



MANITOWOC COUNTY

EXPO and ICE CENTER BOARD

MEETING NOTICE

DATE: January 4, 2012
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. Election of Officers
4. Review, Discussion, and Action on Sub Committee Recommendations
 - A. ICE CENTER SUB-COMMITTEE:
 1. Committee Report
 2. Operation Report – 2011-2012 Ice Season and Dry Floor Events – Review, Discussion and Action – WIAA Hockey Contract; Skate-A-Thon Update; Skate with Santa Update; Wall Signs-Dasher Boards Update; Figure Skating Report; Hockey Organization Report
 - 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. No Committee Meeting-Committee Report
 - F. FAIREST OF THE FAIR SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 2. Fairest of the Fair Auction Items
5. Review, Discussion, and Action on 2012 Fair Matters
 - A. WI Association of Fairs Conference Reminder – Jan 8-12
 - B. 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. Rummage-A-Rama – January 10; Volunteers Needed
 - B. Winterfest – January 28; Volunteers Needed
 - C. Expo-Ice Center Month Events; Expo Grounds Update
8. Adjourn

Date: December 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.

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MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, January 4, 2012

Location: Expo Office

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

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

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

Called to Order Meeting called to order – 7:00pm.

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

Vouchers/Donation Tracker
None.

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

Election of Officers

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

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

Derek Fitzgerald was nominated by Chris Kocourek as the secretary. After three calls for other nominations a motion made by Behnke, seconded by Beyer, that nominations be closed and unanimous ballot be cast for Fitzgerald as committee secretary. Motion carried unanimously.

Review & Act on Subcommittee Recommendations:

A. Ice Center Sub-Committee

1. **Committee Report**
2. **Operations Report – 2011-2012 Ice Season and Dry Floor Events – Review, Discussion and Action – WIAA Hockey Contract; Skate-A-Thon Update; Skate with Santa Update; Wall Signs-Dasher Boards Update; Figure Skating Report; Hockey Organization Report**

Pollen reported on the following:

- Update on the 2011-2012 Ice Season – withdrawal of MCYHA request.
- Jr. Gamblers rental of ice
- Figure Skating – third session underway and slight increases.
- Labor costs have been reduced.

B. Finance Sub-Committee

1. **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**

Kocourek reported on the following:

- Recommended fairbook changes.

- Jr. Fair Showmanship recommendation to follow state fair process.
 - Jr. Fair vs. 4-H rules tabled.
 - Conduct Rules to follow state fair rules.
 - Contract, rules, regulations and health department policies recommend to approve.
 - Exhibition building recommend to use stickers.
 - Dairy Futurity meeting update and next meeting Jan 25 at 7pm; reviewed layout.
- Motion was made by Schaut, seconded by Newberg to accept the committee recommendations. Motion carried unanimously.

D. Entertainment/Vendors Sub-Committee: *No Committee Meeting*

1. *Committee Report*

Newberg noted that information is coming in on acts and entertainment and will be reviewing with the committee.

E. Parking/Security Sub-Committee:

1. *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 all items for the auction have been brought in and will be taken to the conference.

Review and Act on 2012 Matters

A. *WI Association of Fairs Conference Reminder – Jan 8-12*

Krizek reported that all members attending the conference should have the confirmation letter.

Vetting reported that all meetings will be held at noon.

B. *Fair Update*

Krizek reported that contracts are being sent out.

Comptroller's Financial Report – Review and Action

PW Director reported on the Financial Reported included in the board packets and noted that maintenance work completed in fall. PW Director added that the Ice Center is making progress as well as racing.

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

A. *Rummage-A-Rama – January 14; Volunteers Needed*

Vetting reported that there is an upcoming Rummage-A-Rama on Jan 14 and volunteers are needed.

B. *Expo-Ice Center Month Events; Expo Grounds Update*

Newberg reminded the board the upcoming Winterfest event on Jan 28.

Adjournment

Motion was made by Voigt, seconded by Hansen to adjourn at 7:32pm. Motion carried.

Minutes taken by Krizek

Signed by Fitzgerald



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

DATE: January 4, 2012
TIME: 6:50 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. Adjourn

Date: December 27, 2011

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

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

Held Wednesday, January 4, 2012

Location: Expo Office

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

Also Present: J. Beyer, G. Neuser, J. Krizek, K. Hansen, K. Swade, J. Janowski

Absent & Excused: D. Gauger

Called to Order Meeting called to order - 6:43pm.

Minutes

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

Public Input

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

Election of Officers

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

Dave Gauger was nominated by Kevin Behnke as the vice chairperson. After three calls for other nominations a motion made by Behnke, seconded by Pollen, that nominations be closed and unanimous ballot be cast for Gauger as committee vice chair. Motion carried unanimously.

Marie Kohlbeck was nominated by Kevin Behnke as the secretary. After three calls for other nominations a motion made by Behnke, seconded by Pollen, that nominations be closed and unanimous ballot be cast for Kohlbeck as committee secretary. Motion carried unanimously.

Adjournment

Motion made by Plate, seconded by Voss to adjourn at 6:44pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Kohlbeck



MANITOWOC COUNTY
EXPO-ICE CENTER BOARD
Finance Sub-Committee
MEETING NOTICE

DATE: January 4, 2012
TIME: 6:45 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. Adjourn

Date: December 27, 2012

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

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MINUTES of EXPO-ICE CENTER BOARD MEETING
FINANCE SUBCOMMITTEE
Wednesday, January 4, 2012
Location: Expo Office

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

Called to Order Meeting called to order – 6:41pm.

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

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

Election of Officers
Kevin Behnke was nominated by Joe Janowski as the chairperson. After three calls for other nominations a motion made by Swade, seconded by Voigt, that nominations be closed and unanimous ballot be cast for Behnke as committee chair. Motion carried unanimously.

Dan Newberg was nominated by Joe Janowski as the 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 Newberg as committee vice chair. Motion carried unanimously.

Ken Swade was nominated by Joe Janowski as the secretary. After three calls for other nominations a motion made by Voss, seconded by Vetting, that nominations be closed and unanimous ballot be cast for Swade as committee secretary. Motion carried unanimously.

Adjournment
Motion made by Swade, seconded by Newberg to adjourn at 6:42pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Swade



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

DATE: January 4, 2012
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. Election of Officers
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 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 Participation Booklet
 - 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
7. Update and Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: December 27, 2011

Chris Kocourek, SUB-COMMITTEE VICE CHAIRPERSON
By: Jeffery Beyer, Public Works Director

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

Held Wednesday, January 4, 2012

Location: Expo Office

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

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

Minutes Minutes were reviewed from the previous meeting. Motion was made by Pollen, 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.

Election of Officers

Chris Kocourek was nominated by Joe Janowski as the chairperson. After three calls for other nominations a motion made by Behnke, seconded by Pollen, that nominations be closed and unanimous ballot be cast for Kocourek as committee chair. Motion carried unanimously.

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

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

Review and Act on other Sub-Committee Recommendations or Referrals

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

No Report.

Action Needed:

- Staff to contact Kevin Palmer to attend next meeting.
- Place Alpaca on the next committee meeting agenda.

B. Fairbook Changes; Jr. Fair Showmanship Process; Jr. Fair Rules vs. 4-H Rules; Exhibitor Conduct Rules

Kocourek reported that all rules with departments with changes were emailed to the committee. Tienor recommended that sheep and swine have a mandatory exhibitor meeting following weigh in or 4pm and would need approval from the superintendent for absence. Motion was made by Janowski, seconded by Voigt to recommend all fairbook changes excluding beef cattle and ensure language between market animal and fairbook agree. Motion carried unanimously.

The committee reviewed and discussed exhibitor conduct rules, after discussion a motion was made by Behnke, seconded by Swade, that the State Fair rules be followed for the exhibitor conduct concerns. Motion carried unanimously.

Kocourek reviewed the state fair rules for showmanship versus the county fair rules and provided explanation on the current showmanship process. Motion was made by Schaut, seconded by Vetting to approve that exhibitors would show in the respective age division and all blue ribbons would show in a Champion Showmanship.

Action Needed:

- Place Beef Cattle Department Fairbook change on next committee meeting agenda.
- Place Jr. Fair Rules vs. 4-H Rules on next committee meeting agenda.

C. Ticket Options – Season Passes, Other Tickets

No action. Consensus of committee to stay with current tickets.

D. Outdoor and Indoor Contract; Rules and Regulations; Health Department

Kocourek reported on the outdoor and indoor contract template, rules, and health department guidelines that were emailed to the committee. Motion was made by Schaut, seconded by Janowski to approve the contracts, rules and health department guidelines. Motion carried unanimously.

E. Ribbons

Kocourek presented the recommendation to have the Exhibition building items have stickers versus ribbons. Discussion. Motion was made by Benke, seconded by Pollen to give stickers in place of ribbons and allow exhibitors to turn in stickers for ribbons. Motion carried unanimously.

F. Superintendent and Assistant Superintendent Appointments

No report on appointments.

Action Needed:

- Superintendent and Assistant Superintendent Appointments – next committee meeting agenda.

G. Dairy Futurity

Kocourek reported on the Ice Center Show Ring meeting held Jan 3. Kocourek reviewed the proposed layout and email of topics of discussion and added that the next meeting will be held Jan 25.

Action Needed:

- Place Ice Center Show Ring Meeting Update on next committee meeting agenda.

H. Market Animal Committee Participation Booklet

No Report.

Action Needed:

- Place Market Animal Committee Participation Booklet on next committee meeting agenda.

I. Health Papers on all Species

No Report.

Action Needed:

- Place Health Papers on all Species on next committee meeting agenda.

J. Dance Competition Ideas

No Report.

Action Needed:

- Place Dance Competition Ideas on next committee meeting agenda.

K. Schedule Work Day

No Report.

Action Needed:

- Place Schedule Work Day on next committee agenda.

L. Exhibition Building Jobs and Duties

No Report.

Action Needed:

- Place Exhibition Building Jobs and Duties on next committee meeting agenda.

M. Daily Fair Work Schedule

No Report.

Action Needed:

- Place Daily Fair Work Schedule on next committee meeting agenda.

Adjournment

Motion made by Schaut, seconded by Vetting to adjourn at 6:25pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Janowski



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

DATE: January 4, 2012
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. Election of Officers
4. Operation Report – 2011-2012 Ice Season and Dry Floor Events – Review, Discussion and Action
 - A. WIAA Hockey Contract
5. Marketing Report
 - A. Skate-A-Thon Update
 - B. Skate with Santa Update
 - C. Wall Signs-Dasher Boards Update
6. Figure Skating Report
7. Hockey Organization Report
8. Adjourn

Date: December 27, 2011

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

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

Held Thursday, January 4, 2012

Location: Expo Office

Present: D. Pollen, K. Swade, J. Vetting, R. Voss, D. Fitzgerald

Also Present: J. Beyer, G. Neuser, J. Krizek, J. Janowski, D. Newberg, K. Behnke, V. Voigt, D. Schaut, J. Beyer, C. Kocourek, M. Kohlbeck, M. Plate, L. Taylor

Absent & Excused: D. Gauger, D. Pawlowski, M. Persaud

Called to Order Meeting called to order – 6:25pm.

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.

Election of Officers

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

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

Derek Fitzgerald was nominated by Ken Swade as the secretary. After three calls for other nominations a motion made by Voss, seconded by Vetting, that nominations be closed and unanimous ballot be cast for Fitzgerald as committee secretary. Motion carried unanimously.

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

A. WIAA Hockey Contract

Krizek reported that Jr. Gamblers renting ice on Jan 22 and an invoice has been sent out.

Pollen reported that the WIAA contract request has been withdrawn and the joint committee will be meeting in two weeks to look at ways to generate revenue.

Beyer reported that both user groups have met financial obligations to date and added that labor costs have been reduced.

Marketing Report

A. Skate-A-Thon Update

Pollen reported that proceed checks have been submitted to staff for deposit.

B. Skate with Santa Update

Pollen reported that Skate with Santa was a successful event.

C. Wall Signs-Dasher Boards Update

Pollen reported that three new advertising agreements have been completed.

Figure Skating Report

Pollen reported that figure skating is in the third session and has seen a slight increase in numbers.

Pollen reported on the Ice Show registration to be held March 16-18 and practices start in early February.

Pollen added that there is a figure skating competition in Appleton at the Badger State Games the first weekend in February.

Hockey Organization Report

No report.

Adjournment

Motion made by Voss, seconded by Vetting to adjourn at 6:41pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Fitzgerald



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

DATE: January 4, 2012
TIME: 6:55 p.m.
PLACE: Expo Office

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1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Election of Officers
3. Adjourn

Date: December 27, 2011

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

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

Held Wednesday, January 4, 2012

Location: Expo Office

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

Called to Order Meeting called to order - 6:44pm.

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.

Election of Officers

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

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

Rob Voss was nominated by Marie Kohlbeck 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.

Adjournment

Motion made by Plate, seconded by Swade to adjourn at 6:45pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Voss



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

DATE: January 9, 10 and 11, 2012

TIME: 12:00 Noon

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 2012 Fair and provide recommendations to the Expo Board.
4. Adjourn

Date: January 4, 2012

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.

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MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Monday, January 9, 2012

Location: WI Association of Fairs Conference

Present: J. Vetting, J Beyer, D. Pollen, V. Voigt, L. Taylor, R. Voss, M. Plate, D. Newberg, K. Behnke, T. Dvorak,

Also Present: J. Beyer,

Called to Order Meeting called to order – 12:00pm.

Minutes No minutes presented.

Vouchers/Donation Tracker
None.

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

Review and Discuss events, acts and other issues and items related to the 2012 Fair and provide recommendations to the Expo Board

Items reported on:

- The group reviewed what was happening in the grandstand and on the grounds for special events each day of the fair. Reviewed in detail was racing for Thursday night also the idea of lawn mower racing for Saturday afternoon. After discussion a motion was made by Behnke, seconded by Taylor that the group recommends to the Expo/Ice center Board lawn mower racing for Saturday afternoon with details to be worked and presented for final approval. Motion carried unanimously

Action Needed:

Group to look and see if any other events had an event that should looked at for Thursday night with a final recommendation to be had to the board by end of the day Wednesday. Group members were to meet with PI and indicate that it looked like there would not be a truck and tractor pull on Thursday night. Group members were to meet with the lawn mower racing representatives to discuss the details of doing an event on Saturday PM of the Fair. Group members were to review wood carvers at the conference to see if the group wished to change wood carvers or discontinue this event. All reports are due tomorrow.

Adjournment

Motion was made by Beyer, seconded by Newberg to adjourn after meeting with the various vendors. Motion carried. Group adjourned at 6:30 PM.

Minutes taken by Krizek

Signed by Fitzgerald

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Tuesday, January 10, 2012

Location: WI Association of Fairs Conference

Present: J. Vetting, J Beyer, D. Pollen, V. Voigt, L. Taylor, R. Voss, M. Plate, D. Newberg, D. Fitzgerald, K. Behnke, T. Dvorak

Also Present: J. Beyer, J. Krizek

Called to Order Meeting called to order – 12:00pm.

Minutes No minutes presented.

Vouchers/Donation Tracker None.

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

Review and Discuss events, acts and other issues and items related to the 2012 Fair and provide recommendations to the Expo Board

Items reported on:

- Lawnmower Racing – Pollen reported on the potential lawnmower races. Less than 20 cars would cost \$2,000 with 2 tickets provided for general admission (no rides included); 30 or more would cost \$3,500. Possibility of needing 250-300 hay bales but unsure at this time. Many participants will bring lawnmowers for display and will go on radio spots or hold clinics for those interested. Motion was made by Newberg, seconded by Pollen to recommend moving forward with the lawnmower races with contingencies addressed for track, rainouts, track condition, and evaluation for hay bales and recommendation of time. Motion carried unanimously.

Action Needed:

- Voss to speak with contact about contingencies.
- Woodcarver – Behnke spoke with Watson woodcarvers and was provided a list of proposed carving items. Three shows per day cost of \$950 per day with three carvings per day; four shows per day cost of \$1,100 per day with four carvings per day with all proceeds to the Expo.

Voss met with RD, Loghoppers, same as last year for one carver, \$7,500 plus cost of logs or three carvers to compete with no costs but the Loghoppers keep all proceeds. Loghoppers would supply everything including wood. Expo-Ice Center board may need to provide labor to haul out carvings and need to know if bleachers needed.

Board discussion included: no buy backs to be done by artist agency directly. Motion was made by Behnke, seconded by Voss to recommend to the board approval of the Loghoppers as the woodcarver with details to be worked out. Motion carried unanimously.

- Thursday Night Racing – Newberg reported currently working on the Thursday night racing. Motion was made by Behnke, seconded by Plate recommend for approval by the board the Badger Tour Concept for Thursday based on the proposal and working out issues with other racing provider and two classes to include mods and stocks. Motion carried unanimously.
- Bungee Company – Behnke reported on the idea of the bungee jumping and Expo would rent the equipment, the company would run the equipment, the Expo would set the price and receive the proceeds.
- Pit Concessions – Discussion to ask the Figure Skating and Hockey group to run concessions at Thursday night event.

- Carnival Meeting – Vetting reported on the carnival meeting – three carnivals represented and discussion on smoking, flat fee versus percentage and Q&A after. Rainbow Valley requires no smoking.
- Conceal Carry – Behnke reported on Conceal Carry and to be delegated by county board and need to convey comments/feedback to staff, board members.
- Food Service – Taylor reported that many different agencies that regulate and trying to streamline to have same rules and regulations.
- Technology – Pollen reported that the session was not very good and some discussion on season passes and daily passes.
- Signage – Thank You for Coming and See You at Next Year's Fair – Put Next Year's Fair Dates; Have Information on a sign in front entrance of Merchants Building.
- Gate Hours and Dance Competition – Behnke reported on the dance competition and when the gates to open on Tuesday. If open at 4pm, potential for loss of revenue.
- Mad Dog & Merrill – Beyer reported on the possibility of having Mad Dog & Merrill at the fair for \$1,000. Event comes in for 2 days, does promos, comedy routine, and does grilling competition on Saturday.
- Silent Auction – Plate reminded the board that the silent auction begins this afternoon and evening in the Riverview room with approximately 50 items.

Adjournment

Motion was made by Voigt, seconded by Taylor to adjourn at 5:30pm. Motion carried.

Minutes taken by Krizek

Signed by Fitzgerald

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, January 11, 2012

Location: WI Association of Fairs Conference

Present: J. Vetting, J Beyer, D. Pollen, V. Voigt, L. Taylor, R. Voss, M. Plate, D. Newberg, K. Behnke

Also Present: J. Beyer, J. Krizek

Called to Order Meeting called to order – 12:00pm.

Minutes No minutes presented.

Vouchers/Donation Tracker
None.

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

Review and Discuss events, acts and other issues and items related to the 2012 Fair and provide recommendations to the Expo Board

Items reported on:

- Woodcarver – Newberg updated the board on the proposed three man carver and will have information at the April meeting.
- Lawnmower Races – Newberg reported that the lawnmower races will require a minimal number of bales and/or cones. Newberg added that there is a meeting on Sunday at 1pm scheduled to look at the track but may need to reschedule due to the weather. The proposal is 25-50 lawnmowers at \$3,500 with trophies and if cancel the company would need to recoup the trophy fees of approximately \$500.
- Contracts – Behnke mentioned the idea of sending the contracts via email.
- Emergency Meeting – Beyer reported on the emergency training meeting to include: a weather statement time log, tornado warning verbiage, not to force people to leave, provide weather enclosure checklist, conduct a simulation, have a written plan, and signage.
- Vendor Session – Vetting reporting on the vendor fee session with discussion on percentage or flat fee as well as discussion on public forum area.
- Ethnic Day – Plate reported on the idea of an Ethnic Day and tapping into different ethnic groups and increase bottom line by having a Hmong or Hispanic Day. Plate added that the rate would not be reduced but set aside a date tailored to the event day.
- Financial Meeting – PW Director reported that there was no new information on potential ways of streamlining the finances as staff is already doing budgets, etc.
- Fairest Coordinator Meeting – Taylor reported on the fairest coordinator meeting and potential ideas that were addressed.
- Idea of the Dairy Cow being brought back from Sheboygan County.

Adjournment

Motion was made by Voigt, seconded by Taylor to adjourn at 4:45 pm. Motion carried.

Minutes taken by Krizek

Signed by Fitzgerald



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

DATE: February 1, 2012
TIME: 7:00 PM
PLACE: Expo Office
4921 Expo Dr., Manitowoc

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. Operation Report – 2011-2012 Ice Season and Dry Floor Events – Review, Discussion and Action; Joint Contract Status; Jr. Gambler Update; 2012-2013 Contracts; Organization Volunteers – County Fair; Maintenance-Plumbing Work Update; Marketing Report; Figure Skating Report ; Hockey Organization Report
 - B. FINANCE SUB-COMMITTEE:
 1. *Committee Report*
 2. *2011 Finances; 2012 Budget; Advertising*
 - C. OPERATIONS SUB-COMMITTEE:
 1. Committee Report
 2. Alpaca; Market Animal Committee Participation Booklet; Jr. Fair Rules vs 4-H Rules; Beef Cattle Dept Fairbook Change; Dance Competition – Tuesday Gate Hours; Superintendent-Assistant Superintendent-Head Superintendent Appointments; Ice Center Show Ring Update; 4-H Billboard Contest; Health Papers on all Species; 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. No Committee Meeting-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 Update
 - B. Fair Website
 - C. Beer and Soda Vendor Meeting – Schedule Date
 - D. 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 – January 14 Update
 - B. Expo Foundation Request – Milk Parlor
 - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: January 24, 2012
Revised 1/31/12

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 1, 2012

Location: Expo Office

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

Also Present: J. Beyer, G. Neuser, J. Krizek, Kelsey Haelfrisch

Absent & Excused: M. Persaud, T. Dvorak, M. Kohlbeck

Called to Order Meeting called to order – 7:05pm.

Minutes Minutes were reviewed from the previous meeting. Motion was made by Voss, seconded by Beyer to approve minutes for January 4 and January 9-11, 2012. Motion carried unanimously.

Vouchers/Donation Tracker PW Director presented travel vouchers for approval. Motion was made by Behnke, seconded by Swade to approve the travel vouchers for the WI Association of Fairs conference.

Public Input Kelsey Haelfrisch, 2011 Fairest of the Fair, reported on the WI Association of Fairs Conference and the Fairest of the Fair competition. Haelfrisch also distributed scrapbooks to the board.

Review & Act on Subcommittee Recommendations:

A. Ice Center Sub-Committee

1. Committee Report

2. Operations Report – 2011-2012 Ice Season and Dry Floor Events – Review, Discussion and Action; Joint Contract Status; Jr. Gambler Update; 2012-2013 Contracts; Organization Volunteers – County Fair; Maintenance-Plumbing Work Update; Marketing Report; Figure Skating Report; Hockey Organization Report

Pollen reported on the following:

- Current ice season wrapping up with contracts from hockey and figure skating being fulfilled and \$3,700 remaining on the joint contract.
- Jr. Gamblers purchased approximately \$2,000 worth of ice time.
- Maintenance-Plumbing issues were discussed and approximate costs of \$5,000 with committee recommendation to proceed with repairs.
- Figure Skating is wrapping up, ice show in March, and involved in competition this weekend at Badger State.
- Hockey wrapping up the season.
- In three weeks should have preliminary numbers and next year's proposed contracts.
- Volunteering at upcoming events was also addressed.

Motion was made by Pollen, seconded by Pawlowski to approve the recommendation by the committee to proceed with maintenance-plumbing repairs. Motion carried unanimously.

B. Finance Sub-Committee

1. Committee Report

2. 2011 Finances; 2012 Budget; Advertising

Behnke reported on the following:

- Sound system for the Ice Center Show ring – waiting on a quote for a permanent system.
- Committee recommended approval of the 2012 advertising budget with additions for \$19,661.
- Committee recommended approval of the sponsorship opportunities.

Motion was made by Behnke, seconded by Newberg to approve the committee recommendations of the 2012 advertising budget with additions for \$19,661 and the sponsorship opportunities. Motion carried unanimously.

C. Operations Sub-Committee

1. Committee Report

2. Alpaca; Market Animal Participation Booklet; Jr. Fair Rules vs. 4-H Rules, Beef Cattle Dept Fairbook Change; Dance Competition – Tuesday Gate Hours; Superintendent-Assistant Superintendent-Head Superintendent Appointments; Ice Center Show Ring Update; 4-H Billboard Contest; Health Papers on all Species; Schedule Work Day; Exhibition Building Jobs and Duties; Daily Fair Work Schedule

Kocourek reported on the following:

- Alpaca – has been tabled.
- Market Animal Participation Booklet – need to speak with Market Animal Committee on date for a draft to be presented.
- No change to the Jr. Fair Rules.
- Beef Cattle Dept Fairbook Change – tabled to be reviewed.
- Dance Competition – non monetary ideas – tabled.
- Committee recommends for approval the superintendent, assistant superintendent and head superintendent appointments.
- Reviewed sound system potential costs and review of presentation of Ice Center Show Ring.
- Next Operations meeting on February 29 at 6pm.

Motion was made by Schaut, seconded by Voigt to approve the committee recommendations of the superintendent, assistant superintendent and head superintendent appointments. Motion carried unanimously.

D. Entertainment/Vendors Sub-Committee: No Committee Meeting

1. No Committee Meeting-Committee Report

No meeting. Newberg noted that entertainment information has been received and will go over at the next meeting and contract was received for the lawnmower races.

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

No report.

2. Fairest of the Fair Auction Items

Newberg reported that the auction basket sold for \$650 at the fairs conference.

Review and Act on 2012 Matters

A. WI Association of Fairs Conference Update

Vetting updated the board on the conference.

B. Fair Website

Krizek reported on the possibility of a fair website separate from the Expo website. Discussion. Motion was made by Behnke, seconded by Newberg to approve the fair website with board approval prior to making the site active. Motion carried unanimously.

C. Beer and Soda Vendor Meeting – Schedule Date

PW Director reported that there was a request from the health department to require wristbands at the pavilions. Discussion. Recommendation by the board was to have the health department contact the pavilions and invite the health department to the beer and soda vendor meeting.

D. Fair Update

PW director reported on the 4-H billboard contest. Motion was made by Voigt, seconded by Voss to continue the billboard contest for the 2012 fair. Motion carried unanimously. Discussion.

Action Needed:

- Staff to contact Scott Gunderson and Kevin Palmer to see if interested in coordinating and Expo-Ice Center board would supply wood and judges.

PW Director presented the Kandu contract for approval. Motion was made by Schaut, seconded by Plate to approve the Kandu contract for \$4,250 and to be moved to the new location. Motion carried unanimously.

PW Director presented the proposal for the lawnmower races with the following information: Cost of \$3,500 for 30 lawnmowers and if less than 30 lawnmowers, than the cost would be \$2,000. PW Director added that there would need to be approximately 40-50 bales of hay and each racer and pit crew would get grounds only passes. Motion was made by Newberg, seconded by Pollen to approve the lawnmower races at a cost of \$3,500 for 30 lawnmowers or if less than 30 lawnmowers, than a cost of \$2,000. Motion carried unanimously.

Action Needed:

- Place on next Operations subcommittee agenda – Lawnmower Races – Start Time.

Newberg reported on the woodcarver and the possibility of having a 3 man competition.

Pollen reported that the fair did win a ribbon for the night time picture submitted at the fairs conference.

Krizek reported that staff currently working on judges, but having a difficult time find a cats and covies judge. PW director added that staff is looking for judges that are in a close vicinity to keep from paying a large amount in mileage. Motion was made by Behnke, seconded by Taylor to keep the same judge from 2011 with the superintendent's approval. Motion carried. Schaut voted no.

Action Needed:

- Place on next Operations subcommittee agenda – Cats-Covies - Location.

Webinars – Kocourek reported interest in attending the Webinar. Information was emailed to the Expo-Ice Center board prior to the meeting.

Comptroller's Financial Report – Review and Action

PW Director reported on the Financial Reported included in the board packets and that 2011 was a good year and the county board has asked for a report at the next county board meeting.

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

A. Rummage-A-Rama – January 14 Update

Vetting reported on the January rummage sale with good attendance and noted the next rummage sale is March 10. Discussion on reviewing the current admission price along with the table rental price. Motion was made by Newberg, seconded by Pollen to approve the 2012-2013 Rummage-A-Rama dates for Nov 10, Dec 8, Jan 12, and Mar 9. Motion carried unanimously.

B. Expo Foundation Request – Milk Parlor

PW Director reported on the Expo Foundation – Milk Parlor request for funding for the remodeling of the milk parlor; adding that money was not budgeted for this item for 2012. Motion was made by Schaut, seconded by Pollen to approve the Expo Foundation to proceed with the milk parlor project at the foundation's expense and will reevaluate the Expo-Ice Center budget after the fair to see if funding is available. Motion carried unanimously.

C. Expo-Ice Center Month Events; Expo Grounds Update

Krizek reported on upcoming events.

Horse-A-Rama was discussed.

Action Needed:

- Place on the next Expo-Ice Center agenda – Horse-A-Rama – List of Commitments.
- Staff to contact Horse-A-Rama contact.

Adjournment

Motion was made by Voigt, seconded by Hansen to adjourn at 7:32pm. Motion carried.

Minutes taken by Krizek

Signed by Fitzgerald



MANITOWOC COUNTY
EXPO-ICE CENTER BOARD
Finance Sub-Committee
MEETING NOTICE

DATE: February 1, 2012
TIME: 5:15 p.m.
PLACE: Expo Office
4921 Expo Dr., Manitowoc

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 following items for the 2012 Fair:
 - A. 2011 Finances
 - B. 2012 Budget
 - C. Advertising
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: January 26, 2012

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
Wednesday, February 1, 2012
Location: Expo Office

Present: K. Behnke, K. Swade, D. Pollen, J. Vetting, J. Janowski, D. Newberg, J. Beyer
Also Present: J. Beyer, G. Neuser, J. Krizek, D. Fitzgerald, L. Taylor
Absent & Excused: D. Gauger, V. Voigt

Minutes

Minutes were reviewed from the previous meeting. Motion was made by Newberg, seconded by Janowski 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. Operations Sub-Committee:	None
B. Entertainment and Vendors 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 2012 Fair:

A. 2011 Finances/2012 Budget

The following items were discussed:

- 2011 budget included in the committee packet.
- 2012 budget and special events budget which included the lawnmower races and dance competition.
- Special events budget was discussed in greater detail.
- Staff needs direction on advertising and special acts.
- Discussion of Ice Center show ring sound system expense.
- Special Act – Strolling barbers with expense of approx. \$200 to be added to special acts spreadsheet.
- Advertising – Have more advertising in the Lakeshore Chronicle versus the Gannett.
- Department of Tourism – staff to check on.

Motion was made by Janowski, seconded by Pollen to recommend for approval to the board the advertising of \$19,661. Motion carried unanimously.

Action Needed:

- Staff to check on Department of Tourism advertising.
- Staff to provide sound system quote for approval.
- Staff to add Strolling Barbers to the Special Acts spreadsheet.

Update and Action on Other Fair Operation Projects and Issues

PW Director presented the sponsorship opportunities provided in the committee packet. Motion was made by Swade, seconded by Vetting to recommend for approval to the board the sponsorship opportunities document. Motion carried unanimously.

Adjournment

Motion made by Newberg, seconded by Vetting to adjourn at 5:43pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Swade



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

DATE: February 1, 2012
TIME: 5:45 p.m.
PLACE: Expo Office
4921 Expo Dr., Manitowoc

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 2012 Fair:
 - A. Alpaca
 - B. Market Animal Committee Participation Booklet
 - C. Jr. Fair Rules vs 4-H Rules
 - D. Beef Cattle Dept Fairbook Change
 - E. Dance Competition – Tuesday Gate Hours
 - F. Superintendent-Assistant Superintendent-Head Superintendent Appointments
 - G. Ice Center Show Ring Update
 - H. 4-H Billboard Contest
 - I. Health Papers on all Species
 - J. Schedule Work Day
 - K. Exhibition Building Jobs and Duties
 - L. Daily Fair Work Schedule
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: January 24, 2012

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.

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

Held Wednesday, February 1, 2012

Location: Expo Office

Present: J. Vetting, J. Janowski, D. Schaut, K. Swade, J. Beyer, K. Behnke, D. Pollen, R. Voss, C. Kocourek, D. Fitzgerald, D. Pawlowski

Also Present: J. Beyer, G. Neuser, J. Krizek, D. Newberg, L. Taylor, D. Gauger, Nichole Paulow

Absent & Excused: T. Dvorak, M. Persaud, M. Kohlbeck, V. Voigt

Called to Order Meeting called to order – 5:47pm.

Minutes Minutes were reviewed from the previous meeting. Motion was made by Janowski, 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. Entertainment and Vendors Sub-Committee: | None |
| C. Parking and 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. Alpaca

PW Director reported on the request for Alpaca-Llamas department to be added to the county fair with rules and regulations provided in the committee packet. PW Director added that the rules are similar to the Sheboygan County Fair and the location of the species could be near the goats or in the horse barn. Discussion included questions on if this would be solely for Jr. Fair or Open Class as well.

Action Needed:

- Staff to contact Kevin Palmer to attend next meeting.
- Place Alpaca-Llamas on the next committee meeting agenda.

B. Market Animal Committee Participation Booklet

Krizek reported on the Market Animal Quality Assurance program and the inability to test out based on the Market Animal Committee participation guidelines. Behnke reported on the Market Animal meeting attended and noted that the committee did not want test out because of educational purposes.

Action Needed:

- Place on next committee meeting agenda.
- Voss to address the Market Animal Committee about presenting a draft of the Market Animal Participation Booklet for approval by the board prior to distribution.

C. Jr. Fair Rules vs 4-H Rules

Kocourek reviewed the current age requirements between Jr. Fair, 4-H, and FFA. Consensus of the committee was to remain the same.

D. Beef Cattle Dept Fairbook Change

Paulow reported on the beef cattle process for the market animal sale and the recommendation for showing in Class A. Paulow recommended to show two beef cattle in one class; Class A for both Jr. Fair and Open Class not to exceed four animals and more than one animal per lot number in Class A per exhibitor.

Action Needed:

- Staff to review current rules and regulations.
- Place on next committee meeting agenda.

E. Dance Competition – Tuesday Gate Hours

Newberg reported that no decisions have been made on the dance competition and the option of awarding trophies will be addressed. Discussion.

Action Needed:

- Place on next committee meeting agenda.

F. Superintendent-Assistant Superintendent-Head Superintendent Appointments

Vetting reported that a superintendent received a note of gratitude from the head superintendent after the fair and was pleased to receive the acknowledgement. Motion was made by Beyer, seconded by Taylor to recommend for approval to the board the Superintendents, Assistant Superintendents, and Head Superintendent appointments. Motion carried unanimously.

G. Ice Center Show Ring Update

Kocourek reported on the Ice Center Show Ring meeting along with a prepared power point. Motion was made by Beyer, seconded by Benhke to recommend for approval to the board the Dairy Show and other shows to be held in the Ice Center. Motion carried unanimously.

Action Needed:

- Place Ice Center Show Ring Meeting Update on next committee meeting agenda.

H. 4-H Billboard Contest

No Report.

Action Needed:

- Place 4-H Billboard Contest on next committee meeting agenda.

I. Health Papers on all Species

No Report.

Action Needed:

- Place Health Papers on all Species on next committee meeting agenda.

J. Schedule Work Day

No Report.

Action Needed:

- Place Schedule Work Day on next committee agenda.

K. Exhibition Building Jobs and Duties

No Report.

Action Needed:

- Place Exhibition Building Jobs and Duties on next committee meeting agenda.

L. Daily Fair Work Schedule

No Report.

Action Needed:

- Place Daily Fair Work Schedule on next committee meeting agenda.

Adjournment

Motion made by Schaut, seconded by Pollen to adjourn at 6:45pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Janowski



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

DATE: February 1, 2012
TIME: 6:30 p.m.
PLACE: Expo Office
4921 Expo Dr., Manitowoc

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. Joint Contract Status
 - B. Jr. Gambler Update
4. 2012-2013 Contracts
5. Organization Volunteers – County Fair
6. Maintenance-Plumbing Work Update
7. Marketing Report
8. Figure Skating Report
9. Hockey Organization Report
10. Adjourn

Date: January 24, 2012

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

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

Held Thursday, February 1, 2012

Location: Expo Office

Present: D. Pollen, K. Swade, J. Vetting, R. Voss, D. Fitzgerald, D. Gauger, D. Pawlowski
Also Present: J. Beyer, G. Neuser, J. Krizek, J. Janowski, D. Newberg, K. Behnke, V. Voigt, D. Schaut, Erick Kalenberg
Absent & Excused: M. Persaud

Called to Order Meeting called to order – 6:45pm.

Minutes

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

Public Input

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

Operation Report – 2011-2012 Ice Season and Dry Floor Events – Review, Discussion, and Action

A. Joint Contract Status

Pollen reported the user group's interest in working at the county fair but need to define how to get to the joint contract. Pollen added that the user groups need \$3,700 remaining to fulfill the joint contract and the other contracts have been fulfilled.

B. Jr. Gamblers Update

Pollen updated the committee on the Jr. Gamblers and the rental of ice.

2012-2013 Contracts

Pollen requested financial information for the 2012-2013 and what will be needed for the next ice season. PW Director reported that staff is currently working on reports to present to the committee.

Action Needed:

- Place on the next committee agenda.

Organization Volunteers – County Fair

Discussed under Joint Contract Status.

Maintenance-Plumbing Work Update

Pollen reported on the current maintenance-plumbing issue in the Olympia and Compressor areas with backflow. Pollen added that staff received an estimate of approx. \$5,000. PW Director added that one of the compressors will need a rebuild during the off season with an estimated cost of \$10,000. Motion was made by Pawlowski, seconded by Gauger to make the necessary maintenance-plumbing repairs to make compliant as outlined by the chair. Motion carried unanimously.

Marketing Report

No report.

Figure Skating Report

Pawlowski reported on the third session of figure skating, wrap up and the Ice Show prep for March 16-18. Pawlowski added that there are skaters' ages three to adult in this years Ice Show and the theme is the Wizard of Oz. Pawlowski noted that there are 30 skaters competing this weekend at the Badger State games in over 100 different events and the ice contract has been fulfilled.

Hockey Organization Report

Kahlenberg reported that season close to the end and county league starting on Saturday along with kids in learn to play and playoffs this upcoming weekend. Kahlenberg added that there was one player injury on the JV team.

Adjournment

Motion made by Voss, seconded by Pawlowski to adjourn at 7:00pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Fitzgerald



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

DATE: February 29, 2012
TIME: 6:00 p.m.
PLACE: Expo Office
4921 Expo Drive, Manitowoc

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 2012 Fair:
 - A. Alpaca-Llamas
 - B. Market Animal Committee Participation Booklet
 - C. 4-H Billboard Contest
 - D. 4-H Bench Building Project
 - E. Jr. Fair Showmanship Rules
 - F. Jr. Fair and Open Class Showing
 - G. Beef Cattle Dept Fairbook Change
 - H. Dance Competition – Tuesday Gate Hours
 - I. Lawnmower Races – Start Time
 - J. Webinar Update
 - K. Ice Center Show Ring Update – Sound System Quotes; Sponsorship Levels
 - L. Yearly Superintendent Meeting – Scheduled Date, Topics to Discuss
 - M. Cat-Cavies Judging – Location
 - N. Fair Website
 - O. Health Papers on all Species
 - P. Schedule Work Day; Exhibition Building Jobs and Duties
 - Q. Daily Fair Work Schedule
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: February 21, 2012

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.

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

Held Wednesday, February 29, 2012

Location: Expo Office

Present: J. Vetting, T. Dvorak, D. Schaut, K. Swade, J. Beyer, K. Behnke, D. Pollen, C. Kocourek, D. Fitzgerald, V. Voigt, L. Taylor

Also Present: J. Krizek, Kevin Palmer

Absent & Excused: J. Janowski, M. Persaud, M. Kohlbeck, D. Pawlowski, R. Voss

Called to Order Meeting called to order – 6:00pm.

Minutes No minutes were presented for approval.

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. Entertainment and Vendors Sub-Committee: | None |
| C. Parking and 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. Alpaca-Llamas

Kocourek reported on the option of having an Alpaca-Llama department for the fair. Motion was made by Taylor, seconded by Beyer to recommend for approval having junior fair Alpaca-Llama department included at the fair. Discussion. Amendment: Motion was made by Behnke, seconded by Pollen to amend the motion to include the language “if logistically can house the Alpacas-Llamas during the week of the fair.” Amended motion carried. Upon discussion the motion as amended carried. Swade and Beyer voted no. Discussion included financial commitment for tent rental, housing options in existing horse barns.

Motion was made by Beyer, seconded by Taylor to recommend for approval the following for Alpaca-Llamas department:

- Entry day – Wednesday at 3pm
 - Release day – Sunday at 5pm
 - Judging day – Friday at 9am in the Walters Building
 - Classes include showmanship, obstacle, pack (Llama only).
 - Include Educational poster/display, fiber craft and non-fiber project in Animal and Vet Science department.
 - Premiums awarded to be based on Danish system and follow the same outline as dairy goats and dairy cattle showmanship with classes of Beginner, Intermediate, and Advanced.
 - Superintendent – Kevin Stoehr
- Motion carried unanimously.

Action Needed:

- Staff to prepare department rules and forward to Kevin Palmer and Kevin Stoehr for approval.

B. Market Animal Committee Participation Booklet

Kocourek reported on the Market Animal Committee Participation booklet and the Market Animal Quality Assurance (MAQA) class. Kocourek added that in previous years, exhibitors were allowed the option to test out of the MAQA class and state allows test out and this option has since been removed. Behnke added that the Market Animal Committee feels that there is an educational value for the MAQA class. Palmer explained the MAQA test out process. Motion was made by Behnke, seconded by Dvorak to recommend for approval to the board to form a committee and meet with the Market Animal Committee. Motion carried unanimously. Committee members – Kocourek, Fitzgerald, Voss, Kevin Palmer, Dvorak and staff.

Action Needed:

- Place on next committee meeting agenda.
- Staff to contact Market Animal Committee to schedule a meeting.

C. 4-H Billboard Contest

Krizek reported on the option of working with the 4-H department to market the 4-H billboard contest. Motion was made by Dvorak, seconded by Voigt to recommend for approval to the board to continue the 4-H Billboard contest with partnership from the 4-H department. Motion carried. Discussion included board would continue judging and providing the wood.

D. 4-H Bench Building Project

Palmer presented the bench building project to be coordinated and sponsored by the 4-H clubs. Palmer added that there are approximately 22 clubs and cost to make the Leopold bench would be approximately \$30. Palmer noted that each club could cover the costs. Discussion also included ensuring the stability of the benches prior to use. Motion was made by Schaut, seconded by Voigt to recommend for approval to the board the 4-H Bench Building project. Motion carried unanimously.

E. Jr. Fair Showmanship Rules

Kocourek presented the showmanship rules. Discussion. Motion was made by Schaut, seconded by Beyer to recommend for approval to the board the additional wording for showmanship classes to include: The exhibitor's age as of January 1 will be used for determining age division. Exhibitors are to show in their age division. The practice of graduating out or moving a former blue ribbon winner to an older showmanship age division has been discontinued. Motion carried unanimously.

Danish Judging – Motion was made by Schaut, seconded by Dvorak to use Danish judging for the showmanship classes. Motion carried unanimously.

Kocourek reported on an issue with an exhibitor and the showmanship of two different animals. Motion was made by Dvorak, seconded by Behnke to recommend for approval the language to be added: Exhibitor must exhibit their own animal entered and checked in for one of the individual showmanship classes. The same animal must be used in all heats and finals. Motion carried unanimously.

Kocourek presented the supreme champion and reserve champion showperson. Discussion. Motion was made by Dvorak, seconded by Schaut to include in all showmanship classes a supreme champion showperson and reserve supreme champion showperson to be selected from all the showmanship age class blue ribbon winners. Motion carried unanimously.

F. Jr. Fair and Open Class Showing

Kocourek presented the jr. fair and open class showing policy. Discussion. Consensus of the committee no action jr. fair and open class policy is covered under existing fairbook.

G. Beef Cattle Dept Fairbook Change

Kocourek reported on information provided in the committee packet for wording of the beef cattle department. Motion was made by Dvorak, seconded by Behnke to recommend for approval to the board to include the following language in the jr. fair rules: No more than four (4) animals may be exhibited in Junior Fair, with a max of two (2) per lot number. No changes will be allowed after registration forms are submitted. Only one (1) animal allowed in the sale. Motion carried unanimously.

Motion was made by Dvorak, seconded by Behnke to recommend for approval to the board to include the following language in the open class rules: No more than two (2) animals may be shown in each lot number by one (1) exhibitor or one (1) Registered Farm Name. Motion carried unanimously.

H. Dance Competition – Tuesday Gate Hours

Dvorak reported on the Dance Competition and making the competition county only and do a personal invite with cheer and dance competition to broaden the competition. Discussion on needs of the competition, gate hours, tickets. Motion was made by Schaut, seconded by Voigt to recommend for approval to the board the dance competition as long as the logistics work. Motion carried. Kocourek voted no.

Motion was made by Vetting, seconded by Dvorak to have the admission gates open at 4pm on Tuesday of the fair. Motion carried unanimously.

Action Needed:

- Place on next committee meeting agenda.
- Dvorak to meet with staff prior to Mar 8 to measure space availability in the Ice Center.

I. Lawnmower Races – Start Time

Kocourek reported that a start time was needed for the lawnmower races. Motion was made by Pollen, seconded by Beyer to recommend for approval to the board a start time of 4pm for the lawnmower races. Motion carried unanimously.

J. Webinar Update

Kocourek reported on the Webinar session attended and addressed upper and lower weight limits of beef/dairy cattle, swine, and lambs.

K. Ice Center Show Ring Update – Sound System Quotes; Sponsorship Levels

Kocourek reported on the Ice Center Show Ring and some issues the small animal building superintendent had including sound system and dairy cattle path to the Ice Center as well as the possibility to increase the manure fee for dairy cattle only to help offset the sound system costs. Motion was made by Behnke, seconded by Dvorak to utilize PW contracted staff to input sound system at or under \$2,000 and increase the dairy cattle manure fee to \$4 per animal. Motion carried unanimously.

Motion was made by Beyer, seconded by Schaut to approve the finance subcommittee's recommendation for the Ice Center Show Ring sponsorships. Note – the Ice Center Show Ring Sponsorships have been approved by the Expo-Ice Center board.

Action Needed:

- Place Ice Center Show Ring Meeting Update on next committee meeting agenda.

L. Yearly Superintendent Meeting – Scheduled Date, Topics to Discuss

Kocourek reported on the yearly superintendent meeting. Discussion. Superintendent meeting will be April 25 at 6:30pm. Topics include: Emergency Evacuation Plan, Showmanship Changes, Ice Center Show Ring.

Action Needed:

- Staff to send out a Save the Date Card to superintendents and assistant superintendents.
- Committee members to submit any discussion topics to the Expo staff.

M. Cats-Cavies Judging – Location

Kocourek reported on the current location of judging for the cats and cavies. Motion was made by Tonya, seconded by Beyer recommend for approval to the board to move the judging of cats and cavies to the southside of the Ice Center. Motion carried unanimously.

N. Fair Website

No Report.

O. Health Papers on all Species

Kocourek reported that there is another webinar on March 12 to discuss health issues. Kocourek recommended continue research on the health papers for all species and plan for the 2013 fair. Motion was made by Schaut, seconded by Vetting to table the health papers on all species. Motion carried unanimously.

P. Schedule Work Day; Exhibition Building Jobs and Duties

Kocourek reported on the work day and needs of the Exhibition building. Work day scheduled for Saturday, May 19, at 9am, to include painting, repairing of displays.

Action Needed:

- Place Schedule Work Day on next committee agenda.
- Staff to send out a Save the Date Card to all superintendents and assistant superintendents.
- Staff to contact the head superintendent for items to be completed list.

Q. Daily Fair Work Schedule

Kocourek reported on the volunteer schedule provided in the committee packet. Discussion.

Action Needed:

- Liaisons to submit needs list to staff.

Adjournment

Motion made by Behnke, seconded by Beyer to adjourn at 8:40pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Janowski



MANITOWOC COUNTY

EXPO and ICE CENTER BOARD

MEETING NOTICE

DATE: March 8, 2012
TIME: 7:00 PM
PLACE: Expo Office
4921 Expo Dr., Manitowoc

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. Operation Report – 2011-2012 Ice Season and Dry Floor Events – Review, Discussion and Action; Joint Contract Status; Jr. Gambler Update; Valentine's Day Skate; Concessions Stand; 2012-2013 Contracts; Figure Skating Report; Hockey Organization Report
 - B. FINANCE SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 - C. OPERATIONS SUB-COMMITTEE:
 1. Committee Report
 2. Alpaca-Llamas; Market Animal Committee Participation Booklet; 4-H Billboard Contest; 4-H Bench Building Project; Jr. Fair Showmanship Rules; Jr. Fair and Open Class Showing; Beef Cattle Dept Fairbook Change; Dance Competition – Tuesday Gate Hours; Lawnmower Races – Start Time; Webinar Update; Ice Center Show Ring Update – Sound System Quotes; Sponsorship Levels; Yearly Superintendent Meeting – Scheduled Date, Topics to Discuss; Cat-Cavies Judging – Location; Fair Website; Health Papers on all Species; 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. No Committee Meeting-Committee Report
 - F. FAIREST OF THE FAIR SUB-COMMITTEE:
 1. Committee Report
 2. Election of Officers; Applications – Clubs; Schools; Program – Printing; Set Up; Judges; Banner/Tiara; Advertising – Ads; Press Release; Invitations – Develop; Database; Mailing; Food/Refreshments; Contestants – Communication-Program Run Through; Sponsors – Fairest; Event
4. Review, Discussion, and Action on 2012 Fair Matters
 - A. Beer and Soda Vendor Meeting – Schedule Date
 - B. Horse Pullers Contract
 - C. Tents Inc Contract
 - D. Parking and Security Contract – Horse Parkers
 - E. EWSC Race Program Contract
 - F. 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 – 2012-2013 Table Rental Rate
 - B. Winterfest Update
 - C. Horse-A-Rama Commitments
 - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: February 28, 2012

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, March 8, 2012

Location: Expo Office

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

Called to Order Meeting called to order – 7:00pm.

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

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. Committee Report

2. Operations Report – 2011-2012 Ice Season and Dry Floor Events – Review, Discussion and Action; Joint Contract Status; Jr. Gambler Update; Valentine's Day Skate; Concession Stand; 2012-2013 Contracts; Figure Skating Report; Hockey Organization Report

Pollen reported on the following:

- Issue with the Olympia cable and housing unit. Cable has been replaced and the housing unit needs to be replaced.
- Joint Contract – remaining balance is approximately \$3,100.
- Jr. Gamblers – outstanding invoice of \$600.
- Valentine's Day Skate – went well and brought in approximately \$1,000.
- Figure skating will run concessions for the Figure Skating show.
- Working on the 2012-2013 Ice Season contracts.
- Figure Skating show next weekend with approximately 100 skaters.
- Hockey team placed third in tournament and upcoming tournament this weekend.

B. Finance Sub-Committee

1. No Committee Report-Committee Report

No report.

C. Operations Sub-Committee

1. Committee Report

2. Alpaca-Llamas; Market Animal Committee Participation Booklet; 4-H Billboard Contest; 4-H Bench Building Project; Jr. Fair Showmanship Rules; Jr. Fair and Open Class Showing; Beef Cattle Dept Fairbook Change; Dance Competition – Tuesday Gate Hours; Lawnmower Race – Start Time; Webinar Update; Ice Center Show Ring Update – Sound System Quotes; Sponsorship Levels; Yearly Superintendent Meeting – Scheduled Date, Topics to Discuss; Cats-Cavies Judging – Location; Fair Website; Schedule Work Day; Health Papers on all Species; Schedule Work Day; Exhibition Building Jobs and Duties; Daily Fair Work Schedule

Kocourek reported on the following:

- Alpaca-Llamas – entry day, release day, judging day, classes and premiums were reviewed with a committee recommendation to approve the addition of the Alpaca-Llamas department.
- Market Animal Participation Booklet – Keith Roberts attended the meeting to express concerns on the involvement of board members and staff to review the Market Animal Participation booklet. Beyer noted that the involvement of the members was to better educate the board and have a better understanding of the market animal committee. Other board members added that the board is becoming more involved with other aspects including Horse-A-Rama, Open Horse Class, to name a few.
- 4-H Billboard Contest – staff to work with 4-H to promote the billboard contest with a committee recommendation to partner with 4-H and have the board involved in judging and providing the boards.
- 4-H Bench Building Project – the committee recommended approval to move forward on the bench building project. Kevin Palmer will work with the 4-H clubs.

- Jr. Fair Showmanship Rules – committee recommended approval to include additional wording for showmanship classes to include the exhibitor's age as of January 1 will be used for determining age division. Exhibitors are to show in their age division. The practice of graduating out or moving a former blue ribbon winner to an older showmanship age division has been discontinued.
- Jr. Fair and Open Class Showing – Consensus of the committee was to taken no action.
- Beef Cattle Dept Fair book Change – committee recommended for approval to include additional language: No more than four (4) animals may be exhibited in Jr. Fair, with a max of two (2) per lot number. No changes will be allowed after registration forms are submitted. Only one (1) animal allowed in the sale. Also, recommended for approval to include in Open class rules: No more than two (2) animals may be shown in each lot number by one (1) exhibitor or one (1) Registered Farm Name.
- Dance Competition – committee recommended approval of the dance competition and the admission gates to open at 4pm. The dance competition will start at 6pm on Tuesday.
- Lawnmower Races – committee recommended for approval the start time of 4pm.
- Webinar Update – update provided on the webinar class attended.
- Ice Center Show Ring Update – Sound System Quotes; Sponsorship Levels – review of the ice center show, sound system quotes and sponsorship levels. Committee recommended for approval to utilize contracted employee to input sound system at or under \$2,000 and increase the dairy cattle manure fee to \$4 per animal and approve the sponsorship levels for the event.
- Yearly Superintendent Meeting – Scheduled Date, Topics to Discuss – review of the yearly superintendent meeting to be held April 25 at 6:30pm.
- Cats-Cavies Judging – Location – committee recommended to approve moving the judging to the south side area of the Ice Center.
- Fair website – no report.
- Health Papers on all species – committee recommended to table the topic.
- Schedule Work Day; Exhibition Building Jobs and Duties – work day scheduled for May 19 at 9am and sending save the date cards to superintendents and assistants and working with the head superintendent on items to be done.
- Daily Fair Work Schedule – needs list should be submitted to staff on what is needed for each event.

Motion was made by Swade, seconded by Taylor to approve the committee recommendations and to tentatively schedule a work day on Saturday May 19. Motion carried unanimously.

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 committee meeting. Beyer noted that the committee will need to meet in April to review the Parking & Security contract and gather information for the superintendent meeting.

Action Needed:

- Work with committee chair to schedule meeting in April.

F. Fairest of the Fair Sub-Committee: *No Committee Meeting*

1. *No Committee Meeting-Committee Report*

Committee meeting on Saturday, March 10, at 10am.

Review and Act on 2012 Matters

A. *Beer and Soda Vendor Meeting – Schedule Date*

No date scheduled yet.

Action Needed:

- Place Beer and Soda Vendor Meeting – Schedule Date on next agenda.

B. *Horse Pullers Contract*

Action Needed:

- Place on next Entertainment and Vendor subcommittee agenda.

C. *Tents Inc. Contract*

Action Needed:

- Place on next Finance subcommittee agenda.

D. Parking and Security Contract

Action Needed:

- Place on next Finance subcommittee agenda.

E. EWSC Race Program Contract

Action Needed:

- Place on next Entertainment and Vendor subcommittee agenda.

F. Fair Update

Krizek distributed the pocket card for review and reported that the judges are complete, need superintendents for Dairy Goats and Flowers and House Plants. Nichole Paulow expressed interest in the Dairy Goats superintendent position.

Comptroller's Financial Report – Review and Action

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

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

A. Rummage-A-Rama – 2012-2013 Table Rental

Vetting reported on the rummage-a-rama event and that all tables have been filled. Discussion on increase of the table rental fee. Motion was made by Schaut, seconded by Plate to increase the table rental fee to \$10 and the admission fee to \$1. Schaut and Plate voted yes, the rest voted no, motion failed. Voigt abstained.

Motion was made by Dvorak, seconded by Kocourek to increase the table rental fee to \$10. Motion carried. Voigt abstained.

Motion was made by Kocourek to increase the admission fee to \$.75. There was no second, motion failed.

B. Winterfest Update

No report.

C. Horse-A-Rama Commitment

Bruce Kornely reported on the Horse-A-Rama committee investments included in the board packet including the future installation of the storage building and the use of the building. Kornely added that the committee is making plans on the horse building move.

D. Expo-Ice Center Month Events; Expo Grounds Update

Krizek reported on upcoming events including Gallagher in May 2012 and Shipbuilders Credit Union's 75th Anniversary in April 2013.

Vetting reminded the board of the District 4 meeting on April 18 at State Fair Park.

Schaut reported on the need for equipment to water the horse arena. Discussion.

Action Needed:

- Place on the next Expo-Ice Center agenda – District 4 Meeting – April 18

Adjournment

Motion was made by Dvorak, seconded by Plate to adjourn at 8:35pm. Motion carried.

Minutes taken by Krizek

Signed by Fitzgerald



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

DATE: March 8, 2012

TIME: 6:15 p.m.

PLACE: Expo Office
4921 Expo Dr., Manitowoc

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. Joint Contract Status
 - B. Jr. Gambler Update
 - C. Valentine's Day Skate
 - D. Concessions Stand
4. 2012-2013 Contracts
5. Figure Skating Report
6. Hockey Organization Report
7. Adjourn

Date: February 28, 2012

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, March 8, 2012

Location: Expo Office

Present: D. Pollen, K. Swade, J. Vetting, D. Fitzgerald, D. Gauger

Also Present: J. Beyer, G. Neuser, J. Krizek, V. Voigt, Erick Kalenberg

Absent & Excused: M. Persaud, R. Voss, D. Pawlowski

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

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 – 2011-2012 Ice Season and Dry Floor Events – Review, Discussion, and Action

A. Joint Contract Status

Beyer reported that all payments have been received for the Figure Skating, WIAA, and MCYHA contracts and still owe approximately \$3,100 for the Joint Contract which was due on March 1.

B. Jr. Gamblers Update

Beyer reported that the Jr. Gamblers have an outstanding invoice of \$600.

C. Valentine's Day Skate

Pollen reported that the Valentine's Day Skate made approximately \$1,000. Pollen added that the last public skate is Saturday, March 10 and nets and boards will come down.

D. Concession Stand

Pollen reported that figure skating running the concessions for the Figure Skating show.

2012-2013 Contracts

Pollen reported that both user groups were presented 2012 – 2013 Season Contracts which included a three percent increase. Pollen added that the user groups will prepare a written counter proposal.

Action Needed:

- Place on the next committee agenda.

Figure Skating Report

Pawlowski reported that the Figure Skating show is next weekend with dress rehearsals beginning on Tuesday with approximately 100 skaters.

Hockey Organization Report

Kahlenberg reported that the Squirts took third place at an A-level tournament in Oshkosh out of eight teams adding that Pee Wees are in a tournament this weekend. Kahlenberg discussed each group (Bantams, Squirts, Mites) and noted that MCYHA will only field a JV team for the 2012-2013 season.

Adjournment

Motion made by Vetting, seconded by Swade to adjourn at 6:37pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Fitzgerald



MANITOWOC COUNTY
EXPO-ICE CENTER BOARD
Fairest of the Fair Sub-Committee
MEETING NOTICE

DATE: March 10, 2012

TIME: 10:00 a.m.

PLACE: Expo Office
4921 Expo Dr., Manitowoc

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, 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
 - D. Finance 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 2012 Fair:
 - A. Fairest of the Fair Competition
 1. Applications – Clubs; Schools
 2. Program – Printing; Set Up
 3. Judges
 4. Banner/Tiara
 5. Advertising – Ads; Press Release
 6. Invitations – Develop; Database; Mailing
 7. Food/Refreshments
 8. Contestants – Communication-Program Run Through
 9. Sponsors – Fairest; Event
7. Update and Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: February 28, 2012

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
FAIREST OF THE FAIR SUBCOMMITTEE**

Held Saturday, March 10, 2012

Location: Expo Office

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

Called to Order Meeting called to order – 10am.

Minutes

Minutes were reviewed from the previous meeting. Motion was made by Vetting, seconded by Dvorak to approve the minutes for April 5, 2011. Motion carried unanimously.

Public Input

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

Public Input

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

Election of Officers

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

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

Review and Act on other Sub-Committee Recommendations or Referrals

A. Finance Sub-Committee:	None
B. Entertainment and Vendors Sub-Committee:	None
C. Parking and 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. Fairest of the Fair Competition

1. Applications – Clubs; Schools

N. Newberg reported that the application is revised and will send to staff to have posted on the website. N. Newberg added that application to be sent out to the clubs and added to the schools online scholarship bulletin board. Discussion included reviewing the application and clarifying mileage reimbursement. Motion was made by Dvorak, seconded by Taylor to recommend for approval to the board mileage reimbursement for delivery of fair posters and VIP tickets as directed by the Expo-Ice Center board and all other reimbursement requests must be approved by the Expo-Ice Center board. Motion carried.

Action Needed:

- N. Newberg to send application packet and letter to staff.
- Staff to compile guidance counselor email list and email application link.
- Staff to email 4-H and FFA Leaders and all users as well as LTC, Silver Lake, UW Sheboygan, and UW Manitowoc.

2. Program – Printing; Set Up

Newberg presented the printing layout. Ideas were discussed and programs from other competitions distributed.

3. Judges

N. Newberg has two judges and needs one more. Names were discussed.

4. Banner/Tiara

N. Newberg working on banner and tiara. Discussion on design.

5. Advertising – Ads; Press Release

N. Newberg has begun typing of the press release. Ideas were discussed on the advertising to include the fair theme and to have ads run starting first week in April.

Action Needed:

- Staff to contact the newspaper to create an ad and submit to the committee for approval.

6. Invitations – Develop; Database; Mailing

Discussion on updating postcard and mailing list.

Action Needed:

- Staff to create invitations and mail out by May 1.

7. Food/Refreshments

Discussion on having a sign up sheet for April Expo-Ice Center board meeting and discussion on food for the competition.

Action Needed:

- Staff to schedule a meeting with Festival Foods for inkind sponsor of food and Pepsi for soda and water donation.

8. Contestants – Communication-Program Run Through

N. Newberg reported that contestants will need to wait until May 1 to see what the timeline will be for the day of the competition adding that a group meeting of all contestants will be done to go over requirements.

9. Sponsors – Fairest; Event

Discussion to have the sponsorship list updated and sent out to the Expo-Ice Center board.

Action Needed:

- Staff to update sponsorship list and email to the Expo-Ice Center board.

Update and Action on Other Fair Operation Projects and Issues

Dvorak reported on Fairest of the Fair pocket card and thank you ideas that included a picture of the fairest with information pertaining to the fairest.

Discussion on sending applications to the 2011 applicants.

Action Needed:

- Fairest of the Fair subcommittee meeting to be scheduled for Thursday, April 5, at 6pm.

Adjournment

Motion made by Pollen, seconded by Vetting to adjourn at 11:02am. Motion carried unanimously.

Minutes taken by Krizek

Signed by Kohlbeck



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

DATE: April 3, 2012 (TUESDAY)
TIME: 6:00 p.m.
PLACE: Expo Office, 4921 Expo Dr., Manitowoc

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. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Entertainment/Vendors Sub-Committee:
None
 - D. Parking/Security Sub-Committee:
None
 - E. Fairest of the Fair 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 2012 Fair:
 - A. Beef Cattle Rules and Regulations – Scottish Highlander
 - B. Alpaca-Llamas Rules and Regulations
 - C. Bingo
 - D. Swine Health Certificates
 - E. Sheep-Goat Entry Identification
 - F. Market Animal Committee Meeting Update
 - G. Webinar Update
 - H. Health Papers on all Species
 - I. Ice Center Show Ring Update
 - J. Yearly Superintendent Meeting –Topics to Discuss
 - K. Dance Competition Update
 - L. Schedule Work Day; Exhibition Building Jobs and Duties – May 19
 - M. 4-H Billboard Contest Update
 - N. 4-H Bench Building Project Update
 - O. Fair Website Update
 - P. Daily Fair Work Schedule
 - Q. Committee Update
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: March 27, 2012

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.

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

Held Tuesday, April 3, 2012

Location: Expo Office

Present: J. Vetting, D. Schaut, J. Beyer, K. Behnke, D. Pollen, C. Kocourek, D. Fitzgerald, L. Taylor, J. Janowski, M. Kohlbeck, R. Voss

Also Present: J. Beyer, J. Krizek, M. Plate, D. Gauger, Jackie Downey, Dakota Downey

Absent & Excused: M. Persaud, D. Pawlowski, T. Dvorak, K. Swade, V. Voigt

Called to Order Meeting called to order – 6:00pm.

Minutes Minutes were reviewed from the previous meeting. Motion was made by Schaut, seconded by Vetting to approve the minutes. 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. Ice Center Sub-Committee: | None |
| B. Finance Sub-Committee: | None |
| C. Entertainment and Vendors Sub-Committee: | None |
| D. Parking and 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. Beef Cattle Rules and Regulations – Scottish Highlander

Kocourek reported on the American Highland Cattle Association stalling requirements for Scottish Highlanders. D. Downey presented information on the highlander breed and interest in showing highlanders at the fair. Kocourek added that current rules do not allow breeds with horns longer than two inches unless breed standard. Motion was made by Schaut, seconded by Voss to recommend to the board for approval the superintendent recommendation of showing the Scottish Highlander with two inch horns or longer based on breed standard. Motion carried unanimously.

B. Alpaca-Llamas Rules and Regulations

Kocourek presented the Alpaca-Llamas Rules and Regulations for review and approval. Discussion on housing of the Alpaca and Llamas and potential of housing in the horse barn or purchasing additional pens. Motion was made by Beyer, seconded by Schaut to recommend to the board for approval of the Alpaca-Llamas Rules and Regulations as presented. Motion carried. Behnke voted no.

C. Bingo

Kocourek reported on Bingo and the location to have bingo at the fair. Discussion. Motion was made by Beyer, seconded by Vetting to recommend to the board for approval the relocation of bingo from the Ice Center to another location, Polka Pavilion. Motion carried unanimously.

Action Needed:

- Staff to contact the Polka Pavilion.

D. Swine Health Certificates

Kocourek reported on the DATCP Seminar attended in March and policies that were addressed on retaining all swine health certificates.

Action Needed:

- Staff to contact Swine Superintendent about health record retention.

E. Sheep-Goat Entry Identification

Kocourek reported on the seminar attended and policy on obtaining individual identification or tattoo information for five years.

Action Needed:

- Staff to add scrappie tag or tattoo number to the registration form.

F. Market Animal Committee Participation Booklet

Kocourek reported on the market animal committee meeting attended and several suggestions were made including obtaining a list of where an exhibitor can purchase swine to show at the fair. Kocourek added that Paul Siemers believed that this list would be easy to compile, but the rest of the committee felt that this was more proprietary and did not want to create a list. Kocourek also noted that other suggestions were made 1) conduct a secondary sale to give the youth a second chance to sell their hogs if they did not make the regular sale; 2) possibility of holding a market animal goat sale. Kevin Palmer also attended the meeting adding other suggestions to the committee. No action was taken on any of the ideas presented. Kocourek reported that there are still issues with regular monthly meeting agendas and minutes being posted. Suggestions to have the agendas and minutes posted on the 4-H website.

Action Needed:

- Kevin Behnke and Jeff Beyer to attend the next Market Animal Committee meeting to address posting the agenda and minutes to the 4-H website with the agenda being posted one week in advance of the meeting.

G. Webinar Update

No further report.

H. Health Papers on all Species

Topic was tabled.

I. Ice Center Show Ring Update

No report.

J. Yearly Superintendent Meeting – Topics to Discuss

Kocourek reported on the yearly superintendent meeting and requested ideas to be presented at the meeting. Beyer noted that Parking & Security will be presenting a table top discussion with presentation and discussion on the emergency plan, lock down, Q&A, and buildings and grounds. Other ideas to be addressed: Showmanship Rules, Exhibition Bldg Work Day, Sheep and Goat changes. Kocourek reminded the committee that the superintendent meeting will be April 25 at 6:30pm and to bring any snacks and desserts.

K. Dance Competition Update

No report.

Action Needed:

- Vetting to contact Dvorak to obtain rules.

L. Schedule Work Day; Exhibition Building Jobs and Duties – May 19

Kocourek reported on the scheduled work day. All members agreed to keep the May 19 date.

Action Needed:

- Vetting to contact head superintendent to address needs of the Exhibition Bldg.
- Staff to provide volunteer sign up list
- Staff to add Lunch Request to PW committee meeting agenda.

M. 4-H Billboard Contest

Krizek reported on the 4-H billboard contest and working with 4-H Extension and Kevin Palmer.

N. 4-H Bench Building Project

Kocourek reported that information was placed in the 4-H Newsletter on the 4-H bench building project.

O. Fair Website Update

No report.

P. Daily Fair Work Schedule

Kocourek reminded the committee to provide needs list to staff.

Update and Action on Other Fair Operation Projects and Issues

Krizek reported on the expense to bring in the dairy cattle judge on Thursday and Friday of fair week with mileage round trip for each day would be \$354. Krizek recommended to the committee to pay for round trip mileage and hotel. Motion was made by Beyer, seconded by Pollen to recommend to the board for approval an offer of \$256.00 to the dairy cattle judge for services rendered for Aug 23 and 24, 2012. Motion carried unanimously.

Adjournment

Motion made by Beyer, seconded by Kohlbeck to adjourn at 7:13pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Janowski

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, April 4, 2012

Location: Expo Office

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

Also Present: G. Neuser, J. Krizek, Jon Newberg

Absent & Excused: D. Pawlowski, K. Behnke, J. Beyer, T. Dvorak

Called to Order Meeting called to order – 7:00pm.

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

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. *No Committee Meeting-Committee Report*

Pollen reported that all contracts are paid in full and have met twice with the user groups to prepare a proposal for staff. Pollen added that a preliminary proposal should be submitted in a couple of weeks.

B. Finance Sub-Committee

1. *Special Race Contract; Woodcarvers Contract; Trampoline; EWSC – Horse Parkers – Parking & Security Contract; Atomic Stage and Lighting Quote; Ice Center Show Ring – Sound System Quote; BSG Contract; Tents, Inc Contract; Committee Report*

Behnke reported on the following:

- Special Race contract of \$11,965 budget with staff resolving issues and addendums.
- Woodcarvers Contract – Single carve approved and send signed copy with possibility of three person carver.
- Trampoline – send to Entertainment
- EWSC – Horse Parkers – Parking & Security Contract – contract to pay labor costs plus \$1,000.
- Atomic Stage and Lighting Quote – same as last year.
- Ice Center Show Ring – Sound System Quote – waiting for staff to put financial packet together on projected costs.
- BSG Contract – same as last year.
- Tents Inc. – within budget

Motion was made by Behnke, seconded by Swade to approve the Finance subcommittee recommendations and report. Motion carried unanimously.

C. Operations Sub-Committee

1. *Beef Cattle Rules and Regulations – Scottish Highlander; Alpaca-Llamas Rules and Regulations; Bingo; Swine Health Certificates; Sheep-Goat Entry Identification; Market Animal Committee Meeting Update; Webinar Update; Health Papers on all Species; Ice Center Show Ring Update; Yearly Superintendent Meeting – Topics to Discuss; Dance Competition Update; Schedule Work Day; Exhibition Building Jobs and Duties – May 19; 4-H Billboard Contest Update; 4-H Bench Building Project Update; Fair Website Update; Daily Fair Work Schedule; Committee Report*

Kocourek reported on the following:

- Beef Cattle Rules and Regulations – Scottish Highlander – use wording that meets breed standards and have panels up.
- Alpaca-Llamas Rules and Regulations – rules and regulations done and need to be prepared to possibly rent pens.
- Bingo – recommend to not have bingo in Ice Center. Krizek added that the Polka Pavilion agreed to work with Bingo and will have Wednesday, Friday and Saturday.
- Swine Health Certificates – Need to keep records on file for five years.
- Sheep-Goat Entry Identification – need identifying information added to the registration form.
- Market Animal Committee Meeting Update – issue with need to have dates, times, and location posted.
- Webinar Update – No report.

- Health Papers on all Species – Tabled.
- Ice Center Show Ring Update – No update.
- Yearly Superintendent Meeting – Topics to Discuss – Meeting scheduled for April 25 at 6:30pm. Ideas – Emergency Management information.
- Dance Competition – No update.
- Schedule Work Day – Scheduled for May 19.
- 4-H Billboard Contest Update – working with 4-H extension office.
- 4-H Bench Building Project – working with 4-H extension office.
- Fair Website Update – No update.
- Daily Fair Work Schedule – posted in the conference room – sign up.

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

Kocourek presented the committee recommendation to offer \$256.00 to the dairy cattle judge for services rendered for Aug 23 and 24, 2012. Motion was made by Kohlbeck, seconded by Schaut to accept the Operations subcommittee recommendation to offer a max of \$256.00 to the dairy cattle judge for services rendered for Aug 23 and 24, 2012. Motion carried unanimously.

D. Entertainment/Vendors Sub-Committee: *No Committee Meeting*

1. *EWSC Race Contract; Horse Pullers Contract; Woodcarvers Contract; Special Race Contract; Trampoline; Committee Report*

Newberg reported on the following:

- EWSC Race Contract – same as last year.
- Horse Pullers Contract – same as last year.
- Woodcarvers Contract - \$7,500 for a single carver but working on three person carver at no cost to the fair.
- Special Race Contract – recommend \$11,965 with revisions.
- Trampoline – getting more info.

Motion was made by Behnke, seconded by Gauger to approve the Entertainment and Vendor subcommittee recommendations and report. Motion carried unanimously.

E. Parking/Security Sub-Committee:

1. *EWSC – Horse Parkers – Parking & Security Contract; Special Ops; Yearly Superintendent Meeting – Emergency Information; Signs; Dismissal Times – Market Animals; Committee Report*

No committee meeting – no report.

F. Fairest of the Fair Sub-Committee: *No Committee Meeting*

1. *Election of Officers; Applications – Clubs; Schools; Program – Printing; Set Up; Judges; Banner/Tiara; Advertising – Ads; Press Release; Invitations – Develop; Database; Mailing; Food/Refreshments; Contestants – Communication-Program Run Through; Sponsors – Fairest; Fairest-Event; Committee Report*

Newberg reported on the following:

- Election of Officers – same as last year.
- Applications – Clubs; Schools – complete.
- Food/Refreshments – sign up sheet for food distributed.
- Sponsors – Fairest – distributed.
- Meeting for April 5 to be rescheduled for April 12.

Motion was made by Newberg, seconded by Swade to approve the Fairest of the Fair subcommittee recommendations and report. Motion carried unanimously.

Review, Discussion, and Action on 2012 Fair Matters

A. *Beer and Soda Vendor Meeting – Schedule Date*

Newberg reported that the meeting is scheduled for April 11 and an email was sent out.

B. *Fairest of the Fair Proclamation Resolution*

Motion was made by Behnke, seconded by Plate to forward the Fairest of the Fair Proclamation Resolution to the county board for approval. Motion carried unanimously.

C. *Liaison Sign Up*

Liaison sign up sheet distributed.

D. Grease Tanks

Krizek reported on the grease tanks, one local vendor and one outside vendor. Discussion.

Action Needed:

- Staff to obtain costs based on one container units from each vendor.

E. Point Beach Indoor Vendor Request

No action required.

F. Fair Update

Krizek reported that pocket card still needs to be completed and submitted for printing.

Comptroller's Financial Report – Review and Action

Neuser reported on the Financial Report included in the board.

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

A. District 4 Meeting

Vetting reminded the board of the upcoming District 4 meeting on Wednesday, April 18 and to contact staff if attending.

B. Winterfest Update

Jon Newberg presented the financials on Winterfest adding that the event is scheduled for Saturday, Jan 26, 2013.

C. Expo-Ice Center Month Events; Expo Grounds Update

Vetting reported approximately 760 people attended the March rummage sale. Vetting reported that the Bingo supplies were donated to the Healthcare Center and received a thank you card.

Krizek reported on the Packerland Kennel Club.

Taylor reported on the 4-H Pinewood Derby held at Expo.

Board discussion on agenda and meeting notices of Market Animal Committee and Expo and agreed that agendas and meeting notices should be posted on the 4-H website.

Action Needed:

- Staff to contact 4-H Extension to have link added to site for all board and subcommittee agendas and minutes.

Adjournment

Motion was made by Newberg, seconded by Swade to adjourn at 7:59pm. Motion carried.

Minutes taken by Krizek

Signed by Fitzgerald



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

DATE: April 4, 2012
TIME: 6:15 p.m.
PLACE: Expo Office
4921 Expo Dr., Manitowoc

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. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Operations Sub-Committee:
None
 - D. Parking/Security Sub-Committee:
None
 - E. Fairest of the Fair 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. EWSC Race Contract
 - B. Horse Pullers Contract
 - C. Woodcarvers Contract
 - D. Special Race Contract
 - E. Trampoline
 - F. Committee Update
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: March 27, 2012

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, April 4, 2012

Location: Expo Office

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

Called to Order Meeting called to order - 6:20pm.

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

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

A. Ice Center Sub-Committee:	None
B. Finance Sub-Committee:	None
C. Operations Sub-Committee:	None
D. Parking/Security Sub-Committee:	None
E. Fairest of the Fair Sub-Committee:	

Review and Act on other Expo Board Recommendations or Referrals

None.

Review, Discussion, and Action on the following items for the 2012 Fair:

A. EWSC Race Contract

EWSC Race contract was presented. Motion was made by Behnke, seconded by Voigt to recommend to the board for approval the EWSC Race Contract. Motion carried unanimously.

B. Horse Pullers Contract

Horse Pullers contract was presented. Motion was made by Behnke, seconded by Kohlbeck to recommend to the board for approval the Horse Pullers contract. Motion carried unanimously.

C. Woodcarvers Contract

Woodcarvers contract was presented. Motion was made by Behnke, seconded by Voss to recommend to the board for approval the Woodcarvers contract with the option to have the three person wood carver event. Motion carried unanimously.

D. Special Race Contract

Special Race Contract was presented. Motion was made by Behnke, seconded by Vetting to recommend to the board for approval the Special Race contract at \$11,965 and the items to be addressed based on the Finance subcommittee recommendation. Motion carried unanimously.

E. Trampoline

Taylor presented the idea of the trampoline event and the costs associated with the event.

Action Needed:

- Taylor to provide documentation, references and sample contract.
- Staff to check on financial information from Air Glory.

Update and Action on Other Fair Operation Projects and Issues

Addy the Cow was presented as an idea for the fair.

Action Needed:

- Staff to follow up on Addy the Cow at the fair.

Adjournment

Motion made by Behnke, seconded by Voigt to adjourn at 6:30pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Kohlbeck



MANITOWOC COUNTY
EXPO-ICE CENTER BOARD
Finance Sub-Committee
MEETING NOTICE

DATE: April 4, 2012
TIME: 5:30 p.m.
PLACE: Expo Office
4921 Expo Dr., Manitowoc

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. Ice Center Sub-Committee:
None
 - B. Operations Sub-Committee:
None
 - C. Entertainment/Vendors Sub-Committee:
 1. Special Race Contract
 2. Woodcarvers Contract
 3. Trampoline
 - D. Parking/Security Sub-Committee:
None
 - E. Fairest of the Fair 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 2012 Fair:
 - A. Atomic Stage and Lighting Quote
 - B. Ice Center Show Ring – Sound System Quote
 - C. BSG Contract
 - D. EWSC-Horse Parkers – Parking & Security Contract
 - E. Tents Inc. Contract
 - F. Committee Update
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: March 27, 2012

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**

Wednesday, April 4, 2012

Location: Expo Office

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

Also Present: G. Neuser, J. Krizek, D. Fitzgerald

Absent & Excused: D. Gauger, J. Beyer

Called to Order Meeting called to order - 5:30pm.

Minutes Minutes were reviewed from the previous meeting. Motion was made by Janowski, seconded by Pollen to approve the meeting minutes as amended. 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. Ice Center Sub-Committee: None

B. Operations Sub-Committee: None

C. Entertainment and Vendors Sub-Committee

1. Special Race Contract

Newberg reported on the proposed special race contract highlighting that over 22 cars would cost an additional \$75 for mods and \$50 for street cars or if under 22 cars would decrease \$150 for mods and \$100 for street cars; pit passes are \$25 per person; no preregistration. Discussion. Motion was made by Behnke, seconded by Newberg to recommend to the board for approval the amount of \$11,965 with staff to address language issues and ensuring that the language on car count is included in final contract. Motion carried unanimously.

2. Woodcarvers Contract

Newberg reported that the contract has been approved but waiting to see if any updates on 3 person auction. Discussion. Motion was made by Behnke, seconded by Pollen to recommend to the board for approval to have the contract signed and forwarded to the Loghoppers with a letter stating interest in the 3 person carving competition. Motion carried.

3. Trampoline

Taylor reported on the trampoline option for the fair and provided information on needs and potential financial outcome of providing the event.

Action Needed:

- Taylor to provide staff with a contract, requirements, and potential locations.

4. 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 2012 Fair:

A. Atomic Stage and Lighting Quote

B. Ice Center Show Ring – Sound System Quote

Neuser reported that the minimum cost of the sound system will be approximately \$2,500.

Action Needed:

- Staff to compile event expenses, manure fees and other financials for the next meeting.

C. BSG Contract

D. EWSC – Horse Parkers – Parking & Security Contract

Neuser presented the parking & security contract. Discussion to prepare contract to read that labor expenses plus \$1,000 would be paid for horse parker services.

E. Tents Inc. Contract

Motion was made by Janowski, seconded by Voigt to recommend to the board for approval the Atomic Stage and Lighting quote, the BSG Contract, EWSC – Horse Parkers – Parking & Security Contract to pay labor costs plus \$1,000, and the Tents Inc, Contract. Motion carried unanimously.

F. Committee Update

No report.

Adjournment

Motion made by Newberg, seconded by Vetting to adjourn at 6:17pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Swade



MANITOWOC COUNTY
EXPO-ICE CENTER BOARD
Fairest of the Fair Sub-Committee
MEETING NOTICE

DATE: April 5, 2012 (THURSDAY)
TIME: 6:00 p.m.
PLACE: Expo Office
4921 Expo Dr., Manitowoc



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. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Operations Sub-Committee:
None
 - D. Entertainment/Vendors Sub-Committee:
None
 - E. 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 2012 Fair:
 - A. Fairest of the Fair Competition
 1. Applications – Clubs; Schools
 2. Program – Printing; Set Up
 3. Judges
 4. Banner/Tiara
 5. Advertising – Ads; Press Release
 6. Invitations – Develop; Database; Mailing
 7. Food/Refreshments
 8. Contestants – Communication-Program Run Through
 9. Sponsors – Fairest; Event
 10. Committee Update
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: March 27, 2012

Cancelled 4/5/12 AM

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.



MANITOWOC COUNTY
EXPO-ICE CENTER BOARD
Fairest of the Fair Sub-Committee
MEETING NOTICE

DATE: April 11, 2012
(*Was originally scheduled for 4/5/12*)
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. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Operations Sub-Committee:
None
 - D. Entertainment/Vendors Sub-Committee:
None
 - E. 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 2012 Fair:
 - A. Fairest of the Fair Competition
 1. Applications – Clubs; Schools
 2. Program – Printing; Set Up
 3. Judges
 4. Banner/Tiara
 5. Advertising – Ads; Press Release
 6. Invitations – Develop; Database; Mailing
 7. Food/Refreshments
 8. Contestants – Communication-Program Run Through
 9. Sponsors – Fairest; Event
 10. Committee Update
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: April 5, 2012

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

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

Held Wednesday, April 11, 2012

Location: Expo Office

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

Called to Order Meeting called to order – 6:00pm.

Minutes Minutes were reviewed from the previous meeting. Motion was made by Vetting, seconded by Dvorak to approve the minutes for May 4, 2011 and March 10, 2012. Motion carried unanimously.

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

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. Ice Center Sub-Committee: | None |
| B. Finance Sub-Committee: | None |
| C. Operations Sub-Committee: | None |
| D. Entertainment and Vendors Sub-Committee: | None |
| E. 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 2012 Fair:

A. *Fairest of the Fair Competition*

1. Applications – Clubs; Schools

Krizek reported that all application information was sent via email with a link to the schools.

Action Needed:

- Staff to follow up with schools to ensure receipt of information.

2. Program – Printing; Set Up

Krizek reported that staff will do the program once the information is provided.

3. Judges

N. Newberg reported that there are two judges and needs one more and added that the judge's names are kept confidential until program is printed.

4. Banner/Tiara

N. Newberg reported that Valders Journal donating the tiara and Newbergs are donating the banner which has been ordered.

5. Advertising – Ads; Press Release

Krizek reported that advertising has been scheduled and completed through newspaper and Comcast as well as added to Facebook page.

6. Invitations – Develop; Database; Mailing

Krizek reported that invites are completed and ready to be mailed.

7. Food/Refreshments

Krizek reported that a meeting is scheduled with Festival Foods on April 12 for an inkind donation.

8. Contestants – Communication-Program Run Through

N. Newberg reported that program run through will be done once contestants have applied.

9. Sponsors – Fairest; Event

Committee reviewed the sponsorship list.

10. Committee Update

N. Newberg reported that no applications have been received to date.

Idea of having flute or musicians at the competition to play prior to the competition and during was discussed.

Update and Action on Other Fair Operation Projects and Issues

No Report.

Adjournment

Motion made by Vetting, seconded by Voigt to adjourn at 6:25pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Kohlbeck



MANITOWOC COUNTY

EXPO-ICE CENTER BOARD

MEETING NOTICE

DATE: May 2, 2012
TIME: 7:00 P.M.
PLACE: Expo Office
4921 Expo Dr., Manitowoc WI 54220

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-Committee Report
 2. MCFSC-MCYHA 2012-2013 Contracts
 - B. FINANCE SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 2. Port-A-Potties Quote
 - C. OPERATIONS SUB-COMMITTEE:
 1. Swine Survey-Tricia Tienor; Kids Play Area; Camping Request-Nichole Paulow; Indoor Vendor Meeting; Market Animal Committee Meeting Update; Health Papers on all Species; Ice Center Show Ring Update; Schedule Work Day – Exhibition Building Jobs and Duties – May 19; Fair Website Update; Daily Fair Work Schedule; Committee Report
 - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 2. Special Race Update
 - E. PARKING/SECURITY SUB-COMMITTEE:
 1. EWSC – Horse Parkers – Parking & Security Contract; Special Ops; Signs; Dismissal Times – Market Animals; Committee Report
 - F. FAIREST OF THE FAIR SUB-COMMITTEE:
 1. Program – Printing; Set Up; Judges; Banner/Tiara; Food/Refreshments; Contestants – Communication-Program Run Through; Sponsors – Fairest - Event; Committee Report
4. Review, Discussion, and Action on 2012 Fair Matters
 - A. Dance Competition Update
 - B. Addy the Cow Update
 - C. Vendor Request – Trailer – Bob Frick
 - D. Beer and Soda Vendor Meeting Update
 - E. Grease Tanks Update
 - F. Rustic Iron Display
 - G. Dept. Liaison Sign Up – Event Liaison Sign Up
 - H. Sponsorships
 - I. 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 Update
 - B. Fairest of the Fair Competition & Reception – May 25
 - C. Breakfast on the Farm – Volunteer Schedule – Jun 10
 - D. Volunteer Recognition Award Ideas
 - E. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: April 24, 2012

Jerome Vetting, BOARD CHAIRPERSON

By: Jeffery Beyer, Public Works Director

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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, May 2, 2012

Location: Expo Office

- Present:** J. Vetting, D. Pollen, D. Schaut, V. Voigt, L. Taylor, M. Plate, D. Newberg, D. Fitzgerald, C. Kocourek, D. Gauger, M. Kohlbeck, R. Voss, K. Hansen, K. Behnke, J. Beyer, T. Dvorak, B. Cavanaugh
- Also Present:** G. Neuser, J. Krizek
- Absent & Excused:** D. Pawlowski, K. Swade, J. Janowski, M. Persaud
- Called to Order** Meeting called to order – 7:20pm.
- Introductions** Board Chairperson introduced Bob Cavanaugh, newest member of the Expo-Ice Center board.
- Minutes** Minutes were reviewed from the previous meeting. Motion was made by Gauger, seconded by Voigt to approve the minutes. Motion carried unanimously.
- Vouchers** Motion was made by Kohlbeck, seconded by Dvorak to approve mileage for a District 4 meeting attended by Newberg. Motion carried unanimously.
- Public Input** Board Chairperson called for public input three times. No public input given.
- Review & Act on Subcommittee Recommendations:**
- A. Ice Center Sub-Committee**
- 1. No Committee Meeting-Committee Report**
 - 2. MCFSC-MCYHA 2012-2013 Contracts**
Pollen reported that there have been meetings with reps from both organizations and proposed contracts have been submitted. PW Director to review the proposals and meet by next week.
- B. Finance Sub-Committee**
- 1. No Committee Meeting-Committee Report**
 - 2. Port-A-Potties Quote**
Behnke presented the two proposals for the port-a-potties. Motion was made by Behnke, seconded by Plate to approve the low bid, Maynards, for the 2012 Fair. Motion carried. Voigt voted no.
Action Needed:
 - Finance Subcommittee meeting to be scheduled in June.
- C. Operations Sub-Committee**
- 1. Swine Survey-Tricia Tienor; Kids Play Area; Camping Request-Nichole Paulow, Indoor Vendor Meeting, Market Animal Committee Meeting Update; Health Papers on all Species; Ice Center Show Ring Update; Schedule Work Day-Exhibition Building Jobs and Duties – May 19; Fair Website Update; Daily Fair Work Schedule; Committee Report**
Kocourek reported on the following:
 - Presented the swine survey for approval to be distributed in July.
 - Presented camping request-Nichole Paulow for approval of the reduced daily rate of \$17.50.
 - Presented the Indoor Vendor Meeting for approval to have an indoor vendor meeting on August 21 at 3:30pm.
 - Market Animal Committee Meeting Update – dates and times posted on the 4-H website.
 - Ice Center Show Ring Update – meeting to be scheduled for May 30 at 7pm.
 - Schedule Work Day – Reminder scheduled for May 19.
 - Fair Website Update – No update.
 - Daily Fair Work Schedule – posted in the conference room – sign up.Motion was made by Beyer, seconded by Voigt to approve the Operations subcommittee recommendations and report. Motion carried unanimously.

D. Entertainment/Vendors Sub-Committee: *No Committee Meeting*

1. *No Committee Meeting-Committee Report*

2. *Special Race Update*

Newberg reported that there was no meeting but there was a meeting with the Badger MOD Tour reps and discussion of language clarification. Newberg added that contract should be signed at the next meeting. Hansen noted that Eastern WI was not aware of the contract and Eastern would have like the opportunity to bid. Discussion. Motion was made by Behnke, seconded by Dvorak to explore another Thursday entertainment option and bring back to the committee. Motion carried unanimously.

Action Needed:

- Staff to contact other entertainment vendors, including Pullers Inc.

E. Parking/Security Sub-Committee:

1. EWSC – Horse Parkers – Parking & Security Contract; Special Ops; Signs; Dismissal Times – Market Animals; Committee Report

Beyer reported on the following:

- Special Ops – was reviewed by the committee and presented for approval.
- Dismissal Times – Market Animals – were clarified by the committee that market animals were those animals going to the butcher and would dismiss at 5:30pm.
- Fire lane to be extended to the Farm Bureau stand.

Motion was made by Beyer, seconded by Cavanaugh to approve the Parking & Security subcommittee recommendations and report. Motion carried unanimously.

F. Fairest of the Fair Sub-Committee: *No Committee Meeting*

1. Program – Printing; Set Up; Judges; Banner/Tiara; Food/Refreshments; Contestants – Communication-Program Run Through; Sponsors – Fairest; Fairest-Event; Committee Report

Newberg reported on the following:

- Judges are set.
- Banner and Tiara are done.
- Food and refreshments – sign up list distributed.
- 4 contestants and program run through done the night of the event.
- Sponsors – please let staff know who is donating items and what and if a business needs to be removed from the list by Fri, May 18.
- Outgoing fairest to be in Memorial parade.

Review, Discussion, and Action on 2012 Fair Matters

A. *Dance Competition Update*

Dvorak reported on the dance competition. Motion was made by Dvorak, seconded by Voigt to cancel the dance competition for the 2012 fair. Motion carried unanimously.

B. *Addy the Cow Update*

Krizek reported that Addy the Cow would be at the 2012 fair on Friday and Saturday and the dairy promotion committee were covering the costs.

C. *Vendor Request – Trailer – Bob Frick*

Krizek presented the vendor request. Discussion. Motion was made by Beyer, seconded by Kocourek to deny the vendor request. Motion carried unanimously.

D. *Beer and Soda Vendor Meeting Update*

Newberg reported that the pavilions selected Budweiser as the beer vendor this year and that Triangle came in with a good proposal.

E. *Grease Tanks*

Krizek reported on the grease tank. Motion was made by Beyer, seconded by Kohlbeck to have a one tank grease option and if unable to find a vendor, then will not provide the service. Motion carried. Behnke voted no.

F. *Rustic Iron Display*

Newberg will contact Rustic Iron Display contact.

G. Dept Liaison Sign Up – Event Liaison Sign Up

Provided in packet.

H. Sponsorships

Krizek reported on the current sponsors.

I. Fair Update

Krizek reported that pocket card still needs to be completed and submitted for printing and would like to print Thursday with Grandstand Event.
Vetting reported that Party Pizzazz would be providing table covers for the fairest competition and the fair.

Comptroller's Financial Report – Review and Action

Neuser reported on the Financial Reported included in the board packet.

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

A. District 4 Meeting Update

Newberg reported on the District 4 meeting with the info:

- No Fair Day at State Fair.
- Premium increases for next year.
- Concealed Weapons was discussed.
- Wine at fair can be sold in sealed bottle.
- Awards program.
- Vendor Passes.

B. Fairest of the Fair Competition & Reception – May 23

Vetting reminded the board of the competition scheduled for May 23 at 7pm.

C. Breakfast on the Farm – Volunteer Schedule – Jun 10

Vetting distributed the volunteer schedule.

D. Volunteer Recognition Award Ideas

Vetting presented the Volunteer Recognition Award and asked for input-ideas for names to recommend for the award.

E. Expo-Ice Center Month Events; Expo Grounds Update

Krizek reported on the upcoming Expo-Ice Center events including Horse-A-Rama, private parties and noted that Seiler Bros Construction donated cement work located on the east side of the Merchants building.

Voss reported that the Ant Hill Mob Bike Show and Dance was a huge success.

Adjournment

Motion was made by Beyer, seconded by Voigt to adjourn at 8:25pm. Motion carried.

Minutes taken by Krizek

Signed by Fitzgerald



MANITOWOC COUNTY
EXPO-ICE CENTER BOARD
Fairest of the Fair Sub-Committee
MEETING NOTICE

DATE: May 2, 2012
TIME: 5:30 P.M.
PLACE: Expo Office
4921 Expo Dr., Manitowoc WI 54220

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. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Operations Sub-Committee:
None
 - D. Entertainment/Vendors Sub-Committee:
None
 - E. 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 2012 Fair:
 - A. Fairest of the Fair Competition
 1. Program – Printing; Set Up
 2. Judges
 3. Banner/Tiara
 4. Food/Refreshments
 5. Contestants – Communication-Program Run Through
 6. Sponsors – Fairest; Event
 7. Committee Update
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: April 24, 2012

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

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

Held Wednesday, May 2, 2012

Location: Expo Office

Present: D. Newberg, D. Pollen, J. Vetting, L. Taylor, R. Voss
Also Present: J. Krizek, Nancy Newberg, D. Fitzgerald, Bob Cavanaugh
Absent & Excused: T. Dvorak, V. Voigt

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

Minutes Minutes were reviewed from the previous meeting. Motion was made by Pollen, seconded by Voss 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. Ice Center Sub-Committee:	None
B. Finance Sub-Committee:	None
C. Operations Sub-Committee:	None
D. Entertainment and Vendors Sub-Committee:	None
E. 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 2012 Fair:

A. *Fairest of the Fair Competition*

1. Program – Printing; Set Up

N. Newberg reported on the program and the potential to have entertainment prior and after the main program.

2. Judges

N. Newberg reported that all three judges are confirmed and have a backup judge.

3. Banner/Tiara

N. Newberg reported that the banner and tiara are done.

4. Food/Refreshments

Newberg distributed the signup sheet. Krizek reported on the potential donation from Festival Foods for the food for the event.

5. Contestants – Communication-Program Run Through

N. Newberg reported that there were three applications received in the office and one that was mailed directly to her adding that each contestant receives information on attire, how the program runs, and will schedule a group meeting or one-on-one. N. Newberg added that the program run through is done the day of the event.

6. Sponsors – Fairest; Event

Committee reviewed the sponsorship list.

7. Committee Update

Discussion on the Memorial Day Parade with consensus that the outgoing Fairest will be in the parade due to timing of the parade and the competition.

Update and Action on Other Fair Operation Projects and Issues

No Report.

Adjournment

Motion made by Vetting, seconded by Voigt to adjourn at 5:46pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Kohlbeck



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

DATE: May 2, 2012
TIME: 6:00 P.M.
PLACE: Expo Office
4921 Expo Dr., Manitowoc WI 54220

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. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Entertainment/Vendors Sub-Committee:
None
 - D. Parking/Security Sub-Committee:
None
 - E. Fairest of the Fair 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 2012 Fair:
 - A. Swine Survey – Tricia Tienor
 - B. Kids Play Area
 - C. Camping Request – Nichole Paulow
 - D. Indoor Vendor Meeting
 - E. Market Animal Committee Meeting Update
 - F. Health Papers on all Species
 - G. Ice Center Show Ring Update
 - H. Schedule Work Day; Exhibition Building Jobs and Duties – May 19
 - I. Fair Website Update
 - J. Daily Fair Work Schedule
 - K. Committee Update
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: April 24, 2012

Chris Kocourek, SUB-COMMITTEE VICE CHAIRPERSON
By: Jeffery Beyer, Public Works Director

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

Held Tuesday, May 2, 2012

Location: Expo Office

Present: J. Vetting, D. Schaut, K. Behnke, D. Pollen, C. Kocourek, D. Fitzgerald, L. Taylor, M. Kohlbeck, R. Voss, V. Voigt

Also Present: G. Neuser, J. Krizek, J. Beyer, J. Janowski, B. Cavanaugh, Keith Roberts, Kevin Palmer, Tricia Tienor

Absent & Excused: M. Persaud, D. Pawlowski, T. Dvorak, K. Swade

Called to Order Meeting called to order – 6:00pm.

Minutes Minutes were reviewed from the previous meeting. Motion was made by Vetting, seconded by Voss to approve the minutes. 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. Ice Center Sub-Committee: | None |
| B. Finance Sub-Committee: | None |
| C. Entertainment and Vendors Sub-Committee: | None |
| D. Parking and Security Sub-Committee: | None |
| E. Fairest of the Fair 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 Survey – Tricia Tienor

Tricia Tienor presented the swine survey for approval. Tienor added that the survey would be sent online or by Survey Monkey in July or mailed to the Jr. Fair Exhibitors and parents who do not have an email. Tienor gave a brief explanation of the survey. Motion was made by Behnke, seconded by Vetting to recommend to the board for approval the Swine Survey. Motion carried unanimously.

Discussion on Jr. Fair Sheep. Kevin Palmer gave an explanation of plans to enter lambs in market lambs but not participate in the market animal sale. Keith Robert reported on reasons a Jr. Fair Exhibitor should participate in the market animal sale if enter market lambs. Tricia Tienor commented that the lambs should show with the same market and pay the scanning fee adding that this will be reviewed for next year's fair and Palmer's request follows the fairbook rules and regulations.

B. Kids Play Area

No report.

C. Camping Request – Nichole Paulow

Krizek presented the camping request for Nichole Paulow. Motion was made by Behnke, seconded by Kohlbeck to recommend approval to the board the camping request rate of \$17.50 per day during the week of fair. Motion carried unanimously.

D. Indoor Vendor Meeting

Krizek reported on a request to have an indoor vendor meeting to give vendors the opportunity to voice concerns. Discussion that a survey is distributed at the end of fair. Motion was made by Behnke, seconded by Pollen to recommend approval to the board an Indoor Vendor Meeting on Tuesday, August 21, at 3:30pm in the Merchants Building. Motion carried unanimously.

E. Market Animal Committee Meeting Update

Behnke and the PW Director attended the last meeting with discussion on scholarship applications and posting of meetings on the 4-H website with minutes. K. Roberts added that the 4-H website has the meeting dates and times, but no other information is posted at this time and added the next meeting is May 9, 7pm, at Luigis.

F. Health Papers on all Species

No report.

G. Ice Center Show Ring Update

Kocourek reported on the need to have a follow up meeting on the Ice Center Show Ring. Neuser added that no speaker system has been installed to date.

Action Needed:

- Staff to obtain dairy manure fee count.
- Ice Center Show Ring Meeting scheduled for May 30 at 7pm – staff to send an email to the dairy contacts involved in the show.

H. Schedule Work Day; Exhibition Building Jobs and Duties – May 19

Kocourek reported on the scheduled work day and addressed needs of the building.

I. Fair Website Update

No report.

J. Daily Fair Work Schedule

Kocourek reminded the committee to provide needs list to staff.

K. Committee Update

Kocourek reminded the committee that the volunteer list is posted.

Update and Action on Other Fair Operation Projects and Issues

No report.

Adjournment

Motion made by Voss, seconded by Vetting to adjourn at 6:44pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Janowski



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

DATE: May 2, 2012
TIME: 6:45 P.M.
PLACE: Expo Office
4921 Expo Dr., Manitowoc WI 54220

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. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
 1. EWSC – Horse Parkers – Parking & Security Contract
 - C. Operations Sub-Committee:
None
 - D. Entertainment/Vendors Sub-Committee:
None
 - E. Fairest of the Fair 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
 - B. Signs
 - C. Dismissal Times – Market Animals
 - D. Committee Update
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: April 24, 2012

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, May 2, 2012

Location: Expo Office

Present: J. Beyer, M. Plate, J. Vetting, D. Pollen, L. Taylor, M. Kohlbeck, R. Voss, C. Kocourek
Also Present: G. Neuser, J. Krizek, K. Behnke, D. Fitzgerald, K. Hansen, D. Schaut, B. Cavanaugh
Absent & Excused: D. Gauger, M. Persaud, K. Swade

Called to Order Meeting called to order - 6:46pm.

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

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

Review and Act on other Sub-Committee Recommendations or Referrals

A. Ice Center Sub-Committee:	None
B. Finance Sub-Committee:	None
C. Operations Sub-Committee:	None
D. Entertainment and Vendors Sub-Committee:	None
E. Fairest of the Fair 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

Beyer distributed information with proposed special operations-security hours to be reviewed by the committee. Beyer went through the daily activities and compared to the security needs with committee input. Motion was made by Pollen, seconded by Plate to recommend for approval by the board the Parking & Security security needs with staff contacting the Special Operations with the recommendations. Motion carried unanimously.

B. Signs

No report.

C. Dismissal Times – Market Animals

Beyer reported that clarification is needed on the market animal dismissal times and the animals going to butcher are considered the market animals and release at 5:30pm.

D. Committee Update

Discussion on extending the fire lane by the variety tent to the Farm Bureau Stand.

Action Needed:

- Staff to contact Bolle Lime & Stone to have fire lane extended.

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

None.

Adjournment

Motion made by Pollen, seconded by Voss to adjourn at 7:15pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Voss



MANITOWOC COUNTY EXPO-ICE CENTER BOARD MEETING NOTICE

DATE: June 6, 2012
TIME: 7:00 PM
PLACE: Expo Office
4921 Expo Dr., Manitowoc WI 54220

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-Committee Report
 2. MCFSC-MCYHA 2012-2013 Contracts
 - B. FINANCE SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 - C. OPERATIONS SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 2. Exhibition Building Work Day Update – Schedule Date; Kids Play Area; Market Animal Committee Meeting Update; Health Papers on all Species; Ice Center Show Ring Update; Fair Website Update; Daily Fair Work Schedule; Committee Report
 - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 2. New Vendor Submissions
 - E. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 - F. FAIREST OF THE FAIR SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 2. 2012 Fairest of the Fair Introduction
4. Review, Discussion, and Action on 2012 Fair Matters
 - A. Sound System Budget
 - B. Thursday Entertainment
 - C. Concealed Carry
 - D. 4-H Silent Auction Request
 - E. Dept. Liaison Sign Up – Event Liaison Sign Up
 - F. Sponsorships
 - G. 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. Breakfast on the Farm – Volunteer Schedule – Jun 10
 - B. Expo-Ice Center Month Events; Expo Grounds Update
 - C. Expo-Ice Center Board Pictures
7. Adjourn

Date: May 30, 2012

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 6, 2012

Location: Expo Office

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

Called to Order Meeting called to order – 7:00pm.

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

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

Review & Act on Subcommittee Recommendations:

A. Ice Center Sub-Committee

1. ***No Committee Meeting-Committee Report***
2. ***MCFSC-MCYHA 2012-2013 Contracts***

PW Director reported that an agreement was made for the 2012-2013 season.

B. Finance Sub-Committee

1. ***No Committee Meeting-Committee Report***

C. Operations Sub-Committee

1. ***Exhibition Building Work Day Update – Schedule Date; Kids Play Area; Market Animal Committee Meeting Update; Health Papers on all Species; Ice Center Show Ring Update; Fair Website Update; Daily Fair Work Schedule; Committee Report***

Kocourek reported on the following:

- Exhibition building work day completed wall painting and cleaning and painting of cabinetry. Next work day is scheduled for Jun 12 from 6pm-8pm. Need to bring trays and brushes.
- Survive Alive House will not be available for the Kids Play Area.
- Market Animal Committee – update from Taylor on scholarship winners, market animal goats, donation of money, and additional sheep showmanship class.
- Ice Center Show Ring is progressing and will type up a summary to be emailed to the board.
- No update on Fair website.
- Work schedule is on the board.

D. Entertainment/Vendors Sub-Committee: ***No Committee Meeting***

1. ***No Committee Meeting-Committee Report***
2. ***New Vendor Submissions***

Newberg reported that there was no meeting. Newberg added that there are new vendor applications and have a couple openings left. PW Director reported that the Fry vendor meets standards set by the health department.

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. ***2012 Fairest of the Fair Introduction***

Newberg introduced the 2012 Fairest of the Fair Erika Soukup. Fairest of the Fair Erika Soukup gave a brief introduction to the board.

Review, Discussion, and Action on 2012 Fair Matters

A. ***Sound System Update***

PW Director reported that quotes were received and went with the low bid for the sound system for the Ice Center connection to the Cattle Barn.

B. Thursday Entertainment

PW Director presented alternative entertainment for Thursday night which was included in the board packet. Discussion on revenues and expenses as well as Badger MOD race language completed. Consensus was to take no action.

C. Concealed Carry

PW Director reported on the concealed carry language that includes concealed carry not allowed on the grounds during the fair. PW Director added that signs will be created and placed at the entrance points.

D. 4-H Silent Auction Request

4-H silent auction request was presented for approval. Motion was made by Swade, seconded by Dvorak to approve the 4-H silent auction request. Motion carried unanimously.

E. Dept. Liaison Sign Up-Event Liaison Sign Up

Event liaison sign up sheet was distributed.

F. Sponsorships

Krizek reported on the current fair sponsors. Voss reported that the Ant Hill Mob will be a Lawnmower Sponsor at a \$1,500 level.

G. Fair Update

Krizek presented two options for the big fair poster. Discussion. Motion was made by Voigt, seconded by Cavanaugh to go with the poster design as in previous years. Motion failed. 9 no's, 7 yes, 2 abstain. Motion was made by Persaud, seconded by Plate to redesign the poster, send via email for any corrections or revisions and staff to obtain costs for doing both designs. Motion carried unanimously.

Action Needed:

- Staff to obtain quotes on designs of both posters.

Behnke reported on a letter received from B&M waste pertaining to the fair contract. Behnke added that quote requests need to be more detailed to ensure that all services provided are noted.

Comptroller's Financial Report – Review and Action

Neuser reported on the Financial Reported included in the board packet.

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

A. Breakfast on the Farm – Volunteer Schedule – Jun 10

Vetting distributed the volunteer schedule.

B. Expo-Ice Center Month Events; Expo Grounds Update

Krizek reported on the upcoming Expo-Ice Center events.

C. Expo-Ice Center Board Pictures

Expo-Ice Center Board took pictures along with the new fairest.

Adjournment

Motion was made by Newberg, seconded by Dvorak to adjourn at 8:10pm. Motion carried.

Minutes taken by Krizek

Signed by Fitzgerald



MANITOWOC COUNTY

EXPO-ICE CENTER BOARD

MEETING NOTICE

DATE: July 11, 2012
TIME: 7:00 PM
PLACE: Expo Office
4921 Expo Dr., Manitowoc WI 54220

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-Committee Report
 2. MCFSC-MCYHA 2012-2013 Contracts
 - 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. No Committee Meeting-Committee Report
 - E. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 - F. FAIREST OF THE FAIR SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
4. Review, Discussion, and Action on 2012 Fair Matters
 - A. WI Association of Fairs Conference – Jan 6-9 2012
 - B. Dept. Liaison Sign Up – Event Liaison Sign Up
 - C. Volunteer Sign Up
 - D. Sponsorships
 - E. Private Party at Fair
 - F. Billboard Judging Date
 - G. Annual Comparison of Fair Entries
 - H. Market Animal Participation Booklet
 - I. Brochure
 - J. 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. Expo-Ice Center Month Events; Expo Grounds Update
 - B. Paving
 - C. Newsletter
7. Adjourn

Date: July 3, 2012

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 11, 2012

Location: Expo Office

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

Called to Order Meeting called to order – 7:00pm.

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

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

Review & Act on Subcommittee Recommendations:

A. Ice Center Sub-Committee

1. ***No Committee Meeting-Committee Report***
2. ***MCFSC-MCYHA 2012-2013 Contracts***

Pollen reported that there are tentative agreements for the 2012-2013 ice season with hockey meeting tonight and figure skating meeting next week. Pollen added that the ice season begins October 13. Pollen noted that on Monday a \$4,000 donation was received by the hockey organization and the Ice Center also received the same donation from the Blue Line Club.

B. Finance Sub-Committee

1. ***No Committee Meeting-Committee Report***
No report.

C. Operations Sub-Committee

1. ***No Committee Meeting-Committee Report***
No report. Kocourek scheduled an Exhibition building painting day for July 24 at 6pm.

D. Entertainment/Vendors Sub-Committee: ***No Committee Meeting***

1. ***No Committee Meeting-Committee Report***
No committee meeting, all outdoor vendor space is full and line marking will begin the Saturday prior to fair on July 18.

E. Parking/Security Sub-Committee:

1. ***No Committee Meeting-Committee Report***
No committee meeting. Beyer reported that there was a meeting with the sheriff's department regarding coverage with need for additional officers.

F. Fairest of the Fair Sub-Committee: ***No Committee Meeting***

1. ***No Committee Meeting-Committee Report***
No committee meeting. Fairest of the Fair attended Breakfast on the Farm and may be available to sing the National Anthem at the events during the week of the fair.

Review, Discussion, and Action on 2012 Fair Matters

A. ***WI Association of Fairs Conference – Jan 6-9 2012***

Krizek reported that tentative reservations have been made and board members planning on attending need to provide staff with check in and out dates.

B. ***Dept. Liaison Sign Up – Event Liaison Sign Up***

Krizek reported that all spaces are full for the department liaison sign up sheet and need volunteers for the event liaison sign up sheet.

C. ***Volunteer Sign Up Sheet***

Krizek reminded board members to sign up on the volunteer sign up sheet for the week of fair.

D. ***Sponsorships***

Fair sponsorships provided in board packet.

E. Private Party at Fair

Krizek reported that NextEra-Point Beach is interested in either having a private party one day during the week of fair or purchasing one day passes for all employees as well as the possibility of sponsoring the fair.

F. Billboard Judging Date

Krizek requested volunteers for the billboard judging. Pollen, Vetting, Fitzgerald and Taylor have volunteered and a judging date will be determined.

G. Annual Comparison of Fair Entries

Krizek reported on the annual comparison of fair entries provided in the committee packet noting that Jr. Fair entries are up and Open Class entries appear to be down, but Open Class deadline is July 15.

H. Market Animal Participation Booklet

PW Director reported on the market animal participation booklet included in the board packet and that any issues or concerns should be brought to staff or the operations chair, Kocourek.

I. Brochure

Krizek presented the fair brochure provided in the board packet, which was previously emailed, and requested any changes.

J. Fair Update

PW Director presented the Cesa Community Project request. Concerns pertaining to the raffle tickets were discussed as well as location.

Action Needed:

- Place Cesa Community Project on next board meeting agenda.

Vetting presented the exhibitor woodworking request from Thomas Heckmann to have a member of his family show his woodworking project during the week of fair due to a scheduling conflict. Motion was made by Beyer, seconded by Taylor to approve the exhibitor request. Motion carried. Schaut voted no.

Vetting reported on the Historical Society event at Pinecrest Historical and to place a booth informing the public about the upcoming fair on August 11 from 10am-4pm.

Comptroller's Financial Report – Review and Action

Beyer reported on the Financial Report included in the board packet.

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

A. Expo-Ice Center Month Events; Expo Grounds Update

Krizek reported on the upcoming Expo-Ice Center events as well as kitchen work being done next week and the new garage door installed at the Exhibition building. PW Director informed the board on the proposed horse arena project with more information coming at future meetings.

Vetting presented the WI 2011 report. Vetting reminded board members about wearing Expo board shirts during the week of fair.

Behnke suggested that when attending other fairs take note of activities-entertainment being done as well as the wine idea.

B. Paving

PW Director informed the board of the upcoming paving project for the area north of the Merchants building and the project was approved by the PW committee.

Adjournment

Motion was made by Newberg, seconded by Gauger to adjourn at 7:44pm. Motion carried.

Minutes taken by Krizek

Signed by Fitzgerald



MANITOWOC COUNTY EXPO-ICE CENTER BOARD MEETING NOTICE

DATE: August 1, 2012

TIME: 7:00 PM

PLACE: Expo Office
4921 Expo Dr., Manitowoc, WI 54220

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-Committee Report
 2. MCFSC-MCYHA 2012-2013 Contracts
 - 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. No Committee Meeting-Committee Report
 - E. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 - F. FAIREST OF THE FAIR SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
4. Review, Discussion, and Action on 2012 Fair Matters
 - A. WI Association of Fairs Conference – Jan 6-9 2012
 - B. Hockey Booth – Donations; Bake Sale
 - C. Casa Playhouse
 - D. Billboard Judging
 - E. Mini Choppers
 - F. Jr. Fair Rules and Regulations - Deadline
 - G. Fair Update – Volunteer Schedule; Liaison Sign Up; Sponsorships; Billboard Judging Update
5. Comptroller's Financial Report – Review and Action
6. Update and Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: July 24, 2012

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 1, 2012
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

Present: J. Vetting, D. Schaut, V. Voigt, M. Plate, D. Fitzgerald, C. Kocourek, M. Kohlbeck, R. Voss, K. Behnke, J. Beyer, B. Cavanaugh, K. Swade, J. Janowski, T. Dvorak, M. Persaud

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

Absent & Excused: D. Pawlowski, D. Pollen, L. Taylor, D. Newberg, D. Gauger

Called to Order Meeting called to order – 7:00pm.

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

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

Review & Act on Subcommittee Recommendations:

A. Ice Center Sub-Committee

1. No Committee Meeting-Committee Report

2. MCFSC-MCYHA 2012-2013 Contracts

PW Director reported that no there were no meetings and contracts to be received this week.

PW Director added that a donation was received from the Blue Line Club for \$4,000 as well as a \$1,500 fair sponsorship from United Cooperative with a picture in front of the Ice Center for both checks received.

B. Finance Sub-Committee

1. No Committee Meeting-Committee Report

No report.

C. Operations Sub-Committee

1. No Committee Meeting-Committee Report

No committee meeting. Kocourek reported that there will be painting of the peg boards on Friday and most of the other paint projects are complete.

D. Entertainment/Vendors Sub-Committee: No Committee Meeting

1. No Committee Meeting-Committee Report

No committee meeting. Vetting reminded the committee members that the vendor setup is on Saturday, Aug 18 at 9am.

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

No committee meeting. Dvorak reported that the fairest is headed to State Fair on Monday for Fairest Reunion Day adding that the fairest was on the radio, distributing posters, and was at Mishicot, Riverfest and will be at Pinecrest this weekend.

Review, Discussion, and Action on 2012 Fair Matters

A. WI Association of Fairs Conference – Jan 6-9 2013

Vetting reminded board members to let staff know if they will be attending the convention.

B. Hockey Booth – Donations; Bake Sale

PW Director reported that the hockey group will have an indoor booth at the fair and would like to set up a donation box and have a bake sale. Consensus of the board was no objection to the donation box or bake sale.

Action Needed:

- Staff to follow up with the Health department to get rules.

C. CASA Playhouse

PW Director gave a brief description of the CASA Playhouse which was included in the board packet. Discussion on using the playhouse in the kids' area and placing in the Merchants building. Motion was made by Behnke, seconded by Kohlbeck to allow the CASA Playhouse in the kids' play area under the AG rate of \$125 and insurance. Motion carried unanimously.

D. Billboard Judging

Vetting reported on the billboard judging with results being included in the board packet. Vetting also noted that there were four clubs that had not placed their billboards for judging. Discussion. Motion was made by Behnke, seconded by Kocourek to pay \$15 to the four clubs who placed their billboards after the actual judging date and to accept the results of the judging of the billboards that were up. Motion carried. Schaut, Persaud, and Plate voted no.

E. Mini Choppers

PW Director reported that the Chamber requested to display the Mini Choppers at the fair. Motion was made by Voss, seconded by Schaut to approve the Mini Chopper display with the condition that the display is of 2012 mini choppers. Motion carried unanimously.

F. Jr. Fair Rules and Regulations - Deadline

Krizek reported that the Jr. Fair rules and regulations are being reviewed along with the 4-H department and requested an extension of submitting the rule changes. Dvorak gave examples of changes that may need to be made. Motion was made by Dvorak, seconded by Persaud to approve the deadline extension to February 1 for Expo staff to submit changes and keep the superintendent submission of changes to remain November 1. Motion carried unanimously.

G. Fair Update – Volunteer Schedule; Liaison Sign Up; Sponsorships; Billboard Judging Update

PW Director reminded the board to sign up on the volunteer schedule and meetings will be at 11am beginning Tuesday of the fair. PW Director reported that a letter from the Hog and Sheep superintendent was distributed along with a survey to hog and sheep exhibitors.

Comptroller's Financial Report – Review and Action

Beyer reported on the Financial Report included in the board packet.

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

A. Expo-Ice Center Month Events; Expo Grounds Update

Behnke reported on ideas that were noted at other fairs including obtaining more community involvement for sponsorships and the idea of creating a sponsorship committee. Discussion.

Action Needed:

- Place on next board agenda – Reorganization of Subcommittees/Sponsorship Committee.

Dvorak reported that Domnitz donated pots and plants for the fair.

PW Director reported on the following:

- Kim Kracht, Expo staff, has taking a position with ADRC and this staff position was being eliminated.
- 4-H Stand plumbing inspection completed and found not to code. This year will provide a 300 gallon portable tank, but next year will need to budget to have updated. Discussion of ideas on possible use of the Ice Center concession.
- Completed projects: Black topping, Overhead doors, Other plumbing on grounds.
- Horse Arena proposal from Horse-A-Rama of a 200'x80' horse arena and the expenses that Expo would be expected to incur with Horse-A-Rama paying for the building. Discussion.

Krizek requested the approval of ordering more brochures for the fair. Motion was made by Persaud, seconded by Dvorak to order 2,500 brochures. Motion carried unanimously. Vetting reported that 10 rolls of table cloths are being purchased for the Exhibition bldg.

Adjournment

Motion was made by Beyer, seconded by Voss to adjourn at 8:30pm. Motion carried.

Minutes taken by Krizek

Signed by Fitzgerald

MINUTES of EXPO-ICE CENTER BOARD MEETING
Held Tuesday, August 21, 2012
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Called to Order Meeting called to order – 11:00am.

Regular Business – Review, Discussion and possible action on the following items:

- A. **Roll Call** Board Chairperson called for roll call through distribution of roll call sheet.
- B. **Previous Minutes** No Minutes provided from the previous meeting.
- C. **Vouchers** No vouchers were submitted.

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

Review, discussion and possible action on 2012 Fair matters previous to meetings
None.

Review, discussion and possible action on the meeting day activities, issues, and concerns for 2012 Fair

The following items were addressed:

- No night watchman scheduled. Taylor to take more shifts and work from 10pm-6pm and Fitzgerald to help. Beyer added that midnight to 5am would be sufficient.
- Parking and Security – staff shortage this year for Saturday night.
- Advertising trailer – trailer parked at the exit/entrance to the Merchants Gate. PW Director to contact the city.
- Storage Unit – storage unit by Variety Tent that stores Larry's Distributing items and Shoto Corp items. Contact Larry's Distributing about the issue.
- Market Animal Rules – issue with market animal committee rules and the general fair rules. Exhibitor was told their animal could not make grand or reserve if not eligible for the market sale. The liaison spoke with Keith Roberts of the market animal committee.
- Dairy Cattle Barn – Open Class exhibitor broke into the dairy cattle barn the weekend prior to the fair to decorate. Miscommunication on when exhibitors could decorate but was told by staff that the building was closed and was not allowed to decorate. Behnke and Janowski to discuss with the dairy committee.
- Posters – unauthorized posters being placed throughout fair. Board members and staff to take down.
- Signage – Hand washing signs to be placed by building liaisons as well as at exits and entrances. Concealed Carry signs were posted and storm and tornado signs being posted.
- Loghoppers – revised contract presented to include a 2-man carving event with guest carver and an 80/20 split (80% to Loghoppers/20% to fair). Motion was made by Beyer, seconded by Dvorak to approve the revised Loghoppers contract. Motion carried unanimously. Note made that loghoppers to provide auctioneer.
- Outside Vendor – stakes have no covers. Newberg to take care of notifying the vendor.
- Campers area – no parking area by Merchants Gate – parking and security to handle.
- Ribbons – ribbon count will be addressed for Junior Fair exhibitors.
- Inspector – circuit breaker for Cedar Crest and Milk Parlor to be addressed and idea to have a separate breaker. Neuser and Cavanaugh to address.
- Sheriffs Trailer – needs electrical cord.
- Cameras – Vtech installed cameras in the horse parker tent area due to 2011 theft issue. The cameras tape 24/7 and will post a laminated sign that Vtech is donating the cameras. Motion was made by Voss, seconded by Voigt to issue the following: 1-Season pass; 1-Tiny Tot pass; and 3-One Day passes for the donation of the cameras by Vtech. Motion carried unanimously.
- Parking Signs – idea to post Senior Parking signs at the west side of the road of the Ice Center, approximately 20 spots. Consensus to provide 20 laminated signs.

- Indoor Vendor – Stanley Fuller had to leave due to a family emergency and would not be at the fair. Motion was made by Voigt, seconded by Cavanaugh to refund Stanley Fuller the indoor booth rental fee. Motion carried unanimously.

Review, discussion and possible actions on the remaining days of the 2012 Fair activities, issues and concerns

- Special Olympics run tonight at 6pm.
- Extra Expo shirt for sale - \$12.
- Reviewed newspaper articles.
- Ice Center set up and ready.
- Judging – committee to judge for outdoor, indoor and AG – Fitzgerald, Taylor, and Janowski.
- Indoor Vendor meeting scheduled for 3pm.
- Be My Guest – Wednesday, Thursday, and Friday.
- Sound System – Bill Jones, public works, will review the sound system with Scott Gunderson.
- Swine Flu – PW Director reported on the swine flu and the Expo grounds has met all public health guidelines prior to the concerns and is informing the public with additional signs.

Review, discussion and possible action on events, acts and other issues and items related to the 2013 Fair

- Reminder to write any issues to address for the 2013 fair on the notepad.
- Vehicles leaving after the races – congestion.
- Suggestion for discounted ticket for the week of the fair to include carnival rides.

Action Needed:

- Place Vehicle Congestion – Grandstand on the next Parking & Security subcommittee agenda.
- Place Discounted Ticket Idea on the next Operations subcommittee agenda.

The board will tour the grounds to review, discuss and possibly act on various issues and concerns related to the 2012 fair activities

The Expo Board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2012 Fair

Adjournment

Motion was made by Voigt, seconded by Dvorak to adjourn the meeting at 5pm after the grounds tour Motion carried unanimously.

Minutes taken by Krizek

Signed by Fitzgerald

MINUTES of EXPO-ICE CENTER BOARD MEETING
Held Wednesday, August 22, 2012
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Also Present: J. Beyer, G. Neuser, J. Krizek, Brian Herr, Gary Vondrachek

Absent & Excused: D. Pawlowski, M. Persaud,

Called to Order Meeting called to order – 11:00am.

Regular Business – Review, Discussion and possible action on the following items:

- A. **Roll Call** Board Chairperson called for roll call through distribution of roll call sheet.
- B. **Previous Minutes** No Minutes provided from the previous meeting.
- C. **Vouchers** No vouchers were submitted.

Public Input Brian Herr discussed the electrical issue with the milk parlor and Cedar Crest. Gary Vondrachek added that separate electrical outlets would be needed. Herr also noted that the committee is looking at remodeling the milk house and received an estimate of \$5,500.

Review, discussion and possible action on 2012 Fair matters previous to meetings

- Neuser inspected the milk parlor and has been rewired for this year's fair.
- Night security – reminder that security needed from only midnight to 5am. Taylor and Fitzgerald take shifts.
- Staff shortage – Beyer noted that parking & security should be fine for Saturday.
- Variety Tent – Larry's Distributing will look at placing the storage unit in a better spot next year and is aware of the concerns.
- Trailer with advertising – has been reported to the city.

Review, discussion and possible action on the meeting day activities, issues, and concerns for 2012 Fair

- Sheriff Radio – confirm that the sheriff on duty has a radio.
- Open Beer Law – discussion of the open beer law and if gatekeepers need to enforce. Consensus that the gatekeepers do not enforce this law.
- Boards missing – Larry Miller reported that boards were missing but found.
- WOMT – request to have an additional vehicle on site for advertising.
- Dog on Grounds – issue with a guest that wanted to bring a dog on the grounds. Confirmed that only medically need dogs can be on the grounds.
- Law Enforcement – report on seeing people on the grounds that appeared to have gang affiliation. Discussion to increase security and obtain an officer specialized in gang activity. Motion was made by Newberg, seconded by Cavanaugh to approve the increase security. Motion carried unanimously.
- Horse & Carriage – horse and carriage was noted going down the midway and was told to leave.
- Fairest of the Fair – attended the County Board meeting last night. Fairest received the supreme showperson award and has been asked to bring a basket for the market animal sale auction.
- Golf carts – make sure to hand in all keys and carts when not in use.
- Transformer Issue – transformer that was replaced had to be repaired by MPU as the carnival is drawing more.
- Indoor Vendor meeting prior to the fair went well and was well attended.

Action Needed:

- Place Transformer on the next Expo-Ice Center board agenda.

Review, discussion and possible actions on the remaining days of the 2012 Fair activities, issues and concerns

- None.

Review, discussion and possible action on events, acts and other issues and items related to the 2013 Fair

- None.

The board will tour the grounds to review, discuss and possibly act on various issues and concerns related to the 2012 fair activities

The Expo Board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2012 Fair

Adjournment

Motion was made by Newberg, seconded by Dvorak to adjourn the meeting at 5pm after the grounds tour
Motion carried unanimously.

Minutes taken by Krizek

Signed by Fitzgerald

MINUTES of EXPO-ICE CENTER BOARD MEETING
Held Thursday, August 23, 2012
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Called to Order Meeting called to order – 11:00am.

Regular Business – Review, Discussion and possible action on the following items:

- A. **Roll Call** Board Chairperson called for roll call through distribution of roll call sheet.
- B. **Previous Minutes** No Minutes provided from the previous meeting.
- C. **Vouchers** No vouchers were submitted.

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

Review, discussion and possible action on 2012 Fair matters previous to meetings

- Outdoor Vendor – Sweeney vendor addressed to cover stakes.
- Trailer with Advertising – still at same location and exhibitors are also calling the police.
- Security – has been increased with 2 to 4 dogs per night and city and sheriffs.

Review, discussion and possible action on the meeting day activities, issues, and concerns for 2012 Fair

- Attendance Report – reviewed and up from last year and grandstand was full for racing.
- Tents – two tents found in the woods on Expo Drive and county sheriff and board member are checking to see who is using the tent.
- Senior Parking – went well.
- Mysterious Item – a mysterious item was reported to the sheriff which was located next to a gas line and found that there was no issue.
- Ice Center Show Ring – sound system works well. Good comments on the arena. Walkway being used and cleaned.
- Milk Parlor – modified breaker lock was added and now cannot be shut accidentally.
- Judging – vendor booth judging results were announced.
- Night Shift – reminder that night shift is from midnight to 5am.
- Pit Vendor – there was a vehicle with tools selling items and was given permission from EWSC to sell at all races. Consensus was vendor should pay the outdoor vendor fee.
- Sound System – horse arena sound system needs to be turned down.
- Indoor Vendor Issue – Kitchen Craft is extended beyond the allowable space as well as Breezy Screen.

Action Needed:

- Place Camping-Tents on the next Operations Subcommittee agenda.
- Place Indoor Vendor Space on the next Entertainment and Vendor Subcommittee agenda.

Review, discussion and possible actions on the remaining days of the 2012 Fair activities, issues and concerns

- Schedule was reviewed.

Review, discussion and possible action on events, acts and other issues and items related to the 2013 Fair

- None.

The board will tour the grounds to review, discuss and possibly act on various issues and concerns related to the 2012 fair activities

The Expo Board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2012 Fair

Adjournment

Motion was made by Beyer, seconded by Taylor to adjourn the meeting at 5pm after the grounds tour Motion carried unanimously.

Minutes taken by Krizek

Signed by Fitzgerald

MINUTES of EXPO-ICE CENTER BOARD MEETING
Held Friday, August 24, 2012
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Called to Order Meeting called to order – 11:00am.

Regular Business – Review, Discussion and possible action on the following items:

- A. **Roll Call** Board Chairperson called for roll call through distribution of roll call sheet.
- B. **Previous Minutes** No Minutes provided from the previous meeting.
- C. **Vouchers** No vouchers were submitted.

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

Review, discussion and possible action on 2012 Fair matters previous to meetings

- Tents – camping tents were from the carnival and they have left.
- Vendor in the pit area did not come back.

Review, discussion and possible action on the meeting day activities, issues, and concerns for 2012 Fair

- Signs – Clover Café has signs outside of their area. Consensus is to follow the guidelines and discuss this issue with the Clover Café.
- Racing – had over 60 cars, but grandstand was not full.
- Ice Center Show Ring – positive comment from parents and exhibitors. Only issue is with the road over the culvert is narrow. Janowski and Behnke to meet with the dairy committee to address. Ice Center Show Ring is already placed on the next Operations meeting agenda and will add to discussion.
- Polka Pavilion – port-a-potty needed by the gates. Need to create a plan.
- Security – Changing security measures and have a security meeting at 3pm to go over plan. Sheriff will be using gators in the evening.
- Indoor Vendors – Vendors are going beyond their area to give out material.
- Health Code Issue – two outdoor vendors with health code issues but have been resolved.
- Walters Bldg – arena needs to be dragged. Exhibitors need to be aware not to tie beef to the rail.
- Photography Judge – received 2 complaints on the judge.
- Swine Judge – received a complaint on the swine judge. Verification on process of selecting judges and that judge is licensed. Staff receives names from superintendents of recommended judges and verifies that they are licensed prior to contact.
- Trailer with advertising has been removed.
- Addie the Cow here at the fair today and tomorrow.
- Auction – Newberg to confirm workers from the board for the auction.
- Ice Center Show Ring – Clean up to be discussed at the dairy meeting with Miller to begin removal at 3pm on Sunday.
- Horse Pull went well.

Action Needed:

- Place Port-A-Potty on the next Operations Subcommittee agenda.

Review, discussion and possible actions on the remaining days of the 2012 Fair activities, issues and concerns

- Reviewed pit gate sales.
- Went over work schedule.

Review, discussion and possible action on events, acts and other issues and items related to the 2013 Fair

- None.

The board will tour the grounds to review, discuss and possibly act on various issues and concerns related to the 2012 fair activities

The Expo Board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2012 Fair

Adjournment

Motion was made by Kocourek, seconded by Voss to adjourn the meeting at 5pm after the grounds tour Motion carried unanimously.

Minutes taken by Krizek

Signed by Fitzgerald

MINUTES of EXPO-ICE CENTER BOARD MEETING
Held Saturday, August 25, 2012
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Also Present: J. Beyer, J. Krizek, Levi Bratt, Ted Greif, Jim Neuser, Sarah Neuser, Vanna Herrmann, Michelle Bratt, Mitch Kroh

Absent & Excused: D. Pawlowski, T. Dvorak,

Called to Order Meeting called to order – 11:00am.

Regular Business – Review, Discussion and possible action on the following items:

- A. **Roll Call** Board Chairperson called for roll call through distribution of roll call sheet.
- B. **Previous Minutes** No Minutes provided from the previous meeting.
- C. **Vouchers** No vouchers were submitted.

Public Input Jim Neuser reported that he was one of the individuals that entered the dairy cattle barn when it was locked. Jim Neuser read an email sent to the dairy superintendent and the response. Behnke attended the dairy committee meeting and the recommendation was to receive verbal or written apology to the board. Behnke added that the focus is to support the superintendent's lead adding that when communication is sent out that the communication should be sent to both Jr. Fair and Open Class exhibitors. Members from the public involved in the dairy cattle barn issue approached the board with an apology. Discussion to lock all barns.

Action Needed:

- Place Barns Communication and Hours - Published on the next Operations Subcommittee agenda

Review, discussion and possible action on 2012 Fair matters previous to meetings

- None.

Review, discussion and possible action on the meeting day activities, issues, and concerns for 2012 Fair

- Altercation – Fitzgerald reported on an altercation that involved a family dispute adding that a police report had been filed.
- Grounds Issue – reports of fights on the grounds and ambulance calls as well as rumors on Facebook.
- Tractor Pull – went well and best crowd with 70 tractors and done by 9pm.
- Sound System – Lesters building sound system issue resolved.
- Generator – green generator was not working and maintenance working on.
- Email – email read from Kocourek noting that exhibitors were sleeping in the goat tent and was told prior to fair that there were ramifications for sleeping in the tents. Suggestion to train superintendents of security issues. Discussion to have a list provided of who is on barn duty. Motion was made by Persaud, seconded by Voss to talk with the exhibitor about the security issues and if found sleeping in the tent that either Parking & Security or police would be called to escort the exhibitor off the grounds.
- Car accidents – couple of car accidents were reported.

Action Needed:

- Place Port-A-Potty on the next Operations Subcommittee agenda.

Review, discussion and possible actions on the remaining days of the 2012 Fair activities, issues and concerns

- Went over work schedule. Need a night person for the Merchants building. Persaud volunteered.
- Lawnmower Races – straw bales have arrived and track to be groomed.
- Pictures – recommended to take photos of the events on the grounds to use as a tool for sponsors.
- Gators – reminder that sheriff needs three gators by 7pm.
- Kiddie Showmanship – discussion on the Kiddie Showmanship and the process for ribbons, access to the grounds.

Action Needed:

- Place Kiddie Showmanship on the next Operations Subcommittee agenda

Review, discussion and possible action on events, acts and other issues and items related to the 2013 Fair

- None.

The board will tour the grounds to review, discuss and possibly act on various issues and concerns related to the 2012 fair activities

The Expo Board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2012 Fair

Adjournment

Motion was made by Voss, seconded by Taylor to adjourn the meeting at 5pm after the grounds tour Motion carried unanimously.

Minutes taken by Krizek

Signed by Fitzgerald

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Sunday, August 26, 2012

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Called to Order Meeting called to order – 11:00am.

Regular Business – Review, Discussion and possible action on the following items:

- A. **Roll Call** Board Chairperson called for roll call through distribution of roll call sheet.
- B. **Previous Minutes** No Minutes provided from the previous meeting.
- C. **Vouchers** No vouchers were submitted.

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

Review, discussion and possible action on 2012 Fair matters previous to meetings

- Milk Parlor – Filter was added to the splits on the milking parlor.

Review, discussion and possible action on the meeting day activities, issues, and concerns for 2012 Fair

- Demo Derby – discussion to cancel the demo derby due to rain. Motion was made by Persaud, seconded by Gauger to cancel the Demo Derby. Motion carried unanimously. Recommendation to put signs up at the entrance gates.

Review, discussion and possible actions on the remaining days of the 2012 Fair activities, issues and concerns

- Dairy Futurity – excellent crowd, 21 animals. Recommendation to have speaker on the north end of the building.
- Walters building – Behnke dragged the ring.
- Lawnmower Races – went well.
- Tractor Pull issue – tractor pull participant had issue with Schnell sled being used by Schnells versus using the Luebke sled.
- Parking & Security reduced labor for the day due to rain but will need some workers during the auction and breakdown of the horse tent.
- Kandu – noted that there was a drop in attendance numbers of small children from the barns due to the new location.

Review, discussion and possible action on events, acts and other issues and items related to the 2013 Fair

- Vtech – suggestion to have cameras at the entrance gates.
- Tuesday night idea – Roller Derby
- Friday Night idea – DJ night in the Ice Center for the teens.

Action Needed:

- Place Vtech – Entrance Gate Cameras to be placed on Parking & Security Subcommittee agenda

The board will tour the grounds to review, discuss and possibly act on various issues and concerns related to the 2012 fair activities

The Expo Board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2012 Fair

Adjournment

Motion was made by Newberg, seconded by Taylor to adjourn the meeting at 5pm after the grounds tour Motion carried unanimously.

Minutes taken by Krizek

Signed by Fitzgerald



MANITOWOC COUNTY

EXPO-ICE CENTER BOARD

MEETING NOTICE

DATE: September 5, 2012
TIME: 7:00 PM
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 upon at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Possible Action on Sub Committee Recommendations
 - A. ICE CENTER SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 - B. FINANCE SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 - C. OPERATIONS SUB-COMMITTEE:
 1. 2012 Ice Center Show Ring Update
 2. 2012 Fair Pictures – Conference
 3. Theme; Colors
 4. Potential Fair Layout Change
 5. Addition of Arts and Craft Tent Suggestion
 6. Meat Goats – Market Animal Sale
 7. Health Papers on All Species
 8. Committee Report
 - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. Vendor Recap – Issues and Concerns
 2. Committee Report
 - E. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 - F. FAIREST OF THE FAIR SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
4. Review, Discussion, and Possible Action on 2012 Fair Matters
 - A. Fair Concerns and Issues; Comments and Recommendations
 - B. Fair Update
5. Review, Discussion, and Possible Action on 2013 Fair Matters
 - A. District 4 Meeting – Jefferson County – October 17
 - B. WI Association of Fairs Conference – Jan 6-9 2013
 - C. Fair Update
 - D. Rides Contract
6. Comptroller's Financial Report – Review and Action
7. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Expo-Ice Center Month Events; Expo Grounds Update
 - B. Reorganization of Subcommittees/Sponsorship Subcommittee
8. Adjourn

Date: August 28, 2012

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 5, 2012
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Called to Order Meeting called to order – 7:00pm.

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

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

Review & Act on Subcommittee Recommendations:

A. Ice Center Sub-Committee

1. No Committee Meeting-Committee Report

Pollen reported that all contracts have been signed, boards will be going up on September 28 and painting to start on Oct 3, and hockey to have an additional in ice and wall sign sponsors.

B. Finance Sub-Committee

1. No Committee Meeting-Committee Report

Behnke reported that a meeting will be scheduled after the budget has been approved and will schedule at next month's board meeting.

C. Operations Sub-Committee

1. Ice Center Show Ring Update; 2012 Fair Pictures – Conference; Theme-Colors; Potential Fair Layout Change; Addition of Arts and Craft Tent Suggestion; Meat Goats – Market Animal Sale; Health Papers on All Species; Committee Report

Kocourek reported on the following:

- Meeting for the Ice Center Show Ring.
- Submission of pictures for conference.
- Theme-Color ideas were discussed as well as including 4-H to submit ideas with consensus to send email to leaders.
- Fair Layout – potential to move rides further south to have an additional lane for vendors.
- Arts and Craft tent idea and charging revenue.
- Goat Tent issue with rain.
- Dance Competition – look at bringing back for the 2013 fair.
- Meat goats – recommend approval to have meat goats at the market animal sale.
- Health papers on all species was presented to the board.

Motion was made by Kocourek, seconded by Voss to approve the Operations recommendations and report. Motion carried unanimously.

D. Entertainment/Vendors Sub-Committee:

1. Vendor Recap – Issues and Concerns

Newberg reported that the committee reviewed the survey and will have a follow up meeting.

E. Parking/Security Sub-Committee:

1. No Committee Meeting-Committee Report

Beyer noted that there was no meeting and will schedule in October.

F. Fairest of the Fair Sub-Committee:

1. No Committee Meeting-Committee Report

Newberg reported that the fairest will be in the upcoming holiday parades.

Review, Discussion, and Possible Action on 2012 Fair Matters

A. Fair Concerns and Issues; Comments and Recommendations

Concerns to be addressed:

- Kiddie Showmanship Process
- Ribbons
- Thank you cards to sponsors and 4-H.
- No issues with increased security.

Action Needed:

- Place Kiddie Showmanship and Ribbons on Operations agenda.

B. Fair Update

No report.

Review, Discussion, and Possible Action on 2013 Fair Matters

A. District 4 Meeting – Jefferson County – October 17

Vetting reminded the board of the upcoming District 4 meeting and to let staff know if attending.

B. WI Association of Fairs Conference – Jan 6-9 2013

Vetting reminded board members to let staff know if they will be attending the convention.

C. Fair Update

Beyer reported on the idea of cameras at the main gates similar to what V-tech had for the horse parker area.

Action Needed:

- Place on Parking & Security agenda.

D. Rides Contract

PW Director indicated that the Rainbow Valley rides contract was up and asked the Board what direction to take. Discussion, the Board discussed going out for RFP's or doing a new contract with Rainbow Valley since they had provided a good service through the present contract. Motion was made by Behnke, seconded by Voss to enter into a new contract with Rainbow Valley Rides. Contract for 3 years with same terms and conditions. Motion carried unanimously.

Comptroller's Financial Report – Review and Action

Beyer reported on the Financial Report included in the board packet noting that the preliminary numbers from fair look good.

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

A. Expo-Ice Center Month Events; Expo Grounds Update

Krizek reported that the compressor rebuild is underway and newsletter submissions to be received by September 15. PW Director reported that estimates for the new horse arena will be reviewed at the PW subcommittee meeting, 4-H stand costs will be reviewed, and need to fill openings on the board.

B. Reorganization of Subcommittee/Sponsorship Committee

Discussion of reorganization and mission statement.

Action Needed:

- Place on Operations agenda.

Adjournment

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

Minutes taken by Krizek

Signed by Fitzgerald



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

DATE: September 5, 2012
TIME: 6:30 PM
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review and Possible Action on other Sub-Committee Recommendations or Referrals
 - A. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Operations Sub-Committee:
None
 - D. Parking/Security Sub-Committee:
None
 - E. Fairest of the Fair Sub-Committee:
None
4. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
5. Review, Discussion and Possible Action on the following items for the 2012 & 2013 Fairs:
 - A. Vendor Recap – Issues and Concerns
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: August 28, 2012

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

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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, September 5, 2012

Location: Expo Office – 4921 Expo Drive, Manitowoc

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

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

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

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

A. Ice Center Sub-Committee:	None
B. Finance Sub-Committee:	None
C. Operations Sub-Committee:	None
D. Parking/Security Sub-Committee:	None
E. Fairest of the Fair Sub-Committee:	

Review, Discussion, and Possible on other Expo Board Recommendations or Referrals
None.

Review, Discussion, and Possible Action on the following items for the 2012 & 2013 Fairs:

A. Vendor Recap – Issues and Concerns

Newberg reported on the outdoor and indoor vendor survey included in the committee packet.

Discussion on the following items:

- Vendor issues on patron seating, worker passes, popcorn, and port-a-potties.
- Glamour Shots request for extended booth size.
- Berean Fellowship apology email.
- Booths – staffed and rules to review.
- Service trucks parking for Rainbow Valley.
- Release time issues in the Merchants building.
- WI Farm Pullers thank you card.

Action Needed:

- Include indoor vendor rules for next meeting agenda.

Adjournment

Motion made by Vetting, seconded by Schaut to adjourn at 6:57pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Kohlbeck



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

DATE: September 5, 2012
TIME: 5:30 PM
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 at the meeting:

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
 - A. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Operations Sub-Committee:
None
 - D. Parking/Security Sub-Committee:
None
 - E. Fairest of the Fair Sub-Committee:
None
5. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
6. Review, Discussion, and Possible Action on the following items for the 2012 & 2013 Fairs:
 - A. 2012 Ice Center Show Ring Update
 - B. 2012 Fair Pictures – Conference
 - C. Theme; Colors
 - D. Potential Fair Layout Change
 - E. Addition of Arts and Craft Tent Suggestion
 - F. Meat Goats – Market Animal Sale
 - G. Health Papers on All Species
7. Update and Possible Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: August 28, 2012

Chris Kocourek, 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 5, 2012

Location: Expo Office – 4921 Expo Drive, Manitowoc

Present: J. Vetting, D. Schaut, K. Behnke, D. Pollen, C. Kocourek, D. Fitzgerald, L. Taylor, R. Voss, K. Swade, J. Janowski

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

Absent & Excused: M. Persaud, D. Pawlowski, T. Dvorak, M. Kohlbeck, V. Voigt

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

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

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

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

- | | |
|---|------|
| A. Ice Center Sub-Committee: | None |
| B. Finance Sub-Committee: | None |
| C. Entertainment and Vendors Sub-Committee: | None |
| D. Parking and Security Sub-Committee: | None |
| E. Fairest of the Fair Sub-Committee: | None |

Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
None.

Review, Discussion and Possible Action on the following items for the 2012 & 2013 Fairs:

A. 2012 Ice Center Show Ring Update

Kocourek reported that the event went well and wanted to conduct a survey. After discussion it was decided to discuss details at a future Ice Center Show Ring meeting. Kocourek noted that the tear down took approximately an hour. Janowski added that the meeting with the dairy committee reported that the consensus was overall positive and want to use again next year. Issues addressed were: sand, sawdust, walkway path, seating, wider arena, shavings too wet to be used by another party and were used on the grounds. Behnke added that a meeting needs to be done early again and to partnership with the dairy group. Motion was made by Newberg, seconded by Swade to recommend approval to the board to have the Ice Center Show ring for the 2013 fair and begin preliminary meetings. Motion carried unanimously.

Action Needed:

- Staff to schedule the Ice Center Show Ring meeting.

B. 2012 Fair Pictures – Conference

Kocourek reminded committee members to send fair pictures to office staff for inclusion at the conference.

C. Theme; Colors

Kocourek presented theme/color ideas for the 2013 fair. Discussion to have 4-H involved in submitting ideas.

Action Needed:

- Staff to contact Kevin Palmer to have 4-H ideas submitted.

D. Potential Fair Layout Change

Kocourek reported on the goat tent location issue due to the rain and distributed pictures to the committee. Behnke reported on a potential idea to move the south boundary of the carnival to give more room for vendors. Kocourek proposed the idea of a craft tent. Discussion of the bunkhouse locations and moving to the softball field and issues with the bunkhouses using water and electricity.

Action Needed:

- Remain on the Operations agenda and Entertainment & Vendor agenda for the next meeting.

E. Addition of Arts and Craft Tent Suggestion

Kocourek presented the idea of an arts and crafts tent and possibility of renting space to vendors.

Action Needed:

- Place on next Entertainment and Vendor subcommittee agenda.

F. Meat Goats – Market Animal Sale

Kocourek presented the meat goats – market animal sale policy included in the committee packet. Kocourek added that the market animal committee is aware of the policy change and would be an entry level program. Motion was made by Taylor, seconded by Janowski to recommend approval of the meat goats to be included in the market animal sale to the board. Motion carried unanimously.

G. Health Papers on All Species

Kocourek reported on the health papers on all species required by the DATCP and currently have health papers for swine. Kocourek recommended that the following species; dairy cattle, sheep, goats, llamas and alpacas, beef, and swine (Swine already have health papers) all have health papers for the 2013 fair. Motion was made by Swade, seconded by Taylor to recommend approval to begin discussions with the superintendents and obtain in writing superintendent approval prior to final board approval. Motion carried unanimously.

Action Needed:

- Staff to contact WI Association of Fairs and DATCP for clarification of health certification rules and if they have any samples of health certification rules used at other fairs.

Update and Possible Action on Other Fair Operation Projects and Issues

None.

Adjournment

Motion made by Voss, seconded by Schaut to adjourn at 6:22pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Janowski



MANITOWOC COUNTY

EXPO and ICE CENTER BOARD

MEETING NOTICE

DATE: October 3, 2012
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:

1. Regular business
 - A. Roll Call
 - B. Previous Minutes
 - C. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on Sub Committee Recommendations
 - A. ICE CENTER SUB-COMMITTEE:
 1. Joint Contract Update – Advertisers; Ice Startup; Request from Curt Toms – Siren
 2. Committee Report
 - B. FINANCE SUB-COMMITTEE:
 1. No Committee Meeting- No Committee Report
 2. Meeting Scheduled for October 24.
 - C. OPERATIONS SUB-COMMITTEE:
 1. No Committee Meeting- No Committee Report
 2. Meeting scheduled for October 10.
 - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. No Committee Meeting-No Committee Report
 2. Meeting scheduled for October 24.
 - E. PARKING/SECURITY SUB-COMMITTEE:
 1. Gate Entrance Cameras
 2. Vehicle Congestion – Grandstand
 3. Committee Report
 - F. FAIREST OF THE FAIR SUB-COMMITTEE:
 1. WI Association of Fairs Convention Preparation; 2013 Fairest of the Fair Budget – Food Allocation; Duties and Responsibilities
 2. Committee Report
4. Review, Discussion, and Possible Action on 2012 Fair Matters
 - A. Fair Concerns and Issues; Comments and Recommendations
 - B. Fair Update
5. Review, Discussion, and Possible Action on 2013 Fair Matters
 - A. District 4 Meeting – Jefferson County – October 17
 - B. WI Association of Fairs Conference – Jan 6-9 2013
 - C. Healthiest Manitowoc County
 - D. Fair Update
6. Comptroller's Financial Report – Review and Action
7. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Transformer
 - B. Expo-Ice Center Month Events; Expo Grounds Update
8. Adjourn

Date: September 25, 2012

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

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MINUTES of EXPO-ICE CENTER BOARD MEETING
Held Wednesday, October 3, 2012
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Called to Order Meeting called to order – 7:10pm.

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

Vouchers No vouchers were submitted.

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

Review & Act on Subcommittee Recommendations:

A. Ice Center Sub-Committee

1. Joint Contract Update – Advertisers; Ice Startup; Request from Curt Toms – Siren; Committee Report

Pollen reported on the following:

- Advertising revenue coming in.
- Joint contract payment due October 15.
- Ice start up in process and October 13 is start date.
- Curt Toms request for donated siren to be returned with recommendation from the committee to return to Curt Toms unless another owner comes up.

Motion was made by Pollen, seconded by Swade to approve the committee's recommendations. Motion carried unanimously.

B. Finance Sub-Committee

1. No Committee Meeting-No Committee Report; Meeting scheduled for October 24

Behnke reported that the finance subcommittee meeting is on October 24 and will follow the entertainment and vendor subcommittee meeting with focus of the finance subcommittee to become an outreach committee.

C. Operations Sub-Committee

1. No Committee Meeting-No Committee Report; Meeting scheduled for October 10.

Vetting reminded the board that the operations subcommittee meeting is on October 10 at 6:30pm.

D. Entertainment/Vendors Sub-Committee:

1. No Committee Meeting-No Committee Report; Meeting scheduled for October 24

Newberg reported entertainment and vendor subcommittee meeting is October 24 at 5:30pm.

E. Parking/Security Sub-Committee:

1. Gate Entrance Cameras; Vehicle Congestion-Grandstand; Committee Report

Beyer reported on the presentation and discussion provided by Vtech on gate entrance cameras, vehicle congestion-grandstand to work with police to have coverage on Friday and Saturday, and added that may want to consider not allowing entrance to the fair by sheriff/city identified people that are a risk to people at the fair.

F. Fairest of the Fair Sub-Committee:

1. WI Association of Fairs Convention Preparation; 2013 Fairest of the Fair Budget – Food Allocation; Duties and Responsibilities

Newberg reported that preparation for the fairs convention all done, application fee has been paid and need auction items with colors of red, white and blue. Newberg added that the budget was included in the packet and recommended to increase to \$3,000 for food and mileage allocation. Newberg reported that the duties and responsibilities were being reviewed before the next competition. Motion was made by Newberg, seconded by Dvorak to approval the committee recommendation subject to finance subcommittee approval of the budget.

Review, Discussion, and Possible Action on 2012 Fair Matters

A. Fair Concerns and Issues; Comments and Recommendations

PW Director reported on the financials with an estimated net of \$114,000.

B. Fair Update

No report.

Review, Discussion, and Possible Action on 2013 Fair Matters

A. District 4 Meeting – Jefferson County – October 17

Vetting reminded the board of the upcoming District 4 meeting and to let staff know if attending and will be taking the State Fairs report to the meeting.

B. WI Association of Fairs Conference – Jan 6-9 2013

Board members were provided a copy of the hotel registration schedule for verification.

C. Healthiest Manitowoc County

PW Director reported on the Healthiest Manitowoc County information provided in the board packet noting that the Healthiest Manitowoc County recommends to place two booths (built by Healthiest Manitowoc County) to check IDs and wristband for over 21. PW Director added that this would eliminate the responsibility for volunteers to check IDs. Consensus of the board was to table and recommend sending the survey to the pavilion contacts.

Action Needed:

- Staff to send out email and survey to pavilion contacts and to schedule meeting.
- Place on next board agenda.

D. Fair Update

Vetting read thank you cards from the Dairy Futurity committee and the State Fairest. Vetting noted that board members should review pictures to be submitted to the WI Association of Fairs convention, distributed Fair thank you cards to be mailed, and noted that fair theme and colors will be reviewed in November.

Comptroller's Financial Report – Review and Action

Beyer reported on the Financial Report included in the board packet.

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

A. Transformer

PW Director reported on the transformer that blew during the week of fair and MPU recommended to place a 100KVA transformer with the support of the current wiring with a cost of \$3,650. Consensus from the board was to move forward with the replacement of the old transformer and retaining the old transformer for future use. Discussion on Rainbow Valley Rides contract requirements for electrical needs for trailers.

Action Needed:

- Staff to review Rainbow Valley Rides contract and provide info at next finance subcommittee meeting.

B. Expo-Ice Center Month Events; Expo Grounds Update

Vetting read a thank you from the Manitowoc County Kennel Club. Krizek reported on Bingo that will end on November 5, October events, light replacement in the Merchants building, overhead doors to be replaced, quotes to be submitted for asphalt work and farm bureau stand counter work, and will no longer have a temporary hydrant meter due to damage done to MPU meter. Krizek added that no further work needs to be done at the 4-H Clover Café and the holding tank was approved. Rummage sale volunteer schedule was distributed.

Adjournment

Motion was made by Beyer, seconded by Voigt to adjourn at 8:00pm. Motion carried.

Minutes taken by Krizek

Signed by Fitzgerald



MANITOWOC COUNTY
EXPO-ICE CENTER BOARD
Fairest of the Fair Sub-Committee
MEETING NOTICE

DATE: October 3, 2012
TIME: 5:30 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 at the meeting:

1. Regular business
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
 - A. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Operations Sub-Committee:
None
 - D. Entertainment/Vendors Sub-Committee:
None
 - E. Parking/Security Sub-Committee:
None
4. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Possible Action on the following items for the 2013 Fair:
 - A. WI Association of Fairs Convention Preparation
 - B. 2013 Fairest of the Fair Budget; Food Allocation
 - C. Duties and Responsibilities
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: September 25, 2012

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

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

Held Wednesday, October 3, 2012

Location: Expo Office

Present: D. Newberg, D. Pollen, J. Vetting, L. Taylor, R. Voss T. Dvorak, V. Voigt
Also Present: J. Beyer, G. Neuser, J. Krizek, Nancy Newberg, D. Fitzgerald, Bob Cavanaugh, J. Janowski, J. Beyer

Absent & Excused:

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

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

Vouchers No vouchers were submitted.

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

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

- | | |
|---|------|
| A. Ice Center Sub-Committee: | None |
| B. Finance Sub-Committee: | None |
| C. Operations Sub-Committee: | None |
| D. Entertainment and Vendors Sub-Committee: | None |
| E. Parking and Security Sub-Committee: | None |

Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
None.

Review, Discussion, and Possible Action on the following items for the 2013 Fair:

A. WI Association of Fairs Convention Preparation

N. Newberg reported on the following:

- Fairest of the Fair's application submitted.
- Issues with State Fairs association website has been resolved.
- Colors for the convention are red, white and blue. Theme has not been determined.
- Auction Basket – items are needed for the auction basket and committee to get items locally.
- Fairest of the Fair parents looking at attending the banquet only of the convention.

B. 2013 Fairest of the Fair Budget; Food Allocation

Newberg reviewed the budget and recommended that a daily allowance for food and mileage be set. Motion was made by Pollen, seconded by Dvorak to recommend to the board for approval mileage and food allocation. Motion carried unanimously. Newberg reviewed the budget to determine if an increase in budget needs to be made for 2013. Motion was made by Vetting, seconded by Voss to recommend to the board for approval an increase in the fairest of the fair budget to \$3,000.

C. Duties and Responsibilities

Newberg reported on the duties and responsibilities of the fairest of the fair noting that newsletter dates, radio spots, and other fairest duties would be added to the timeline.

N. Newberg reported that the fairest would be attending the Crime Prevention event, Holiday Parade and possibly Pumpkinfest.

Update and Possible Action on Other Fair Operation Projects and Issues

No Report.

Adjournment

Motion made by Voigt, seconded by Vetting to adjourn at 5:59pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Kohlbeck



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

DATE: October 3, 2012
TIME: 6:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 at the meeting:

1. Regular Business
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
2. Public Input
3. Operation Report – 2012-2013 Ice Season and Dry Floor Events – Review, Discussion and Possible Action
 - A. Joint Contract Update – Advertisers
 - B. Ice Start Up
 - C. Request from Curt Toms – Siren
5. Figure Skating Report
6. Hockey Organization Report
7. Adjourn

Date: September 25, 2012

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.

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MINUTES of EXPO-ICE CENTER BOARD MEETING

ICE CENTER SUBCOMMITTEE

Held Thursday, October 3, 2012

Location: Expo Office

Present: D. Pollen, K. Swade, J. Vetting, D. Fitzgerald, R. Voss

Also Present: J. Beyer, G. Neuser, J. Krizek, V. Voigt, D. Newberg, L. Taylor, B. Cavanaugh, J. Beyer, M. Plate, J. Janowski, K. Behnke

Absent & Excused: M. Persaud, D. Pawlowski, D. Gauger

Called to Order Meeting called to order – 6:00pm.

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

Vouchers No vouchers were submitted.

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

Operation Report – 2012-2013 Ice Season and Dry Floor Events – Review, Discussion, and Possible Action

A. Joint Contract Update - Advertisers

Pollen reported that all contracts signed, joint user contract payment of \$12,800 has an estimated \$1,000 due from each user group. Pollen added that there are three in ice sponsors, news signs, and window clings are being offered.

B. Ice Start Up

Pollen reported that the compressors were started on Monday. Pollen added that logos go into the ice this evening and flooding begins.

C. Request from Curt Toms – Siren

Pollen reported on a requested from Curt Toms for a siren to be returned. Pollen added that siren was donated and now the hockey organization uses an air horn but there is no documentation of the siren being donated by Curt Toms. Motion was made to recommend for approval to the board to return the siren to Curt Toms. Motion carried unanimously.

Figure Skating Report

Pollen reported that registration is complete and season begins on Saturday, Oct 13. Pollen added that there is a request to use additional ice by the user groups for skate-a-thon. Consensus had no objections to the request.

Hockey Organization Report

Pollen reported that registration is complete and numbers were good. Pollen added that he had not received any additional communication or JV game schedule from Mark Persaud adding that the schedule would be sent to both user groups for review.

Adjournment

Motion made by Vetting, seconded by Voss to adjourn at 6:14pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Fitzgerald



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

DATE: October 10, 2012
TIME: 6:30 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 at the meeting:

1. Regular business
 - A. Roll Call
 - B. Previous Minutes
 - C. Vouchers
 2. Public Input
 3. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
 - A. Ice Center Sub-Committee: None
 - B. Finance Sub-Committee: None
 - C. Entertainment & Vendors Sub-Committee: None
 - D. Parking/Security Sub-Committee: None
 - E. Fairest of the Fair Sub-Committee: None
 4. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
 5. Review, Discussion, and Possible Action on the following items for the 2013 Fair:
 - A. Sheep-Swine Exhibitor Survey Results – Tricia Tienor
 - B. Market Lambs in Market Class Update – Tricia Tienor
 - C. Market Animal Committee Meeting Update; Meat Goats Update
 - D. 2012 Fair Pictures – Conference
 - E. Health Papers on Cattle, Sheep, Goats, Alpacas, Llamas; Permanent Animal IDs
 - F. Reorganization of Subcommittees/Sponsorship Subcommittee
 - G. Mission Statement
 - H. Dance Competition
 - I. Kiddie Showmanship – Farm Bureau
 - J. Walters Arena Show Ring Preparation
 - K. Potential Fair Layout Change
 - L. Barns – Overnight Stay Policy; Communication and Hours prior to Fair
 - M. Port-A-Potty Layout
 - N. Ice Center Bldg Use – Tuesday Night Roller Derby; Friday Night DJ Idea
 - O. Goat Tent Pens
 - P. Tent Camping – non designated areas
 - Q. Discounted Fair Admission Ticket Day
 - R. Rest Area Competition
 - S. Special Olympics
 - T. Exhibition Bldg – Peg Board Install Day
 - U. Theme; Colors Submissions
 - V. 2012 Ice Center Show Ring Update; 2013 Show Ring Meeting – Oct 17 at 6pm; Pedestrian Pathway; Road – Culvert
 6. Update and Possible Action on Other Fair Operation Projects and Issues
 7. Adjourn
- Date: October 2, 2012

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

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

Held Wednesday, October 10, 2012

Location: Expo Office – 4921 Expo Drive, Manitowoc

Present: J. Vetting, D. Schaut, K. Behnke, D. Pollen, C. Kocourek, D. Fitzgerald, J. Janowski, J. Beyer, M. Kohlbeck

Also Present: G. Neuser, J. Krizek, Tricia Tienor, Tom Tienor

Absent & Excused: M. Persaud, D. Pawlowski, L. Taylor, V. Voigt, R. Voss, K. Swade, T. Dvorak

Called to Order Meeting called to order – 7:00pm.

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

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

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

- | | |
|---|------|
| A. Ice Center Sub-Committee: | None |
| B. Finance Sub-Committee: | None |
| C. Entertainment and Vendors Sub-Committee: | None |
| D. Parking and Security Sub-Committee: | None |
| E. Fairest of the Fair Sub-Committee: | None |

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

None.

Review, Discussion and Possible Action on the following items for the 2013 Fairs:

A. Sheep-Swine Exhibitor Survey Results – Tricia Tienor

Tricia Tienor summarized the survey results with the following highlights:

- Exhibitors and parents interested in showing two hogs per exhibitor.
- Kiddie Showmanship idea – good experience for clover buds. Tienor recommending no action this year.
- 53 hogs showed this year and decreasing. Discussion on overflow, cap of number of hogs which could be checked at initial weigh in. Tienor to do more research at other fairs.
- Blocking area by manure – people are parking cars by manure on north west side of hog barn. Discussion to have Tienor talk with Parking & Security the Saturday before fair to determine what needs to be blocked off.
- Additional animal for showmanship – needs to be entered in the fair and class. Needs clarification in the rules.
- Parking – issue with superintendent having designated area. Discussion that this was not agreed to by the board.
- Hog judge named and staff to contact.
- Exhibitors and market sale – exhibitors not interested in participating in the sale and only interested in participating. Discussion.

Action Needed:

- Staff to check on number of pens and dividers and costs to rent or purchase additional pens.
- Place on next Finance subcommittee meeting agenda - pens.
- Place Superintendent Parking Issue on the next Parking & Security agenda.
- Staff to contact recommended hog judge.

B. Market Lambs in Market Class Update – Tricia Tienor

Tricia Tienor reported that exhibitors are not showing in showmanship and recommended that showmanship be required. Motion was made by Beyer, seconded by Vetting to approve showmanship listed as a requirement to be eligible for the market animal sale. Motion carried unanimously. Tienor proposed to move showmanship after the market class judging and will notify the market animal committee of the change.

C. Market Animal Committee Meeting Update; Meat Goats Update

Kocourek reported that the market animal committee meeting was tonight and had attended the September meeting with minutes being sent to staff. Kocourek added that meat goats was approved and need three goat centered meetings.

D. 2012 Fair Pictures – Conference

No action required. Pictures were reviewed at the board meeting.

E. Health Papers on Cattle, Sheep, Goats, Alpacas, Llamas; Permanent Animal IDs

Kocourek reported that an email was sent to all animal superintendents and did not hear from dairy or beef superintendent. Kocourek added the following:

- While Manitowoc County Fair does not currently require Llamas and Alpacas to have health paperwork, all the other shows do.
- Email read from Goat superintendent who is not in favor of requirement. State does not require unless animal is from out of state. Costs are too high. Open class animals see vet often. Health papers do not protect and wants to stay with what is state required.
- Sheep/Swine – health papers for sheep would be approved and health paperwork already received on swine.
- Discussion on collection of health paperwork, possible separate form.

F. Reorganization of Subcommittees/Sponsorship Committee

No report. Behnke noted concerns with committee and board members who are not attending meetings and recommends discussion at the next Expo-Ice Center board meeting and noted that this board is a working board and need commitments from members. Listed on the Finance subcommittee agenda for review.

Action Needed:

- Place on the next Expo-Ice Center agenda as Expo-Ice Center Board.

G. Mission Statement

No report.

Action Needed:

- Staff to find sample mission statements and present at next meeting. Place on the next agenda.

H. Dance Competition

No report.

Action Needed:

- Place on the next Finance and Entertainment & Vendor subcommittee agenda.

I. Kiddie Showmanship – Farm Bureau

Kocourek reported that the ribbons cost approximately \$.26 per ribbon, exhibitors do not pay for entrance into the fair, but parents do. Discussion. Motion was made by Pollen, seconded by Schaut to recommend for approval by the board to assess a stipend/sponsorship fee of \$50 to support the Farm Bureau event. Motion carried unanimously. Motion was made by Janowski, seconded by Beyer to recommend for approval the continuation of covering the ribbon costs for the Farm Bureau event. Motion carried unanimously.

J. Walters Arena Show Ring Preparation

Krizek reported on the Walters arena and the exhibitors helped with the show ring preparation when dairy show was in the Walters building. Discussion to add the Walters Arena Show Ring preparation to the volunteer duties list and is there a need for sawdust in the arena.

Action Needed:

- Kocourek to email the superintendents (Beef, Sheep/pigs, Llama/alpaca, and goat) on sawdust.

K. Potential Fair Layout Change

Discussion and tabled.

Action Needed:

- Place on the Entertainment & Vendor, Parking & Security, and Finance subcommittee agendas.

L. Barns – Overnight Stay Policy; Communication and Hours Prior to Fair

Kocourek reported that there is no official overnight policy and reviewed the state fairs policy with no official rules.

Action Needed:

- Staff to do more research. Place on the next agenda.

M. Port-A-Potty Layout

Fitzgerald to work with staff on a layout to submit to the committee.

Action Needed:

- Place on March agenda.

N. Ice Center Bldg Use – Tuesday Night Roller Derby; Friday Night DJ Idea

No report.

Action Needed:

- Place on the next Finance, Entertainment & Vendor, and Parking & Security subcommittee agenda.

O. Goat Tent Pens

No report.

Action Needed:

- Place on the next agenda as Goat Tent.

P. Tent Camping – non designated areas

Neuser reported that per the health department there is no camping in a non designated area.

Action Needed:

- Staff to note on website – Camping allowed in designated areas only.

Q. Discounted Fair Admission Ticket Day

No report.

Action Needed:

- Place on the next Finance subcommittee agenda.

R. Rest Area Competition

No report.

Action Needed:

- Place on the next Entertainment & Vendor subcommittee agenda.

S. Special Olympics

Kocourek reported on the issues with the running area for the Special Olympics. Discussion on designated lanes for runners and route.

Action Needed:

- Place on the next Parking & Security subcommittee agenda.

T. Exhibition Bldg – Peg Board Install Day

Kocourek reported on the peg board and the option of putting approximately 2 feet of peg board on the top portion of the wall around the merchants building.

Action Needed:

- Place on the next Finance subcommittee agenda.

U. Theme; Colors Submissions

Kocourek reported that 4-H is conducting a contest to have themes and color submitted for the 2013 fair.

Action Needed:

- Place on the next agenda.

V. 2012 Ice Center Show Ring Update; 2013 Show Ring Meeting – Oct 17 at 6pm; Pedestrian Pathway; Road - Culvert

Kocourek reported that the Ice Center Show Ring meeting is scheduled for October 17 at 6pm and staff to work on gravel path for the 2013 fair.

Action Needed:

- Place 2012 Ice Center Show Ring Update; 2013 Show Ring Meeting Update on next agenda.

Update and Possible Action on Other Fair Operation Projects and Issues

None.

Adjournment

Motion made by Behnke, seconded by Schaut to adjourn at 8:30pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Janowski



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

DATE: October 3, 2012
TIME: 6:30 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 at the meeting:

1. Regular business
 - A. Roll Call
 - B. Previous Minutes
 - C. Vouchers
2. Public Input
3. Review and Possible Action on other Sub-Committee Recommendations or Referrals
 - A. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Operations Sub-Committee:
None
 - D. Entertainment/Vendors Sub-Committee:
None
 - E. Fairest of the Fair Sub-Committee:
None
4. Review and Possible Action on other Expo Board Recommendations or Referrals
5. Review and Possible Action on the following items for the 2013 Fair:
 - A. Gate Entrance Cameras
 - B. Vehicle Congestion - Grandstand
 - C. Committee Update
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: September 25, 2012

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, October 3, 2012

Location: Expo Office

Present: J. Beyer, M. Plate, J. Vetting, D. Pollen, L. Taylor, M. Kohlbeck, R. Voss, K. Swade
Also Present: J. Beyer, G. Neuser, J. Krizek, K. Behnke, D. Fitzgerald, D. Newberg, B. Cavanaugh, J. Janowski, V. Voigt, Jeff Fails (Vtech)
Absent & Excused: D. Gauger, M. Persaud, C. Kocourek

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

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

Vouchers No vouchers were submitted.

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

Review and Possible Action on other Sub-Committee Recommendations or Referrals

A. Ice Center Sub-Committee:	None
B. Finance Sub-Committee:	None
C. Operations Sub-Committee:	None
D. Entertainment and Vendors Sub-Committee:	None
E. Fairest of the Fair Sub-Committee:	None

Review and Possible Action on other Expo Board Recommendations or Referrals
None.

Review and Possible Action on the following items for the 2013 Fair:

A. Gate Entrance Cameras

Jeff Fails, Vtech, reviewed possible options for video camera installation during the week of the county fair noting that cameras were installed for the horse parker area and use was donated. Jeff Fails provided possible options to include infrared cameras, solar, SD cards for cameras, and placement of cameras. Discussion. After review by the committee, the committee requested a proposal with costs from Jeff Fails of Vtech.

Action Needed:

- Place on next committee meeting agenda.

B. Vehicle Congestion – Grandstand

PW Director reported on the request to review the vehicle congestion at the grandstand. The PW Director added that after review of the traffic during the 2012 fair, there did not appear to be a problem with congestion. Discussion pertaining to Special Ops location and city of Manitowoc involvement and assistance at future fairs.

Action Needed:

- Staff to place City police on timeline to request traffic assistance during the hours of 10pm-11pm for Friday and Saturday.

C. Committee Update

None.

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

PW Director reported on the total budget for special operations and sheriff's department was approximately \$1,200 higher than 2011.

Adjournment

Motion made by Plate, seconded by Voss to adjourn at 7:06pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Voss



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

DATE: October 24, 2012
TIME: 5:30 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 at the meeting:

1. Regular business
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
 - A. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Operations Sub-Committee:
 1. Dance Competition
 2. Potential Fair Layout Change
 3. Ice Center Building Use – Tuesday Night Roller Derby; Friday Night DJ Idea
 4. Rest Area Competition
 - D. Entertainment/Vendors Sub-Committee:
None
 - E. Parking/Security Sub-Committee:
None
4. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Possible Action on the following items for the 2013 Fair:
 - A. Vendor Recap – Issues and Concerns
 - B. Indoor Vendor Rules – Review; Requirement for Vendor to Staff; Booth Size – Vendors Beyond
 - C. Cassidy Critters Contract
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: October 16, 2012

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 24, 2012

Location: Expo Office – 4921 Expo Drive, Manitowoc

Present: D. Newberg, M. Kohlbeck, K. Behnke, C. Kocourek, D. Pollen, J. Vetting, R. Voss, D. Gauger, M. Plate

Also Present: G. Neuser, J. Krizek, K. Swade, J. Janowski, B. Cavanaugh, J. Beyer, M. Hackmann, R. Zipperer

Absent & Excused: D. Schaut, D. Fitzgerald, L. Taylor

Called to Order Meeting called to order - 5:30pm.

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

Vouchers None.

Public Input Board Chairperson called for public input three times. No public input given. Introductions of new board members was done.

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

- A. Ice Center Sub-Committee: None
- B. Finance Sub-Committee: None
- C. Operations Sub-Committee:

1. Dance Competition

Kocourek reported on the Dance Competition and the potential of having the event next year. Behnke noted that Dvorak would like to bring the event back. Newberg added that prize money could not be awarded. Discussion on logistics, staging, and sawdust. Tabled until next meeting.

Action Needed:

- Keep on the Finance Subcommittee agenda for the next meeting.

2. Potential Fair Layout Change

Kocourek reported on the potential fair layout to increase the size of the fairgrounds to allow for more vendor space. Discussion included to contact Rainbow Valley Rides for a carnival layout, looking for ways to increase revenue, Rainbow Valley Rides camp area, electrical capacity, measuring of space, and possibility to move rides. Motion was made by Behnke, seconded by Kohlbeck to begin discussions with Rainbow Valley Rides, set up a working committee for the 2013 fair, create a footprint of the fair and evaluate for the 2014 fair. Motion carried unanimously.

Action Needed:

- Place on Expo-Ice Center board agenda in August 2013 and the week of the 2013 fair.

3. Ice Center Building Use – Tuesday Night Roller Derby; Friday Night DJ Idea

Kocourek reported that there is no info on the Tuesday Night Roller Derby and reported on the idea of a Friday Night DJ and Dance to have music for the 4-H and other exhibitors. Discussion on the need for additional security, DJ costs. Motion was made by Beyer, seconded by Pollen to send back to Operations to obtain financials on a DJ and security. Motion carried unanimously.

Action Needed:

- Place on Operations subcommittee agenda for the next meeting.

4. Rest Area Competition

Kocourek reported on the idea of a Rest Area Competition to increase seating. Kocourek added that there was a possibility of judging, advertising for businesses for free. Motion was made by Behnke, seconded by Voss to evaluate and identify areas at the 2013 fair. Motion carried unanimously.

Action Needed:

- Place on Expo-Ice Center board agenda in August 2013 and the week of the 2013 fair.

D. Parking/Security Sub-Committee: None

E. Fairest of the Fair Sub-Committee: None

Review, Discussion, and Possible on other Expo Board Recommendations or Referrals

None.

Review, Discussion, and Possible Action on the following items for the 2013 Fairs:

A. Vendor Recap – Issues and Concerns

Newberg presented the Indoor and Outdoor vendor survey results provided in the committee packet.

B. Indoor Vendor Rules – Review; Requirement for Vendor to Staff; Booth Size – Vendors Beyond

Newberg presented the Indoor Vendor rules and regulations provided in the committee packet. Discussion. Motion was made by Kohlbeck, seconded by Plate to add language to the rules to include “highly recommend to have the booth staffed and MCE reserves the right to require booth to be staffed depending on the nature of the business.” Motion carried unanimously.

Newberg reported on the issues with indoor vendors going beyond the allotted space.

Discussion of placing tape on the floor and being consistent with rules and enforcing the rules.

C. Casady’s Critters

Newberg presented the contract for Casady’s Critters noting that there will be an issue with space due to the goat tent being moved for the 2013 fair. Discussion.

Action Needed:

- Staff to contact Casady’s Critters with the amount of footage allowed and bring revised contract back to next meeting. Keep on the Entertainment & Vendor Subcommittee meeting agenda for next meeting.
- Staff to contact dairy superintendent about moving the picture area to the Ice Center.

Update and Possible Action on Other Fair Operation Projects and Issues

Neuser reported on the meeting with Eastern WI Stock Car Racing and the request to race on Friday night of fair. Discussion. Newberg reported that Badger MOD Tour would like to hold racing at the fair on Tuesday night.

Action Needed:

- Place Daily Grandstand-Special Acts Events on the next Entertainment & Vendor subcommittee agenda.
- Schedule next meeting for November 13 at 6pm.
- Staff to prepare 2012 Grandstand-Special Acts spreadsheet for next meeting.

Adjournment

Motion made by Kohlbeck, seconded by Pollen to adjourn at 6:50pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Kohlbeck



MANITOWOC COUNTY
EXPO-ICE CENTER BOARD
Finance Sub-Committee
MEETING NOTICE

DATE: October 24, 2012
TIME: Will meet immediately following completion of the 5:30 p.m.
Entertainment & Vendors Sub-Committee meeting.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 at the meeting:

1. Regular business
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
 - A. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Operations Sub-Committee:
 1. Swine Department – Superintendent Recommendations
 2. Dance Competition
 3. Potential Fair Layout Change
 4. Ice Center Building Use – Tuesday Night Roller Derby; Friday Night DJ Idea
 5. Discounted Fair Admission Ticket Day
 6. Exhibition Building – Peg Board Purchase
 - D. Entertainment/Vendors Sub-Committee:
None
 - E. Parking/Security Sub-Committee:
None
4. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Possible Action on the following items for the 2013 Fair:
 - A. 2012 Fair Budget Update
 - B. 2013 Fair Budget; Fairest of the Fair Budget
 - C. Vtech Gate Entrance Cameras
 - D. Reorganization of Subcommittees/Sponsorship Subcommittee
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: October 16, 2012

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
FINANCE SUBCOMMITTEE
Wednesday, October 24, 2012
Location: Expo Office

Present: K. Behnke, K. Swade, D. Pollen, J. Vetting, J. Janowski, D. Newberg, D. Gauger, J. Beyer
Also Present: G. Neuser, J. Krizek, M. Kohlbeck, C. Kocourek, M. Hackmann, B. Cavanaugh, R. Voss, M. Plate, R. Zipperer

Absent & Excused: V. Voigt

Called to Order Meeting called to order - 6:55pm.

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

Vouchers None

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

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

- A. Ice Center Sub-Committee: None
- B. Finance Sub-Committee: None
- C. Operations Sub-Committee:

1. Swine Department – Superintendent Recommendations

Kocourek reported on the superintendent recommendations to allow two hogs per exhibitor. Behnke reported that estimates for additional pens were approximately \$88 and cement expansion of 35'x23' area approximately \$4,000. Motion was made by Beyer, seconded by Swade to recommend to the Operations committee support of the rule change to allow two hogs per exhibitor. Motion carried unanimously.

Action Needed:

- Kocourek to obtain additional estimates for stalls.
- Staff to contact Kewaunee County Fair on stall rental prices.

2. Dance Competition

Kocourek reported on the competition and will wait for feedback from Dvorak.

3. Potential Fair Layout Change

No action.

4. Ice Center Building Use – Tuesday Night Roller Derby; Friday Night DJ Idea

No action.

5. Discounted Fair Admission Ticket Day

Kocourek presented the idea of a discounted fair admission ticket day. Consensus of the committee was not to recommend.

6. Exhibition Building – Peg Board Purchase

Kocourek presented the need for additional peg board for the Exhibition building with an approximate cost of \$500. Motion was made by Pollen, seconded by Janowski to recommend to the board for approval the purchase of peg board for the Exhibition building. Motion carried unanimously.

- | | |
|--|------|
| D. Entertainment and Vendors Sub-Committee | None |
| E. 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 2013 Fair:

A. 2012 Fair Budget Update

Krizek reported on the 2012 fair budget with a few invoices still coming in. Behnke reported on the budget process and the change in budgeting for the public works director and assistant director wages in the 2013 budget.

B. 2013 Fair Budget; Fairest of the Fair Budget

Behnke reviewed the budget with the committee. Motion was made by Behnke, seconded by Gauger to recommend to the board for approval to reduce the printing budget to \$5,400 and increase the fairest of the fair budget to \$3,000. Motion carried unanimously.

C. Vtech Gate Entrance Cameras

No report.

Action Needed:

- Keep on Finance subcommittee agenda for next meeting.

D. Reorganization of Subcommittees/Sponsorship Subcommittee

Behnke presented the reorganization of subcommittees and sponsorship subcommittee. Discussion on sponsorship committee with more efforts from finance with broader duties, chamber of commerce cost for membership, sponsorship ideas, mission statement, approach, sponsorship list, mailings, contact, and an event.

Action Needed:

- Behnke to follow up with corporate counsel on a 501(c)3.

Update and Possible Action on Other Fair Operation Projects and Issues

Vetting presented the idea of a digital board on Rapids Road. Neuser reported that staff has been working on with zoning requirement issues. Discussion.

Action Needed:

- Schedule next Finance subcommittee meeting to follow Entertainment and Vendors on November 13.

Adjournment

Motion made by Janowski, seconded by Newberg to adjourn at 7:55pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Swade



MANITOWOC COUNTY

EXPO and ICE CENTER BOARD

MEETING NOTICE

DATE: November 7, 2012
TIME: 7:00 PM
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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:

1. Regular business
 - A. Roll Call
 - B. Previous Minutes
 - C. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on Sub Committee Recommendations
 - A. ICE CENTER SUB-COMMITTEE:
 1. Committee Report
 - B. FINANCE SUB-COMMITTEE:
 1. Committee Report
 2. Review, Discussion, and Possible Action on the following recommendations: Exhibition Building – Peg Board Purchase - \$500; 2013 Fair Budget – Fairest of the Fair and Printing Budget
 - C. OPERATIONS SUB-COMMITTEE:
 1. Committee Report
 2. Review, Discussion, and Possible Action on the following recommendations: That showmanship be listed as a requirement to be eligible for the market animal sale; That the board assess a stipend/sponsorship fee of \$50 to support the Farm Bureau event; Approval of the changes to the Jr. Fair and Open Class Rules and Regulations for the Swine division; Approval of the Fair theme for 2013; Approval of the Colors for the 2013 Fair from the 4-H submissions
 - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. Committee Report
 2. Review, Discussion, and Possible Action on the following recommendations: To begin discussions with Rainbow Valley Rides, set up a working committee for the 2013 fair, create a footprint of the fair and evaluate for the 2014 fair; For the rest area competition to evaluate and identify areas at the 2013 fair; Recommend to add language to the rules to include “highly recommend to have the booth staffed and MCE reserves the right to require booth to be staffed depending on the nature of the business.”.
 - E. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting- No Committee Report
 - F. FAIREST OF THE FAIR SUB-COMMITTEE:
 1. No Committee Meeting- No Committee Report

11-7-2012 EXPO and ICE CENTER BOARD MEETING NOTICE – cont.

4. Review, Discussion, and Possible Action on 2013 Fair Matters
 - A. District 4 Meeting – Jefferson County – Update
 - B. WI Association of Fairs Conference – Jan 6-9 2013; Fairest of the Fair Auction Items
 - C. Expo-Ice Center Board Attendance; Reorganization of Subcommittees/Sponsorship
 - D. Dairy Assistant Superintendent
 - E. Fair Update
 - F. Healthiest Manitowoc
5. Comptroller's Financial Report – Review and Action
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Mission Statement
 - B. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: October 30, 2012

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 7, 2012
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

Present: J. Vetting, D. Schaut, D. Fitzgerald, M. Kohlbeck, R. Voss, K. Behnke, J. Beyer, B. Cavanaugh, K. Swade, J. Janowski, D. Pollen, L. Taylor, D. Newberg, C. Kocourek, D. Gauger

Also Present: J. Beyer, J. Krizek

Absent & Excused: D. Pawlowski, M. Persaud, V. Voigt, M. Plate, T. Dvorak

Called to Order Meeting called to order – 7:10pm.

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

Vouchers Newberg submitted a voucher for mileage reimbursement to the District 4 meeting. Motion was made by Voss, seconded by Taylor to approve the mileage reimbursement for Newberg. Motion carried unanimously.

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

Review & Act on Subcommittee Recommendations:

A. Ice Center Sub-Committee

1. Committee Report

Pollen reported on the following:

- Siren picked up by Curt Toms.
- Public skating began past weekend.
- Ice skates have been inventoried and are being sharpened by volunteers.
- Skate-A-Thon went well for hockey and this Saturday is Skate-A-Thon for Figure Skaters.
- 15 hockey people tried out for JV hockey.

B. Finance Sub-Committee

1. Review, Discussion, and Possible Action on the following recommendations: Exhibition Building – Peg Board Purchase - \$500; 2013 Fair Budget – Fairest of the Fair and Printing Budget

Behnke reported on the recommendation to approve the purchase of peg board at \$500 and the increase in the Fairest of the Fair budget of \$500. Motion was made by Behnke, seconded by Janowski to approve the committee recommendations. Motion carried unanimously. Discussion on sponsorship history, mission statement and reminder of the next Finance subcommittee meeting is November 13.

C. Operations Sub-Committee

1. Review, Discussion, and Possible Action on the following recommendations: That showmanship be listed as a requirement to be eligible for the market animal sale; that the board assess a stipend/sponsorship fee of \$50 to support the Farm Bureau event; Approval of the changes to the Jr. Fair and Open Class Rules and Regulations for the swine division; Approval of the Fair theme for 2013; Approval of the Colors for the 2013 Fair from the 4-H submissions

Kocourek reported on the recommendations to approve the showmanship requirement to be eligible for the market animal sale, the stipend of \$50 to support the Farm Bureau event, Jr. Fair and Open class rules, fair theme – three to be presented. Motion was made by Kocourek, seconded by Pollen to approve the committee recommendations. Motion carried unanimously.

Kocourek tallied the votes for the three themes presented with First Rate Fun for Everyone being approved for the 2013 fair.

D. Entertainment/Vendors Sub-Committee:

- 1. Review, Discussion, and Possible Action on the following recommendations: To begin discussions with Rainbow Valley Rides, set up a working committee for the 2013 fair, create a footprint of the fair and evaluate for the 2014 fair; For the rest area competition to evaluate and identify areas at the 2013 fair; Recommend to add language to the rules to include "highly recommend to have the booth staffed and MCE reserves the right to require booth to be staffed depending on the nature of the business."**

Newberg reported on the recommendations to approve set up of a working committee for the 2013 fair, adding the additional language "highly recommend to have the booth staffed and MCE reserves the right to require booth to be staffed depending on the nature of the business" to the indoor vendor rules, and work with the committee on the rest area and potential layout. Motion was made by Newberg, seconded by Kohlbeck to approve the committee recommendations. Motion carried unanimously.

Newberg presented the option to secure Kandu for the 2013 fair. Consensus of the committee was to have staff obtain a one and two year agreement for the next committee meeting.

E. Parking/Security Sub-Committee:

- 1. No Committee Meeting- No Committee Report**

No Report.

F. Fairest of the Fair Sub-Committee:

- 1. No Committee Meeting-No Committee Report**

No Report.

Review, Discussion, and Possible Action on 2013 Fair Matters

A. District 4 Meeting – Jefferson County – Update

Vetting reported on the District 4 meeting noting information that was reviewed at the meeting to include: County Fair feedback who had wine at their fair, WI Association of Fair theme, sessions at the upcoming convention, dues increase of \$25, and the annual fairs report.

B. WI Association of Fairs Conference – Jan 6-9 2013; Fairest of the Fair Auction Items

Vetting reminded members of the conference and that invoices have gone out. Newberg reported that fairest of the fair auction basket being put together and in need of items that are red, white, and blue in theme.

C. Expo-Ice Center Board Attendance; Reorganization of Subcommittees/Sponsorship

Behnke reported on the Expo-Ice Center board attendance sheet provided in the board packet which showed an attendance tracker for the past year and noted that if members are not able to attend meetings, board members should contact staff. Behnke added that input is needed from all board members and two board members have not contributed to the board. Motion was made by Behnke, seconded by Newberg to have staff prepare a draft letter to the two board members, Pawlowski and Persaud, with expectations and a timeline with if attendance and participation does not improve in the next four months the two members will be removed from the Expo-Ice Center board. Motion approved unanimously.

Behnke reported on the reorganization of subcommittees and the number of members on each committee. PW Director recommended to have five members on the Fairest of the Fair and Ice Center subcommittees; seven members on each of the Entertainment & Vendor, Finance, and Parking & Security subcommittees, and nine on the Operations subcommittee with the Expo-Ice Center Chair's discretion and choices being submitted by members.

Action Needed:

- Staff to prepare a draft letter for expectations and attendance to the two board members.
- Place Expo-Ice Center Board Attendance letter; Reorganization of Subcommittees/Sponsorship on next Expo-Ice Center board agenda.

D. Dairy Superintendent Assistant

Krizek reported on the dairy assistant superintendent stepping down and the recommendation from the dairy superintendent to have only a dairy superintendent and split the contracted dairy superintendent amount and add that to the dairy superintendent.

Action Needed:

- Staff to prepare a spreadsheet of superintendent and assistant superintendent rates.
- Place on next Expo-Ice Center board agenda.

E. Fair Update

Krizek reported that judges are currently being contacted with submissions from the animal superintendents and feedback from the head Exhibition building superintendent.

F. Healthiest Manitowoc

PW Director reported that a meeting with the music pavilion contacts is scheduled for November 28 at 7pm and an email would be sent out.

Comptroller's Financial Report – Review and Action

Beyer reported on the Financial Report included in the board packet noting that the preliminary end of the year fair report will be provided at the next Finance subcommittee meeting.

Action Needed:

- Staff to provide the preliminary end of the year fair report at the next Finance subcommittee meeting.

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

A. Mission Statement

PW Director presented three mission statements. Discussion.

Action Needed:

- Staff to email mission statements.
- Place on the next Expo-Ice Center board meeting agenda.

B. Expo-Ice Center Month Events; Expo Grounds Update

Krizek reported on the grounds events including rummage-a-rama.

Beyer would like to reconsider the theme and place on the agenda.

Action Needed:

- Place Fair Themes and Colors on the next Expo-Ice Center board meeting agenda.

Adjournment

Motion was made by Newberg, seconded by Schaut to adjourn at 8:17pm. Motion carried.

Minutes taken by Krizek

Signed by Fitzgerald



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

DATE: November 7, 2012
TIME: 6:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 at the meeting:

1. Regular business
 - A. Roll Call
 - B. Previous Minutes
 - C. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
 - A. Ice Center Sub-Committee: None
 - B. Finance Sub-Committee: None
 - C. Entertainment & Vendors Sub-Committee:
 1. Ice Center Building Use – Tuesday Night Roller Derby; Friday Night DJ
 - D. Parking/Security Sub-Committee: None
 - E. Fairest of the Fair Sub-Committee: None
4. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Possible Action on the following items for the 2013 Fair:
 - A. Jr. Fair-Open Class Rules and Regulations – Changes Submitted; Swine Rules
 - B. Fair Theme; Colors – 4H Submissions
 - C. Health Papers on Cattle, Sheep, Goats, Alpacas, Llamas; Permanent Animal IDs
 - D. Gatekeeper Ticket Process – Season Tickets
 - E. Dance Competition
 - F. Kiddie Showmanship – Farm Bureau
 - G. Barns – Overnight Stay Policy; Communication and Hours prior to Fair
 - H. Goat Tent
 - I. 2012 Ice Center Show Ring Update; 2013 Show Ring Meeting
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: October 30, 2012

Chris Kocourek, 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, November 7, 2012

Location: Expo Office – 4921 Expo Drive, Manitowoc

Present: J. Vetting, D. Schaut, K. Behnke, D. Pollen, C. Kocourek, J. Janowski, J. Beyer, M. Kohlbeck L. Taylor, R. Voss, K. Swade
Also Present: J. Beyer, J. Krizek, D. Newberg, M. Hackmann, R. Zipperer, B. Cavanaugh, Tricia Tienor, Randall Binversie
Absent & Excused: M. Persaud, D. Pawlowski, V. Voigt, T. Dvorak, D. Fitzgerald

Called to Order Meeting called to order – 6:00pm.

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

Vouchers None.

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

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

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

1. Ice Center Building Use – Tuesday Night Roller Derby; Friday Night DJ
Kocourek reported on the Friday Night DJ idea and 4-H Leaders interest in supporting the event. Krizek added that the 4-H Extension and Kevin Palmer were interested in supporting the event if the event was solely for exhibitors due to concerns with security. Discussion included the event was to bring additional and new people to the fair and security. Tabled until next meeting.

No report on the Tuesday Night Roller Derby.

Action Needed:

- Place on the next Operations subcommittee agenda.

D. Parking and Security Sub-Committee: None
E. Fairest of the Fair Sub-Committee: None

Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
None.

Review, Discussion and Possible Action on the following items for the 2013 Fairs:

A. Jr. Fair-Open Class Rules and Regulations – Changes Submitted; Swine Rules

Tricia Tienor reported on the research done on surrounding fairs including Calumet, Brown, Sheboygan and Fond du Lac on the number of hogs allowed to exhibit at local fairs noting that the superintendents did not return calls and was able to obtain guidelines on the fairs and how many hogs exhibitors could show. Tienor reported on pig stalls and layout of the hog barn. Motion was made by Janowski, seconded by Vetting to recommend to the board for approval of allowing two hogs per exhibitor, one gilt and one barrow. Motion carried unanimously.

Krizek submitted the Jr. Fair and Open Class rule changes for approval. Motion was made by Beyer, seconded by Schaut to recommend to the board for approval the Jr. Fair and Open Class rule changes as submitted. Motion carried unanimously.

B. Fair Theme; Colors – 4H Submissions

Kocourek presented the themes submitted by 4H members as well as other submissions included in the committee packet. Discussion. Motion was made by Beyer seconded by Taylor to recommend to the board for approval the top three voted themes for selection of the top theme. Motion carried unanimously.

C. Health Papers on Cattle, Sheep, Goats, Alpacas, Llamas; Permanent Animal IDs

Kocourek gave a brief explanation of the DATCP five year requirements for health paperwork.

Action Needed:

- Place on the next Operations subcommittee agenda.
- Staff to contact Jayme Buttke, WI Association of Fairs, to have DATCP representative added to sessions at the Fairs conference.

D. Gatekeeper Ticket Process – Season Tickets

Randall Binversie introduced himself as a representative from the Manitowoc Noon Rotary and presented ideas for the ticket sale process due to discrepancies. Binversie presented options to the committee to include: consider moving the season tickets to presale tickets, compensate gatekeepers if continue to sell as well as count season tickets in advance and have a check in process. Discussion.

Action Needed:

- Place on the next Operations subcommittee agenda.

E. Dance Competition

Newberg reported that Dvorak recommended to table the Dance Competition until the 2014 fair allowing time to develop guidelines for the 2014 competition.

F. Kiddie Showmanship – Farm Bureau

No report.

Action Needed:

- Place on the next Operations subcommittee agenda.

G. Barns – Overnight Stay Policy; Communication and Hours prior to Fair

PW Director presented ideas for the overnight stay policy included in the committee packet.

Beyer recommended that an overnight stay policy be prepared with suggestions communicated via email.

Action Needed:

- Place on the next Operations subcommittee agenda.

H. 2012 Ice Center Show Ring Update; 2013 Show Ring Meeting

Kocourek reported that the Ice Center Show Ring meeting was October 17 and minutes were provided in the committee packet. Kocourek added the next meeting will be in February.

Update and Possible Action on Other Fair Operation Projects and Issues

Kocourek reported that there were discussions with the superintendents and the Walters building and possibility of having shavings added every other year noting that the Beef superintendent did not want sand or shavings and the Swine and Sheep superintendent felt the footing was acceptable and possibly fill every other year.

Adjournment

Motion made by Kohlbeck, seconded by Beyer to adjourn at 7:05pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Janowski



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

DATE: November 13, 2012
TIME: 6:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 at the meeting:

1. Regular business
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
 - A. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Operations Sub-Committee:
 1. Dance Competition
 2. Ice Center Building Use – Tuesday Night Roller Derby; Friday Night DJ Idea
 - D. Entertainment/Vendors Sub-Committee:
None
 - E. Parking/Security Sub-Committee:
None
4. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Possible Action on the following items for the 2013 Fair:
 - A. EWSC Race Day
 - B. Tuesday through Sunday Grandstand-Special Acts Entertainment
 - C. Indoor Vendor Hours; Gate Hours
 - D. Casady's Critters Contract
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: November 6, 2012

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

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

Held Wednesday, November 13, 2012

Location: Expo Office – 4921 Expo Drive, Manitowoc

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

Called to Order Meeting called to order – 6:00pm.

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

Vouchers None.

Public Input Board Chairperson called for public input three times. No public input given. Introductions of new board members was done.

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

A. Ice Center Sub-Committee: None
B. Finance Sub-Committee: None
C. Operations Sub-Committee:

1. Dance Competition

Event cancelled and will be reviewed after the 2013 fair.

2. Ice Center Building Use – Tuesday Night Roller Derby; Friday Night DJ Idea

No report.

D. Entertainment & Vendors Sub-committee: None
E. Parking/Security Sub-Committee: None

Review, Discussion, and Possible on other Expo Board Recommendations or Referrals

None.

Review, Discussion, and Possible Action on the following items for the 2013 Fairs:

A. EWSC Race Day

Neuser reported that Eastern WI Stock Car Racing wanted to move to Friday of the week of fair. Discussion. Motion was made by Gauger, seconded by Pollen to recommend to the board for approval to keep Eastern WI Stock Car Racing on Wednesday of the fair.

B. Tuesday through Sunday Grandstand-Special Acts Entertainment

Newberg reviewed the Entertainment schedule provided in the committee packet. Newberg reported on the Badger MOD proposal of \$5,000 to run on Tuesday night with the Badger MOD tour getting the back gate money. Discussion on the risks of running the program on a Tuesday night. Committee reviewed each day's events with the following schedule: Tuesday – no grandstand entertainment; Wednesday – Eastern WI Stock Car Racing.

Thursday – Ideas of Monster Trucks, donkey racing, pig wrestling. Motion was made by Gauger, seconded by Plate to recommend to the board for approval to contact Badger MOD for Thursday grandstand entertainment at \$5,000. Motion carried. Kocourek voted no.

Thursday – Horse Pull. Motion was by Behnke, seconded by Kohlbeck to recommend to the board for approval a contract with Horse Pullers for the same price of \$1,650 and time of 1:30pm on Thursday. Motion carried unanimously.

Friday – Tractor Pull. Motion was made by Behnke, seconded by Taylor to recommend to the board for approval to obtain a draft contract for the next committee meeting. Motion carried unanimously.

Saturday – Lawnmower Races. Discussion on the modifying the language to include 30 different lawnmowers and the intermission was too long, but overall good event. Motion was made by Behnke, seconded by Kohlbeck to recommend to the board for approval to contact the Lawnmower Race contact at convention and work out issues from the 2012 fair and bring back a contract proposal in February. Motion carried unanimously.

Action Auto – contract is good through the 2013 fair.

Kandu – Krizek reported that Kandu would do the same price of \$4,250 as the 2012 fair. Motion was made by Gauger, seconded by Plate to recommend to the board for approval a two year contract at \$4,250 per year. Motion carried unanimously.

TaDa – contract is good through the 2013 fair.

Loghoppers – Newberg reported that a motion has been made at a previous meeting and approved by the board to discuss options with the Loghoppers at convention. Discussion on location and issues with noise.

Action Needed:

- Thursday Grandstand Entertainment on the next Entertainment & Vendors Subcommittee agenda.
- In February, place Lawnmower Races on the Entertainment & Vendors Subcommittee agenda.

C. Indoor Vendor Hours; Gate Hours

Krizek reported on the 2012 Indoor Merchants Hours. Motion was made by Vetting, seconded by Plate to recommend to the board for approval the Indoor Vendor Hours of Tuesday 4pm-10pm; Wednesday through Saturday 10am-10pm; and Sunday 10am-6pm, the gate hours of Tuesday 4pm-9:30pm; Wednesday through Thursday 8am-9:30pm; Friday through Saturday 8am-10:30pm; and Sunday 8am-6pm, exit times; and add additional language to the Indoor Vendor Rules that if vendor dismantles prior to 6pm on Sunday, Expo has the option to exclude vendor from next year's fair. Motion carried unanimously. Discussion including documenting those vendors who dismantled early and considering a deposit for the following year's fair.

D. Casady's Critters

Krizek reported that no contact has been made to Casady's Critters regarding contract. Staff is checking the tent location and size for the goats to ensure adequate space.

Action Needed:

- Staff to contact Casady's Critters with the amount of footage allowed and bring revised contract back to next meeting. Keep on the Entertainment & Vendor Subcommittee meeting agenda for next meeting.
- Staff to contact dairy superintendent about moving the picture area to the Ice Center.

Update and Possible Action on Other Fair Operation Projects and Issues

None.

Adjournment

Motion made by Gauger, seconded by Taylor to adjourn at 7:05pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Kohlbeck



MANITOWOC COUNTY
EXPO-ICE CENTER BOARD
Finance Sub-Committee
MEETING NOTICE

DATE: November 13, 2012
TIME: Will meet immediately following completion of the 6:00 p.m.
Entertainment & Vendor Subcommittee meeting
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 at the meeting:

1. Regular business
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
 - A. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Operations Sub-Committee:
 1. Swine Department – Pig Stalls
 2. Dance Competition
 3. Ice Center Building Use – Tuesday Night Roller Derby; Friday Night DJ Idea
 - D. Entertainment/Vendors Sub-Committee:
None
 - E. Parking/Security Sub-Committee:
None
4. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Possible Action on the following items for the 2013 Fair:
 - A. 2012/2013 Fair Budget Update
 - B. Vtech Gate Entrance Cameras
 - C. Reorganization of Subcommittees/Sponsorship Subcommittee
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: November 6, 2012

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

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

Wednesday, November 13, 2012

Location: Expo Office

Present: K. Behnke, K. Swade, D. Pollen, J. Vetting, J. Janowski, D. Newberg, D. Gauger, J. Beyer, V. Voigt, C. Kocourek, M. Plate

Also Present: J. Beyer, G. Neuser, J. Krizek, M. Kohlbeck, L. Taylor

Absent & Excused: None

Called to Order Meeting called to order - 7:15pm.

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

Vouchers None

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

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

A. Ice Center Sub-Committee: None

B. Finance Sub-Committee: None

C. Operations Sub-Committee:

1. Swine Department – Pig Stalls

No report.

Action Needed:

- Kocourek to obtain additional estimates for stalls.
- Place on the next Finance Subcommittee agenda.

2. Dance Competition

Event cancelled.

3. Ice Center Building Use – Tuesday Night Roller Derby; Friday Night DJ Idea

No report.

D. Entertainment and Vendors Sub-Committee None

E. 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 2013 Fair:

A. 2012/2013 Fair Budget Update

PW Director reviewed the 2012 budget noting that revenues are set for 2012 and still estimates on outlay projects. Newberg added that two reimbursements for the 2011 and 2012 fairest of the fair will be coming through. Discussion on the meter for Eastern WI Stock Car Racing and the horse arena.

B. Vtech Gate Entrance Cameras

Beyer reported that a proposal has not been received from Vtech adding that Vtech needs additional information on the type of system committee would like. Discussion to have Parking & Security review options and bring a final option with costs back to the Finance committee.

Action Needed:

- Place on Parking & Security subcommittee agenda.
- Parking & Security to schedule a meeting in January or February.

C. Reorganization of Subcommittees/Sponsorship Subcommittee

Behnke reviewed the sponsorship call list provided in the committee packet. Discussion on ideas of having an advertising booklet, coupon booklet, business cards. Krizek reported that the Chamber of Commerce membership is \$185. Committee consensus was to waive the idea of becoming a member.

Action Needed:

- Committee members to review the sponsorship call list and select 10 names for donors of \$500 and above and 10 names of potentially under \$500 donors.
- Kocourek to provide draft brochure at next Finance subcommittee meeting.
- Next Finance Subcommittee meeting scheduled for December 10 (Monday) at 6:30pm.

Update and Possible Action on Other Fair Operation Projects and Issues

None.

Adjournment

Motion made by Swade, seconded by Newberg to adjourn at 8:00pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Swade



MANITOWOC COUNTY

EXPO and ICE CENTER BOARD

MEETING NOTICE

DATE: December 5, 2012
TIME: 7:00 PM
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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:

1. Regular business
 - A. Roll Call
 - B. Previous Minutes
 - C. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on Sub Committee Recommendations
 - A. ICE CENTER SUB-COMMITTEE:
 1. No Committee Meeting-Committee Report
 - B. FINANCE SUB-COMMITTEE:
 1. Swine Department – Pig Stalls; Dance Competition; Ice Center Building Use – Tuesday Night Roller Derby, Friday Night DJ Idea; 2012 Fair Budget Update; Vtech Gate Entrance Cameras; Reorganization of Subcommittees/Sponsorship Committee
 - C. OPERATIONS SUB-COMMITTEE:
 1. Jr. Fair Swine Rules – Showmanship; Goat Tent; Gatekeeper Ticket Process – Season Tickets; Ice Center Show Ring Use – Roller Derby, Friday Night DJ Idea; Kiddie Showmanship – Farm Bureau; Barns – Overnight Stay Policy; Health Papers on Cattle, Sheep, Goats, Alpacas, Llamas, Permanent Animal IDs
 2. Committee Report
 - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. Dance Competition; Ice Center Building Use – Tuesday Night Roller Derby; Friday Night DJ Idea; EWSC Race Day; Tuesday through Sunday Grandstand-Special Acts Entertainment; Indoor Vendor Hours-Gate Hours
 2. Committee Report
 - E. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting- Committee Report
 - F. FAIREST OF THE FAIR SUB-COMMITTEE:
 1. No Committee Meeting- Committee Report
4. Review, Discussion, and Possible Action on 2013 Fair Matters
 - A. WI Association of Fairs Conference – Jan 6-9 2013; Fairest of the Fair Auction Items
 - B. Reorganization of Subcommittees/Sponsorship
 - C. Dairy Assistant Superintendent; Superintendent and Assistant Superintendent Rates of Pay
 - D. Healthiest Manitowoc Meeting Update
 - E. Fair Themes; Colors
 - F. Fair Contracts – Tractor Pull; Tents Inc; Kandu; Casady's Critters
 - G. Fair Update
5. Comptroller's Financial Report – Review and Action
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Rummage-A-Rama – December 8; Volunteer Sign Up
 - B. Mission Statement Update
 - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: November 27, 2012

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 5, 2012

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

Present: J. Vetting, D. Schaut, D. Fitzgerald, M. Kohlbeck, R. Voss, J. Beyer, B. Cavanaugh, K. Swade, D. Pollen, L. Taylor, D. Newberg, C. Kocourek, T. Dvorak, M. Plate

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

Absent & Excused: D. Pawlowski, M. Persaud, V. Voigt, K. Behnke, D. Gauger, J. Janowski

Called to Order Meeting called to order – 7:06pm.

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

Vouchers None.

Public Input Dvorak reported that a letter was received from Kathy and Bernard Granger, 2012 judges, with a check for \$190 as a donation to the fair. Dvorak added that the judges were happy with the fair and felt they were over compensated for their services.

Review & Act on Subcommittee Recommendations:

A. Ice Center Sub-Committee

1. Committee Report

Pollen reported on the following:

- Invoices all paid to date.
- An exhibition being held by figure skating this Sunday.
- Adult hockey is picking up in attendance.
- Minor operating issues with the Olympia.

PW Director added that they are researching costs for artificial ice and will report at the next meeting.

B. Finance Sub-Committee

1. Swine Department – Pig Stalls; Dance Competition; Ice Center Building Use – Tuesday Night Roller Derby, Friday Night DJ Idea; 2012 Fair Budget Update; Vtech Gate Entrance Cameras; Reorganization of Subcommittees/Sponsorship Committee

Newberg reported on the following:

- Pig Stalls – need costs.
- Dance Competition cancelled.
- No info on the roller derby and still working on the Friday Night DJ idea.
- Reviewed the budget.
- No info on Vtech.
- Next finance meeting committee members to review the sponsorship list.

C. Operations Sub-Committee

1. Jr. Fair Swine Rules – Showmanship; Goat Tent; Gatekeeper Ticket Process – Season Tickets; Ice Center Show Ring Use – Tuesday Night Roller Derby, Friday Night DJ Idea; Kiddie Showmanship – Farm Bureau; Barns – Overnight Stay Policy; Health Papers on Cattle, Sheep, Goats, Alpacas, Llamas, Permanent Animal IDs; Committee Report

Kocourek reported on the following including recommendations from the committee:

- Recommend to withdraw the requirement for showmanship.
- Goat tent size is fine.
- Recommend to continue selling season tickets at the gates with procedures to be handled by staff for the recommendations of 3a and 3c in the recommendation letter.

- No information on roller derby and Friday Night DJ Idea going to Parking and Security with consensus of committee to have event from 7pm-9:30pm.
 - Kiddie Showmanship – Farm Bureau is fine with sponsorship fee of \$50 and logistics of dairy cattle coming in on Sunday being sent to Parking and Security.
 - Barns Overnight Policy – committee to email suggestions and revisions to staff.
- Motion was made by Kocourek, seconded by Tonya to approve the Operations subcommittee recommendations. Motion carried unanimously.

D. Entertainment/Vendors Sub-Committee:

1. *Dance Competition; Ice Center Building Use – Tuesday Night Roller Derby, Friday Night DJ Idea; EWSC Race Day; Tuesday through Sunday Grandstand – Special Acts Entertainment; Indoor Vendor Hours – Gate Hours*

Newberg reported on the following including recommendations from the committee:

- Dance competition cancelled.
- No report on the Tuesday night roller derby and waiting for information on the Friday night DJ idea.
- EWSC requested to race on Friday, but recommend to race on Wednesday.
- Reported on the Tuesday through Sunday grandstand entertainment to include: Kandu, EWSC, Horse Pull, Tractor Pull, Casady's Critters.
- Recommend to approve MOD141 for Thursday based on the committee meeting minutes to obtain MOD141 at \$5,000.
- Recommend to keep indoor vendor and gate hours the same as 2012.

Motion was made Newberg, seconded by Schaut to approve the Entertainment and Vendor subcommittee recommendations. Motion carried unanimously.

E. Parking/Security Sub-Committee:

1. *No Committee Meeting- No Committee Report*

No Report.

F. Fairest of the Fair Sub-Committee:

1. *No Committee Meeting-No Committee Report*

Newberg reported that the fairest attended two holiday parades and the fairest of the fair's picture was on the front cover of the Lakeshore Chronicle newspaper.

Review, Discussion, and Possible Action on 2013 Fair Matters

A. *WI Association of Fairs Conference – Jan 6-9 2013; Fairest of the Fair Auction Items*

Newberg reminded the board that the committee is still accepting fairest of the fair auction items with a red, white and blue themed and can be dropped off by January 2 at the next board meeting.

B. *Reorganization of Subcommittees/Sponsorship*

Krizek reported that sponsorship information sent out.

C. *Dairy Superintendent Assistant; Superintendent and Assistant Superintendent Rates of Pay*

Krizek reported on the superintendent and assistant superintendent rates of pay provided in the board packet and will be reviewed at the Finance subcommittee meeting.

Action Needed:

- Staff to add number of entries to the reports.

D. Healthiest Manitowoc Meeting Update

Voss reported on the meeting held with the music pavilion contacts regarding the Healthiest Manitowoc recommendations. Voss reported on the following:

- All vendors invited to review the information from Healthiest Manitowoc.
- General consensus on wristbands is no guarantee to stop minors and vendors needs to do a better job watching.
- Provide more training, add more signage.
- Concerns noted were wristbands can be cut and given to minors and then the liability back on the vendors.
- Have licensed bartender check IDs.
- Issue that the survey was conducted by Healthiest Manitowoc without sheriff or police involvement.

E. Fair Themes; Colors

Vetting reported on the recommendation to review the fair themes based on a request at the last board meeting. Motion was made by Cavanaugh, seconded by Swade to amend the First Rate Fun for Everyone them to First Place Fun for Everyone. Motion carried. Kocourek and Voss voted no.

Motion was made by Beyer, seconded by Dvorak to revote on the three themes and make decision. Motion carried. Pollen, Newberg, Kohlbeck, Cavanaugh, Swade, Plate voted no.

Vote of the three themes – First Place Fun for Everyone, Pirates of the Carrots and Beans, and Sights, Sounds and Fun all Around was conducted. First Place Fun for Everyone was selected by majority vote.

Motion was made by Dvorak, seconded by Kocourek to approve the additional color of Fuschia along with Royal Blue for the theme colors. Motion carried. Plate and Schaut voted no.

F. Fair Contracts – Tractor Pull; Tents Inc; Kandu; Casady's Critters

No further report.

Action Needed:

- Place Fair Contracts – Tents Inc on next Expo-Ice Center board agenda.

G. Fair Update

Newberg reported that blocks from the week of fair located in the grandstand were moved back.

Comptroller's Financial Report – Review and Action

Beyer reported on the Financial Report included in the board packet.

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

A. Rummage-A-Rama – December 8; Volunteer Sign Up

Volunteer sign up sheet passed around. Advertising idea to place on Craigs List was discussed.

B. Mission Statement Update

PW Director presented the mission statements provided in the board packet.

Discussion on the following:

- Need to distinguish if a fair or entity mission statement.
- Entity mission statement must be approved by the county board; fair mission statement needs to be approved by Public Works committee.

Motion was made by Pollen, seconded by Beyer to finalize the mission statement by Monday, Dec 10 and will notify via email the finance subcommittee's recommendation with any changes or suggestions from board members to be received by Friday, December 14. Motion carried unanimously.

Action Needed:

- Staff to email Finance subcommittee's recommendation.

C. Expo-Ice Center Month Events; Expo Grounds Update

Krizek reported that staff is working on the current TIDBITS newsletter, rummage-a-rama is this weekend, garage doors have been installed and received a donation from Newberg for the installation of a garage door opener. PW Director added that ten more tables to be ordered to replace existing, old tables. Krizek added that staff is working with KI company for a potential trade for tables and fair sponsorship.

Vetting reported that the Ant Hill Mob Banquet is scheduled for January 12 for a representative and a guest and to let staff know who will be able to attend.

Action Needed:

- Place Winterfest – Volunteer Schedule on the next Expo-Ice Center board agenda.

Adjournment

Motion was made by Beyer, seconded by Schaut to adjourn at 8:25pm. Motion carried.

Minutes taken by Krizek

Signed by Fitzgerald



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

DATE: December 5, 2012
TIME: 6:30 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 at the meeting:

1. Regular business
 - A. Roll Call
 - B. Previous Minutes
 - C. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
 - A. Ice Center Sub-Committee: None
 - B. Finance Sub-Committee: None
 - C. Entertainment & Vendors Sub-Committee: None
 - D. Parking & Security Sub-Committee: None
 - E. Fairest of the Fair Sub-Committee: None
4. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Possible Action on the following items for the 2013 Fair:
 - A. Jr. Fair Swine Rules – Showmanship Market
 - B. Goat Tent
 - C. Gatekeeper Ticket Process – Season Tickets
 - D. Ice Center Show Ring Use – Roller Derby; Friday Night DJ Idea
 - E. Kiddie Showmanship – Farm Bureau
 - F. Barns – Overnight Stay Policy
 - G. Health Papers on Cattle, Sheep, Goats, Alpacas, Llamas; Permanent Animal IDs
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: November 27, 2012

Chris Kocourek, 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, December 5, 2012

Location: Expo Office – 4921 Expo Drive, Manitowoc

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

Called to Order Meeting called to order – 6:30pm.

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

Vouchers None.

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

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

A. Ice Center Sub-Committee:	None
B. Finance Sub-Committee:	None
C. Entertainment and Vendors Sub-Committee:	None
D. Parking and Security Sub-Committee:	None
E. Fairest of the Fair Sub-Committee:	None

Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
None.

Review, Discussion and Possible Action on the following items for the 2013 Fairs:

A. Jr. Fair Swine Rules – Showmanship Market

Kocourek reported on the previous recommendation to make showmanship mandatory for the market animal sale. Kocourek added that Tienor has requested to remove this requirement from the rules for 2013. Motion was made by Swade, seconded by Kohlbeck recommend to the board for approval to remove the showmanship requirement and reevaluate for the 2014 fair. Motion carried unanimously.

B. Goat Tent

Kocourek reported that the existing goat tent will work in the new location.

C. Gatekeeper Ticket Process – Season Tickets

Kocourek reported on the recommendation received from Randall Binversie, Rotary Club and reviewed the letter provided in the committee packet. Discussion. Motion was made by Dvorak, seconded by Pollen to recommend to the board for approval to continue selling season tickets at the gates with procedures to be handled by staff for the recommendations of 3a and 3c in the recommendation letter. Motion carried unanimously.

Action Needed:

- Place on the next Finance subcommittee agenda – Gatekeeper Ticket Compensation.

D. Ice Center Show Ring Use – Roller Derby; Friday Night DJ Idea

No report on roller derby. Kocoure reported on the Friday night DJ idea noting concerns with having the general community and 4H together at the event and need for additional security. Discussion included to establish hours, refer to parking & security, research costs. Consensus was to have the time of the event from 7pm-9:30pm.

Action Needed:

- Place on the next Parking and Security subcommittee agenda – Friday Night DJ Idea.
- After Parking and Security reviews and recommendation is made meet with Sheriff's department for recommendation.

E. Kiddie Showmanship – Farm Bureau

Krizek reported that Roger Sinkarla, Farm Bureau, needs to bring the sponsorship fee to the farm bureau committee but felt that the fee would be fine. Kocourek reported that Parking and Security will be reviewing a plan to bring the kiddie showmanship to the grounds.

Action Needed:

- Place on the next Parking and Security subcommittee meeting agenda.

F. Barns – Overnight Stay Policy

PW Director presented the staff recommendations for the overnight rules and regulations.

Action Needed:

- Place on the next Operations subcommittee meeting agenda.
- Committee to review the rules and regulations and submit changes by email or at the next Operations subcommittee meeting.

G. Health Papers on Cattle, Sheep, Goats, Alpacas, Llamas, Permanent Animal IDs

No report.

Update and Possible Action on Other Fair Operation Projects and Issues

No report.

Adjournment

Motion made by Voss, seconded by Schaut to adjourn at 7:02pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Janowski



MANITOWOC COUNTY
EXPO-ICE CENTER BOARD
Finance Sub-Committee
MEETING NOTICE

DATE: December 10, 2012
TIME: 6:30 PM
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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 at the meeting:

1. Regular business
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
 - A. Ice Center Sub-Committee:
None
 - B. Finance Sub-Committee:
None
 - C. Operations Sub-Committee:
 1. Swine Department – Pig Stalls
 - D. Entertainment/Vendors Sub-Committee:
None
 - E. Parking/Security Sub-Committee:
None
4. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Possible Action on the following items for the 2013 Fair:
 - A. 2013 Budget
 - B. Discuss Approach for Community Outreach and Expanding Sponsorships
 - C. Sponsorship Opportunities
 - D. Brochure
 - E. Thursday Night Entertainment
 - F. Dairy Assistant Superintendent; Superintendent and Assistant Superintendent Rates of Pay
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: December 4, 2012

Kevin Behnke, SUB-COMMITTEE CHAIRPERSON

By: Jeffery Beyer, Public Works Director

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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, December 10, 2012
Location: Expo Office

Present: K. Behnke, K. Swade, D. Pollen, J. Vetting, J. Janowski, D. Newberg, D. Gauger, J. Beyer, C. Kocourek
Also Present: J. Beyer, J. Krizek
Absent & Excused: V. Voigt

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

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

Vouchers None

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

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

A. Ice Center Sub-Committee: None
B. Finance Sub-Committee: None
C. Operations Sub-Committee:

1. Swine Department – Pig Stalls

No report.

Action Needed:

- Kocourek to obtain additional estimates for stalls.
- Place on the next Finance Subcommittee agenda.

D. Entertainment and Vendors Sub-Committee None
E. 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 2013 Fair:

A. 2013 Budget

No report.

Action Needed:

- Place on next Finance subcommittee agenda.

B. Discuss Approach for Community Outreach and Expanding Sponsorships

Behnke reported that the sponsorship opportunities packet was emailed and information noted on the spreadsheet included past participation in the fair book, Ice Center advertisers, and past or current fair supporters. Discussion on the packets and consensus was to keep staff informed of who each committee member is contacting.

Behnke presented the mission statement. Discussion included committee's recommendations. Motion was made by Newberg, seconded by Pollen to recommend to the board for approval the following mission statement "The mission of the Manitowoc County Expo is to enrich the lives of the residents and businesses of Manitowoc County and surrounding communities. Expo will operate a facility that will be used for community events and provide opportunities for education and agricultural growth. This will be achieved through the skills, energy and integrity of the Expo Board, staff and volunteers" and to email the final mission statement to the board for approval by Friday, December 14. Motion carried unanimously.

Discussion on the idea of supplying fleece jackets was presented to the committee for members meeting with potential sponsors. Motion was made by Newberg, seconded by Vetting to recommend for approval to the board the purchase of Expo fleece jackets for board members if Embroidery Plus would sponsor the embroidery of the Expo logo. Motion carried unanimously.

Action Needed:

- Staff to email final list to the board.

C. Sponsorship Opportunities

Sponsorship opportunities was discussed with item B.

D. Brochure

Kocourek presented the brochure for review. Committee made changes to the brochure and a final product will be provided at the next meeting.

Action Needed:

- Place on next Finance subcommittee agenda.

E. Thursday Night Entertainment

No report. Badger MOD 141 Tour was approved to be the Thursday night entertainment.

F. Dairy Assistant Superintendent; Superintendent and Assistant Superintendent Rates of Pay

Krizek reported on the dairy superintendent request to pay the superintendent half the amount the assistant dairy superintendent was paid since the assistant resigned. Discussion on liaison doing an analysis of each superintendent during the week of fair, reporting the survey at the next superintendent meeting, and the idea of a job description.

Action Needed:

- Place on next Finance subcommittee agenda.
- Janowski to contact Lee Glaeser for assistant superintendent recommendations.

Update and Possible Action on Other Fair Operation Projects and Issues

None.

Adjournment

Motion made by Newberg, seconded by Beyer to adjourn at 8:25pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Swade