **No Committee Meeting-Committee Report**
2. **Fairest of the Fair Auction Items**

Newberg reported on items needed for convention and that auction items should be at the Expo office the first week in January.

Newberg reported that the fairest of the fair will be in the holiday parade.

**Review, Discussion, and Action on 2011 Fair Matters**

**A. Vans Concession Financials – Request**

PW Director reported that Vans Athletic Club not doing well and looking at other options for the 2012 fair.

**Review and Act on 2012 Matters**

**A. WI Association of Fairs Conference; Banquet & Registration Tickets**

Krizek reminded board members to pay invoices due by Dec. 15.

**B. HTR Ad Costs; Blitz Advertising**

Krizek reported on HTR full page ads and blitz advertising that ranges from approx. \$3,000 to \$6,000. Consensus of the board was not to do additional advertising.

**C. Casady's Critters**

Reported on with Entertainment. Need to discuss location.

**D. Dairy Futurity – Ice Center Schedule**

Board discussion on the dairy futurity program and Ice Center schedule.

**E. Market Animal Committee Update**

Voss reported that he attended the Market Animal Committee meeting and committee appreciated Expo being in attendance. Krizek added that there were suggestions from 4-H to review and improve the market animal handbook and restructure the current program.

**F. Fair Update**

No Report.

**Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Report included in the board packets.

**Update and Action on Other Fair, Expo Buildings, and Grounds Projects and Issues**

**A. District 4 Meeting – Dodge County – October 13**

Vetting reported on the District 4 meeting and raffle item for the hospitality room at the WI Association of Fairs conference.

**B. Rummage-A-Rama – November 12; Volunteers Needed**

Vetting reported that there is an upcoming Rummage-A-Rama on Nov 12 and volunteers are needed.

**C. Expo-Ice Center Month Events; Expo Grounds Update**

Krizek reported on the month events. Benke reported on the 2012 budget with the \$25,000 coming out of reserves. Discussion.

**Adjournment**

Motion was made by Newberg, seconded by Vogt to adjourn at 8:15pm. Motion carried.

Minutes taken by Krizek

---

Signed by Vetting



**MANITOWOC COUNTY**  
**EXPO-ICE CENTER BOARD**  
**Parking and Security Sub-Committee**  
**MEETING NOTICE**

DATE: November 2, 2011  
TIME: 6:30 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review and Act on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Operations Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
4. Review and Act on other Expo Board Recommendations or Referrals
5. Review and Action on the following items for the 2012 Fair:
  - A. Specials Ops-Reserve and Sheriff Hours
  - B. Committee Report
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: October 25, 2011

Jody Beyer, SUB-COMMITTEE CHAIRPERSON

By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
PARKING AND SECURITY SUBCOMMITTEE**

Held Wednesday, November 2, 2011

Location: Expo Office

**Present:** J. Beyer, M. Plate, J. Vetting, K. Swade, D. Pollen, L. Taylor, M. Kohlbeck, R. Voss, M. Persaud  
**Also Present:** J. Beyer, J. Krizek, G. Neuser, D. Newberg, K. Behnke, J. Janowski, D. Fitzgerald, D. Pawlowski,  
D. Gauger  
**Absent & Excused:** C. Kocourek, K. Hansen

**Called to Order** Meeting called to order - 6:30pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Voss, seconded by Pollen to approve the minutes. Motion carried unanimously.

**Public Input**

Board Chairperson called for public input three times. No public input given.

**Review and Act on other Sub-Committee Recommendations or Referrals**

- A. Finance Sub-Committee: None
- B. Operations Sub-Committee: None
- C. Entertainment and Vendors Sub-Committee: None

**Review and Act on other Expo Board Recommendations or Referrals**

None.

**Review and Action on the following items for the 2012 Fair:**

**A. Special Ops-Reserve and Sheriff Hours**

Beyer reported on the proposed schedule provided in the committee packet. Beyer added that once the entertainment has been scheduled then will review the schedule using the proposed schedule as a base plan. Discussion.

**B. Committee Report**

Beyer reported on the following:

- Vtech – surveillance video for horse barn area. Would be a free service.
- Night Guard option for horse tent as well as a daytime guard.
- Parking Area for Fire Trucks – extension of area.
- Repaint signs.
- Signs – need for new exit signs for corner, parking signs, one way and handicap signs.
- Other needs – flashlight cones.
- Discussion of alternate route for horse parkers.
- Variety Tent Firelane – extension of fire lane to Farm Bureau.

**Update and Action on Other Fair Parking and Security Projects and Issues.**

None.

**Adjournment**

Motion made by Voss, seconded by Vetting to adjourn at 7:05pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Voss



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**Ice Center Sub-Committee**  
**MEETING NOTICE**

DATE: November 2, 2011  
TIME: 6:00 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Operation Report - Ice Season and Dry Floor Events – Review, Discussion and Action
  - A. 2011-2012 Ice Season
4. Marketing Report
5. Figure Skating Report
6. Hockey Organization Report
7. Adjourn

Date: October 25, 2011

Dick Pollen, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
ICE CENTER SUBCOMMITTEE**

Held Thursday, November 2, 2011

Location: Expo Office

**Present:** D. Pollen, K. Swade, J. Vetting, R. Voss, D. Gauger, D. Pawlowski, D. Fitzgerald  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, K. Behnke J. Janowski, J. Beyer, D. Newberg  
**Absent & Excused:** M. Persaud

**Called to Order** Meeting called to order – 6:00pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Pawlowski, seconded by Gauger to approve the minutes. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Operation Report – Ice Season and Dry Floor Events – Review, Discussion, and Action**

**A. 2011-2012 Ice Season**

Pollen reported on resurfacing and user groups putting a list together of volunteers who resurface. Pollen also added that resurfacers are being trained on how to start the Olympia when there is no electrical power as well as a volunteer is conducting resurfacer training.

Pollen reported on skate sharpening and that the service is no longer being provided by MCIC staff but by the organizations and volunteers need to fill out a liability form to use the skate sharpener. Pollen also recommended skate sharpening rates of \$3 for overnight, \$4 for same day, and \$5 for new skates. Motion was made by Pawlowski, seconded by Gauger to recommend to the board for approval of the skate sharpening rates of \$3 for overnight, \$4 for same day, and \$5 for new skates. Motion carried unanimously. Pollen also noted that volunteers who have signed the liability waiver and received training will be allowed to use the skate sharpening equipment.

Pollen reported that the figure skating group is running the concessions four days per week and are waiting for hockey to obtain necessary licensing.

**Marketing Report**

No report.

**Figure Skating Report**

Pawlowski reported on the following:

- Buck Skate will be held Nov 19 during public skate from 1pm-4pm and will have other skate events to follow. Pawlowski added a flyer was being distributed to all grade school students promoting registration and the special event.
- Skate-A-Thon will be held on Saturday from 11am-1pm.
- In-Ice logo is in and working on 2 new sign and 2 new upgrades for advertising.
- Figure Skating off to a good start and numbers improved.
- Exhibition will be held December 4 at 5:30pm.
- Holiday Parade – will be promoting the Ice Center in the holiday parade.
- Registration will be Nov 12-15.



**Hockey Organization Report**

No report.

**Other**

PW Director reported that a total cost savings of 1-2% was saved in one month with the use of volunteers.

PW Director reported that there might not be a varsity hockey team for the 2011-2012 season.

**Adjournment**

Motion made by Vetting, seconded by Swade to adjourn at 6:25pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Pollen



**MANITOWOC COUNTY**  
**EXPO-ICE CENTER BOARD**  
**Operations Sub-Committee**  
**MEETING NOTICE**

DATE: December 1, 2011  
TIME: 5:30 p.m.  
PLACE: Expo Office

**NOTE:** There was not a quorum present. Therefore, no minutes or attendance report for this meeting.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on other Sub-Committee Recommendations or Referrals
  - A. Finance Sub-Committee:  
None
  - B. Entertainment/Vendors Sub-Committee:  
None
  - C. Parking/Security Sub-Committee:  
None
6. Review, Discussion, and Action on other Expo Board Recommendations or Referrals
7. Review, Discussion, and Action on the following items for the 2012 Fair:
  - A. Alpaca
  - B. Fairbook Changes; Jr. Fair Showmanship Process; Jr. Fair Rules vs 4-H Rules; Exhibitor Conduct Rules
  - C. Ticket Options – Season Passes, Other Tickets
  - D. Outdoor and Indoor Contract; Rules and Regulations; Health Department
  - E. Ribbons
  - F. Superintendent-Assistant Superintendent-Head Superintendent Appointments
  - G. Dairy Futurity
  - H. Market Animal Committee Update
  - I. Health Papers on all Species
  - J. Dance Competition Ideas
  - K. Schedule Work Day
  - L. Exhibition Building Jobs and Duties
  - M. Daily Fair Work Schedule
8. Update and Action on Other Fair Operation Projects and Issues
9. Adjourn

Date: November 22, 2011

Chris Kocourek, SUB-COMMITTEE VICE CHAIRPERSON

By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**MEETING NOTICE**

DATE: December 7, 2011  
TIME: 7:00 PM  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Action on Sub Committee Recommendations
  - A. ICE CENTER SUB-COMMITTEE:
    1. Committee Report
    2. Concessions – Certification, Updates-Issues; Olympia Training; Wall Signs-Dasher Boards; Skate-A-Thon; Buck Skate; Skate with Santa; Figure Skating Enrollment Update; Figure Skating Exhibition Update; Hockey WIAA Hockey, Varsity-JV Update; Hockey Enrollment Update
  - B. FINANCE SUB-COMMITTEE:
    1. No Committee Meeting-Committee Report
  - C. OPERATIONS SUB-COMMITTEE:
    1. Committee Report
    2. Alpaca; Fairbook Changes, Jr. Fair Showmanship Process, Jr. Fair Rules vs 4-H Rules, Exhibitor Conduct Rules; Ticket Options – Season Passes, Other Tickets; Outdoor and Indoor Contract; Rules and Regulations; Health Department; Ribbons; Superintendent-Assistant Superintendent-Head Superintendent Appointments; Dairy Futurity; Market Animal Committee Update; Health Papers on all Species; Dance Competition Ideas; Schedule Work Day; Exhibition Building Jobs and Duties; Daily Fair Work Schedule
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. No Committee Meeting-Committee Report
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Committee Report
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting-Committee Report
    2. Fairest of the Fair Auction Items
4. Review, Discussion, and Action on 2012 Fair Matters
  - A. WI Association of Fairs Conference; Banquet & Registration Tickets
  - B. Market Animal Committee Update
  - C. Fair Update
5. Comptroller's Financial Report – Review and Action
6. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Rummage-A-Rama – December 10; Volunteers Needed
  - B. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: November 29, 2011

Jerome Vetting, BOARD CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, December 7, 2011

Location: Expo Office

**Present:** J. Vetting, K. Swade, J Beyer, M. Kohlbeck, D. Pollen, D. Schaut, V. Voigt, L. Taylor, D. Gauger, M. Persaud, J. Janowski, R. Voss, M. Plate, D. Newberg, K. Hansen, D. Fitzgerald

**Also Present:** J. Beyer, G. Neuser, J. Krizek, Tricia Tienor, Tom Tienor

**Absent & Excused:** C. Kocourek, T. Dvorak, K. Behnke, D. Pawlowski

**Called to Order** Meeting called to order – 7:00pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Kohlbeck, seconded by Gauger to approve minutes. Motion carried unanimously.

### Vouchers/Donation Tracker

Mileage voucher was submitted for approval of mileage for Operations subcommittee meeting members on Dec 1. Motion was made by Janowski, seconded by Newberg to approve the voucher of mileage for Operations subcommittee meeting members on Dec 1. Motion carried unanimously.

### Public Input

Committee Chairperson called for public input three times. No public input given.

Chairperson reminded board members to notify the office when unable to attend board and/or committee meetings.

### Review & Act on Subcommittee Recommendations:

#### A. Ice Center Sub-Committee

##### 1. Committee Report

##### 2. **Concessions-Certification; Updates-Issues; Olympia Training; Wall Signs-Dasher Boards; Skate-A-Thon; Buck Skate; Skate with Santa; Figure Skating Enrollment Update; Figure Skating Exhibition Update; Hockey WIAA Hockey, Varsity-JV Update; Hockey Enrollment Update**

Pollen reported on the following:

- Concessions stand – two people from figure skating have volunteered, but no volunteers from hockey.
- Need liability waivers for Olympia and skate sharpening and need to train more people.
- Buck skate went well and Skate with Santa coming up.
- Figure skating enrollment up the first session and held for the second session and are doing sign ups for the skate show.
- Exhibition on Sunday was open to the public.
- Issue with JV-varsity projected budget.

#### B. Finance Sub-Committee

##### 1. **No Committee Meeting-Committee Report**

No report.

#### C. Operations Sub-Committee

##### 1. Committee Report

##### 2. **Alpaca; Fairbook Changes, Jr. Fair Showmanship Process, Jr. Fair Rules vs. 4-H Rules, Exhibitor Conduct Rules; Ticket Options – Season Passes, Other Tickets; Outdoor and Indoor Contract, Rules and Regulations, Health Department; Ribbons; Superintendent-Assistant Superintendent-Head Superintendent Appointments; Dairy Futurity; Market Animal Committee Update; Health Papers on all Species; Dance Competition Ideas; Schedule Work Day; Exhibition Building Jobs and Duties; Daily Fair Work Schedule**

PW Director reported there was no quorum at the Dec 1 meeting.

##### **Action Needed:**

- Operations Subcommittee meeting scheduled for Jan 4.
- Staff to send out Dairy Futurity meeting invitation to the board.

**D. Entertainment/Vendors Sub-Committee: *No Committee Meeting***

**1. *No Committee Meeting-Committee Report***

No report.

**E. Parking/Security Sub-Committee:**

**1. *No Committee Meeting-Committee Report***

No report.

**F. Fairest of the Fair Sub-Committee: *No Committee Meeting***

**1. *No Committee Meeting-Committee Report***

**2. *Fairest of the Fair Auction Items***

Newberg reported that the committee is working on auction items and have received a one-year membership from Maritime Museum, Pine River Dairy donation, and other donations.

Motion was made by Newberg, seconded by Voigt to approve an Expo representative to bid up to \$500 on the Expo auction basket at the WI Association of Fairs conference. Motion approved unanimously.

**Review and Act on 2012 Matters**

**A. *WI Association of Fairs Conference; Banquet & Registration Tickets***

Krizek reminded board members to pay invoices due by Dec. 15.

Board members agreed to schedule meetings Monday through Wednesdays at noon during the conference.

**B. *Market Animal Committee Update***

PW Director reported that the market animal booklet will be sent out to the Operations committee for review but no changes could be made to the booklet. PW Director added that the Operations committee will be looking for changes for the 2013 fair.

**Action Needed:**

- Staff to email Market Animal booklet to the Operations subcommittee.

**C. *Fair Update***

No Report.

**Comptroller's Financial Report – Review and Action**

PW Director reported on the Financial Reported included in the board packets.

**Update and Action on Other Fair, Expo Buildings, and Grounds Projects and Issues**

**A. *Rummage-A-Rama – December 10; Volunteers Needed***

Vetting reported that there is an upcoming Rummage-A-Rama on Dec 10 and volunteers are needed. Vetting noted that Vans will provide concessions.

**B. *Expo-Ice Center Month Events; Expo Grounds Update***

PW Director reminded the board on the process of requesting funds for purchases; items must be brought to the director and Expo-Ice Center board for approval prior to purchase and once approved, items can be purchased.

**Adjournment**

Motion was made by Janowski, seconded by Beyer to adjourn at 7:55pm. Motion carried.

Minutes taken by Krizek

---

Signed by Vetting



**MANITOWOC COUNTY**  
**EXPO and ICE CENTER BOARD**  
**Ice Center Sub-Committee**  
**MEETING NOTICE**

DATE: December 7, 2011  
TIME: 6:00 p.m.  
PLACE: Expo Office

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Operation Report – 2011-2012 Ice Season and Dry Floor Events – Review, Discussion and Action
  - A. Concessions – Certification; Updates-Issues
  - B. Olympia Operator Training
  - C. Skate Sharpening Training
4. Marketing Report
  - A. Wall Signs-Dasher Boards
  - B. Skate-A-Thon
  - C. Buck Skate
  - D. Skate with Santa
5. Figure Skating Report
  - A. Enrollment Update
  - B. Exhibition Update
6. Hockey Organization Report
  - A. WIAA Hockey; Varsity-JV Update
  - B. Enrollment Update
7. Adjourn

Date: November 29, 2011

Dick Pollen, SUB-COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MINUTES of EXPO-ICE CENTER BOARD MEETING  
ICE CENTER SUBCOMMITTEE**

Held Thursday, December 7, 2011

Location: Expo Office

**Present:** D. Pollen, K. Swade, J. Vetting, R. Voss, D. Gauger, D. Pawlowski, D. Fitzgerald, M. Persaud

**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Janowski, D. Newberg, Erick Kahlenberg

**Absent & Excused:**

**Called to Order** Meeting called to order – 6:00pm.

**Minutes**

Minutes were reviewed from the previous meeting. Motion was made by Pawlowski, seconded by Vetting to approve the minutes. Motion carried unanimously.

**Public Input**

Committee Chairperson called for public input three times. No public input given.

**Operation Report – Ice Season and Dry Floor Events – Review, Discussion, and Action**

***A. Concessions – Certification; Updates-Issues***

Pollen reported that there are two figure skating volunteers working in the concessions stand and have not had any volunteers sign up for hockey. Pollen added that there have been no issues and volunteers have been doing some janitorial work.

***B. Olympia Operator Training***

Pollen reported that both user groups have been advised to submit liability waivers for use of the Olympia.

***C. Skate Sharpening Training***

Pollen reported that liability waivers need to be signed and price structure has been submitted. Pollen added that user groups need to get a list of volunteers trained.

**Marketing Report**

***A. Wall Signs-Dasher Boards***

Pawlowski reported that five advertising contracts are pending and will have completed by end of next week. Persaud reported that Kahlenberg is the center ice logo and working on four advertising contracts. Pollen added that all advertising contracts must be completed by the end of the month.

***B. Skate-A-Thon***

Pollen reported that the Skate-A-Thon event grossed approximately \$6,500 and waiting for hockey to provide prize allocation and the t-shirts to be completed. Pollen added that the event financials must be complete by the end of the month.

***C. Buck Skate***

Pawlowski reported that the Buck Skate went well with approximately 250 people in attendance.

#### **D. Skate with Santa**

Pawlowski reported that the Skate with Santa event is in two weeks, ads placed, and flyers sent to the schools.

Other issues – Krizek reported that there were issues during a Sunday public skate and skaters were skating too fast and concerned other skaters.

#### **Figure Skating Report**

##### **A. Enrollment Update**

Pawlowski reported that second session registration is as projected. Pawlowski added that the spring show and third session registration went well.

##### **B. Exhibition Update**

Pawlowski reported that 21 skaters were present for the Exhibition.

#### **Hockey Organization Report**

##### **A. WIAA Hockey; Varsity-JV Update**

Persaud reported that numbers are low with 9 players and do not have a varsity team but will still have a JV team. Persaud added that hockey is working on recruiting two more players.

Kalenberg reported that hockey budgeted for 23 players on both JV and varsity and the hours required now are not the same with only JV. Kalenberg noted that hockey would like the committee to amend the WIAA contract. PW Director added that initially hockey requested a \$10,000 reduction in the contract which was reviewed by the comptroller, but was advised that \$5,000 was the most the contract could be reduced. Discussion. Persaud explained WAHA versus WIAA. Motion was made by Pawlowski, seconded by Vetting to take the request under consideration after a meeting with the Ice Center subcommittee chair and committee members to confirm financials. Motion carried unanimously.

##### **Action Needed:**

- **Meeting to be scheduled by December 16, 2012.**

##### **B. Enrollment Update**

No report.

#### **Adjournment**

Motion made by Vetting, seconded by Voss to adjourn at 6:45pm. Motion carried unanimously.

Minutes taken by Krizek

---

Signed by Pollen