



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

DATE: January 2, 2013  
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. Election of Officers
3. Public Input
4. 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. No Committee Meeting-Committee Report
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. 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
5. 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. Sponsorships – Community Outreach
  - C. Healthiest Manitowoc Meeting Update
  - D. Contract – Tents, Inc.
  - E. 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. Rummage-A-Rama – Volunteer Sign Up – January 12
  - B. Winterfest – Volunteer Sign Up – January 26
  - C. Ice Center – Compressor Update
  - D. Mission Statement Update
  - E. Expo-Ice Center Month Events; Expo Grounds Update
8. Adjourn

Date: December 26, 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, January 2, 2013  
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, M. Plate, K. Behnke, D. Gauger, J. Janowski, M. Hackmann, R. Zipperer, D. Pawlowski  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, Jon Newberg  
**Absent & Excused:** M. Persaud, T. Dvorak

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

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

**Vouchers** None.

**Election of Officers**

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

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

Jody Beyer was nominated by Dan Newberg. Beyer declined. Michelle Hackmann was nominated by Kevin Behnke as the secretary. After three calls for other nominations a motion made by Newberg, seconded by Gauger, that nominations be closed and unanimous ballot be cast for Hackmann as committee secretary. 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***  
No Report.

**B. Finance Sub-Committee**

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

**C. Operations Sub-Committee**

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

**D. Entertainment/Vendors Sub-Committee:**

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

**E. Parking/Security Sub-Committee:**

1. ***No Committee Meeting- No Committee Report***  
Beyer reminded the board members attending the convention to review potential security options.

**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. WI Association of Fairs Conference – Jan 6-9 2013; Fairest of the Fair Auction Items**

Vetting reported that the conference starts on Sunday and meetings are scheduled for Monday through Wednesday at noon. Vetting reminded board members to bring any additional auction items to the office by Friday and noted that the conference is also asking for food donations. Motion was made by Newberg, seconded by Voss to allow bidding on the Manitowoc Fair auction basket of up to \$500. Motion carried unanimously.

Newberg to talk with Woodcarving Auction contact regarding 2013 event contract and to Rainbow Valley Rides about carnival layout.

**B. Sponsorships – Community Outreach**

Behnke reported that Finance had met and reviewed the marketing brochure and a list of potential businesses has been created. Behnke added that staff will keep track of solicitations.

**C. Healthiest Manitowoc Meeting Update**

Voss reported on the meeting held with the Healthiest Manitowoc representatives and discussed the following:

- Wristbanding options for those 35 and younger.
- Potential to purchase ID scanners and have the scanners at each vendor location.
- Vendors would be responsible for checking IDs.

Discussion.

**D. Contract – Tents, Inc.**

Krizek presented the Tents, Inc., contract for approval. Motion was made by Newberg, seconded by Taylor to approve the Tents, Inc. contract for \$6,800. Motion carried unanimously.

**E. Fair Update**

No Report.

**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 – Volunteer Sign Up – January 12**

Volunteer sign up sheet was distributed.

**B. Winterfest – Volunteer Sign Up – January 26**

Jon Newberg reported on the upcoming Winterfest event scheduled for January 26 and will be running radar runs and a show in the Merchants building with the possibility of holding oval races depending on the weather. Vetting distributed the volunteer sign up sheet.

**C. Ice Center – Compressor Update**

PW Director reported on the compressor and Olympia issues with a projected compressor repair cost of \$20,000 and potential for more services in spring once ice is out. Discussion on Ice Center financials and impact on the Expo and Fair accounts.

**D. Mission Statement Update**

PW Director reported that the mission statement was emailed and complete.

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

Krizek reported that the sheriff's department will be conducting SWAT training on Tuesday, January 8. Krizek added that the Expo-Ice Center offices will be closed January 7-10 due to the fairs conference.

PW Director reported that board members have responded by email regarding committee assignments and the chair will make decisions based on the requests on which committees members will be assigned.

PW Director reported on the possibility of a new horse arena noting that currently there are not enough funds in the reserve and will need to wait one to two years.

**Adjournment**

Motion was made by Newberg, seconded by Beyer to adjourn at 7:50pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



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

**DATE:** January 7, 8 and 9, 2013

**TIME:** 12:00 Noon

**PLACE:** State Fairs Conference—Chula Vista Resort  
2501 River Road  
Wisconsin Dells WI 53965

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 2013 Fair and provide recommendations to the Expo Board.
4. Adjourn

Date: January 2, 2013

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 Monday, January 7, 2013

Location: State Fairs Conference – Chula Vista Resort, 2501 River Road,  
Wisconsin Dells WI 53965

**Present:** J. Vetting, D. Fitzgerald, R. Voss, J. Beyer, D. Pollen, L. Taylor, C. Kocourek, K. Behnke, D. Newberg, M. Plate, T. Dvorak  
**Also Present:** J. Beyer, J. Krizek

**Called to Order** Meeting called to order – 12:00 Noon

**Minutes** No Minutes were presented.

**Vouchers** None.

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

### **Review and discuss events, acts and other issues and items related to the 2013 Fair and provide recommendations to the Expo Board.**

The following items were discussed:

- RD Coonrad from the Loghoppers is not at the convention. Staff to contact regarding Loghoppers at the 2013 fair.
- Rainbow Valley – To meet with them later today to discuss potential ideas for changing the layout of the fair.
- Lawnmower Races – To meet with them later today to set up a contract for the 2013 Fair.
- Auction – Reviewed the process for bidding on the Fairs auction for this evening.
- Reviewed ideas for committee assignments.
- Discussed the other vendors that the Board was going to visit as well as the sessions being attended.

#### **Action Needed:**

- Staff to contact RD about 2013 Fair.

### **Adjournment**

Motion was made by Behnke, seconded by Pollen to adjourn at 6:30pm. Motion carried.

Minutes taken by Beyer.

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Signed by Hackmann

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

Held Tuesday, January 8, 2013

Location: State Fairs Conference – Chula Vista Resort, 2501 River Road,  
Wisconsin Dells WI 53965

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

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

**Absent & Excused:** M. Persaud, D. Pawlowski, R. Cavanaugh, D. Gauger, M. Kohlbeck, J. Janowski, D. Schaut, K. Swade, M. Hackmann, R. Zipperer

**Called to Order** Meeting called to order – 12:00 Noon

**Minutes** No Minutes were presented.

**Vouchers** None.

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

### **Review and discuss events, acts and other issues and items related to the 2013 Fair and provide recommendations to the Expo Board.**

The following items were discussed:

- RD Coonrad from the Loghoppers was not at the convention. Staff to contact regarding Loghoppers at the 2013 fair. Discussion on other woodcarvers and log show vendors that were at the conference. Newberg and Vetting to talk with Watson's Wood with a goal to have information for the February Meeting.
- Rainbow Valley – PW Director reported that there were discussions with Rainbow Valley on reorganizing the layout of the carnival and to review at the 2013 fair. Ideas of surveying the current vendors about possibility of extending layout and asking current vendors to pay more for footage space was discussed. Also noted was some rides unable to relocate due to power source requirements needed.
- Security cameras were discussed for the rides and the grounds. Staff to talk with Nancy Crowley about sky camera and possibility of using a less expensive camera at the gates with dogs and security best option. Also, possibility of putting night cameras along the gate to video tape people coming into the fair by jumping the fence.
- Lawnmower Races – Newberg reported that the price would be the same as 2012 with at least thirty mowers on the track. Newberg noted that there was discussion with the lawnmower race contact to have the event flow better, obtain an announcer, shorten the intermission, possibility of having celebrity racers or stock lawnmowers during intermission. Newberg added that if Expo retains an announcer the contract would be reduced \$200. Also, would like to have a representative from the race group to come to the grounds during the summer to market the race program. Motion was made by Newberg, seconded by Pollen to recommend for approval the Lawnmower Race contract. Motion carried unanimously. Discussion to have the same start time as the 2012 fair.
- Ag Meeting – Kocourek reported on the Ag meeting noting that dogs at the fair should have paperwork completed with rabies vaccine on record with a five year retention and discuss with the superintendent. Also, special operations contract will need to be reviewed to ensure rabies vaccine is also required with a certificate to be on file. Kocourek added that a process for any outbreaks policy should be put in place.

- Ride Inspection – Newberg reported on the Ride Inspection meeting noting that all equipment is required to have a state sticker with classification. This includes all bounce houses as well as Casady's Critters pony rides. Arrangements should be made to make inspection(s) of the required daily logs that the rides vendor is required to keep.
- Strategic Planning – Taylor attended the strategic planning session and Manitowoc is right on track.
- Ecoli – PW Director reported on the Ecoli session noting that processes are already in place with a few items to address including health certificates documentation process and guidelines to be established and have the superintendents involved with the policies.
- Newberg reported that the Manitowoc County Fair auction basket was purchased at \$275 by Manitowoc County Expo.
- Nascar – PW Director reported that the costs were much higher than expected at \$5,000 base price plus hotels and other fees.
- Donkey Races – Taylor reported that the donkey races were quoted at \$3,209.
- Other events discussed were BMX bikes, Monster Trucks, and Brewer City Wrestling.

**Action Needed:**

- Staff to contact Nancy Crowley from the county regarding use of the response trailer for the fair.
- Committee to review layout changes by west entrance (Ice Center entrance) – place on next Entertainment and Vendor Subcommittee meeting.
- Woodcarving Options – place on next Entertainment and Vendor Subcommittee meeting.
- Newberg to contact Roger Borth to do announcing for the Lawnmower Races.
- Staff to contact Dog superintendent for current process of shot paperwork.

**Adjournment**

Motion was made by Beyer, seconded by Behnke to adjourn at 5:30pm. Motion carried.

Minutes taken by Krizek.

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Signed by Hackmann

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

Held Wednesday, January 9, 2013

Location: State Fairs Conference – Chula Vista Resort, 2501 River Road,  
Wisconsin Dells WI 53965

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

**Called to Order** Meeting called to order – 12:00 Noon

**Minutes** No Minutes were presented.

**Vouchers** None.

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

### **Review and discuss events, acts and other issues and items related to the 2013 Fair and provide recommendations to the Expo Board.**

The following items were discussed:

- Woodcarvers – Vetting spoke with a woodcarving group and discussed costs per show of \$300 with costs breaks with more shows as well as expenses for lodging, area to park would be needed with a total for a 5 day show of \$4,750 plus lodging. Krizek reported on discussions with RD Coonrad from Loghoppers and willing to do same contract as 2012 but would like to move to the old location by the grandstand. Motion was made by Behnke, seconded by Pollen to recommend for approval to the board a contract with the Loghoppers with the no risk policy. Motion carried unanimously.
- Outdoor Vendors – Krizek reported discussions with the outdoor vendor Taco Joe and the interest in coming to the 2013 fair.
- BMX – discussion of BMX option with idea to have them located by the rides and will need to be reviewed with the ride vendor.
- County Issues – board members reported back on issues with other county fairs financials and fairs looking at reducing entertainment.
- Recycling Session – Vetting reported on the recycling session along with ideas of placing sponsors on the recycling bins.
- Twitter, Facebook – Behnke reported on the Twitter, Facebook session and the software currently using for entries and review to make sure this is the right direction.
- Fairest of the Fairs – Taylor reported on the Fairest of the Fair session noting that some fairs have started a fairest program.
- Sheep Racing was discussed as possible future event will be looked in more detail by some Board members and staff.
- Ideas on sponsorships from other fairs were discussed.

### **Adjournment**

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

Minutes taken by Krizek.

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Signed by Hackmann



# MANITOWOC COUNTY

## EXPO and ICE CENTER BOARD

### MEETING NOTICE

DATE: February 6, 2013  
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. Approval of Committee Chair and Committee Selections
3. Public Input
4. 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 – Sponsorships-Community Outreach
  - C. OPERATIONS SUB-COMMITTEE:
    1. Jr. Fair Rules and Regulations; Barns – Overnight Stay Policy; Ice Center Show Ring Meeting Scheduled – March 4 at 6pm; 4-H Billboard Contest; Quilt Block Competition Idea; Health Papers on All Livestock Species; Market Animal Committee Meeting Update; Week Passes – Grandstand Event Entrance Fee Waiver; Sheep Racing Idea; Exhibition Bldg Work Day
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. EWSC – Contract; Picture Area – Dairy Cattle; Sheep Racing
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. No Committee Meeting- Committee Report
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. WI Association of Fairest of the Fairs Results – Update; Fairest of the Fair Competition & Reception – May 22; Application Deadline – May 1
5. Review, Discussion, and Possible Action on 2013 Fair Matters
  - A. WI Association of Fairs Conference Update
  - B. Contracts – Loghoppers; Lawnmower Races
  - C. Healthiest Manitowoc Meeting Update
  - D. Small Animal Camper
  - E. Advertising Budget
  - F. Beer and Soda Vendor Meeting – Schedule Date
  - G. 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. Winterfest Update
  - B. Rummage-A-Rama – Volunteer Sign Up – March 9
  - C. Ice Center – Compressor Update
  - D. Expo-Ice Center Month Events; Expo Grounds Update
8. Adjourn

Date: January 29, 2013

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, February 6, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

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

**Vouchers** None.

**Approval of Committee Chair and Committee Selections**

Committee Chair and Committee Selections provided in the board packet. Motion made by Pollen, seconded by Voss to approve the committee chair and committee selections. 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 the Ice Center is moving forward and all payments have been made to date.

**B. Finance Sub-Committee**

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

Behnke reported on the community outreach and the need for full board participation. Behnke added that Lakefield will be donating three 10" tablets to be used for judging with a value of \$1,000.

**C. Operations Sub-Committee**

**1. Jr. Fair Rules and Regulations; Barns – Overnight Stay Policy; Ice Center Show Ring Meeting Scheduled – March 4 at 6pm; 4-H Billboard Contest; Quilt Block Competition Idea; Health Papers on All Livestock Species; Market Animal Committee Meeting Update; Week Passes – Grandstand Event Entrance Fee Waiver; Sheep Racing Idea; Exhibition Bldg Work Day**

Kocourek reported on the following:

- Jr. Fair rules and regulations recommended for approval.
- Overnight barn policy – staff to contact superintendents.
- Ice Center Show Ring meeting scheduled for Mar 4 at 6pm.
- Quilt Block Competition – staff to contact Lakeshore Patch Quilters.
- Health Papers – PW Director and Kocourek to meet at the end of the month.
- Market Animal Committee meeting – Cavanaugh to attend.
- Week Passes – committee recommended for approval to not have someone posted at the grandstand gate.
- Sheep racing idea in process.
- Exhibition building work day will be scheduled in May.

Motion was made by Kocourek, seconded by Schaut to approve the committee's recommendations. Motion carried unanimously.

**D. Entertainment/Vendors Sub-Committee:**

**1. EWSC – Contract; Picture Area – Dairy Cattle; Sheep Racing**

Newberg reported on the following:

- EWSC Contract – recommend for approval to send back to EWSC at the cost of \$6,900 total and give 30 days to replay.
- Picture area – will be moved to Ice Center outside area.
- Sheep racing idea – Kocourek working out the logistics.

Motion was made by Newberg, second by Behnke to approve the committee's recommendations. Motion carried unanimously.

**E. Parking/Security Sub-Committee:**

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

Beyer reported at the next meeting in March or April will review camera security ideas.

**F. Fairest of the Fair Sub-Committee:**

**1. WI Association of Fairest of the Fair Results – Update; Fairest of the Fair Competition & Reception – May 22; Application Deadline – May 1**

Newberg reported on the WI Association of Fairest of the Fair results and Manitowoc County's Fairest of the Fair Erika Soukup placed in the top 5. Newberg reported that the Fairest of the Fair competition and reception will be held May 22 with application deadline on May 1. Newberg added information will go out in April.

**Review, Discussion, and Possible Action on 2013 Fair Matters**

**A. WI Association of Fairs Conference Update**

Vetting reported on the WI Association of Fairs conference attended by board members noting that members attended workshops, met vendors, and networked. Ideas were discussed for members to become involved with the conference as a panel of members for issues, create an auxiliary board to bring in youth.

**B. Contracts – Loghoppers; Lawnmower Races**

PW Director presented the Loghoppers contract with the same parameters as the 2012 fair except the movement of the Loghoppers to the location by the grandstand. Voss presented the Lawnmower Race contract with the only change for Expo to supply an announcer. Motion was made by Newberg, seconded by Voss to approve the Loghogger and Lawnmower Race contracts. Motion carried unanimously.

**C. Healthiest Manitowoc Meeting Update**

Voss reported that the ID checker will cost approximately \$900. Voss will contact the vendors for interest in purchasing the ID checker for each location.

**D. Small Animal Camper**

Krizek reported on the small animal camper located by the small animal building used for office space. Motion was made by Newberg, seconded by Schaut to allow the small animal camper to park by the small animal building to be used as an office space at no fee. Motion carried unanimously.

**E. Advertising Budget**

PW Director presented the proposed advertising budget included in the board packet. Discussion on the use of Google Analytics, advertising done by pavilions, and advertising online as well as in Sheboygan, Appleton and Green Bay.

**Action Needed:**

- Staff to contact the HTR.
- Place Advertising Budget on the next Expo-Ice Center board agenda.

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

Beer and Soda vendor meeting to be scheduled for March 13 at 7pm.

**Action Needed:**

- Staff to send email to vendors.

**G. Fair Update**

Krizek reported on secured sponsorships with United Cooperative, GreenStone Farm Credit Services, and Orion.

**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. Winterfest Update**

Winterfest was cancelled due to lack of snow.

**B. Rumamge-A-Rama – Volunteer Sign Up – March 9**

Volunteer sign up sheet was distributed.

**C. Ice Center – Compressor Update**

PW Director reported Ice Center compressor working fine and additional repairs will be done in April.

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

The following were discussed:

- Expo upcoming events.
- Thank you email from EWSC.
- Premium Letter report from Department of AG.
- Idea to have a brochure listing step by step process to enter as an exhibitor.
- Incidents – policy on excluding people from the fair.
- Expo presented with an Appreciation Plaque at the Ant Hill Mob banquet.
- Trivia Night Idea – Kocourek presented a trivia night idea.

**Adjournment**

Motion was made by Newberg, seconded by Voss to adjourn at 8:05pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



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

DATE: February 6, 2013  
TIME: 5:30pm  
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. EWSC – Contract
  - B. Picture Area – Dairy Cattle
  - C. Sheep Racing
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: January 29, 2013

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.

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

Held Wednesday, February 6, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** D. Newberg, K. Behnke, C. Kocourek, D. Pollen, J. Vetting, D. Gauger, L. Taylor, D. Schaut, R. Voss

**Also Present:** J. Beyer, G. Neuser, J. Krizek, M. Hackmann, B. Cavanaugh, R. Zipperer, T. Dvorak

**Absent & Excused:** D. Fitzgerald, M. Kohlbeck, M. Plate

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Gauger, seconded by Voss 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 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 |

**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 Contract**

PW Director reported that EWSC has requested an increase in the fair race contract to \$8,000 noting that in previous years the contract was \$7,400 with a blue ribbon sponsor level of \$500 totaling \$6,900. Motion was made by Behnke, seconded by Voss to recommend approval to the board to contact EWSC with the contract price of \$7,400 with the blue ribbon sponsorship and allow thirty days to respond then to proceed with MOD141 on Wednesday and Pullers for Thursday to be worked out with staff and Voss. Motion carried unanimously.

**Action Needed:**

- Place EWSC Contract – Wednesday entertainment on the next Entertainment & Vendor subcommittee agenda.

**B. Picture Area – Dairy Cattle**

Krizek reported that Scott Gunderson supported the movement of the dairy cattle picture area. Consensus of the committee was to move the picture area.

**C. Sheep Racing**

Kocourek reported on the sheep racing event idea included in the committee packet. Discussion on costs of sheep and feed.

**Action Needed:**

- Place Sheep Racing on the next Entertainment & Vendor subcommittee agenda.

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

Saturday Night Line Up Idea – Voss reported on the idea received from the carnival ride vendor to help increase attendance to include increasing vendor fees to fund bringing in bigger name entertainment.

**Action Needed:**

- Entertainment & Vendor subcommittee along with staff to conduct survey of vendors.
- Request an agent to come to an Entertainment & Vendor subcommittee meeting for the 2014 fair.

**Adjournment**

Motion made by Vetting, seconded by Cavanaugh to adjourn at 5:58pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Kohlbeck



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

DATE: February 6, 2013  
TIME: 6:45pm  
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 Fairest of the Fairs Results – Update
  - B. Fairest of the Fair Competition & Reception – May 22; Application Deadline – May 1
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: January 29, 2013

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 Wednesday, February 6, 2013

Location: Expo Office

**Present:** D. Newberg, D. Pollen, J. Vetting, L. Taylor, R. Voss, T. Dvorak  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, B. Cavanaugh, J. Beyer, M. Plate, K. Behnke, D. Schaut, M. Hackmann, D. Pawlowski, C. Kocourek, Nancy Newberg

**Absent & Excused:**

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Vetting, seconded by Dvorak 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 Fairest of the Fairs Results - Update**

N. Newberg reported that the Manitowoc County Fairest of the Fair Erika Soukup placed in the top 5 at the fairs of the fairs contest.

**B. Fairest of the Fair Competition & Reception – May 22; Application Deadline – May 1**

Newberg reminded the committee that the Fairest of the Fair competition will be held May 22 and the application deadline is May 1 noting that the 4H talent show will be held during the competition.

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

None.

**Adjournment**

Motion made by Taylor, seconded by Dvorak to adjourn at 6:50pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Kohlbeck



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

DATE: February 6, 2013  
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: 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 Rules and Regulations
  - B. Barns – Overnight Stay Policy
  - C. Ice Center Show Ring Meeting Scheduled – March 4 at 6pm
  - D. 4-H Billboard Contest
  - E. Quilt Block Competition Idea
  - F. Health Papers on All Livestock Species
  - G. Market Animal Committee Meeting Update
  - H. Week Passes – Grandstand Event Entrance Fee Waiver
  - I. Sheep Racing Idea
  - J. Exhibition Bldg Work Day
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: January 29, 2013

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.

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

Held Wednesday, February 6, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** J. Vetting, D. Schaut, D. Pollen, C. Kocourek, L. Taylor, R. Voss, T. Dvorak, K. Behnke, D. Pawlowski

**Also Present:** J. Beyer, G. Neuser, J. Krizek, D. Newberg, M. Hackmann, R. Zipperer, B. Cavanaugh,

**Absent & Excused:** M. Persaud, J. Janowski, J. Beyer, M. Kohlbeck, K. Swade, D. Fitzgerald

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Behnke, seconded by Dvorak 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 Rules and Regulations**

Dvorak reported on the process to update and revise the Junior Fair rules and regulations coordinated with the 4H program and merged and referenced with state and other county rules and regulations. Dvorak added rules are complete with an upload of documents by March. Dvorak noted that Computers department will be reviewed for 2014 along with the possibility of adding communications to 2014. Motion was made by Dvorak, seconded by Pollen to recommend to the board for approval the Jr. Fair rules and regulations changes and additions along with Natural Sciences that will be completed and going live by March 1. Motion carried unanimously.

**B. Barns – Overnight Stay Policy**

Kocourek presented the overnight stay policy included in the committee packet. Discussion on the policy and the need to have a policy in place.

**Action Needed:**

- Place on the next Operations subcommittee agenda.
- Staff to contact animal superintendents about the proposed policy.

**C. Ice Center Show Ring Meeting Scheduled – March 4 at 6pm**

Kocourek reminded the committee that the Ice Center Show Ring meeting is scheduled for March 4 at 6pm.

**D. 4H Billboard Contest**

Dvorak reported that the 4H billboard contest recommended to have the same contest as last year. Motion was made by Dvorak, seconded by Vetting to recommend for approval to the board to have the 4H billboard contest with same payout process. Motion carried unanimously.

**E. Quilt Block Competition Idea**

Kocourek reported on the quilt block competition idea with blocks to be judged and then sewn together using a theme and placed in the fairest of the fair auction basket as one idea. Kocourek added that there would be costs with batting, backing, tying. Discussion included an idea to have an exhibition or demonstration for 2014.

**Action Needed:**

- Staff to contact Patch of Lakeshore Quilters.
- Place on the next Operations subcommittee agenda.

**F. Health Papers on Cattle, Sheep, Goats, Alpacas, Llamas, Permanent Animal IDs**

Kocourek reported that the PW Director will be working along with Kocourek and have a meeting scheduled at the end of the month to review.

**Action Needed:**

- Place on the next Operations subcommittee agenda.

**G. Market animal Committee Meeting Update**

Kocourek reported that no board members attended the meeting in January. Cavanaugh will attend the meeting in February.

**Action Needed:**

- Staff to contact the Market Animal committee for the next committee meeting and contact Cavanaugh.

**H. Week Passes – Grandstand Event Entrance Fee Waiver**

Behnke reported on the idea to waive grandstand fee for season, senior, tiny tot, and lifetime members. Discussion. Motion was made by Voss, seconded by Schaut to recommend for approval to the board to not post anyone at the grandstand to check handstamps. Vetting voting no and all others voting yes, carried unanimously.

**I. Sheep Racing Idea**

Kocourek reported that the event was discussed at the Entertainment & Vendor subcommittee meeting and will bring more information at a later date.

**J. Exhibition Building Work Day**

Dvorak reported that the Exhibition building needs painting along the west wall and the new peg board as well as doors on the cabinets. Consensus to schedule in May.

**Action Needed:**

- Place on the May Operations subcommittee agenda.

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

No report.

**Adjournment**

Motion made by Behnke, seconded by Schaut to adjourn at 6:40pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Janowski



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

**DATE:** March 6, 2013  
**TIME:** 7:00 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:

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. Election of Officers; Committee Report
  - B. FINANCE SUB-COMMITTEE:
    1. Election of Officers; 2013 Budget; Sponsorship Update; Dairy Assistant Superintendent, Superintendent and Assistant Superintendent Rates of Pay; EWSC Contract; Gatekeeper Ticket Compensation; BSG Contract; Committee Report
  - C. OPERATIONS SUB-COMMITTEE:
    1. Barns-Overnight Stay Policy; Ice Center Show Ring Meeting Update; Quilt Block Competition Idea; Health Papers on All Livestock Species; Market Animal Committee Meeting Update; Sheep Racing Idea; Bingo; Annual Superintendent Meeting-Topics, Schedule Date & Time, Contracts; 4-H Silent Auction Request; Webinar Update; Committee Report
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Election of Officers; EWSC – Contract; Committee Report
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Election of Officers- Committee Report
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. Election of Officers; Committee Report
4. Review, Discussion, and Possible Action on 2013 Fair Matters
  - A. Healthiest Manitowoc Meeting Update
  - B. Advertising Budget
  - C. Beer and Soda Vendor Meeting – March 20 at 7pm
  - D. 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 – Volunteer Sign Up – March 9
  - B. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: February 26, 2013

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

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

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

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

Held Wednesday, March 6, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

**Absent & Excused:** M. Persaud

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

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

**Vouchers** None.

**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. Election of Officers-Committee Report**

Pollen reported that elections completed and Pawlowski is vice chair and Gauger is secretary.

### **B. Finance Sub-Committee**

#### **1. Election of Officers; 2013 Budget; Sponsorship Update; Dairy Assistant Superintendent, Superintendent and Assistant Superintendent Rates of Pay; EWSC Contract; Gatekeeper Ticket Compensation; BSG Contract; Committee Report**

Behnke reported on the following:

- Recommend an increase of the dairy superintendent by \$30.
- Recommend contract with EWSC for the hiring of the horse parkers, same amount as last year.
- Recommend BSG contract for approval.

Motion was made by Behnke, seconded by Plate to approve the committee recommendations. Motion carried unanimously, same amount as last year.

### **C. Operations Sub-Committee**

#### **1. Barns – Overnight Stay Policy; Ice Center Show Ring Update; Quilt Block Competition Idea; Health Papers on All Livestock Species; Market Animal Committee Meeting Update; Sheep Racing Idea; Bingo; Annual Superintendent Meeting-topics, Schedule Date & Time, Contracts; 4-H Silent Auction Request; Webinar Update; Committee Report**

Dvorak reported on the following:

- Kocourek is vice chair and Janowski is secretary.
- Reviewing the possible overnight policy and will work with superintendents and exhibitors during the week of the fair.
- Ice Center Show Ring – would like to increase 20' longer and 5' wider. Finance to review requests for additional speaker and shavings.
- Quilt Block Competition – interest from Patch of Lakeshore Quilters to help.
- Health Papers – recommend for approval the Animal ID and Vet Check In form.
- Market Animal Committee meeting – Cavanaugh attended meeting.
- Sheep Racing – Kocourek working on.
- Bingo – contacting Bingo contact.
- Annual Superintendent meeting will be April 20 at 7pm.
- 4-H Silent Auction Request – recommend for approval.
- Webinar Update – technical issues and not able to view.

Motion was made by Dvorak, seconded by Schaut to approve the committee's recommendations. Motion carried unanimously.

#### **Action Needed:**

- Question on Health Papers for baby chicks – Kocourek to follow up.

**D. Entertainment/Vendors Sub-Committee:**

**1. EWSC – Contract; Committee Report**

Voss reported on the following:

- Fitzgerald is vice chair and Taylor is secretary.
- EWSC agreed to the same terms as last year for the Wednesday race.
- Beer vendor issue with the \$10 keg fee was discussed.

Motion was made by Fitzgerald, second by Taylor to approve the committee's recommendations.  
Motion carried unanimously.

**E. Parking/Security Sub-Committee:**

**1. Election of Officers; Committee Report**

Beyer reported that Plate is vice chair and Zipperer is secretary.

**F. Fairest of the Fair Sub-Committee:**

**1. Election of Officers; Committee Report**

Newberg reported that Taylor is vice chair and Cavanaugh is secretary.

**Review, Discussion, and Possible Action on 2013 Fair Matters**

**A. Healthiest Manitowoc Meeting Update**

Voss reported on the ID scanners with a cost of \$900 per scanner. Voss noted that a club has purchased two scanners and Healthiest Manitowoc can rent the scanner for \$300 per scanner.

**B. Advertising Budget**

Krizek presented the HTR proposed advertising options. Discussion on the one time digital wall paper ad. Krizek requested to have the advertising budget approved with the exception of the HTR. Motion was made by Pawlowski, seconded by Dvorak to approve the advertising budget with the exception of the HTR.

**Action Needed:**

- Staff to contact the HTR and revise the proposed contract.

**C. Beer and Soda Vendor Meeting – March 20 at 7pm**

Vetting reminded the board that the beer and soda vendor meeting is scheduled for March 20 at 7pm.

**D. Fair Update**

Krizek reported on the fair website and beginning discussions with the county IS department, TV monitor for in the merchant's building, and working on judges. Discussion.

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

Beyer reported on the Financial Report included in the board packet and noted that a report was provided to the county board at the last meeting and the Expo information was included in the HTR.

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

**A. Rumamge-A-Rama – Volunteer Sign Up – March 9**

Volunteer sign up sheet was distributed.

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

The following were discussed:

- Shirt catalogue distributed.
- Staff working on contracts for summer rentals and noted the upcoming events.
- Dart Ball tournament scheduled for April of 2014 and will need volunteers as this is a large event.
- Issues with water meters for the grounds and the need to relocate the water feeds for the Walters and Lesters building for 2014.
- Ice Center compressor – repairs need to be made but expense may be lower than anticipated.
- District meeting scheduled for April 16 and hosted by Walworth County. Members wanting to attend must let staff know at the April meeting.

- PW Director attending conference in Madison to meet the legislator on April 10 if any board members want to attend.
- Google Analytics – any board member wanting to add Google Analytics let Kocourek know.
- Letter from Department of AG – received \$6,044.53 for state aid.

**Adjournment**

Motion was made by Pawlowski, seconded by Behnke to adjourn at 7:46pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



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

DATE: March 6, 2013  
TIME: 6:45 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. Election of Officers
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
  - D. Finance 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 2013 Fair:
  - A. None
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: February 26, 2013

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.

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

Held Wednesday, March 6, 2013

Location: Expo Office

**Present:** D. Newberg, L. Taylor, B. Cavanuagh, R. Zipperer, T. Dvorak  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, K. Behnke, J. Beyer, K. Swade, M. Plate, J. Janowski,  
C. Kocourek, D. Pawlowski, D. Schaut, M. Kohlbeck, M. Hackmann, J. Vetting, D.  
Pawlowski, D. Pollen, D. Fitzgerald, R. Voss

**Absent & Excused:** None.

**Called to Order** Meeting called to order – 6:50pm.

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

**Vouchers** No vouchers were submitted.

**Election of Officers** Lisa Taylor was nominated by Tonya Dvorak as the vice chairperson. After three calls for other nominations a motion made by Dvorak, seconded by Cavanaugh, that nominations be closed and unanimous ballot be cast for Taylor as committee vice chair. Motion carried unanimously.

Bob Cavanaugh was nominated by Tonya Dvorak as the secretary. After three calls for other nominations a motion made by Dvorak, seconded by Taylor, that nominations be closed and unanimous ballot be cast for Cavanaugh as committee secretary. 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. 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. None**

**Update and Possible Action on Other Fair Operation Projects and Issues**  
None.

**Adjournment**  
Motion made by Taylor, seconded by Dvorak to adjourn at 6:52pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Cavanaugh



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

DATE: March 6, 2013  
TIME: 5:15 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. Election of Officers
3. Public Input
4. 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
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 2013 Fair:
  - A. EWSC – Contract
7. Update and Possible Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: February 26, 2013

Rob Voss, 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, March 6, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, D. Fitzgerald, L. Taylor, D. Newberg, M. Kohlbeck, M. Hackmann, D. Schaut  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, C. Kocourek, J. Vetting, D. Pollen, J. Janowski  
**Absent & Excused:** None.

**Called to Order** Meeting called to order – 5:15pm.

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

**Vouchers** None.

**Election of Officers** Derek Fitzgerald was nominated by Lisa Taylor as the vice chairperson. After three calls for other nominations a motion made by Newberg, seconded by Taylor, that nominations be closed and unanimous ballot be cast for Fitzgerald as committee vice chair. Motion carried unanimously.

Lisa Taylor was nominated by Dan Newberg as the secretary. After three calls for other nominations a motion made by Newberg, seconded by Schaut, that nominations be closed and unanimous ballot be cast for Taylor as committee secretary. 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. 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 Contract**

Voss reported on the EWSC contract noting that EWSC has agreed to the terms as last year at \$6,900 which will include the \$500 ribbon sponsorship.

**Action Needed:**

- Staff to meet with EWSC to discuss race signs posted during the week of fair, i.e., winner's circle.

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

Voss reported that the beer vendors have been discussing the \$10 beer keg charge and noted that staff and Voss have advised the vendors to address at the committee meeting. Discussion on history of the additional charge due to loss of sponsorship from beer companies.

**Adjournment**

Motion made by Newberg, seconded by Kohlbeck to adjourn at 5:28pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Taylor

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

Wednesday, March 6, 2013

Location: Expo Office

**Present:** K. Behnke, J. Beyer, K. Swade, M. Plate, J. Janowski, C. Kocourek, D. Pawlowski  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, R. Zipperer, D. Schaut, M. Kohlbeck, M. Hackmann, J. Vetting, T. Dvorak, D. Pawlowski, D. Pollen, B. Cavanaugh, D. Newberg, D. Fitzgerald, R. Voss, L. Taylor  
**Absent & Excused:** None.

**Called to Order** Meeting called to order - 6:37pm.

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

**Vouchers** None

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

Ken Swade was nominated by Chris Kocourek as the secretary. After three calls for other nominations a motion made by Janowski, seconded by Plate, that nominations be closed and unanimous ballot be cast for Swade as committee secretary. 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. 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**

PW Director reported that the 2013 budget included in the committee packet.

**Action Needed:**

- Place on next Finance subcommittee agenda.

**B. Sponsorship Update**

Behnke reported on the sponsorship from Lakefield to include tablets. Behnke added that a meeting to be scheduled with Extreme Audio regarding TV monitors.

**Action Needed:**

- Place on next Finance subcommittee agenda.

**C. Dairy Assistant Superintendent; Superintendent and Assistant Superintendent Rates of Pay**

Janowski reported on the letter received from Lee Glaeser and included in the committee packet of duties performed prior to and during the week of fair. Discussion on need to find an assistant superintendent and dairy superintendent current rate of pay. Kocourek reported on a spreadsheet developed with rates of pay versus exhibitor entries. Motion was made by Kocourek, seconded by Beyer to recommend for approval to the board an increase in the Dairy superintendent rate of pay by \$30 and to keep the assistant superintendent available to be filled. Motion carried unanimously.

**Action Needed:**

- Place on next Finance subcommittee agenda.
- Kocourek to email staff the spreadsheet comparison of rates of pay-exhibitor entries.

**D. EWSC Contract**

Behnke reported the contract has been accepted. PW Director requested the approval of the Parking & Security agreement for labor during the week of the fair based on the same terms as last year. Motion was made by Swade, seconded by Plate to recommend to the board for approval the Parking & Security agreement with EWSC. Motion carried unanimously.

**E. Gatekeeper Ticket Compensation**

No report.

**Action Needed:**

- Place on next Finance subcommittee agenda.

**F. BSG Contract**

Krizek presented the BSG contract for services during the week of the fair with the same agreement as the 2013 fair at \$4,363. Motion was made by Beyer, seconded by Plate to recommend to the board for approval the BSG contract. Motion carried unanimously.

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

None.

**Adjournment**

Motion made by Plate, seconded by Beyer to adjourn at 6:49pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Swade



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

DATE: March 6, 2013  
TIME: 6:55 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. Election of Officers
3. Public Input
4. Operation Report – 2012-2013 Ice Season and Dry Floor Events – Review, Discussion and Possible Action
5. Figure Skating Report
6. Hockey Organization Report
7. Adjourn

Date: February 26, 2013

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

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

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

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

Held Wednesday, March 6, 2013

Location: Expo Office

**Present:** D. Pollen, D. Pawlowski, D. Gauger, K. Swade

**Also Present:** J. Beyer, G. Neuser, J. Krizek, K. Behnke, J. Beyer, M. Plate, J. Janowski, C. Kocourek, D. Schaut, M. Kohlbeck, M. Hackmann, J. Vetting, D. Fitzgerald, R. Voss, D. Newberg, L. Taylor, B. Cavanuagh, R. Zipperer, T. Dvorak

**Absent & Excused:** M. Persaud

**Called to Order** Meeting called to order – 6:55pm.

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

**Vouchers** No vouchers were submitted.

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

Dave Gauger was nominated by Dave Pawlowski as the secretary. After three calls for other nominations a motion made by Pawlowski, seconded by Swade, that nominations be closed and unanimous ballot be cast for Gauger as committee secretary. Motion carried unanimously.

**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. None**

**Figure Skating Report**  
No Report.

**Hockey Organization Report**  
No report.

**Adjournment**  
Motion made by Gauger, seconded by Pawlowski to adjourn at 6:56pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Gauger



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

DATE: March 6, 2013  
TIME: 6:50 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. Election of Officers
3. Public Input
4. 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
5. Review and Possible Action on other Expo Board Recommendations or Referrals
6. Review and Possible Action on the following items for the 2013 Fair:
  - A. None.
7. Update and Possible Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: February 26, 2013

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, March 6, 2013

Location: Expo Office

- Present:** J. Beyer, M. Plate, R. Zipperer, R. Voss, M. Hackmann, D. Pollen, L. Taylor  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, K. Behnke, J. Janowski, C. Kocourek, D. Schaut, M. Kohlbeck, J. Vetting, D. Fitzgerald, D. Newberg, L. Taylor, B. Cavanuagh, T. Dvorak, J. Vetting, M. Kohlbeck, K. Swade  
**Absent & Excused:** None.
- Called to Order** Meeting called to order - 6:53pm.
- Minutes** Minutes were reviewed from the previous meeting. Motion was made by Voss, seconded by Plate to approve the minutes. Motion carried unanimously.
- Vouchers** No vouchers were submitted.
- Election of Officers** Mike Plate was nominated by Rob Voss as the vice chairperson. After three calls for other nominations a motion made by Voss, seconded by Taylor, that nominations be closed and unanimous ballot be cast for Plate as committee vice chair. Motion carried unanimously.
- Russ Zipperer was nominated by Rob Voss as the secretary. After three calls for other nominations a motion made by Plate, seconded by Voss, that nominations be closed and unanimous ballot be cast for Zipperer as committee secretary. Motion carried unanimously.
- 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. None**
- Update and Possible Action on Other Fair Parking and Security Projects and Issues.**  
None.
- Adjournment**  
Motion made by Plate, seconded by Pollen to adjourn at 6:54pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Zipperer



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

DATE: March 6, 2013  
TIME: 5:45 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. Election of Officers
3. Public Input
4. 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
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 2013 Fair:
  - A. Barns – Overnight Stay Policy
  - B. Ice Center Show Ring Meeting Update
  - C. Quilt Block Competition Idea
  - D. Health Papers on All Livestock Species
  - E. Market Animal Committee Meeting Update
  - F. Sheep Racing Idea
  - G. Bingo
  - H. Annual Superintendent Meeting – Topics; Schedule Date & Time; Contracts
  - I. 4-H Silent Auction Request
  - J. Webinar Update
7. Update and Possible Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: February 26, 2013

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

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

Held Wednesday, March 6, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

- Present:** T. Dvorak, C. Kocourek, J. Janowski, D. Schaut, D. Fitzgerald, K. Behnke, M. Kohlbeck, B. Cavanaugh
- Also Present:** J. Beyer, G. Neuser, J. Krizek, D. Newberg, R. Voss, R. Zipperer, L. Taylor, M. Hackmann, J. Vetting, K. Swade, J. Beyer
- Absent & Excused:** None.
- Called to Order** Meeting called to order – 5:45pm.
- Minutes** Minutes were reviewed from the previous meeting. Motion was made by Pawlowski, seconded by Cavanaugh to approve the minutes with corrections. Motion carried unanimously.
- Vouchers** None.
- Election of Officers** Chris Kocourek was nominated by Derek Fitzgerald as the vice chairperson. After three calls for other nominations a motion made by Behnke, seconded by Pawlowski, that nominations be closed and unanimous ballot be cast for Kocourek as committee vice chair. Motion carried unanimously.
- Joe Janowski was nominated by Kevin Behnke as the secretary. After three calls for other nominations a motion made by Cavanaugh, seconded by Schaut, that nominations be closed and unanimous ballot be cast for Janowski as committee secretary. Motion carried unanimously.
- Public Input** Committee Chairperson called for public input three times. No public input given.
- Review, 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. Barns – Overnight Stay Policy**
- Dvorak reported on the barns overnight stay policy along with feedback from the superintendents including no guests to stay overnight with Exhibitor (exhibitor only), fill out overnight stay form by board meeting each day. Dvorak added that animal superintendents, except beef superintendent, in favor of the policy. Discussion. Motion was made by Behnke, seconded by Kohlbeck to have liaisons meet with exhibitors and superintendents to discuss and review the proposed barns overnight stay policy and bring proposal for the 2014 fair. Motion carried unanimously.
- Action Needed:**
- Liaisons to meet with animal superintendents and exhibitors during the week of the fair.
- B. Ice Center Show Ring Update**
- Kocourek reported on the Ice Center show ring meeting and reported on the following:
- Speaker requested for the north end of the Ice Center. Need to obtain costs.
  - Decorating on Sunday – Camping attendant and staff will be able to help as needed without publicizing.
  - Arena – extend arena 20' longer and 5' wider. No issues with the dogs per Schaut.
  - Sponsorships – Bert DeBruijn donated money for 2013. Discussion on the use of sponsorship money from Ice Center show ring sponsors.
  - Next meeting scheduled for June 26.
  - Two fans will be placed in the Ice Center.

**Action Needed:**

- Speaker Request – Ice Center Show Ring – place on the next Finance subcommittee agenda.
- Shavings – place on the next Finance subcommittee agenda.
- Staff to review coverage of Sunday decorating date.

**C. Quilt Block Competition Idea**

Krizek reported on the contact made with the Patch of Lakeshore Quilters and the group is willing to assemble the quilt. Discussion on communication made at the 2013 fair and instill the event at the 2014 fair.

**D. Health Papers on All Livestock Species**

PW Director reported on the health papers on all livestock species included in the committee packet. PW Director reviewed each form along with the survey. Motion was made by Pawlowski, seconded by Kocourek to recommend to the board for approval the Animal ID & Vet Check In form for all animals excluding Dairy with a survey to be distributed at the 2013 fair. Motion carried unanimously.

**E. Market Animal Committee Meeting Update**

Cavanaugh reported on the Market Animal committee meeting held on February 13 noting the review of the point system to show and sale. Cavanaugh added there are clinics this weekend for all species and weigh in scheduled for the last Saturday in April. Next Market Animal committee meeting scheduled for April 13.

**F. Sheep Racing Idea**

Kocourek reported on the sheep racing idea noting that contact was made with sheep producers and AG specialists regarding concerns of the event and noted that jumps be no higher than the animal's knees.

**Action Needed:**

- Place on the next Operations subcommittee agenda.

**G. Bingo**

Dvorak reported on bingo for the 2013 fair.

**Action Needed:**

- Staff to contact bingo contact to schedule dates and times for the 2013 fair.

**H. Annual Superintendent Meeting – Topics; Schedule Date & Time; Contracts**

Dvorak reported that the annual superintendent meeting is scheduled for April 10 at 7pm. Dvorak also reported on the issues with superintendents committing and signing contracts each year. Discussion.

**Action Needed:**

- Annual Superintendent Meeting – April 10 at 7pm; Topics; Contracts.

**I. 4-H Silent Auction Request**

Kocourek reported on the 4-H Silent Auction request and that this request is submitted annually. Motion was made by Schaut, seconded by Janowski to recommend to the board for approval the 4-H silent auction request. Motion carried unanimously.

**J. Webinar Update**

Kocourek reported there were connection issues and unable to review the webinar. Kocourek noted another webinar has been scheduled.

**Action Needed:**

- Webinar Update – place on the next Operations subcommittee agenda.

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

No report.

**Adjournment**

Motion made by Behnke, seconded by Janowski to adjourn at 6:36pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Janowski



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

DATE: March 20, 2013  
TIME: 6:15pm  
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 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 2013 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 12, 2013

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.

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

Held Wednesday, March 20, 2013

Location: Expo Office

**Present:** D. Newberg, L. Taylor, T. Dvorak, B. Cavanaugh, R. Zipperer

**Also Present:** J. Krizek, D. Pollen, J. Vetting, D. Fitzgerald, Nancy Newberg

**Absent & Excused:**

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Dvorak, seconded by Cavanaugh 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. Fairest of the Fair Competition**

**1. Applications – Clubs; Schools**

Discussion on the application process including sending information via email to leaders and FFA. Nancy Newberg added that a hard copy letter will also be sent out. Information will also be placed on the fair website.

**2. Program – Printing; Set Up**

Nancy Newberg to prepare the program and will email to staff upon completion.

**3. Judges**

Committee working on obtaining judges for the competition.

**4. Banner/Tiara**

Nancy Newberg looking for a sponsor and will contact Boelters for the crown. Dvorak to contact Modern by Megan for other sponsorship ideas. Dvorak reported on a brooch that is given to the outgoing fairest.

**Action Needed:**

- Staff to contact Regalia for a sample brooch.

**5. Advertising – Ads; Press Release**

Staff working on advertising with an ad to be placed end of March and mid April in the Lakeshore Chronicle and by mid April in other local newspapers. Public Service announcement discussed to place on the local radio stations and place in the 4-H newsletter.

**Action Needed:**

- Nancy Newberg to contact Erika Soukup to do a PSA.
- Staff to contact 4-H for information to be placed in the 4-H newsletter.

**6. *Invitations – Develop; Database; Mailing***

Krizek reported on the database process. Committee noted that some individuals are receiving more than one invitation.

**7. *Food/Refreshments***

Krizek reported Lakeside Pepsi will donate the refreshments. Discussion on Newton Meats and asking them to provide a ham for the food.

**Action Needed:**

- Staff to provide sign up sheet at next board meeting.

**8. *Contestants – Communication – Program Run Through***

Nancy Newberg explained the contestant process and will schedule meeting times with the contestants once applications have been received.

**9. *Sponsors – Fairest; Event***

Sponsorship list was distributed and recommended to obtain sponsors and have items in the Expo office by May 15.

**Action Needed:**

- Staff to email sponsorship list to the committee members.

**10. *Committee Update***

Competition will also include 4-H Talent Show. Discussion on layout and set up will be on May 21 at 5:30pm. Discussion on photo area for after the competition.

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

None.

**Adjournment**

Motion made by Cavanaugh, seconded by Zipperer to adjourn at 7:00pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Cavanaugh



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

**DATE:** April 3, 2013  
**TIME:** 7:30 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:

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. No Committee Meeting-Committee Report
  - C. OPERATIONS SUB-COMMITTEE:
    1. Port-A-Potty Layout; Health Papers on All Livestock Species; Market Animal Committee Meeting; Sheep Racing Idea; Bingo; Annual Superintendent Meeting-April 10 at 7pm; Webinar Update
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. No Committee Meeting-Committee Report
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Gate Entrance Cameras; Special Operations Contract; Vehicle Congestion-Grandstand; Superintendent-Designated Parking Issue; Friday Night Dance Idea; Kiddie Showmanship; Special Olympics, Fair Access gate to Horse Barns
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. 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; Committee Update
4. Review, Discussion, and Possible Action on 2013 Fair Matters
  - A. Healthiest Manitowoc Meeting Update
  - B. Herald Times Reporter - Advertising
  - C. Beer and Soda Vendor Meeting Update
  - D. Dairy Assistant Superintendent
  - E. Fairest of the Fair Proclamation Resolution
  - F. Grease Tanks
  - G. Volunteer and Liaison Sign Up
  - H. 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. District 4 Meeting – April 16 – Walworth County
  - B. Rummage-A-Rama Update
  - C. Steps for Grandstand/EWSC
  - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: March 26, 2013

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, April 3, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

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

**Vouchers** None.

**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 there was no committee meeting and will be meeting with staff with a subcommittee meeting to be scheduled next month.

**B. Finance Sub-Committee**

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

No report.

**C. Operations Sub-Committee**

**1. Port-A-Potty Layout; Health Papers on All Livestock Species; Market Animal Committee Meeting; Sheep Racing Idea; Bingo; Annual Superintendent Meeting-April 10 at 7pm; Webinar Update**

Dvorak reported on the following:

- Contacting B&M and Maynards with the needs of the 2013 fair and obtaining proposals.
- Swine show will remain the same with looking at changes for the 2014 fair and recommendations to exhibitors to have swine vaccinated.
- Market Animal meeting is April 10 at 7pm and Cavanaugh to attend.
- Continuing to pursue sheep racing idea and recommend to have completed by the 2014 fair with the possibility to entertain for 2013.
- Bingo will be held Wednesday, Friday, and Saturday noon to 4pm and Thursday from 10am-noon.
- Annual Superintendent meeting is April 10 at 7pm.

Motion was made by Dvorak, seconded by Cavanaugh to approve the committee's recommendations. Motion carried unanimously.

**D. Entertainment/Vendors Sub-Committee:**

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

No report.

**E. Parking/Security Sub-Committee:**

**1. Gate Entrance Cameras; Special Operations Contract; Vehicle Congestion-Grandstand; Superintendent-Designated Parking Issue; Friday Night Dance Idea; Kiddie Showmanship; Special Olympics; Fair Access Gate to Horse Barns**

Beyer reported on the following:

- Contacting Nancy Crowley about camera options.
- Recommend for approval the special operations contract based on 2012.
- Will try to have city police on Friday and Saturday on road outside of exit gate and looking at special operations staff if needed for traffic control as well.
- Will not be designated parking for superintendents but will remind superintendents that parking & security and gators available to help.
- Security needed for Friday night dance if opened to the public and no security if only exhibitors. Sending back to Operations.
- Will be working on Kiddie Showmanship and bringing in the dairy cattle.
- Will review Special Olympics layout.
- Communicate with gatekeepers about the horse area parking.

Motion was made by Beyer, seconded by Plate to approve the committee's recommendation.

Motion carried unanimously.

**F. Fairest of the Fair Sub-Committee:**

**1. 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; Committee Update**

Newberg reported on the following:

- Application is now available online and sending as a follow up hard copy.
- Working on getting judges.
- Working with Boelters or Modern by Megan for the banner, tiara and a brooch.
- Press releases going out.
- Food sign up list distributed.
- Changing of the layout for the night of the event.
- Lowes lending plants for decoration and picture area.
- Sponsor list distributed.
- Reminder the event is May 22.

**Review, Discussion, and Possible Action on 2013 Fair Matters**

**A. Healthiest Manitowoc Meeting Update**

Vetting reported on the Ant Hill Mob's purchase of two ID scanners and Healthiest Manitowoc will supply scanners for the other tents for the week of the fair. Zipperer added that training will be provided.

**B. Herald Times Reporter - Advertising**

PW Director presented the revised Herald Times Reporter omitting the online advertising item per the board's request. Motion was made by Janowski, seconded by Gauger to approve the Herald Times Reporter Advertising budget. Motion carried unanimously.

**C. Beer and Soda Vendor Meeting Update**

Vetting reported on the beer and soda vendor meeting with Lakeside Pepsi as the soda vendor. Vetting added that there are issues with the premix and were looking at post mix product. Krizek added that an email was received and vendors may have to go with bottles. Discussion on the need for more recycling containers and other concerns. Vetting reported that Budweiser will be the beer at the fair and Miller did not attend the meeting. Vetting noted that the beer vendors select the beer for the fair and the board members to not have any input.

**D. Dairy Assistant Superintendent**

Krizek reported that Todd Cavanaugh has accepted the position as assistant Dairy Superintendent and was approved by Lee Glaeser.

**E. Fairest of the Fair Proclamation Resolution**

PW Director reported that the document has been prepared and will present at the county board meeting.

**F. Grease Tanks**

Krizek requested approval for Sanimax as the grease tank provider at \$100. PW Director added that there is another vendor that would like to provide service with multiple barrels. Motion was made by Pollen, seconded by Zipperer to approve a single grease pick up point container with a minimum 2 cubic yard capacity with an attached cover. Motion carried unanimously.

**G. Volunteer and Liaison Sign Up**

Vetting distributed the volunteer and liaison sign up sheet.

**H. Fair Update**

Tablets donated by Lakefield were distributed. Dvorak reported on the peg board costs for the Exhibition building after staff measured the area to be completed. Consensus of the board to purchase the approved \$500 worth of peg board.

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

Beyer reported on the Financial Report included in the board packet and noted there are major repairs to be completed in the Ice Center.

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

**A. District 4 Meeting – April 16 – Walworth County**

Vetting reported that board members need to let staff know by Friday if attending the meeting.

**B. Rummage-A-Rama Update**

Vetting reported that all tables were sold out at the last sale and dates are reserved for next year.

**C. Steps for Grandstand/EWSC**

PW Director reported on the proposal from EWSC to put additional steps at the grandstand at their own cost. PW Director added that the proposal will be presented to the public works committee and will need an engineering report to approve the additional weight and will need approval from the City for City codes.

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

The following were discussed:

- Taylor reported on the upcoming Pinewood Derby with 180 entrants and 5 heats starting at 6pm.
- Figure Skating show program.
- Medtech wristbands distributed.
- Horse-A-Rama investments over 2 years.
- Home Show and other events expanding.

**Adjournment**

Motion was made by Newberg, seconded by Beyer to adjourn at 8:23pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



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

DATE: April 3, 2013  
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. Special Operations Contract
  - C. Vehicle Congestion – Grandstand
  - D. Superintendent – Designated Parking Issue
  - E. Friday Night Dance Idea
  - F. Kiddie Showmanship
  - G. Special Olympics
  - H. Fair Access gate to Horse Barns
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: March 26, 2013

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, April 3, 2013

Location: Expo Office

**Present:** J. Beyer, M. Plate, R. Zipperer, M. Hackmann, D. Pollen, L. Taylor  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, J. Janowski, C. Kocourek, D. Schaut, M. Kohlbeck, D. Fitzgerald, B. Cavanuagh, T. Dvorak, K. Swade  
**Absent & Excused:** R. Voss

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

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

Beyer reported on the gate entrance cameras and the possibility of obtaining pricing of different types of camera systems. Discussion.

**Action Needed:**

- Staff to contact Nancy Crowley, Emergency Services, for camera options.

**B. Special Operations Contract**

Beyer distributed security costs summary from previous fairs noting that increased costs to special operations and decreased costs to city and sheriff. Beyer added that a contract was received from Special Operations based on the same schedule as 2012. Discussion. Motion was made by Pollen, seconded by Zipperer to recommend to the board for approval to follow through on budgeted items for this year. Motion carried unanimously.

**C. Vehicle Congestion – Grandstand**

Beyer reported that vehicle congestion and contacting the city police for Saturday and Sunday assistance at the grandstand has been placed on the timeline. Discussion on keeping the races to a tighter schedule and to have races done by 9:30pm along with the possibility of moving a special operations person to the exit gate as needed.

**D. Superintendent – Designated Parking Issue**

Krizek reported on the superintendent concern for a designated parking area. Kocourek added that the superintendent was informed that gators are available to assist the superintendents. Discussion.

**E. Friday Night Dance Idea**

Beyer reported on the meeting held with the sheriff's department and staff regarding the Friday Night dance idea. Beyer added that if the dance is for 4-H/Jr. Fair exhibitors additional security would not be needed and if the dance is for all fairgoers, recommendation would be to have a minimum of 2 officers.

**Action Needed:**

- Place on next Operations subcommittee agenda.

**F. Kiddie Showmanship**

Discussion on where to put incoming dairy cattle from the kiddie showmanship program.

**Action Needed:**

- Place on the next Parking & Security subcommittee agenda.

**G. Special Olympics**

Beyer reported on the special Olympics race route and discussion on the traffic issues, safety, and possibility of an alternate race route. Consensus of the committee to have the same race route as 2012 and have enough personnel and cones available for the race.

**H. Fair Access Gate to Horse Barns**

Schaut reported on the issues with vehicles parking where the horse trailers were parked and the Merchants gate people were confused with the parking.

**Action Needed:**

- Parking & Security to communicate with the gatekeepers on the horse parking area.

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

None.

**Adjournment**

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

Minutes taken by Krizek

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Signed by Zipperer



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

DATE: April 3, 2013  
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. 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. Port-A-Potty Layout
  - B. Health Papers on All Livestock Species
  - C. Market Animal Committee Meeting
  - D. Sheep Racing Idea
  - E. Bingo
  - F. Annual Superintendent Meeting – April 10 at 7pm
  - G. Webinar Update
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: March 26, 2013

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

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

Held Wednesday, April 3, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, C. Kocourek, J. Janowski, D. Schaut, D. Fitzgerald, M. Kohlbeck, B. Cavanaugh  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, D. Pollen, M. Hackmann, K. Swade, J. Beyer, R. Zipperer  
**Absent & Excused:** K. Behnke, D. Pawlowski

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Cavanaugh, seconded by Janowski 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. Port-A-Potty Layout**

Dvorak reported the port-a-potty layout and the need to obtain bids for the portables for the week of the fair. Dvorak added that there were 26 porta-a-potties and 6 handwashing stations. Fitzgerald added that there was discussion on the locations of the stations and the need for sinks by the barns and the petting zoo.

**Action Needed:**

- Staff to obtain proposals from B&M and Maynards.
- Place on the next Operations subcommittee agenda.

**B. Health Papers on All Livestock Species**

Dvorak reported on the completed Animal ID forms and provided detail on the swine vaccinations for 2013. Dvorak added that the swine plan will remain the same for 2013 with possible updates and recommendation to the 2014 fair with options of a three day swine show, an open class show. Discussion on the swine recommendation to vaccinate to be placed in the newsletter and the 4-H newsletter.

Dvorak reported on the fluids clean up document and protocol that will be in a policy and procedures handbook as well as dumping of milk and how to dispose of milk in waste product/manure. Discussion on educating superintendents at the annual meeting.

**Action Needed:**

- Staff to email paperwork.

**C. Market Animal Committee Meeting**

Dvorak reported on the next Market Animal committee meeting scheduled for April 10, at 7pm, at Luigis. Cavanaugh volunteered to attend.

**D. Sheep Racing Idea**

Discussion on the research done for this year's fair and the potential to host the race next year with the following items need to be addressed – supplies needed and costs of sheep. Motion was made by Cavanaugh, seconded by Janowski to recommend to the board for approval to continue working on the sheep racing idea for the 2014 fair. Motion carried unanimously.

**E. Bingo**

Dvorak reported on the bingo for the 2013 fair with bingo being held in the polka pavilion tent. Dvorak noted that the bingo dates and times would be Wednesday, Friday and Saturday from noon to 4pm and Thursday from 10am-noon.

**F. Annual Superintendent Meeting – April 10 at 7pm**

Dvorak reported on the annual superintendent meeting scheduled for next week and the presentation provided in the committee packet. Dvorak highlighted that contracts are due by April 30 noting that some superintendents have not been handing in their contracts, adding the fairbook change information in the newsletter, and publicizing in the paper. Discussion on addition of job description information to the presentation.

**Action Needed:**

- Place on the next Operations subcommittee agenda – Annual Superintendent Meeting Update.
- Staff to submit an article to the HTR with fairbook changes.

**G. Webinar Update**

No report.

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

Kocourek presented a rough draft of how to enter into the fair brochure. Changes should be submitted to staff by Tuesday, April 9.

**Adjournment**

Motion made by Schaut, seconded by Kohlbeck to adjourn at 6:34pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Janowski



# MANITOWOC COUNTY

## EXPO and ICE CENTER BOARD

### MEETING NOTICE

DATE: May 1, 2013  
TIME: 7:00 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:

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. Operation Report – 2013-2014 Ice Season and Dry Floor Events – Review, Discussion and Possible Action – 2013-2014 Contract, Projects Prior to Fall Season; Figure Skating Report; Hockey Organization Report
  - B. FINANCE SUB-COMMITTEE:
    1. 2013 Budget; Sponsorship Update; Superintendent and Assistant Superintendent Rates of Pay; Gatekeeper Ticket Compensation; Sheep Racing Idea
  - C. OPERATIONS SUB-COMMITTEE:
    1. Port-A-Potty – 2013 Fair Contracts; Pocket Card; Market Animal Committee Meeting Update; Sheep Racing Idea; Annual Superintendent Meeting Update; Ice Center Show Ring Update – Select Genetics; Exhibition-Animal Barns Work Day; Camping Request – Nichole Paulow; Friday Night Dance Idea
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. New Vendor Applications; Extreme Sports
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting-Fairest of the Fair Competition and Reception – May 22 Update
4. Review, Discussion, and Possible Action on 2013 Fair Matters
  - A. Addie the Cow
  - B. Rustic Iron Display
  - C. Possible Establishment of Space Needs Subcommittee during the Fair
  - D. Daily Fair Work Schedule
  - E. 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. Fairest of the Fair Competition and Reception – May 22
  - B. Breakfast on the Farm – Volunteer Schedule – June 9; Donation Request
  - C. Picnic Tables
  - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: April 23, 2013

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, May 1, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

**Present:** J. Vetting, D. Pollen, J. Beyer, R. Voss, M. Kohlbeck, B. Cavanaugh, K. Swade, L. Taylor, C. Kocourek, M. Plate, K. Behnke, M. Hackmann, R. Zipperer, T. Dvorak, D. Fitzgerald, D. Pawlowski, B. Herr

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

**Absent & Excused:** D. Schaut, D. Newberg, D. Gauger, J. Janowski

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

Introduction of Brian Herr to the board. Motion was made by Swade, seconded by Plate to approve the Ice Center and Parking & Security subcommittee assignments for Herr. Motion carried unanimously.

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

**Vouchers** None.

**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. Operation Report-2013-2014 Ice Season and Dry Floor Events – Review, Discussion and Possible Action – 2013-2014 Contract, Projects Prior to Fall Season; Figure Skating Report; Hockey Organization Report**

Pollen reported that the contracts are being reviewed and looking at a single contract and preparing a list of projects, once finalized will coordinate with staff and volunteers.

**B. Finance Sub-Committee**

**1. 2013 Budget; Sponsorship Update; Superintendent and Assistant Superintendent Rates of Pay; Gatekeeper Ticket Compensation; Sheep Racing Idea**

Behnke reported on the following:

- Recommendation of new rates of pay and based on number of exhibits with an increase of \$516 for 2014
- Gatekeeper compensation to include season passes at \$.10 per ticket.

Motion was made by Behnke, seconded by Plate to approve the committee recommendations. Motion carried unanimously.

**C. Operations Sub-Committee**

**1. Port-A-Potty -2013 Fair Contracts; Pocket Card; Market Animal Committee Meeting Update; Sheep Racing Idea; Annual Superintendent Meeting Update; Ice Center Show Ring Update – Select Genetics; Exhibition-Animal Barns Work Day; Camping Request – Nichole Paulow; Friday Night Dance Idea**

Dvorak reported on the following:

- Port-A-Potty Contracts – recommend 3 year contract with B&M Waste for \$1,440 per year.
- Pocket Card – changes to staff by Noon on May 7.
- Keith Roberts and Tricia Tienor attended meeting to discuss swine vaccination and issues. Request that suitable resolutions, ideas, and concerns be emailed to PW Director by May 15.
- Camping request – recommend approval for Nichole Paulow at \$17.50 per day during fair.
- Scheduling work days for the Exhibition building via email.
- Friday Night Dance Idea – will be forwarding to Kevin Palmer.
- Name Badge – name badge created by Visitor Information Center was distributed and would recommend to be used for superintendents and assistants.

Motion was made by Dvorak, seconded by Kohlbeck to approve the committee's recommendations. Motion carried unanimously.

**D. Entertainment/Vendors Sub-Committee:**

**1. New Vendor Applications; Extreme Sports**

Voss reported on the following:

- New vendor applications reviewed.
- Lates and Randy's Central not coming back this year.
- Recommend A&W and Bubba J's for approval.
- Extreme Sports – need to review for different layout.
- Outdoor Vendor meeting will be held the first day of fair as well as an Indoor Vendor meeting.

Motion was made by Voss, seconded by Pawlowski to approve the committee recommendations.  
Motion carried unanimously.

**E. Parking/Security Sub-Committee:**

**1. No Committee Meeting-Committee Update**

No report.

**F. Fairest of the Fair Sub-Committee:**

**1. No Committee Meeting-Fairest of the Fair Competition and Reception-May 22 Update**

Krizek reported on a letter received from Newberg.

- Competition scheduled for May 22 at 7pm.
- Still looking for sponsors/donations.
- Food signup sheet distributed.
- There are 4 contestants and background checks to be done.
- Two 4-H clubs at the event.
- Setting up on Tuesday, May 21 at 5:30pm.

**Review, Discussion, and Possible Action on 2013 Fair Matters**

**A. Addie the Cow**

No report – Addie the Cow will not be at the 2013 fair.

**B. Rustic Iron Display**

Board agreed to have again this year and either Newberg or Beyer to contact.

**C. Possible Establishment of Space Needs Subcommittee during the Fair**

Behnke reported on the establishment of a space needs subcommittee during the fair and evaluating ideas, space needs, vendors, layouts. Behnke added will need to limit the number of members. Beyer requested overhead pictures be done during the fair.

**Action Needed:**

- Place on the next board meeting agenda and set up a meeting in July for format to follow during the week of fair.

**D. Daily Fair Work Schedule**

Vetting reported that schedule is up on the board and distributed liaison sign up list.

**Action Needed:**

- Staff to email volunteer schedule to the board.
- Place on the next board meeting agenda.

**E. Fair Update**

PW Director reported that Visitor Information Center is interested in assisting with events on the grounds.

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

Beyer reported on the Financial Report included in the board packet and noted there are major repairs to be completed in the Ice Center.

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

### **A. *Fairest of the Fair Competition and Reception – May 22***

No further report.

### **B. *Breakfast on the Farm***

Sign up sheet distributed. Consensus of the board to not allow future use of the picnic tables for Breakfast on the Farm.

### **C. *Picnic Tables***

Discussion of seating issues during fair and what pavilions or vendors are using picnic tables at no cost.

#### **Action Needed:**

- Place week of the fair agenda.

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

The following were discussed:

- Ant Hill Mob Bike Show & Dance successful again.
- Plaque received from the Ant Hill Mob for 30 years of service.
- Horse-A-Rama this weekend.
- Newsletter revamped.
- Caged combat coming back to the Ice Center.
- Milk House Door – Dairy Promotion getting bids and will provide plan.
- EWSC begins on May 3.
- Future Fair Ideas book will be located in the meeting room during the week of the fair.

## **Adjournment**

Motion was made by Swade, seconded by Voss to adjourn at 7:52pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



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

DATE: May 1, 2013  
TIME: 5:15 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. Election of Officers
3. Public Input
4. 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
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 2013 Fair:
  - A. New Vendor Applications
  - B. Extreme Sports
7. Update and Possible Action on Other Fair Entertainment & Vendors Projects and Issues
8. Adjourn

Date: April 23, 2013

Rob Voss, 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, May 1, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, D. Fitzgerald, L. Taylor, M. Kohlbeck, M. Hackmann  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, D. Pollen, D. Pawlowski, J. Janowski, T. Dvorak, K. Swade  
**Absent & Excused:** D. Newberg, D. Schaut

**Called to Order** Meeting called to order – 5:15pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Kohlbeck, seconded by Taylor 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 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

**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. New Vendor Applications**

Voss reported on the current vendor applications noting that Lates and Randy's Central were not returning leaving two vendor spots open. Voss added that a request from Extreme Sports vendor was received to move some items to other locations and that the Woodcarvers were moving back to the area located by the grandstand. Committee reviewed the new outdoor vendor applications and current vendors included in the committee packet. Voss noted that Budweiser is interested in providing a Build-A-Bar trailer that is similar to a Tiki Bar. Suggestions: place the Tiki bar at the grandstand with the possibility of Van's running the bar, outdoor vendor meeting on first day of fair and provide refreshments.

Indoor vendors layout included in the committee packet.

Motion was made by Taylor, seconded by Fitzgerald to recommend to the board for approval A&W and Bubba J's outdoor vendor applications for the 2013 fair. Motion carried unanimously.

**Action Needed:**

- Staff to obtain dimensions of the Tiki Bar and contact Vans.
- Staff to contact Bubba J's vendor on site location and entrance to trailer.
- Committee to review site location for Extreme Sports and Woodcarvers.
- Place Budweiser – Tiki Bar on next Entertainment and Vendor Subcommittee agenda.

**B. Extreme Sports**

No further report. Discussed with new vendor applications.

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

None.

**Adjournment**

Motion made by Taylor, seconded by Kohlbeck to adjourn at 5:35pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Taylor



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

DATE: May 1, 2013  
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. 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. Port-A-Potty – 2013 Fair Contracts
  - B. Pocket Card
  - C. Market Animal Committee Meeting Update
  - D. Sheep Racing Idea
  - E. Annual Superintendent Meeting Update; Milk Disposal and Handling of Fluids Update
  - F. Ice Center Show Ring Update – Select Genetics
  - G. Exhibition-Animal Barns Work Day
  - H. Camping Request – Nichole Paulow
  - I. Friday Night Dance Idea
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: April 23, 2013

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

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

Held Wednesday, May 1, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, C. Kocourek, J. Janowski, D. Fitzgerald, M. Kohlbeck, B. Cavanaugh K. Behnke, D. Pawlowski

**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, D. Pollen, M. Hackmann, K. Swade, L. Taylor, R. Voss, B. Herr, Keith Roberts, Tricia Tienor

**Absent & Excused:** D. Schaut

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Janowski, seconded by Pawlowski to approve the minutes. 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. Port-A-Potty – 2013 Fair Contracts**

Dvorak reported on the proposals requested from B&M and Maynards adding that Maynards declined submission of a bid. Dvorak reviewed the 3-year proposal submitted by B&M. Motion was made by Kohlbeck, seconded by Cavanaugh to recommend to the board for approval the 3-year proposal at \$1,440 per year for 2013, 2014, and 2015 with 26 restrooms, 6 sinks, and the inkind daily service cleaning from B&M Waste. Motion carried unanimously.

**B. Pocket Card**

Dvorak reported on the pocket card provided in the committee packet noting that any changes need to be received by noon on May 7 to ensure pocket cards available by June 9 for Breakfast on the Farm.

**C. Market Animal Committee Meeting Update**

Cavanaugh reported on the market animal committee meeting including all scholarship submissions received a scholarship from the market animal committee, swine vaccinations discussed, and swine and lamb weigh held on April 28. Keith Roberts added that \$5,500 was given out in scholarships ranging from \$375 to \$700.

Keith Roberts reported that the new market animal booklet would be distributed on July 31 for the 2014 fair.

Dvorak reported on the vaccination and that recommendation was distributed to vaccinate for the 2013 fair. Dvorak added that she researched the Iowa State Fair and the WI State Fair on the procedures for a limited show. Dvorak noted that barns are washed with chemical hoses, very labor intensive, and need to review the committee's direction for the 2014 fair. Keith Roberts reported on the committee member's concerns for loss of buyer exposure and recognition if the

Jr. Fair exhibitor show is limited through the date of the sale. Tricia Tienor added that during the market animal weigh in a flyer was distributed on vaccination of swine and most exhibitors were not sure about limiting the show to a 3-day show. Tienor added most concerns were: labor, decorations, and clean up. Tienor also noted that there was interest in the Open Show although animals would not be eligible for market.

PW Director reported that staff would be involved in providing input from Manitowoc County on the issues with swine vaccination, limiting the swine influenza, providing the right vaccination, and there may be exceptions for county fairs.

**Action Needed:**

- Place on the next Operations subcommittee agenda – Swine Vaccination.

**D. Sheep Racing Idea**

Kocourek reported on the options for the sheep and noted that they would be too small and young for this year's fair. Event has not been finalized and will review for 2014.

**E. Annual Superintendent Meeting Update; Milk Disposal and Handling of Fluids Update**

Dvorak reported on the annual superintendent meeting held on April 10 and was well attended. Dvorak reported on the discussion of milk disposal and the idea of dumping milk in the manure adding that superintendents were not happy with this option and proposed to dispose of milk in the milk house. Dvorak reported on the handling of fluids and PW Director added that the fluids were considered a biohazard and will provide a cleanup kit.

**F. Ice Center Show Ring Update – Select Genetics**

Krizek reported that Select Genetics has verbally confirmed a commitment to be an Ice Center Show Ring sponsor. Dvorak added that the next Ice Center Show Ring meeting is scheduled for Wednesday, June 26 at 6pm.

**G. Exhibition-Animal Barns Work Day**

Dvorak reported on the Exhibition Building work day to be scheduled in June and also to begin scheduling a work day time for the animal barns.

**Action Needed:**

- Staff to send out date request via email.

**H. Camping Request – Nichole Paulow**

Dvorak presented the request from Nichole Paulow for a reduced camping price for the week of the fair at \$17.50 per day. Motion was made by Behnke, seconded by Kohlbeck to recommend to the board for approval the reduced camping request at \$17.50 per day for Nichole Paulow. Motion carried unanimously.

**I. Friday Night Dance Idea**

PW Director reported on the meeting with the sheriff's that no security will be required for a Friday Night Dance program for exhibitors and would require two security people if open to the public. Behnke added that the survey conducted noted that the youth come to the fair for the carnival rides. Discussion.

**Action Needed:**

- Staff to contact Kevin Palmer, 4-H.
- Place on the next Operations Subcommittee agenda.

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

None.

**Adjournment**

Motion made by Kohlbeck, seconded by Janowski to adjourn at 6:20pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Janowski



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

DATE: May 1, 2013  
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. Election of Officers
3. Public Input
4. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
  - A. Ice Center Sub-Committee: None
  - B. Operations Sub-Committee: None
  - C. Entertainment/Vendors Sub-Committee: None
  - D. Parking/Security 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 2013 Fair:
  - A. 2013 Budget
  - B. Sponsorship Update
  - C. Superintendent and Assistant Superintendent Rates of Pay
  - D. Gatekeeper Ticket Compensation
  - E. Sheep Racing Idea
7. Update and Possible Action on Other Fair Finance Projects and Issues
8. Adjourn

Date: April 23, 2013

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

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

Monday, May 1, 2013

Location: Expo Office

**Present:** K. Behnke, J. Beyer, K. Swade, M. Plate, C. Kocourek, J. Janowski, D. Pawlowski  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, M. Kohlbeck, M. Hackmann, J. Vetting, T. Dvorak, D. Pollen, B. Cavanaugh, D. Fitzgerald, R. Voss, L. Taylor, B. Herr  
**Absent & Excused:** None.

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Janowski, seconded by Swade 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:	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 2013 Fair:**

**A. 2013 Budget**

PW Director reported that the 2013 budget included in the committee packet.

**Action Needed:**

- Place on next Finance subcommittee agenda.

**B. Sponsorship Update**

Krizek reported that Bitter Neumann possible sponsorship and A&W sponsoring Fairest of the Fair. Behnke reported that contact is being made with Maritime Ford and Stock's Manufacturing.

**Action Needed:**

- Place on next Finance subcommittee agenda.

**C. Superintendent and Assistant Superintendent Rates of Pay**

Behnke reviewed the superintendent and assistant superintendent rates of pay provided in the committee packet with discussion on standardizing the rates of pay. Motion was made by Kocourek, seconded by Swade to recommend to the board for approval to increase the superintendent and assistant superintendent's rates of pay an additional \$516 for the 2014 fair. Motion carried unanimously.

**D. Gatekeeper Ticket Compensation**

Krizek reported on the written request to include the season pass in the ticket compensation. Motion was made by Swade, seconded by Beyer to recommend to the board for approval the pay of \$.10 per ticket per season pass. Motion carried unanimously.

***E. Sheep Racing Idea***

No report.

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

None.

**Adjournment**

Motion made by Beyer, seconded by Swade to adjourn at 6:40pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Swade



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

DATE: May 1, 2013  
TIME: 6:15 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 – 2013-2014 Ice Season and Dry Floor Events – Review, Discussion and Possible Action
  - A. 2013-2014 Contract
  - B. Projects prior to Fall Season
4. Figure Skating Report
5. Hockey Organization Report
6. Adjourn

Date: April 23, 2013

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 Wednesday, May 1, 2013

Location: Expo Office

**Present:** D. Pollen, D. Pawlowski, K. Swade

**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, K. Behnke, M. Plate, J. Janowski, C. Kocourek, M. Kohlbeck, M. Hackmann, D. Fitzgerald, R. Voss, L. Taylor, B. Cavanuagh, T. Dvorak, B. Herr

**Absent & Excused:** D. Gauger

**Called to Order** Meeting called to order – 6:22pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Pawlowski, seconded by Swade 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. 2013-2014 Contract***

Pollen reported on the contract and the goal to have a single contract or possibly two contracts adding that the contract is being reviewed.

***B. Projects prior to Fall Season***

Pollen reported that a work list is being created of items for volunteers to complete for fall ice, for example, painting benches, repairing locker room, creation of an inventory list, and setting up work days.

**Figure Skating Report**

No Report.

**Hockey Organization Report**

Pollen reported that the Pee Wee tournament was awarded to MCYHA for the end of the season and issues due to dry floor events already scheduled and the tournament is the same weekend as the figure skating show.

**Adjournment**

Motion made by Pawlowski, seconded by Swade to adjourn at 6:30pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Gauger



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

DATE: June 5, 2013  
TIME: 7:00 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:

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 Update
  - B. FINANCE SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - C. OPERATIONS SUB-COMMITTEE:
    1. No Committee Meeting-Update on the following: Market Animal Committee Meeting Update; Swine Show; Ice Center Show Ring Meeting – June 26 at 6pm; Exhibition-Animal Barns – Jun 19 and Jun 22; Friday Night Dance Idea
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Budweiser-Tiki Bar; Outdoor Vendor Update
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting-Fairest of the Fair Competition and Reception Update; Fairest of the Fair Introduction
4. Review, Discussion, and Possible Action on 2013 Fair Matters
  - A. Possible Establishment of Space Needs & Health Issues Subcommittees during the Fair
  - B. Daily Fair Work Schedule; Liaison Sign Up
  - C. Sponsorships
  - D. Brochure
  - E. Aurora Proposal
  - F. 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. Breakfast on the Farm – Volunteer Schedule – June 9
  - B. Expo-Ice Center Board Pictures
  - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: May 29, 2013

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

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**MINUTES of EXPO-ICE CENTER BOARD MEETING**  
Held Wednesday, June 5, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

**Present:** J. Vetting, D. Pollen, J Beyer, R. Voss, B. Cavanaugh, K. Swade, L. Taylor, M. Plate, K. Behnke, M. Hackmann, R. Zipperer, T. Dvorak, B. Herr, D. Schaut, D. Newberg, D. Gauger,  
**Also Present:** J. Beyer, G. Neuser, N. Newburg, Fairest-of-the Fair  
**Absent & Excused:** M. Kohlbeck, C. Kocourek, D. Fitzgerald, J. Janowski, D. Pawlowski,

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

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

**Vouchers** None.

**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 meeting, no report.*

**B Finance Sub-Committee**

1. *No meeting, no report*

**C. Operations Sub-Committee**

1. *No meeting, updates on the following*

Dvorak reported on the following:

- Friday Night Dance Idea – Was forwarded to Kevin Palmer, looking at this for the 2014 Fair.
- Ice Center Show Rink Meeting set for June 26<sup>th</sup> at 6PM.
- Exhibition Building work times are June 19<sup>th</sup> and 22<sup>nd</sup>.

**D. Entertainment/Vendors Sub-Committee:**

1. *Budweiser Tiki Bar; Outside Vendor-Sweeney's;*

There were three recommendations to the Board the first was to have the Budweiser Tiki bar at the fair with Vans manning this bar; the second that Sweeney's be contacted to have the payment within two weeks or release the area to a new vendor; finally, that a meeting be set with Badger Mod to resolve some contract issues, if not resolved in two weeks that this program be dropped for the 2013 fair. After discussion a motion was made by Zipperer, seconded by Voss, to approve the committee recommendations. Motion carried unanimously.

• **Action Needed:**

- Voss & Staff to work out details with Bud and Vans
- Staff to contact Sweeney's
- Staff & Newberg and other Board members to set up a meeting, if possible on Wednesday June 12 at 7:00 PM, to work out the details and sign a contract with Badger Mod.

**E. Parking/Security Sub-Committee:**

1. *No Committee Meeting-Committee Update*

Staff reported the fair could use the Emergency Management trailer for the fair, Board recommended that the trailer be scheduled and used at the fair.

**F. Fairest of the Fair Sub-Committee:**

**1. No Committee Meeting-Fairest of the Fair Competition and Reception-May 22**

Newberg reported on the Fairest competition and introduced the new Fairest. Then Fairest gave a short presentation and pictures were taken with the Board.

**Review, Discussion, and Possible Action on 2013 Fair Matters**

**A. Possible Establishment of Space Needs and Health Issues Subcommittees during the Fair**

The following two committees were created:

Space Needs Committee: Voss, Newberg, Behnke, Beyer, Zipperer, Gauger. Staff – Beyer

Health Issues Committee: Fitzgerald, Kocourek, Vetting, Taylor, Pollen, Swade, Cavanaugh, Staff - Beyer

**Action Needed:**

- Set meeting times for these two committees in August before the regular Board meeting.

**B. Daily Fair Work Schedule**

Vetting reported that schedule is up on the board.

**Action Needed:**

- Place on the next board meeting agenda.

**C. Sponsorships**

The Board reviewed the current sponsorship list.

**Action Needed:**

- Place on the next board meeting agenda.

**D. Brochure**

The draft brochure was handled out for review and it had been sent out by E-mail earlier, all comments are due on the brochure by Tuesday June 11<sup>th</sup> so that they be sent out to be printed. Herr asked if some simpler fliers could be made up in Spanish.

**Action Needed:**

- Comments on brochure due by Tuesday June 11<sup>th</sup>.
- Staff to work on getting some fliers done in Spanish and other languages.

**E. Aurora Proposal**

Staff presented a draft contract with Aurora for them to purchase and send their employees to the fair. The proposal was based on a minimum of 300 tickets at a price of \$9 per ticket with use of the Ice Center for Tuesday of the Fair only. After discussion it was determined that the use of the Ice Center was not required. After discussion a motion was made by Newburg, seconded by Zipperer, to approve this contract with the use of the Ice Center removed from the agreement. Beyer voted no, all others yes.

**Action Needed:**

- Staff to revise and send out the contract for Aurora.

**F. Fair Update**

Jr. Fair entries are due June 15<sup>th</sup>; Swade indicated that the Fair Board and staff should be prepared to answer questions about what happens with the data collected in the scanners that will be used at the beer tents.

**Action Needed:**

- Staff and members of the Board to work on preparing and having available the information on the scanners.

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

Beyer reported on the Financial Report included in the board packet and noted there are major repairs that are being done and have just been completed that will be showing up on the next two months of reports.

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

### **A. *Breakfast on the Farm***

Sign up sheet distributed, program is on June 9

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

The following were discussed:

- Badger FMCA RV Show – June 5 - 8
- Good Sams Samboree – June 12 - 16
- A number of horse shows this month.
- Several Private Parties this month.
- Caged combat – June 29.
- Milk House Door will be done this summer.
- EWSC racing very Friday.
- The Nohl family is looking for a site to plant a tree on the grounds.

### **Adjournment**

Motion was made by Beyer, seconded by Taylor to adjourn at 8:00pm. Motion carried unanimously.

Minutes taken by Beyer

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Signed by Hackmann



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

DATE: June 5, 2013  
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. 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. Budweiser – Tiki Bar
  - B. Outdoor Vendor Update
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: May 28, 2013

Rob Voss, 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, June 5, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, L. Taylor, M. Hackmann, D. Newberg, D. Schaut  
**Also Present:** J. Beyer, G. Neuser, D. Pollen, T. Dvorak, K. Swade, B. Herr, R. Zipperer, J. Vetting, M. Plate,  
D. Gauger, K. Behnke  
**Absent & Excused:** D. Fitzgerald, M. Kohlbeck,  
**Called to Order** Meeting called to order – 6:30pm.  
**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Taylor, seconded by Schaut 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 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

**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. Budweiser - Tiki Bar**

Voss reported that Budweiser is interested in providing a Build-A-Bar trailer, Tiki bar, information included in packets. Voss suggested that the Tiki bar be placed next to the grandstand. Van's has agreed to run this bar and expected no issues with the other bar tents. Motion was made by Newberg, seconded by Taylor to recommend to the board having the Budweiser Tiki bar with Vans manning this site for the fair. Motion carried unanimously.

**Action Needed:**

- Voss & Staff to work out details with Bud and Vans

**B. Outdoor Vendors**

Beyer reported that staff has sent out contracts to all of the new vendors. Sweeney's has not yet paid but has confirmed he will be at the fair. How much more time should we give for Sweeney's to pay before looking at a new vendor for this space? After discussion a motion was made by Newburg, seconded by Schaut, to give Sweeney's two more weeks to pay. If not paid in that time give space to a new vendor. Motion carried unanimously.

**Action Needed:**

- Staff to contact Sweeney's

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

### **A. *Badger Mod Event***

Voss reported that Badger Mod had asked for additional changes to their contract and indicated that there were some issues with the track last year. Badger Mod was asking to do the concessions in the Pit area and add an additional class to the contract. Beyer indicated his concern not having a contract with Badger Mod at this late date and the not having the details on the third class being added. After discussion a motion was made by Newburg, seconded by Taylor, to agree in general terms for the requested changes to the contract with staff to meet with Badger Mod to work out details. If not able to work out details in two weeks the race would be dropped. Motion carried unanimously.

#### **Action Needed:**

- Staff & Newburg and other Board members to set up a meeting, if possible on Wednesday June 12 at 7:00 PM, to work out the details and sign a contract with Badger Mod.

### **B. *Proposal by 5 Donkeys***

Voss reported that a proposal had been received from 5 Donkeys which was included in everyone's packets. After discussion it was agreed that this proposal be reviewed for the 2014 Fair that staff send out a letter to that affect.

#### **Action Needed:**

- Staff to send a letter to 5 Donkeys that the Board will review this proposed act for the 2014 Fair.

## **Adjournment**

Motion made by Taylor, seconded by Schaut to adjourn at 6:58pm. Motion carried unanimously.

Minutes taken by Beyer

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Signed by Taylor



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

DATE: June 19, 2013  
TIME: 7:00 p.m.  
PLACE: Exhibition Building – 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
2. Public Input
3. Review, Discussion, and Possible Action on 2013 Fair Matters
  - A. Thursday Night Grandstand Event - Badger MOD Tour, Truck & Tractor Pull and other options
4. Notice that after the special meeting adjourns members of the Expo/Ice Center Board will be doing work on the buildings and grounds at Expo, a quorum may be present, but no Expo/Ice Center Board business will take place.
5. Adjourn

Date: June 13, 2013

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 19, 2013

Location: Exhibition Building – 4921 Expo Drive, Manitowoc WI

**Present:** J. Vetting, D. Pollen, J. Beyer, R. Voss, K. Swade, L. Taylor, M. Plate, K. Behnke, R. Zipperer, T. Dvorak, D. Newberg, D. Gauger, M. Kohlbeck, D. Fitzgerald, J. Janowski,

**Also Present:** J. Beyer, G. Neuser, Herb Kohlbeck, J. Krizek

**Absent & Excused:** C. Kocourek, D. Pawlowski, B. Cavanaugh, M. Hackmann, B. Herr, D. Schaut,

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

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

### Review, Discussion, and Possible Action on 2013 Fair Matters

#### **A. Thursday Night Grandstand Event – Badger MOD Tour, Truck & Tractor Pull and other options**

Vetting reported on the Badger MOD Tour previous committee recommendation and board approval of \$5,000 with back gates. Vetting added that Badger MOD Tour has now requested \$8,000 plus the back gates, concessions sales, and a third class to run the night of the fair. Beyer reported that at the meeting with Badger MOD a request was made to Badger MOD to provide payouts and were never received by staff. Discussion on other potential Thursday event ideas including the farmers market and Modified Truck & Tractor Pull including costs for the pull at \$4,900, \$5900, and \$6,800 with details of each provided. Motion was made by Behnke, seconded by Voss to approve the Modified Truck and Tractor Pull for Thursday at \$5,900. Motion carried unanimously.

Discussion on EWSC fair contract and late models not part of the program and outdoor and AG vendors not coming to the fair.

#### **Action Needed:**

- Plate to contact EWSC regarding the late model race program.

### **Adjournment**

Motion was made by Dvorak, seconded by Plate to adjourn at 7:21pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hackmann



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

DATE: July 3, 2013  
TIME: 7:00 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:

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 Update
  - B. FINANCE SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - C. OPERATIONS SUB-COMMITTEE:
    1. No Committee Meeting-Update on the following: Market Animal Committee Meeting; Ice Center Show Ring Meeting - Update; Exhibition-Animal Barns Workday Update
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2013 Fair Matters
  - A. Fair Season Pass Request – Golf Outing
  - B. Daily Fair Work Schedule; Liaison Sign Up
  - C. Sponsorships
  - D. Poster Review/Brochure
  - E. Billboard Judging Date
  - F. Space Needs Committee Meeting – Schedule Meeting
  - G. Health Issues Committee Meeting – Schedule Meeting
  - H. WI Association of Fairs Conference – January 5-8, 2014
  - I. 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. Breakfast on the Farm – Update
  - B. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: June 25, 2013

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 3, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

**Present:** J. Vetting, J Beyer, B. Cavanaugh, K. Swade, L. Taylor, K. Behnke, M. Hackmann, R. Zipperer, T. Dvorak, B. Herr, D. Schaut, D. Newberg, D. Gauger, M. Kohlbeck, J. Janowski

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

**Absent & Excused:** C. Kocourek, D. Fitzgerald, D. Pawlowski, D. Pollen, R. Voss, M. Plate

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Behnke, seconded by Herr, to approve the meeting minutes for June 5 and June 19, 2013. Motion carried unanimously.

**Vouchers** None.

**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***  
No Report.

**B. Finance Sub-Committee**

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

**C. Operations Sub-Committee**

1. ***No Committee Meeting-Update on the following: Market Animal Committee Meeting; Ice Center Show Ring Meeting – Update; Exhibition-Animal Barns Workday Update***  
Dvorak reported on the following:
  - Market Animal Committee meeting update – report provided by Cavanaugh – scholarships finalized and 10 people received a total of \$5,500 in scholarships; new buyer flyer to educate on buying and reselling; 13 kids going to Shawano; review of the market animal committee packet and new packet to be distributed August 1 and will be similar to last year.
  - 2014 Swine Show and DATCP – swine need to follow DATCP recommendations. PW Director reported on a fair that had a breakout and DATCP is reviewing and email received on interim guidelines. Motion was made by Dvorak, seconded by Cavanaugh to send a communication to the Market Animal Group that the 2014 Fair will require vaccinations for Swine and will need to follow the DATCP rules, as DATCP updates the rules, the Market Animal Group and Fair will need to update the market animal and fair rules to reflect these changes. Motion carried unanimously.
  - Ice Center Show ring notes are in the packet.
  - Exhibition building project doing great and will need to schedule more dates. Dates scheduled are: Wednesday, July 17 at 5:30pm and Saturday, July 20 at 9am.
  - General rules – issue with an exhibitor and the interpretation of the word exhibits and entries and that both words are interchangeable. Will review for the 2014 fair.

**D. Entertainment/Vendors Sub-Committee:**

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

**E. Parking/Security Sub-Committee:**

1. ***No Committee Meeting-Committee Update***  
No committee meeting. Meeting scheduled with the sheriff's department on Wednesday, Jul 10 at 6:30pm.

**F. Fairest of the Fair Sub-Committee:**

**1. No Committee Meeting-Committee Update**

No committee meeting. Fairest of the Fair attended the Reedsville parade, Maribel parade, and Sundae Thursday.

**Review, Discussion, and Possible Action on 2013 Fair Matters**

**A. Fair Season Pass Request – Golf Outing**

Rob Hensel, Hockey president, reported on the request for fair passes to be placed in the fundraiser package for the Hockey golf outing and request two or four passes. Hensel added that the event is scheduled for August 4 at Autumn Ridge with approx. 100 golfers. Discussion. Motion was made by Dvorak, seconded by Beyer to approve four one day passes for the hockey golf outing event. Motion carried unanimously .

**B. Daily Fair Work Schedule; Liaison Sign Up**

Reminder that daily work schedule and liaison sheet are posted for sign up.

**C. Sponsorships**

Krizek reported on the sponsorships included in the board packet.

**D. Poster Review/Brochure**

Krizek presented the draft brochure for final review and will send to the print adding that the big poster draft should be done soon.

**E. Billboard Judging Date**

Judging group formed to include Schaut, Pollen and Vetting. Billboard judging date is Monday, July 29.

**F. Space Needs Committee Meeting – Schedule Meeting**

Behnke requested to meet prior to next month's board meeting at 6:15.

**Action Needed:**

- Prepare meeting agenda for August 7 at 6:15pm.

**G. Health Issues Committee Meeting – Schedule Meeting**

PW Director requested to meet prior to next month's board meeting at 5:45.

**Action Needed:**

- Prepare meeting agenda for August 7 at 5:45pm.

**H. WI Association of Fairs Conference – January 5-8, 2014**

Krizek requested reservations from board members. Vetting noted that board members receive 3 nights stay and fee paid for banquet and registration, if spouse attends, spouse must pay for banquet and/or registration fees.

**I. Fair Update**

Krizek reported on the CP Feeds banner to be created by Signs Plus. Concerns on the weight of the bags, noise for the cows, where positioned. Motion was made by Behnke, seconded by Gauger to approve the banner contingent on staffs review. Motion carried unanimously.

Krizek reported on the Merchants Gate distribution to exhibitors and the allowance to sell two additional passes per family. Consensus of the board was to proceed with the same process.

Dvorak reported on the issue with the Animal ID Check In process and questions from exhibitors that every animal needs an ID and can be a generic number per animal as long as a number is attached to each animal.

PW Director reported that Emergency Response Trailer will be located at the main entrance gate at no cost.

Behnke reported on the need to monitor the gates during the week of the fair and to add times on the volunteer schedule. Beyer added that volunteers should obtain description, observe and report to police as needed and should keep track of any people coming over the gates without paying.

**Action Needed:**

- Staff to contact Signs Plus to obtain weight, position.

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

Beyer reported on the Financial Report included in the board packet and noted the Ice Center may be behind for a couple of months due to major repairs.

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

**A. *Breakfast on the Farm Update***

Vetting reported that the event went well and gave out pocket cards and had people signing up for the drawing of free passes.

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

The following were discussed:

- Upcoming and past events.
- Thank you card received from Good Sams Club noting that money spent in the county was \$10,897.76 during the week of their event.

**Adjournment**

Motion was made by Beyer, seconded by Taylor to adjourn at 8:00pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



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

DATE: August 7, 2013  
TIME: 5:15 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. Outdoor Vendor Spots
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: July 23, 2013

Rob Voss, 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  
ENTERTAINMENT AND VENDORS SUBCOMMITTEE**  
Held Wednesday, August 7, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, D. Fitzgerald, L. Taylor, M. Kohlbeck, M. Hackmann  
**Also Present:** J. Beyer, J. Krizek, J. Janowski, B. Herr, D. Newberg, J. Vetting  
**Absent & Excused:** D. Schaut

**Called to Order** Meeting called to order – 5:15pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Newberg, seconded by Taylor 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 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

**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. Outdoor Vendor Spots**

Voss reported on AG vendor spots including the open spot south of the Cattle Barn and Renewable Energies request. The committee discussed placement of current and new vendors determined by size of the vendor space. Outdoor vendor committee will meet on Saturday, August 17 at 9am to mark lines for the outdoor vendor spaces.

**Update and Possible Action on Other Fair Operation Projects and Issues**  
None.

**Adjournment**

Motion made by Newberg, seconded by Fitzgerald to adjourn at 5:35pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Taylor



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

DATE: August 7, 2013  
TIME: 7:00 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:

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 Update
  - B. FINANCE SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - C. OPERATIONS SUB-COMMITTEE:
    1. No Committee Meeting-Update on the following: Market Animal Committee Meeting Update; Exhibition Building Workday Update
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Outdoor Vendor Spots
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. No Committee Meeting-Update on the following: Sheriff's meeting Update
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2013 Fair Matters
  - A. Manitowoc County Republican Party – Raffle Request
  - B. Daily Fair Work Schedule; Liaison Sign Up
  - C. Sponsorships
  - D. Poster Review
  - E. Billboard Judging Update
  - F. Donkey Education Request
  - G. WI Association of Fairs Conference – January 5-8, 2014
  - H. 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. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: July 22, 2013

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 7, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

**Present:** J. Vetting, J Beyer, B. Cavanaugh, K. Swade, L. Taylor, K. Behnke, M. Hackmann, R. Zipperer, T. Dvorak, B. Herr, D. Fitzgerald, D. Newberg, D. Gauger, M. Kohlbeck, J. Janowski, D. Pollen, R. Voss, M. Plate

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

**Absent & Excused:** C. Kocourek, D. Schaut, D. Pawlowski

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

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

**Vouchers** None.

**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 Figure Skating and Hockey have been meeting weekly and the contract to be signed in the next couple of day.

**B. Finance Sub-Committee**

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

No Report.

**C. Operations Sub-Committee**

**1. No Committee Meeting-Update on the following: Market Animal Committee Meeting Update; Exhibition Building Workday Update**

Dvorak reported on the following:

- Market Animal Committee meeting update – the market animal committee will instill the recommendations from the state and agree and support the state and board recommendations.
- Exhibition building – next Monday there is a meeting at 6:30pm.
- Tablets will be available for judging.
- All superintendents and assistant superintendent positions have been filled.

**D. Entertainment/Vendors Sub-Committee:**

**1. No Committee Meeting-Committee Update**

Voss reported that the committee is reviewing locations for outdoor vendors and there will be an outdoor vendor meeting on Saturday, August 17 at 9am. Discussion on picnic tables.

**E. Parking/Security Sub-Committee:**

**1. No Committee Meeting-Committee Update**

No committee meeting. Beyer reported on the security coverage during the week of the fair including:

- Special Ops contract and hours sent to Sheriffs noting that 2 dogs on site at all times; they have one bomb dog, 3 drug dogs and one for protection and control.
- Event channel radio confirmed.
- Sheriff's schedule to be completed.
- Police hours confirmed.
- Soda trailer will be located near the sheriff's trailer.
- Signs being created noting surveillance cameras on site.
- Set up is Saturday, August 17 at 9am.

**F. Fairest of the Fair Sub-Committee:**

**1. No Committee Meeting-Committee Update**

No committee meeting. Fairest of the Fair has completed the PSAs, attended parades and went to state. PW Director requested that the fairest attend the August 20 board meeting. Vetting added that the fairest will be at Pinecrest and Mishicot Riverfest.

**Review, Discussion, and Possible Action on 2013 Fair Matters**

**A. Manitowoc County Republican Party – Raffle Request**

Collin Berrel presented the fundraising activity and raffle request from the Manitowoc County Republican Party. The request included selling raffle tickets during the week of fair and drawing a winner on November 2. Berrel added that 650 tickets would be sold at \$5 each and would report to the board the 3 winners. Behnke commented that the board needs to stay with the policy of drawing the raffle winner during the week of the fair. Motion was made by Behnke, seconded by Voss to deny the raffle request and stay with the current policy. Motion was approved unanimously.

**B. Daily Fair Work Schedule; Liaison Sign Up**

Reminder that daily work schedule and liaison sheet are posted for sign up.

**C. Sponsorships**

Krizek reported on the sponsorships included in the board packet and provided information on the Community First Credit Union Saturday fair sponsorship with the drive for Peter's Pantry.

**D. Poster Review**

Krizek reported that the poster has been printed and a poster in Spanish was created and emailed out to the local farms.

**E. Billboard Judging Date**

Vetting reported on the billboard judging results located in the board packet.

**F. Donkey Education Request**

Deferred to the 2014 fair based on the minutes from June 5.

**G. WI Association of Fairs Conference – January 5-8, 2014**

Vetting reminded board members to let staff know if attending the conference.

**H. Fair Update**

Janowski reported on the fitting chutes in the dairy cattle barn. Consensus of the committee was to enforce the current rules.

Krizek reported on the following:

- Outdoor vendor meeting on Tuesday, August 20 at 3:30pm in the Merchants building.
- Camping spots – need 3 more spots with discussion on layout.
- Marking of indoor booths – agreed that tape is not needed.
- Food pick up – board members will help to pick up food during the week of fair.
- Healthiest Manitowoc – meeting will be Tuesday night of fair. PW Director added that Healthiest Manitowoc will be purchasing worker passes.
- Club entries – clarification of procedure that all entries must be in by deadlines with no additions after the deadline date. Only changes to be made are clerical error changes.
- Llama Alpaca request to move to the Walters building. Consensus was ok to move.
- Request to review indoor and outdoor vendor surveys.
- Lakeside Pepsi donating soda and water for the week of fair.

Beyer reported on the request from EWSC for additional money for their race program during the week of fair with a total of \$2,400. Discussion on the outlines of the current and future contracts were discussed. Motion was made by Pollen, seconded by Voss to deny the request for the additional \$2,400 for the EWSC race program for the Wednesday of fair. Motion carried unanimously.

**Action Needed:**

- Behnke and Janowski to contact the superintendent regarding enforcement of the current fitting chute rules.

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

The following were discussed:

- Herr reported that the Milk House doors installed. Also, noted that having issues with someone to pick up milk during the week of fair and will work with staff on length of trailer of possible vendor.
- Asphalt work completed.

**Adjournment**

Motion was made by Janowski, Pollen by Taylor to adjourn at 8:28pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



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

DATE: August 20 - 25, 2013

TIME: 11:00 a.m. each day

PLACE: Expo Office, 4921 Expo Drive, Manitowoc, WI

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 – Review, Discussion and possible action on the following items:
  - A. Roll Call
  - B. Previous Minutes
  - C. Vouchers
2. Public Input
3. Review, discussion and possible action on 2013 Fair matters previous to meetings.
4. Review, discussion and possible action on the meeting day activities, issues and concerns for the 2013 Fair.
5. Review, discussion and possible actions on the remaining days of the 2013 Fair activities, issues and concerns.
6. Review, discussion and possible action on events, acts and other issues and items related to the 2014 Fair.
7. Daily Judging Recap
8. Daily Events Recap
9. Space Needs Working non-committee Update
10. Health Issues Working non-committee Update
11. The Board will tour the grounds to review, discuss and possibly act on various issues and concerns related to the 2013 fair activities.
12. 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 2013 Fair.
13. Adjourn

Date: August 13, 2013

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 Tuesday, August 20, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

**Present:** J. Vetting, D. Schaut, M. Plate, D. Fitzgerald, J. Beyer, B. Cavanaugh, K. Swade, J. Janowski, D. Pollen, L. Taylor, D. Newberg, M. Kohlbeck, R. Voss, R. Zipperer, B. Herr, M. Hackmann  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, Bill Jones, Nichole Paulow, Scott Gunderson, Lee Glaeser  
**Absent & Excused:** D. Pawlowski, T. Dvorak, D. Gauger, C. Kocourek, K. Behnke

**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 2013 Fair matters previous to meetings**  
None.

**Review, discussion and possible action on the meeting day activities, issues, and concerns for 2013 Fair**

The following items were addressed:

- Steer loose – report on the steer loose on the grounds and now off grounds. Superintendent has verbal policy that doors are to be closed and door was open. Recommend written policy. Discussion
- Scott Gunderson discussed the clipping chutes proposing the educational nature. Exhibitor/parent/owner/advisor to clip in the barns and not professional fitters. Would monitor. Discussion. Motion was made by Herr, seconded by Taylor to recommend that the superintendent would regulate the clip chute policy. Motion approved unanimously.
- Lesters Building – issues with the floor of the building not being level. Discussion to use sawdust from cattle barn.

**Review, discussion and possible actions on the remaining days of the 2013 Fair activities, issues and concerns**

The following items were addressed:

- Special Olympics run tonight at 6pm. Merchants gate entrance keep runners and cars in line, cones and getting four horse parkers. East of Exhibition blocked.
- Health committee meeting to be rescheduled.
- Picnic tables, benches and big benches spreadsheet distributed.
- Indoor vendors staying with confines of their booth. Written warning was developed and signed by Indoor vendor. Motion was made by Schaut, seconded by Cavanaugh to approve an established policy. Motion carried unanimously.
- Indoor vendor meeting at 3pm; Outdoor at 3:30pm, and Healthiest Manitowoc meeting at 4pm and introduce the group to the beer vendors. Agreed on decision to only scan and band those that appear underage.
- Festival Foods had an ad in the paper noting that they were a sponsor of the fair and have decided to provide inkind donation to the fair.
- B&B Screen printing requested to sell t-shirts at EWSC race event at the fair. Consensus was ok with a 20% fee on sold items based on past practice.
- Rock Pavilion entertainment provided was changed and no updates given to Expo. Tuesday and Wednesday entertainment was listed incorrectly.
- Agendas – reminder that agendas due next Tuesday for regular board meeting and committee meetings.
- Auction – will be held outside grandstand and if rains will be in the Walters building.
- Walters building bleachers are in need of repair.
- Horse and wagon with County Fair signage will be discouraged from being on site advertising his business. Discussion that a coggins for horse is needed or will need to remain off grounds.
- Emergency response truck door doesn't lock and equipment is on site. Vehicle was removed.

- Surveillance starting Thursday from Vtech at no cost.
- Issue with a photo used by staff from a horse parker. Written communication was provided noting that horse parker gave permission to use the photo.
- Television is set up and running in the Merchants building.
- Be My Guest will run show at 9:30am.
- Milk Hauling – will meet with inspectors and still working on hauling schedule.
- Scooters – need a handicap permit.
- Market Animal made new photo area in the Walters building.

**Review, discussion and possible action on events, acts and other issues and items related to the 2014 Fair**

- Reminder to write any issues to address for the 2014 fair on the notepad.

**Daily Judging Recap**

- Judging recap – judging going along well in Exhibition and some no shows.

**Daily Events Recap**

Previously discussed.

**Space Needs Working non-committee Update**

Space needs meeting tomorrow at 9am.

**Health Issues Working non-committee Update**

Meeting to be rescheduled.

**The board will tour the grounds to review, discuss and possibly act on various issues and concerns related to the 2013 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 2014 Fair**

**The Expo Board recessed at 5:00 PM and reconvened at 9:00AM on Wednesday to tour the grounds to address space needs.**

**Adjournment**

Motion was made by Newberg, seconded by Schaut to adjourn the meeting at 10:30 AM Wednesday after the grounds tour. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hackmann

**MINUTES of EXPO-ICE CENTER BOARD MEETING**  
Held Wednesday, August 21, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

**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 2013 Fair matters previous to meetings**

- Milkhouse approved for Grade A. Only some painting needed. Grassland milk hauler set, will return in future years as long as remains Grade A.

**Review, discussion and possible action on the meeting day activities, issues, and concerns for 2013 Fair**

The following items were addressed:

- Loghoppers requested seven season passes and four merchants gate passes and was denied since it was not part of the contract. RD upset and left driving down midway very past. Discussion on logs for 2012 were \$717 and this year was \$1900. Discussion. Motion was made by Schaut, seconded by Voss to talk with Loghoppers to appease the situation. Motion approved. Plate voted no.
- Healthiest Manitowoc – no issues or problems.
- Reminder to check out radios on board. All horse parkers radios to be in by 9pm.
- Possible severe weather tonight. Board members to watch.
- Steer is home.
- Livestock survey – reminder to staff to have the survey printed.
- Special Olympics – issue with an exhibitor, Carolyn Kluckner, not moving vehicle over prior to the race and continuing to drive to the Exhibition building. Discussion on sending communication to exhibitors about race, moving race, changing end time for exhibitors to have entries in. Motion was made by Plate, seconded by Voss to give Carolyn Kluckner a written warning for blatant disregard for safety and another action may result in not allowed to exhibit at future fairs. Motion carried unanimously.
- Discussion on instituting a policy on insubordination after discussion of actions from an exhibitor, Heath Miller regarding a dog on the grounds and told to have the dog removed. Also dog issues with the Special Olympics run needs to be addressed.

**Review, discussion and possible actions on the remaining days of the 2013 Fair activities, issues and concerns**

The following items were addressed:

- Judging committee for indoor, outdoor and AG vendors – Fitzgerald, Hackmann, and Taylor.

**Review, discussion and possible action on events, acts and other issues and items related to the 2014 Fair**

- Reminder to write any issues to address for the 2014 fair on the notepad.

**Daily Judging Recap**

- Judging recap – junior fair went well. Confusion on when junior fair comes in and had no shows higher than in the past. Open class going well. Believe the weather affected plant and soil science. Tablets were used today.

**Daily Events Recap**

- Need trailer with table at horse pull which is already on the maintenance list and tool cat for weights.

**Space Needs Working non-committee Update**

Space needs met at 9am with some possibilities for space. Will schedule a meeting with Chip from Rainbow Valley Rides on possible future layouts.

**Health Issues Working non-committee Update**

PW director reported that the meeting was canceled but met with the health officer and only had one stand with issue.

**The board will tour the grounds to review, discuss and possibly act on various issues and concerns related to the 2013 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 2014 Fair**

**The Expo Board worked on moving people to safe locations for a storm and then removed people from the grounds for a second storm.**

**Adjournment**

Motion was made by Schaut, seconded by Taylor to adjourn the meeting at 9pm after the issue with the storms was resolved. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hackmann

**MINUTES of EXPO-ICE CENTER BOARD MEETING**  
Held Thursday, August 22, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

**Present:** J. Vetting, D. Schaut, M. Plate, D. Fitzgerald, J. Beyer, B. Cavanaugh, K. Swade, D. Pollen, D. Newberg, M. Kohlbeck, R. Voss, R. Zipperer, B. Herr, M. Hackmann, T. Dvorak, C. Kocourek, K. Behnke, L. Taylor

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

**Absent & Excused:** D. Pawlowski, J. Janowski, D. Gauger

**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 2013 Fair matters previous to meetings**

- Outdoor, indoor and AG vendor judging results were announced. Outdoor – B&P, Sattlers, and WI Cheese Stand; Indoor – Pro Cleaning, Stanley Fuller Brush, and Robotics; AG – Koeppen, Miller, and Manitowoc Lawn & Rec.
- Loghoppers contract modified in 2012 and did not include passes but provided Loghoppers with passes. Passes will be provided for 2013 and will report in September.
- Explanation provided on vendors and season pass questions and discussed Indoor-Outdoor vendor process for contract and passes.
- Races started at 7pm with 74 cars and ran full program with all divisions but had to cut the third feature short due to time limit and storm. Race looked like a decent crowd.
- Thanked board members who helped with evacuation and notification. Superintendents did a great job.
- Attendance totals reviewed and down about 1600 from last year.
- Carolyn Kluckner letter reviewed. Discussion included explaining to exhibitor the process. Consensus ok with letter.
- Milk truck process went well and will be here daily around 8:30am.
- Special Ops needs to contact Parking & Security when bands arrive.
- Ticket takers – issues with parking and cars parked in front of campers. Possibility of making a special pass for the campers.
- Had two emergency issues heat related. Special Ops dog was attacked by another dog.
- Meeting with Chip, Rainbow Valley Rides, went well and possibility of rearranging the carnival.
- Vendor brought a wooden gun that he would like to sell at future fairs. Consensus was no.
- Gators – reminder to put gators on black top.
- Robotics – costumed vendors are going on the midway and aisles. Consensus to stay in booth.
- Miller Implement – gate keepers issues with Miller Implement requesting entrance on grounds with no pass. Staff to discuss with Miller.
- Izaak Walton has a sign posted regarding a raffle for September 7. Voss to talk with vendor.
- A&W handing out cards and need to review contract. Board members to check if doing daily or just the night of EWSC race.
- Agenda reminder – Parking & Security – no meeting; Entertainment & Vendor – yes; Finance – yes.

**Review, discussion and possible action on the meeting day activities, issues, and concerns for 2013 Fair**

The following items were addressed:

- Pullers – need two tractors, front end loader, table, two chairs. Track looks wet and need to make decision by afternoon about the program.
- Reviewed other events.

**Review, discussion and possible actions on the remaining days of the 2013 Fair activities, issues and concerns**  
No report.

**Review, discussion and possible action on events, acts and other issues and items related to the 2014 Fair**  
No report.

**Daily Judging Recap**  
No report.

**Daily Events Recap**  
No report.

**Space Needs Working non-committee Update**  
No report.

**Health Issues Working non-committee Update**  
Meeting scheduled for tomorrow after board meeting.

**The board will tour the grounds to review, discuss and possibly act on various issues and concerns related to the 2013 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 2014 Fair.**

**After touring the grounds the pull area was too wet for the event scheduled for the evening so the event was cancelled.**

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

Minutes taken by Krizek

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Signed by Hackmann

**MINUTES of EXPO-ICE CENTER BOARD MEETING**  
Held Friday, August 23, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

**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 2013 Fair matters previous to meetings**

No report.

**Review, discussion and possible action on the meeting day activities, issues, and concerns for 2013 Fair**

The following items were addressed:

- Dairy cattle exhibitor's meeting at 7:30pm tonight.
- Fair brochures distributed to music pavilions.
- Modified truck & tractor pull – canceled race and ensure that a board member is available in the office for support. Discussion on communication through announcements, radio, gates – signs, cancelation policy.
- Schaut was happy with horse pull event from Thursday
- Map of grounds posted. Map is located at gates.
- Goat tent – feedback was a great location. More traffic.
- Worker passes – add more information on how to purchase worker passes.
- Magic show – bleachers full.
- Tricia Tienor, swine and sheep superintendent, reported that all animals checked in and good.
- Animal ID check in forms have been coming in to the office.
- Lakeland Landscape plant was reported missing/stolen.
- Report of dog in a vehicle and trying to find the owner.
- Carolyn Kluckner was given the written warning by Voss and Dvorak along with notifying Kluckner that her plants were infested. Letter was signed.

**Review, discussion and possible actions on the remaining days of the 2013 Fair activities, issues and concerns**

No report.

**Review, discussion and possible action on events, acts and other issues and items related to the 2014 Fair**

No report.

**Daily Judging Recap**

Going well in Exhibition building. Jr. Fair dairy department has sponsor for ribbons and dairy will continue to purchase own ribbons. Staff is currently entering results in the tablets.

**Daily Events Recap**

Loader needs to be moved to the grandstand for the tractor pull, need three people for registration, microphone, announcer, and two radios.

**Space Needs Working non-committee Update**

Need to review camping around south of the parkers for additional camp space.

**Health Issues Working non-committee Update**

Meeting scheduled today after the board meeting.

**The board will tour the grounds to review, discuss and possibly act on various issues and concerns related to the 2013 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 2014 Fair**

**Adjournment**

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

Minutes taken by Krizek

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Signed by Hackmann

**MINUTES of EXPO-ICE CENTER BOARD MEETING**  
Held Saturday, August 24, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

**Present:** J. Vetting, D. Schaut, M. Plate, D. Fitzgerald, J. Beyer, B. Cavanaugh, K. Swade, D. Pollen, D. Newberg, M. Kohlbeck, R. Voss, R. Zipperer, B. Herr, M. Hackmann, T. Dvorak, L. Taylor, J. Janowski

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

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

**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 2013 Fair matters previous to meetings**

- Healthiest Manitowoc – reviewed how scanners were working, supplying people at busy times and do we need tents at entrance gates. Recommend to review next year.

**Review, discussion and possible action on the meeting day activities, issues, and concerns for 2013 Fair**

The following items were addressed:

- Attendance is up.
- Dairy cattle meeting – want to use Ice Center and were reminded that dairy exhibitors responsible for sand and shavings.
- Milkhouse walls need to be repained and getting bids to include the walk way. Health care's main concern that the painting be done by next year. Discussion on keeping milk house open 20 hours and will need volunteers.
- Tractor pull had 75 tractors, 4 diesel trucks, pulls went well.
- Cream Puff Eating contest had 14 participants, Paul Tittl won. State fairest was here and Kandu was the MC.
- Ice Center – suggestion to have other board members help and learn what Pollen does for the show ring.
- Sunglass – outdoor vendor not happy about parking situation and was parked illegally and told to move. Had suggestions about contracts and does not like itemized contract. Motion was made by Pollen, seconded by Voss to continue the contracts with itemization as in past. Motion carried. Dvorak voted no.
- One accident last night.
- Bat issue – bat was captured and removed with items being placed in a biohazard bag.

**Review, discussion and possible actions on the remaining days of the 2013 Fair activities, issues and concerns**

- Lawnmower races scheduled tonight and campers to stay in the infield in self contained campers.
- Need to move blocks out, approx. 20-25, this afternoon for Demo Derby.
- Community First Credit Union, major sponsor, here and located at the main gate with donations being given to local food pantries.

**Review, discussion and possible action on events, acts and other issues and items related to the 2014 Fair**

No report.

**Daily Judging Recap**

No report.

**Daily Events Recap**

No report.

**Space Needs Working non-committee Update**

No report.

**Health Issues Working non-committee Update**

Health committee reported that there were no hand sanitizers by goat tent, barns have proper signage, moved two sanitizers at Ice Center to track area.

**The board will tour the grounds to review, discuss and possibly act on various issues and concerns related to the 2013 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 2014 Fair**

**Adjournment**

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

Minutes taken by Krizek

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Signed by Hackmann

**MINUTES of EXPO-ICE CENTER BOARD MEETING**  
Held Sunday, August 25, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

**Absent & Excused:** D. Pawlowski, D. Gauger

**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 2013 Fair matters previous to meetings**

- Lawnmower races went smoother and big improvement with new announcer. Attendance better with approximately 50% full.
- Dairy Futurity – standing room, good comments.
- Security – three gangs on grounds, but with the security set at same level as last year had no issues. Sheriff's radio was also in the office which connected directly to officer.
- Berean Fellowship – discussion of inappropriate context with young people. Consensus to not renew contract for 2014 fair.
- Issue with small animal assistant superintendent and language – use of profanity in front of young children.
- One day ticket – board member noticed a guest coming in with a one day ticket at Merchants gate and ticket was not taken from gate people. Need to communicate with Rainbow and ticket takers.
- Rock Pavilion – vendors under impression that Expo makes them rent port-a-potties and discussion that Expo does not require.
- B&M Waste – sanitizers out, no toweling. Staff contacted and they came to replenish.
- Bob Williams at the fair from Department of AG. Took pictures noting that he was happy with the grounds.
- Sheep judge – not dressed appropriately for judging and there is no dress code written.
- Women's bathroom – long line. Discussion.

**Review, discussion and possible action on the meeting day activities, issues, and concerns for 2013 Fair**

The following items were addressed:

- Ice Center clean up begins at 3pm.

**Review, discussion and possible actions on the remaining days of the 2013 Fair activities, issues and concerns**

- Demo derby ready to go – blocks put up yesterday and today. End loader is needed.
- Auction – ready to go.

**Review, discussion and possible action on events, acts and other issues and items related to the 2014 Fair**

No report.

**Daily Judging Recap**

Market goat sold for grand at \$8 per pound and reserve at \$8.50 per pound.

**Daily Events Recap**

No report.

**Space Needs Working non-committee Update**

No report.

**Health Issues Working non-committee Update**

No report..

**The board will tour the grounds to review, discuss and possibly act on various issues and concerns related to the 2013 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 2014 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

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Signed by Hackmann



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

DATE: September 4, 2013  
TIME: 7:00 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:

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 Update
  - B. FINANCE SUB-COMMITTEE:
    1. 2013 Fair Budget Update; 2014 Fair Budget
  - C. OPERATIONS SUB-COMMITTEE:
    1. Market Animal Committee Meeting; 2013 Ice Center Show Ring Update; 2013 Fair Pictures-Conference; Swine-Sheep Superintendent Changes; 2014 Theme-Colors; Review 2014 Fair Ideas
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Vendor Recap – Issues and Concerns
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2013 Fair Matters
  - A. Fair Concerns and Issues; Comments and Recommendations
  - B. Fair Update
5. Review, Discussion, and Possible Action on 2014 Fair Matters
  - A. District 4 Meeting – Brown County – Date to be Determined
  - B. WI Association of Fairs Conference – Jan 5-8, 2014
  - C. Health Space Working Committee Update
  - D. Space Needs Committee 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. Expo-Ice Center Month Events; Expo Grounds Update
8. Adjourn

Date: August 27, 2013

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 4, 2013  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

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

**Vouchers** None.

**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 Update**

Pollen reported that the contract was signed and working on arrangements for the concession stand. Pollen added that maintenance and cleaning will be done next week..

**B. Finance Sub-Committee**

**1. 2013 Fair Budget Update; 2014 Fair Budget**

Behnke reported that the budget is in the packet and all board members should be reviewing. Behnke added that there will be a meeting in December to review.

**C. Operations Sub-Committee**

**1. Market Animal Committee Meeting; 2013 Ice Center Show Ring Update; 2013 Fair Pictures-Conference; Swine-Sheep Superintendent Changes; 2014 Theme-Colors; Review 2014 Fair Ideas**

Dvorak reported on the following:

- Market Animal Committee meeting will be next Wednesday and Cavanaugh will attend.
- Ice Center show ring meeting will be Wednesday, September 25 at 6:30pm.
- Fair pictures to be reviewed to submit for the fair convention.
- Tricia Tienor reported on the issues to address in the sheep and swine department.
- Bring ideas for the 2014 Theme and colors.
- Went through fair ideas book and will allocate to committees.
- Next subcommittee meeting will be Monday, September 30, at 6pm.

**Action Needed:**

- Schedule next Operations subcommittee meeting on Monday, September 30 at 6pm.

**D. Entertainment/Vendors Sub-Committee:**

**1. Vendor Recap – Issues and Concerns**

Voss reported that discussion included vendors, woodcarver to be discussed at the October meeting, grandstand acts and food vendors and preparing a needs list for the grandstand events.

**E. Parking/Security Sub-Committee:**

**1. No Committee Meeting-Committee Update**

No report.

**F. Fairest of the Fair Sub-Committee:**

**1. No Committee Meeting-Committee Update**

No committee meeting. Dvorak requested ideas for the fairest auction item for the fairs conference. Fairest of the Fair will be attending the Women's Expo event.

## **Review, Discussion, and Possible Action on 2013 Fair Matters**

### **A. Fair Concerns and Issues; Comments and Recommendations**

Discussion included:

- Issues with Miller Implement being allowed access onto the grounds with potential clients during the fair. Discussion included option to purchase worker passes or use current season pass.
- Milkhouse – Herr met with Grassland and very happy with process. Need to have millhouse repainted to stay as a grade A site.
- Request for a dairy photography area in the Ice Center and will discuss at the Ice Center Show ring meeting.
- Discussion on clipping chutes in the dairy cattle barn with 7 inside and 3 outside chutes.

### **B. Fair Update**

Vetting reported that the fair went well.

## **Review, Discussion, and Possible Action on 2014 Fair Matters**

### **A. District 4 Meeting – Brown County – Date to be Determined**

District meeting scheduled for October 8 at Brown County and need to let staff know if attending.

### **B. WI Association of Fairs Conference – Jan 5-8, 2014**

No report.

### **C. Health Space Working Committee Update**

PW Director reported that a tour was done during the fair and only recommendation was to add more hand sanitizers.

### **D. Space Needs Committee Update**

Behnke reported that areas were identified for layout needs and looked at the entrance area with good feedback from Rainbow Valley Rides. Behnke added that camping area was reviewed with a need for a person to monitor the camping area during the fair.

#### **Action Needed:**

- Place Carnival Layout on next Entertainment & Vendor subcommittee agenda.

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

Beyer reported on the Financial Report included in the board packet noting that with blacktop and capital outlay the numbers are close and major revenue coming in October from Ice Center.

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

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

The following were discussed:

- Need to look into pricing for more fencing.
- Discussion of vacant positions on the board.
- Blacktopping request by Randy's Central.
- Discussion of fencing by Eye Clinic.
- Rummage-A-Rama dates scheduled for November, December, January and March and consensus to include February.
- Discussion on inactive board member.
- Discussion on drafting a job description for new board members and doing a preliminary interview with candidates.

## **Adjournment**

Motion was made by Newberg, Pollen by Dvorak to adjourn at 7:42pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



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

DATE: September 4, 2013  
TIME: 6:45 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. Operations Sub-Committee: None
  - C. Entertainment/Vendors Sub-Committee: None
  - D. 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 Fair Budget Update
  - B. 2014 Fair Budget
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: August 27, 2013

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

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

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

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

Monday, September 4, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** K. Behnke, J. Beyer, K. Swade, M. Plate, J. Janowski, D. Gauger  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, M. Kohlbeck, M. Hackmann, J. Vetting, T. Dvorak, D. Pollen, B. Cavanaugh, D. Fitzgerald, R. Voss, L. Taylor, B. Herr, D. Schaut  
**Absent & Excused:** D. Pawlowski

**Called to Order** Meeting called to order - 6:45pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Janowski, seconded by Swade 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:	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 2013 Fair:**

**A. 2013 Budget**

None.

**B. 2014 Budget**

Reviewed the budget provided in the committee packet and bring ideas to review at the next subcommittee meeting in December.

**Update and Possible Action on Other Fair Operation Projects and Issues**  
None.

**Adjournment**

Motion made by Plate, seconded by Gauger to adjourn at 6:49pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Swade



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

DATE: September 4, 2013  
TIME: 6:15 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 2014 Fair:
  - A. Vendor Recap – Issues and Concerns
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: August 27, 2013

Rob Voss, 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, September 4, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, D. Fitzgerald, L. Taylor, M. Kohlbeck, M. Hackmann  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Janowski, B. Herr, D. Newberg, J. Vetting, K. Behnke, K. Swade, T. Dvorak, D. Pollen, B. Cavanaugh, M. Plate, Paul Muench  
**Absent & Excused:** D. Schaut

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

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

**Vouchers** None.

**Public Input** Paul Muench, music pavilion vendor, discussed the port-a-potties and half barrel charge of \$10. Discussion included the following information:

- The board has not required the rental of port-a-potties by the Rock Pavilion. The rock pavilion has rented the port-a-potties for use by their customers adding that the rock pavilion vendors can lock the port-a-potties at night.
- The barrel charge of \$10 is a charge that was negotiated for advertising purposes of the music entertainment.

**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

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

None.

**Review, Discussion, and Possible Action on the following items for the 2014 Fairs:**

**A. Vendor Recap – Issues and Concerns**

Discussion included:

- Review of the indoor and outdoor vendor surveys noting issues with grey water being dumped.
- Entertainment in grandstand was good. Discussion on demo derby and lawnmower races.
- Grandstand event needs list to be created by staff.
- Reimbursement of fuel for grading.
- Country music in Polka pavilion was great.
- Moving vendors to new locations before adding new vendors to be reviewed.
- Recommend to have a contract drawn up with RD and the Loghoppers and to have contract signed by January 1.

**Action Needed:**

- Place Loghoppers Contract on next Entertainment & Vendor Subcommittee Agenda.

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

None.

**Adjournment**

Motion made by Fitzgerald, seconded by Taylor to adjourn at 6:45pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Taylor



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

DATE: September 4, 2013  
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. Election of Vice Chair
4. 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
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 2014 Fair:
  - A. Market Animal Committee Meeting
  - B. 2013 Ice Center Show Ring Update
  - C. 2013 Fair Pictures – Conference
  - D. Swine-Sheep Superintendent Changes
  - E. 2014 Theme-Colors
  - F. Review 2014 Fair Ideas
7. Update and Possible Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: August 27, 2013

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

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

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

Held Wednesday, September 4, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, J. Janowski, D. Fitzgerald, M. Kohlbeck, B. Cavanaugh K. Behnke, D. Schaut  
**Also Present:** J. Beyer, J. Krizek, J. Vetting, D. Pollen, M. Hackmann, K. Swade, B. Herr, R. Voss, D. Newberg, Tricia Tienor  
**Absent & Excused:** D. Pawlowski

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Behnke, seconded by Janowski 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.

**Election of Vice Chair**

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

**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 2014 Fairs:**

**A. Market Animal Committee Meeting**

Cavanaugh to attend the next market animal meeting on September 11 at 7pm at Luigis.

**B. 2013 Ice Center Show Ring Update**

Ice Center Show Ring meeting scheduled for Wednesday, September 25 at 6:30pm.

**C. 2013 Fair Pictures - Conference**

Dvorak reported that pictures will be reviewed to submit for the WI Association of Fairs conference in January.

**D. Swine-Sheep Superintendent Chagnes**

Tricia Tienor provided an update on a survey submitted and review of changes for the 2014 Fair. Tienor reported on the issues with lambs not having scrapies tag, schedule of bringing animals to the fair, proposals, quality of pens, exhibitors and cleanliness of pens, changing time of sheep judging and goats, sound system wiring from Walters to Lesters, need for a new assistant superintendent and would like to recommend Marissa Herring, and the concerns with the enforcement and cost to exhibitors for the swine flu vaccine. Discussion.

**E. 2014 Theme-Colors**

Dvorak recommended that any ideas for theme and color be submitted to staff with the base color as royal blue.

#### **F. Review 2014 Fair Ideas**

Dvorak reviewed the ideas that were listed in the notebook and available during the week of fair. Dvorak will review the list and designate each committee.

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

Discussion on the following items:

- Survey results from species with great results.
- Parking Policy needs to be reviewed regarding moving illegally parked vehicles.
- Superintendents – process for issues with superintendents to be established.
- Issue with judge's worksheets.

#### **Adjournment**

Motion made by Behnke, seconded by Kohlbeck to adjourn at 6:14pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Janowski



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

DATE: September 30, 2013  
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: 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 2014 Fair:
  - A. Market Animal Committee Meeting Update
  - B. 2013 Ice Center Show Ring Update
  - C. 2013 Fair Pictures – Conference Update
  - D. 2014 Theme-Colors
  - E. Season Ticket – Rides
  - F. Dog Show – Tuesday
  - G. Policy – Unloading Animals, Insubordination, Dogs, Illegally Parked Vehicles
  - H. Special Olympics Race Route
  - I. Merchants Gate Passes – Campers
  - J. Judge's Dress Code
  - K. Liaison Update – Any Issues During Fair
  - L. Review Superintendent-Assistant Superintendents
  - M. Barn Scheduled Hours During Week of Fair
  - N. Sound System – Walters Building
  - O. Pig Pens – Lesters Building
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: September 24, 2013

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

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

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

Held Monday, September 30, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, J. Janowski, D. Fitzgerald, M. Kohlbeck, B. Cavanaugh K. Behnke  
**Also Present:** J. Beyer, J. Krizek, J. Vetting, D. Pollen, J. Beyer  
**Absent & Excused:** D. Pawlowski, D. Schaut

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

**Minutes** No meeting minutes presented or approved..

**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 2014 Fairs:**

**A. Market Animal Committee Meeting Update**

Cavanaugh reported on the annual meeting held September 11 with approximately 100 people in attendance which was held at the Expo grounds. Cavanaugh reported on the following:

- New buyer signs to be made along with the creation of a new market buyer flyer.
- Public input – issues discussed on no rate of gain contest, fees exhibitors to pay at initial weigh in of \$30, would like individuals to sell more animals at market.
- Election of 3 new members – Jim Brandt, Bob Sickinger, and Dave Miller.
- Meeting day may change. Bill Meullemans is the new president.
- Discussion on moving sheep time up.

**B. 2013 Ice Center Show Ring Update**

Dvorak reported on the Ice Center show ring meeting reviewing notes included in the committee packet and highlighting that the event went well and also discussion of dairy cattle clipping with draft included in the committee packet.

**Action Needed:**

- Dairy Cattle Clipping Policy to be added to the next Operations Subcommittee agenda.

**C. 2013 Fair Pictures – Conference Update**

Dvorak distributed pictures for committee members to review and select for the WI Association of Fairs convention.

**D. 2014 Theme-Colors**

Committee members submitted ideas for themes and colors to include the following: Pirates of the Carrots and Beans, Race to the Fair, Truck on Down to the Fair, Follow the Yellow Brick Road, Oh the Places You'll Go, Better Get Moovin', Beef at the Beach, Wheels and Squeals, Best of the Best, The Great Experience, Showcase of Summer, Summers Harvest, and Star of Summer. Colors of Royal Blue, Orange and Green were discussed. Final selections to recommend to the board were Pirates of the Carrots and Beans, Better Get Moovin' and Showcase of Summer.

**E. Season Ticket – Rides**

Dvorak reported on the idea to have a season pass to include rides. Consensus of the committee was to decline the idea.

**F. Dog Show – Tuesday**

Dvorak reported that this was a request by an exhibitor and not the superintendent. No action was taken.

**G. Policy – Unloading Animals, Insubordination, Dogs, Illegally Parked Vehicles**

Dvorak reported on unloading of animals and recommended that the general rules should include language that the superintendent or assistant superintendent must be in the respective building when unloading animals and should be added to the contract and provided in the superintendent-assistant superintendent annual training. Discussion included having both the superintendent and assistant superintendent available in the Lesters building when unloading sheep and swine and that this policy will be for all superintendents to be available in their respective buildings on check in day.

Dvorak reported on insubordination to include the following guidelines of verbal, written and disciplinary action. Discussion included that disciplinary action will be on a case-by-case basis with final board determination.

Dvorak reported on the Dog Policy included in the committee packet with discussion on determining public areas and adding language to vendors and camper forms that dogs are not allowed access to the general public area.

Dvorak reported that illegally parked vehicles agenda item is being reviewed.

**Action Needed:**

- Dog Policy to be added to the next Operations Subcommittee agenda.
- Illegally Parked Vehicles to remain on the next Operations Subcommittee agenda.

**H. Special Olympics Race Route**

Dvorak reported on the Special Olympics race and that the run is a 5k (3.1 mile) versus a 2 mile race. Discussion included race route and the start time of the run. Committee noted that the race must start promptly at 6pm and event coordinators will need to adjust accordingly, no recommendations to change the race route, cost of program was discussed.

**Action Needed:**

- Special Olympics Race-Fees to be added to the next Finance Subcommittee agenda.

**I. Merchants Gate Passes – Campers**

Dvorak reported on the issues with campers and vehicles parked in during the week of fair. Discussion and recommendation to make a special parking card by staff to be placed in the vehicle.

**J. Judge's Dress Code**

Dvorak reported on the issue with a judge not dressed appropriately during judging at the fair. Recommendation to include language regarding appropriate dress to the judge's contract.

**Action Needed:**

- Staff to add to superintendent-assistant superintendent training.

**K. Liaison Update – Any Issues During Fair**

Committee discussed liaison issues in the barns discussing the chutes in the dairy cattle with draft policy included in the committee packet and referenced the Ice Center Show Ring Wrap Up meeting notes. Discussion included making a generic policy for all animals for grooming and supporting superintendent when an exhibitor or family is insubordinate.

**L. Review Superintendent-Assistant Superintendents**

Dvorak reported on complaints regarding Barb LeCaptain, superintendent, and Diane Vogel, assistant superintendent. Discussion included the complaints need to be addressed, asking superintendent if they want the assistant superintendent back, and to talk with each person.

Dvorak reminded the committee that the new pay scale would be implemented for the 2014 fair and communication to go out for the other superintendents and assistant superintendents.

**Action Needed:**

- Staff to schedule separate meetings with the superintendent and assistant superintendent.

**M. Barn Scheduled Hours During Week of Fair**

Dvorak reported on the issue with the barns at night and what time barns to close at night.

**Action Needed:**

- Staff to contact animal superintendents on closing of the barns.

**N. Sound System – Walters Building**

Staff working on pricing for the sound system from the Walters building to the Lesters building.

**O. Pig Pens – Lesters Building**

Staff working on pricing for pig pens and will be contacting Becker Fence.

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

No report.

**Adjournment**

Motion made by Behnke, seconded by Kohlbeck to adjourn at 7:52pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Janowski



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

**DATE:** October 2, 2013  
**TIME:** 7:00 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:

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 Update
  - B. FINANCE SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - C. OPERATIONS SUB-COMMITTEE:
    1. Market Animal Committee Meeting Update; 2013 Ice Center Show Ring Update; 2013 Fair Pictures – Conference Update; 2014 Theme-Colors; Season Ticket – Rides; Dog Show – Tuesday; Policy – Unloading Animals, Insubordination, Dogs, Illegally Parked Vehicles; Special Olympics Race Route; Merchants Gate Passes – Campers; Judge’s Dress Code; Liaison Update – Any Issues During Fair; Review Superintendent-Assistant Superintendents; Barn Scheduled Hours During Week of Fair; Sound System – Walters Building; Pig Pens – Lesters Building
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Fair Times; Rides Start Time – Sunday; Event Cancellation Procedure; Tractor Pull Plaques; Dumping of Grey Water; Photo Booth; Woodcarver Contract; Carnival Layout
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2014 Fair Matters
  - A. District 4 Meeting – Brown County – October 8
  - B. WI Association of Fairs Conference – Jan 5-8, 2014
  - C. Health Space Working Committee Update
  - D. Space Needs Committee 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. Dartball Tournament – April 5-6 2014
  - B. Bleacher Campaign
  - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: September 24, 2013

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, October 2, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

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

**Vouchers** None.

**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 Update***

Pollen reported the October invoice has been paid and the insurance submitted. Pollen added that ice is going in and the season begins October 12.

#### **B. Finance Sub-Committee**

##### **1. *2013 Fair Budget Update; 2014 Fair Budget***

Behnke reported that there was no meeting but a meeting will be in December after the county budget has been passed.

#### **C. Operations Sub-Committee**

##### **1. *Market Animal Committee Meeting Update; 2013 Ice Center Show Ring Update; 2013 Fair Pictures – Conference Update; 2014 Theme-Colors; Season Ticket – Rides; Dog Show – Tuesday; Policy – Unloading Animals, Insubordination, Dogs, Illegally Parked Vehicles; Special Olympics Race Route; Merchants Gate Passes – Campers; Judge's Dress Code; Liaison Update – Any Issues During Fair; Review Superintendent-Assistant Superintendents; Barn Scheduled Hours During Week of Fair; Sound System – Walters Building; Pig Pens – Lesters Building***

Dvorak reported on the following:

- Pictures distributed for convention.
- Market Animal – annual meeting with board members changing and concerns on costs.
- Ice Center – update provided in packet and overall went well.
- Season Tickets – consensus was no.
- Dog Show – no report.
- Policy of unloading animals was discussed and need to have the superintendent/assistant superintendent in the barns for safety.
- Insubordination – verbal, written, and disciplinary action will be on a case-by-case basis.
- Dog policy – general start for policy provided in packet and discussion on service and vendor dogs.
- Illegally parked vehicles – no report.
- Special Olympics – start race promptly and get ideas from group.
- Merchant Gate passes – staff to make special pass.
- Dress code – will add verbiage to contract.

- Liaison Update – issues with superintendent and assistant superintendent with two investigations to be done.
- Reviewed superintendent-assistant superintendent list and will be back for 2014.
- Barn Hours – need to communicate with the animal superintendents.
- Sound System – staff working on.
- Pig Pens – staff working on.
- Theme/Colors – presented Pirates of the Carrots and Beans, Better Get Moovin', and Showcase of Summer. Board voted with Pirates receiving 5 votes, Moovin' 1 vote and Showcase 9 votes. Motion was made by Fitzgerald, seconded by Taylor to reconsider the theme. Motion carried. Plate, Janowski and Swade voted no. Themes revoted with a vote of Pirates receiving 7 votes, Moovin' 2 votes, and Showcase 8 votes. Theme for 2014 will be Showcase of Summer and the colors are Royal Blue and Orange. Motion was made by Dvorak, seconded by Taylor to approve the committee report and recommendations. Motion carried unanimously.

**D. Entertainment/Vendors Sub-Committee:**

**1. Fair Times; Rides Start Time – Sunday; Event Cancelation Procedure; Tractor Pull Plaques; Dumping of Grey Water; Photo Booth; Woodcarver Contract; Carnival Layout**

Voss reported on the following:

- Fair times – to start the same on Tuesday.
- Rides start – recommendation to board to run on Sunday 12pm-4pm and 5pm-7pm.
- Event cancelation included in packet with suggestions to staff.
- Tractor pull – currently give out plaques and idea to give out gift certificates.
- Dumping grey water – health department to contact vendor.
- Photo booth – Silver Valley has photo booth and will let us use during week of fair. Recommend to the board to pursue.
- Woodcarvers – contract with Loghoggers or another woodcarver was discussed and need a standard contract to use.
- Carnival layout – had space needs review and possibly moving Merry Go Round to help with traffic and make more vendor spots by grandstand.

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

**E. Parking/Security Sub-Committee:**

**1. No Committee Meeting-Committee Update**

No report.

**Action Needed:**

- Schedule Parking & Security subcommittee meeting in November.

**F. Fairest of the Fair Sub-Committee:**

**1. No Committee Meeting-Committee Update**

No committee meeting. Newberg reported that entries are in for the fairest competition, Pumpkinfest at the end of the month and Crime Prevention Day.

**Review, Discussion, and Possible Action on 2014 Fair Matters**

**A. District 4 Meeting – Brown County – October 8**

Vetting reported six people attending.

**B. WI Association of Fairs Conference – Jan 5-8, 2014**

Krizek reported invoices distributed.

**C. Health Space Working Committee Update**

Prices being obtained for more hand sanitizer stands.

**D. Space Needs Committee Update**

No report.

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

Neuser reported on the Financial Report included in the board packet noting Ice Center balance is low, but revenue coming in and the major capital outlay was approximately \$45,000 more than what was expensed last year. Neuser added that the final fair numbers are not available.

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

**A. Dartball Tournament – April 5-6, 2014**

Krizek reported on the upcoming dartball tournament.

**B. Bleacher Campaign**

Krizek reported on the bleacher campaign for the Walters building.

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

The following were discussed:

- Rummage-A-Rama volunteer sign up sheet distributed.
- Thank you card from Bernal and Kathy Granger.
- Advance America request to have a table to distribute flyers at the entrance of the rummage sale. Discussion that the vendor cannot be a strolling vendor.

**Adjournment**

Motion was made by Newberg, Pollen by Zipperer to adjourn at 7:50pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



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

DATE: October 2, 2013  
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. Fair Times
    2. Rides Start Time – Sunday
    3. Event Cancellation Procedure
    4. Tractor Pull Plaques
    5. Dumping of Grey Water
    6. Photo Booth
  - 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 2014 Fair:
  - A. Woodcarver Contract
  - B. Carnival Layout
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: September 24, 2013

Rob Voss, 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 2, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, D. Fitzgerald, L. Taylor, M. Kohlbeck, M. Hackmann, D. Schaut  
**Also Present:** G. Neuser, J. Krizek, J. Janowski, D. Newberg, J. Vetting, K. Behnke, D. Pollen, J. Beyer, R. Zipperer

**Absent & Excused:**

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Newberg, seconded by Fitzgerald to approve the minutes. 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. Operations Sub-Committee: None

**1. Fair Times**

Discussion on fair times and the possibility of starting earlier on Tuesday. Consensus of the committee was to keep the same.

**2. Rides Start Time – Sunday**

Voss reported that the carnival was willing to shift start times for Sunday with hours of 12pm-4pm and 5pm-7pm. Discussion. Motion made by Kohlbeck, seconded by Taylor to recommend to the board for approval Sunday carnival times of 12pm-4pm and 5pm-7pm. Motion carried unanimously.

**3. Event Cancellation Procedure**

Voss reviewed the cancellation policy provided in the committee packet. Discussion included making a 2'x3' plywood sign with event listed, using sandwich board, placing cancellation sign on the corner of the Merchants gate entrance, and making four total signs to be placed at the Ice Center, main gate, Merchants Gate and corner.

**4. Tractor Pull Plaques**

Voss reported on the tractor pull plaques with feedback provided from Harold Schnell and fairs moving towards gift certificate versus plaques. Discussion also included adding language to the rules that payout will be one half hour after the pull under the grandstand.

**Action Needed:**

- Place Tractor Pull Plaques on the next Entertainment and Vendor Subcommittee agenda.

**5. Dumping of Grey Water**

Voss reported that contact was made with the health department and if a vendor is dumping grey water, the committee or staff can contact the health department and the health department will contact the vendor.

**6. Photo Booth**

Krizek reported on the idea of having a photo booth at the fair. Voss added that the fair would be responsible for the ink and paper. Discussion included making a fair sign for a back drop. Motion was made by Taylor, seconded by Fitzgerald to recommend to the board for approval to pursue the photo booth idea. Motion carried unanimously.

- 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 2014 Fairs:**

**A. Woodcarver Contract**

Voss reported on the draft Loghoppers contract included in the committee packet. Discussion included location, 15' emergency lane, price cap on logs, pursuing another woodcarver, and making a blanket contract.

**Action Needed:**

- Place Loghoppers Contract on next Entertainment & Vendor Subcommittee Agenda.

**B. Carnival Layout**

Voss reported on the food vendors map included in the committee packet. Behnke reported on the space needs and the possibility of moving the Merry-Go-Round and Fun House onto the asphalt as well as moving kiddie rides. Discussion included review of electrical and water needs of vendors and garden market.

**Action Needed:**

- Place Carnival Layout on next Entertainment & Vendor Subcommittee Agenda.

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

None.

**Adjournment**

Motion made by Fitzgerald, seconded by Schaut to adjourn at 6:58pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Taylor



# MANITOWOC COUNTY

## EXPO and ICE CENTER BOARD

### MEETING NOTICE

DATE: November 6, 2013  
TIME: 7:00 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:

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 Update
  - B. FINANCE SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - C. OPERATIONS SUB-COMMITTEE:
    1. Market Animal Committee Meeting; Fair Logo Theme Colors; Jr. Fair-Open Class Rules and Regulations – Meeting Review Date; Dairy Clipping Policy, Species Care Clean Up Rules; Dog Policy – Review Map of Expo Grounds; Illegally Parked Vehicles; Superintendent Meeting Update; Barn Scheduled Hours During Week of Fair; Sound System Update – Walters Building; Pig Pens Update – Lesters Building
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Tractor Pull Plaques; Woodcarver-Loghogger's Contract; Carnival Layout; Indoor Vendor Hours; Gate Hours; Tuesday-Sunday Grandstand and Special Events Entertainment, Booking Agent; Casady's Critters Contract
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Signage; Parking Layout
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2014 Fair Matters
  - A. District 4 Meeting Update
  - B. WI Association of Fairs Conference – Jan 5-8, 2014; Fairest of the Fair Auction Items
  - C. Walters Building Bleacher Campaign
5. Comptroller's Financial Report – Review and Action
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Dartball Tournament – April 5-6 2014
  - B. Rummage-A-Rama – November 9
  - C. Expo-Ice Center Month Events; Expo Grounds Update
  - D. January Meeting Date(s) Change
  - E. Picture Release Requirement
7. Adjourn

Date: October 28, 2013

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

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

Held Wednesday, November 6, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

**Present:** J. Vetting, J Beyer, B. Cavanaugh, L. Taylor, K. Behnke, M. Hackmann, R. Zipperer, T. Dvorak, D. Fitzgerald, D. Gauger, M. Kohlbeck, J. Janowski, D. Pollen, R. Voss, M. Plate, D. Schaut, B. Herr  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, Bill Meulemanns  
**Absent & Excused:** K. Swade, D. Newberg

**Called to Order** Meeting called to order – 7:07pm.

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

**Vouchers** Voucher was presented for D. Newberg for mileage to the District 4 meeting. Motion was made by Behnke, seconded by Schaut to approve the voucher request of 96 miles for the District 4 meeting. Motion carried unanimously.

**Public Input** Bill Meulmanns, new president for the market animal committee, introduced himself to the board.

### **Review & Act on Subcommittee Recommendations:**

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

##### **1. *No Committee Meeting-Committee Update***

Pollen reported that there was no meeting and are into the second month of ice with some higher costs putting in the ice due to issues and working with the user groups to offset the costs of putting in the Freon. PW Director added that Freon was lost due to a valve issue and costs to replace the Freon and the valve was approx. \$25,000 but did increase the capital outlay paid by the user groups in the 2013-2014 contract.

#### **B. Finance Sub-Committee**

##### **1. *2013 Fair Budget Update; 2014 Fair Budget***

Behnke reported that there was no meeting but a meeting will be held in December.

#### **C. Operations Sub-Committee**

##### **1. *Market Animal Committee Meeting; Fair Logo Theme Colors; Jr. Fair-Open Class Rules and Regulations – Meeting Review Date; Dairy Clipping Policy, Species Care Clean Up Rules; Dog Policy – Review Map of Expo Grounds; Illegally Parked Vehicles; Superintendent Meeting Update; Barn Scheduled Hours During Week of Fair; Sound System Update-Walters Building; Pig Pens Update-Lesters Building***

Dvorak reported on the following:

- Market Animal Committee meeting will be held on the second Sunday at 7 Lakes at 7pm.
- Recommend to add tag line of Celebrating 100 years of 4H and change colors to Royal Blue, White and Green.
- Rules and regulations to be reviewed at working committee and will schedule meeting after board meeting.
- Dairy clipping – recommend to approve dairy clipping policy.
- Illegally parked vehicles – staff to contact local towing company for sponsorship.
- Superintendent meeting – went well and a verbal given.
- Barn Hours – general consensus to close at approx at the hours presently followed.
- Sound System – recommend to Finance.
- Pigs Pens – recommend to Finance.

Motion was made by Dvorak, seconded by Kohlbeck to approve the committee report and recommendations. Motion carried unanimously.

**D. Entertainment/Vendors Sub-Committee:**

**1. *Tractor Pull Plaques; Woodcarver-Loghopper's Contract; Carnival Layout; Indoor Vendor Hours; Gate Hours; Tuesday-Sunday Grandstand and Special Events Entertainment, Booking Agent; Casady's Critters Contract***

Voss reported on the following:

- Tractor Pull Plaques – staff to research. Cavanaugh to talk with Fleet Farm in Appleton to donate gift certificates.
- Woodcarver Contract – recommend for approval with changes to 85/15 percentage split and Loghoppers responsible for logs.
- Carnival Layout – will get aerial views and dimensions to review.
- Indoor Hours – same as 2013.
- Gate Hours – same as 2013.
- Tuesday-Sunday – reviewed possible entertainment through the week.
- Casady's Contract – recommend for approval.

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

**E. Parking/Security Sub-Committee:**

**1. *Signage; Parking Layout***

Beyer reported on the following:

- Signage – pricing of signs and posts along with a Free Parking sign.
- Cutting brush along the fence line.
- Moving lines in the main parking lot.

Motion was made by Beyer, seconded by Zipperer to approve the committee report and recommendations. Motion carried unanimously.

**F. Fairest of the Fair Sub-Committee:**

**1. *No Committee Meeting-Committee Update***

No committee meeting. Dvorak reported that the fairest attended Crime Prevention Day and Pumpkin Fest and will be in the Two Rivers and Manitowoc Christmas Parades. Dvorak added that the fairest is working on auction items and to bring items to the Expo Office.

**Review, Discussion, and Possible Action on 2014 Fair Matters**

**A. *District 4 Meeting Update***

Dvorak reported on the District 4 meeting including discussion on E-Coli, signage for health safety, small animal building received acknowledgement on building, and a Q&A period.

**B. *WI Association of Fairs Conference – Jan 5-8, 2014; Fairest of the Fair Auction Items***

Dvorak reported that the conference is a racing theme and to wear racing attire.

**C. *Walters Building Bleacher Campaign***

Krizek distributed information on the bleacher campaign.

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

PW Director reported on the Financial Report included in the board packet noting that most numbers are in good shape, Expo Activities is doing better each year and the Ice Center is close but probably will be in the red at the end of the year.

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

**A. *Dartball Tournament – April 5-6, 2014***

Discussion on the event.

**B. *Rummage-A-Rama – November 9***

Vetting reported that the sale is sold out and still need volunteers.

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

Krizek reported on upcoming events.

**D. January Meeting Date(s) Change**

Motion was made by Behnke, seconded by Gauger to cancel the January Expo-Ice Center board meeting. Motion carried unanimously.

**E. Picture Release Requirement**

PW Director reported on the picture release information provided by corp. counsel noting that a release form is required. Discussion included follow up with state fair and adding additional language to the registration form for exhibitors.

**Adjournment**

Motion was made by Zipperer, seconded by Taylor to adjourn at 7:59pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



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

DATE: November 6, 2013  
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. 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 2014 Fair:
  - A. Market Animal Committee Meeting
  - B. Fair Logo Theme Colors
  - C. Jr. Fair-Open Class Rules and Regulations – Meeting Review Date
  - D. Dairy Clipping Policy; Species Care Clean Up Rules
  - E. Dog Policy – Review Map of Expo Grounds
  - F. Illegally Parked Vehicles
  - G. Superintendent Meeting Update
  - H. Barn Scheduled Hours During Week of Fair
  - I. Sound System Update – Walters Building
  - J. Pig Pens Update – Lesters Building
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: October 28, 2013

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

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

Held Wednesday, November 6, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, J. Janowski, D. Fitzgerald, M. Kohlbeck, B. Cavanaugh  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, D. Pollen, B. Herr, L. Taylor, M. Hackmann, R. Voss  
**Absent & Excused:** K. Behnke, D. Schaut

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Fitzgerald, seconded by Kohlbeck 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 2014 Fairs:**

**A. Market Animal Committee Meeting**

Dvorak reported on the following:

- Bill Meulemans is the new president.
- Meetings will be held the second Sunday of the month. Next meeting is Sunday, November 10, 7 Lakes at 7pm.

Cavanaugh noted that he will attend the meeting.

**B. Fair Logo Theme Colors**

Dvorak reported that 4-H is celebrating 100 years in 2014 and presented the logo provided in the committee packet including the language. Motion was made by Fitzgerald, seconded by Cavanaugh to recommend to the board for approval to add Celebrating 100 years of 4-H and change the colors to Green, White and Royal Blue. Motion carried unanimously.

**C. Jr. Fair-Open Class Rules and Regulations – Meeting Review Date**

Dvorak reported that changes to department rules have been submitted and would like to form a working committee to review the changes as well as adding a department. Kohlbeck and Janowski will participate in the working committee with Dvorak. Meeting to be scheduled after the board meeting.

**D. Dairy Clipping Policy; Species Care Clean Up Rules**

Dvorak reported on the dairy clipping policy included in the committee packet. Motion was made by Janowski, seconded by Kohlbeck to recommend to the board for approval the dairy clipping policy. Motion carried unanimously. Discussion on species overall care and clean up and the enforcement of the procedure to be handled by superintendent and discussion on sheep clipping policy and working with the superintendent.

**E. Dog Policy – Review Map of Expo Grounds**

Dvorak reported on the dog policy and determining public areas for dogs. Discussion included location, informing staff if bringing a dog, requiring rabies vaccine, special exceptions granted by board, reviewed map and perimeters.

**Action Needed:**

- Staff to develop a map with perimeter and bring to next Operations subcommittee meeting.
- Keep on next Operations subcommittee meeting agenda.

**F. Illegally Parked Vehicles**

Voss reported on the idea to work with a local towing company for sponsorship.

**Action Needed:**

- Staff to contact local towing companies.
- Keep on next Operations subcommittee meeting agenda.

**G. Superintendent Meeting Update**

Dvorak reported on the meetings held with Diane Vogel, assistant superintendent, and Lora Eisner, superintendent along with Jerome Vetting as well as the meeting with Barb LeCaptain, superintendent with Jerome Vetting in attendance. Dvorak added that the meetings went well and discussed the process of verbal, written, and disciplinary action.

**H. Barn Scheduled Hours During Week of Fair**

Dvorak reported on the hours that each barn closes; Walters – 15 minutes prior to bands stop; Lesters – Mon/Thurs 10pm-11pm and Fri/Sat 11pm-midnight; Goat Tent – 10pm-10:30pm; Small Animal Building – 10pm; Dairy Cattle Barn – midnight but exhibitors working throughout the night with cattle. Consensus to close the buildings to the general public at approx. the times as listed and post signs on the barns.

**Action Needed:**

- Staff to create signs.

**I. Sound System Update – Walters Building**

Dvorak reported that the wiring from the Walters to the Lesters along with the amplifier will cost approximately \$1,000. Motion was made by Cavanaugh, seconded by Janowski to recommend to the Finance Subcommittee for review and approval. Motion carried unanimously.

**Action Needed:**

- Place on the next Finance Subcommittee Agenda – Sound System – Walters Building.

**J. Pig Pens Update – Lesters Building**

Krizek reported on the quote received from Becker Fencing for the pig pens with a full pen cost of \$856.90. Motion was made by Fitzgerald, seconded by Janowski to recommend to the Finance Subcommittee for review and approval to purchase 4 to 6 pens. Motion carried unanimously.

**Action Needed:**

- Staff to research other options and discuss needs for goat pens.
- Place on the next Finance Subcommittee Agenda – Pig Pens – Lesters Building.

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

No report.

**Adjournment**

Motion made by Kohlbeck, seconded by Cavanaugh to adjourn at 6:10pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Janowski



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

DATE: November 6, 2013  
TIME: 6:15 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 2014 Fair:
  - A. Tractor Pull Plaques
  - B. Woodcarver-Loghogger's Contract
  - C. Carnival Layout
  - D. Indoor Vendor Hours
  - E. Gate Hours
  - F. Tuesday-Sunday Grandstand and Special Events Entertainment; Booking Agent
  - G. Casady's Critters Contract
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: October 28, 2013

Rob Voss, 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 6, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, D. Fitzgerald, L. Taylor, M. Kohlbeck, M. Hackmann, D. Schaut  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Janowski, J. Vetting, D. Pollen, J. Beyer, R. Zipperer, T. Dvorak, B. Herr, B. Cavanaugh, M. Plate

**Absent & Excused:**

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Kohlbeck, seconded by Fitzgerald to approve the minutes. 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. Operations Sub-Committee:	None
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 2014 Fairs:**

**A. Tractor Pull Plaques**

Voss reported on the plaque and gift certificates idea. Cavanaugh to talk with Fleet Farm in Appleton to donate gift certificates.

**Action Needed:**

- Staff to report at next meeting with the following: 2013 plaque costs, estimates on smaller plaques.
- Keep on next Entertainment & Vendor Subcommittee agenda.

**B. Woodcarver-Loghogger's Contract**

Voss reported on the Loghogger's Contract provided in the committee packet. Discussion included: limit on logs, change to percentage. Motion was made by Fitzgerald, seconded by Taylor to recommend to the board for approval to offer the Loghogggers a contract with percentage change to 85/15 and Loghogggers responsible for log expense. Motion carried unanimously.

**C. Carnival Layout**

Voss reported on the discussion to change the carnival layout.

**Action Needed:**

- Staff to contact Rainbow Valley for ride dimensions and provide aerial maps with dimensions listed – have available for the WI Association of Fairs Conference.

**D. Indoor Vendor Hours**

Consensus to keep the indoor vendor hours the same for 2014.

**E. Gate Hours**

Consensus to keep the gate hours the same for 2014.

**F. Tuesday-Sunday Grandstand and Special Events Entertainment; Booking Agent**

Voss reported on the 2013 events and opened discussion for 2014. Discussion included: \$5 admission ticket on Tuesday and would not include rides. Consensus to not use a booking agent for entertainment due to costs.

**Action Needed:**

- Place on the next Finance Subcommittee Agenda – Tuesday - \$5 Admission Ticket.

**G. Casady's Critters Contract**

Casady's Critters contract was presented to the committee for approval with the same costs as 2013. Motion was made by Behnke, seconded by Taylor to recommend to the board for approval Casady's Critters contract. Motion carried unanimously.

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

None.

**Adjournment**

Motion made by Fitzgerald, seconded by Taylor to adjourn at 6:46pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Taylor



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

DATE: November 6, 2013  
TIME: 6:45pm  
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 2014 Fair:
  - A. Signage
  - B. Parking Layout
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: October 28, 2013

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

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

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

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

Held Wednesday, November 6, 2013

Location: Expo Office

**Present:** J. Beyer, M. Plate, R. Zipperer, M. Hackmann, D. Pollen, L. Taylor, R. Voss

**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, J. Janowski, D. Schaut, M. Kohlbeck, D. Fitzgerald, B. Cavanuagh, T. Dvorak, B. Herr, R. Voss, K. Behnke

**Absent & Excused:**

**Called to Order** Meeting called to order - 6:47pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Voss, seconded by Plate 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 2014 Fair:**

**A. Signage**

Beyer reported creating having permanent posts at the end of each row with a number or other significant sign with posts being 6-8' high for 15 rows with two posts per row. Motion was made by Herr, seconded by Voss to recommend review of pricing options for placing posts. Discussion also included creating a Free Parking Sign and cutting brush at the fence line.

**Action Needed:**

- Staff to obtain pricing options for posts, Free Parking Sign.
- Staff to work on getting brush cut along fence line.

**B. Parking Layout**

Beyer reported on the idea to make the parking lines more uniform. Discussion.

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

Beyer reported that the Special Ops and Law Enforcement hours will be posted so staff and board members will know who is on the grounds at any time and will also begin reviewing Special Ops and Sheriff's hours for 2014.

**Adjournment**

Motion made by Voss, seconded by Plate to adjourn at 7:03pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Zipperer



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

DATE: TUESDAY, December 3, 2013  
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: 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 2014 Fair:
  - A. Tractor Pull Plaques
  - B. Woodcarver-Loghoppers Contract
  - C. Carnival Layout
  - D. Tuesday-Sunday Grandstand and Special Events Entertainment
  - E. Food Vendors
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: November 22, 2013

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

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

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

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

Held Tuesday, December 3, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, D. Fitzgerald, M. Hackmann, D. Schaut, D. Newberg  
**Also Present:** J. Krizek, J. Vetting, D. Pollen, K. Behnke  
**Absent & Excused:** L. Taylor, M. Kohlbeck

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Fitzgerald, seconded by Newberg to approve the minutes. 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. Operations Sub-Committee:	None
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 2014 Fairs:**

**A. Tractor Pull Plaques**

Krizek reported on the costs for the 2013 plaques at \$225 for 9 plaques or \$25 per plaque. Voss added that he will work with Manitowoc Trophy for a donation. Cavanaugh will contact Fleet Farm for gift certificate donations. Voss reported that tractor pullers prefer gift certificates versus plaques per Harold Schell, Farm Tractor Pull.

**Action Needed:**

- Keep on next Entertainment & Vendor Subcommittee agenda.

**B. Woodcarver-Loghogger's Contract**

Voss reported on the Loghogger's Contract and the email from the Loghoppers in response to a contract for the 2014 fair included in the committee packet. Discussion. Motion was made by Schaut, seconded by Newberg to decline contract negotiations with the Loghoppers for the 2014 fair. Motion carried unanimously.

**C. Carnival Layout**

Krizek reported on the communication with Rainbow Valley Ride and the dimensions of Merry Go Round, 45' diameter and location near pole at main gate; Mardi Gras (Fun House), 14' depth x 70' long and angled towards the carnival midway; and slide, 12' depth x 120' long and cornered to the grandstand with needs of 220-50 amp electrical. Committee consensus to meet with Rainbow Valley Rides at convention. Discussion included outdoor vendor location, location of slide, Extreme Action location possibly to grass area, and idea to have miniature monster truck program.

Krizek reported on Rainbow Valley Rides request to change new approved Sunday hours from noon to 4pm and 5pm to 7pm to 11am to 6pm. Motion was made by Hackmann, seconded by Voss to recommend to the board for approval Sunday carnival rides hours to 11am to 6pm. Motion carried unanimously.

**Action Needed:**

- Keep on next Entertainment & Vendor Subcommittee agenda.

**D. Tuesday-Sunday Grandstand and Special Events Entertainment**

Voss reported on the 2014 potential grandstand events: Tuesday – no events; Wednesday – EWSC; Thursday – Modified Truck & Tractor Pull; Friday – Farm Tractor Pull; Saturday – Lawnmower Races; Sunday – Demo Derby.

**Action Needed:**

- Staff to make initial contact with entertainment contacts.
- Keep on next Entertainment & Vendor Subcommittee agenda.

**E. Food Vendors**

Voss reported on the need to seek another Blooming Onion vendor and begin seeking additional outdoor vendors. Discussion included added additional language to the application to include – Application to be reviewed by Entertainment & Vendor subcommittee, more lights across from the Variety tent, add more AG Vendors, and new ideas to have a bird adventure area in the new layout area with the possibility of seeking sponsors like Kaytee.

**Action Needed:**

- Staff to contact Fond du Lac regarding bird adventure.

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

None.

**Adjournment**

Motion made by Newberg, seconded by Hackmann to adjourn at 7:20pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Taylor



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

**DATE:** December 4, 2013  
**TIME:** 7:00 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:

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 Update
  - B. FINANCE SUB-COMMITTEE:
    1. 2013 Fair Budget Update; 2014 Fair Budget; Sound System-Walters Building; Pig Pens-Goat Pens-Lesters Building; Tuesday - \$5 Admission; Special Olympics Race - Fees
  - C. OPERATIONS SUB-COMMITTEE:
    1. Market Animal Committee Meeting Update; Jr. Fair-Open Class Rules and Regulations; Dog Policy-Review Map of Expo Grounds; Illegally Parked Vehicles; 2014 Swine Show; Exhibition Building TV-Club Videos; Wine and Beer Entries; Landscaping Ideas
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Tractor Pull Plaques; Woodcarver-Loghogger's Contract; Carnival Layout; Tuesday-Sunday Grandstand and Special Events Entertainment; Food Vendors
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2014 Fair Matters
  - A. WI Association of Fairs Conference – Jan 5-8, 2014; Fairest of the Fair Auction Bid
  - B. Grandstand Concessions
  - C. Subcommittee Assignments
  - D. 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. Dartball Tournament – April 5-6 2014
  - B. Rummage-A-Rama – December 14; January 11 – Volunteer Sign Up
  - C. Winterfest – January 25 – Volunteer Sign Up
  - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: November 22, 2013

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, December 4, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

**Present:** J. Vetting, J Beyer, B. Cavanaugh, L. Taylor, K. Behnke, M. Hackmann, R. Zipperer, T. Dvorak, D. Fitzgerald, D. Gauger, M. Kohlbeck, J. Janowski, D. Pollen, R. Voss, M. Plate, D. Schaut, B. Herr, K. Swade, D. Newberg  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, Bill Meulemanns  
**Absent & Excused:**

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

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

**Vouchers** None.

**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 Update***  
No report.

#### B. Finance Sub-Committee

1. ***2013 Fair Budget Update; 2014 Fair Budget; Sound System-Walters Building; Pig Pens-Goat Pens-Lesters Building; Tuesday-\$5 Admission; Special Olympics Race-Fees***

Behnke reported on the sound system, recommended manure fee increase as follows: Dairy Cattle and Beef - \$4; Horses - \$3; Llamas-Alpacas, Sheep, Goats, and Swine - \$2; Special Olympics discussion and follow up meeting to be scheduled. Motion was made by Behnke, seconded by Gauger to approve the committee report and recommendations. Motion carried unanimously.

#### C. Operations Sub-Committee

1. ***Market Animal Committee Meeting Update; Jr. Fair-Open Class Rules and Regulations; Dog Policy – Review Map of Expo Grounds; Illegally Parked Vehicles; 2014 Swine Show; Exhibition Building TV-Club Videos; Wine and Beer Entries; Landscape Ideas***

Dvorak reported on the following:

- Market Animal Committee meeting and scanning of all three species including beef.
- Jr. Fair rules and regulations with recommendation to approve excluding herdsmanship, antiques, and booths versus videos.
- Dog policy map was reviewed.
- Illegally parked vehicles – no enforcement of towing and possibility of implement another option.
- Swine show – follow up with superintendent.
- Wine and Beer exhibits – discuss at convention.
- Superintendent – Jodi Holk, Open Class plant and soil sciences superintendent not able to be a superintendent. Need to pursue another superintendent.

Motion was made by Dvorak, seconded by Kohlbeck to approve the committee report and recommendations. Motion carried unanimously.

**Entertainment/Vendors Sub-Committee:**

**1. *Tractor Pull Plaques; Woodcarver-Loghogger's Contract; Carnival Layout; Tuesday-Sunday Grandstand and Special Events Entertainment; Food Vendors***

Voss reported on the following:

- Tractor Pull Plaques – looking at reducing the amount of money spent on plaques which was \$225 in 2013. Cavanaugh to submit application to Fleet Farm for gift cards.
  - Woodcarver Contract – received email from RD provide in the packet and recommend to decline a contract.
  - Carnival Layout – reviewed the map and location for Fun House, Merry Go Round and Slide and will discuss at convention.
  - Tuesday-Sunday – reviewed entertainment with same ideas as 2013. Staff to make initial contacts.
  - Food Vendors – reviewed locations and replacement of past vendors with discussion on miniature monster truck racing or additional AG vendors. Will distribute staff business cards to potential vendors at convention.
  - Change of Sunday carnival hours – recommend to change Sunday carnival hours to 11am to 6pm.
  - Discussion of birdhouse area idea.
  - Discussion on Demo Derby with number count and set up and tear down.
- Motion was made by Voss, seconded by Newberg to approve the committee report and recommendations. Motion carried unanimously.

**E. Parking/Security Sub-Committee:**

**1. *No Committee Meeting-Committee Update***

No report.

**F. Fairest of the Fair Sub-Committee:**

**1. *No Committee Meeting-Committee Update***

No committee meeting. Newberg reported that the fairest attended both holiday parades and attended a working meeting to prepare for convention. Newberg noted that auction items can be brought to the office.

**Review, Discussion, and Possible Action on 2014 Fair Matters**

**A. *WI Association of Fairs Conference – Jan 5-8, 2014; Fairest of the Fair Auction Bid***

Motion was made by Behnke, seconded by Russ to approve a bid of up to \$500 for the Manitowoc County Fairest of the Fair auction basket. Motion carried unanimously.

**B. *Grandstand Concessions***

PW Director reported that Vans Athletic has declined covering the grandstand concessions for the 2014 fair and Eastern WI Stock Car Racing is interested. Motion was made by Newberg, seconded by Dvorak to offer the grandstand concessions to Eastern WI Stock Car Racing for the week of the fair. Motion carried unanimously.

**C. *Subcommittee Assignments***

Vetting presented the proposed 2014 Subcommittee list for the board to review.

**D. *Fair Update***

Vetting reported that the Department of AG received all the financials for state reimbursement.

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

PW Director reported on the Financial Report included in the board packet noting that most numbers are in good shape with capital improvements to be broken out and addressed with a detailed report at the February or March meeting.

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

#### **A. Dartball Tournament – April 5-6, 2014**

Krizek reported that staff is meeting to discuss logistics and will update the board at the February meeting.

#### **B. Rummage-A-Rama – December 14; January 11 – Volunteer Sign Up**

Vetting distributed the sign up sheets for December 14 and January 11.

#### **C. Winterfest – January 25 – Volunteer Sign Up**

Vetting distributed the sign up sheet Winterfest.

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

Krizek reported on upcoming events.

Vetting presented the Ant Hill Mob Bike Show and Dance banquet for a board member and guest to attend.

Vetting reported that Marie Kohlbeck will receive a Hall of Fame Award at the WI Association of Fairs Convention.

Vetting reported that this was Ken Swade's last meeting as a board member.

Fitzgerald requested that the main gate area be reviewed for asphalt to enhance the main entrance as well as add additional food vendors. Fitzgerald added that the health department prefers that tented food vendors be located on asphalt rather than gravel.

### **Adjournment**

Motion was made by Behnke, seconded by Zipperer to adjourn at 7:50pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



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

DATE: December 4, 2013  
TIME: 5:45 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 2014 Fair:
  - A. Market Animal Committee Meeting Update
  - B. Jr. Fair-Open Class Rules and Regulations
  - C. Dog Policy – Review Map of Expo Grounds
  - D. Illegally Parked Vehicles
  - E. 2014 Swine Show
  - F. Exhibition Building TV – Club Videos
  - G. Wine and Beer Entries
  - H. Landscaping Ideas
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: November 22, 2013

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

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

Held Wednesday, December 4, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, J. Janowski, D. Fitzgerald, M. Kohlbeck, B. Cavanaugh, K. Behnke, D. Schaut

**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, D. Pollen, B. Herr, L. Taylor, M. Hackmann

**Absent & Excused:**

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Cavanaugh, seconded by Janowski 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 2014 Fairs:**

**A. Market Animal Committee Meeting Update**

Cavanaugh reported on the following:

- Market Animal Committee meeting held on November 10.
- New committee along with Bill Meulemanns as president.
- Discussion on ultra sound for all three species, number of animals in sale remains at 70 percent, goats, auction, educational meetings, buyer's meal, and pig pens.
- Next meeting is in January.

**B. Jr. Fair-Open Class Rules and Regulations**

Dvorak reported on the working meeting with Taylor, Janowski, Kohlbeck and Dvorak to review the rules and regulations. Dvorak noted that review of classes to add, market goats, unify herdsmanhip along with superintendent input, open class flowers change on number of stems, open class photography clarification, antiques idea to change lapse of time for items placed in second through fourth, booths versus videos. Motion was made by Fitzgerald, seconded by Cavanaugh to recommend for approval to the board the changes to the rules and regulations excluding antiques, herdsmanhip and booths versus videos. Motion carried unanimously.

**Action Needed:**

- Staff to investigate antiques department at other fairs.
- Place Antiques, Herdsmanhip and Booths versus Videos on next Operations subcommittee agenda

**C. Dog Policy – Review Map of Expo Grounds**

Dvorak reviewed the dog policy and outlined the areas on the map provided at the meeting noting specific areas that dogs would or would not be allowed. PW Director added that staff is working with the public health department about certificates, i.e. rabies, required.

**Action Needed:**

- Staff to provide draft drawing marking areas dogs are allowed.
- Staff to send map to all vendors and notify Rainbow Valley of requirements.
- Staff to have signage made.

**D. Illegally Parked Vehicles**

Krizek reported on the discussion with HWY 42 and Custer Street towing services to include signage requirements, ticketing process, ability to tow. PW Director added that a code would need to be implemented in order to ticket an illegally parked car. Discussion included sign costs, benefit, how to determine tow away zones. Consensus of the committee to not tow but look at other options.

**E. 2014 Swine Show**

Dvorak reported on the pig pens and need to replace only the fence portion of the pens and the health rules.

**Action Needed:**

- Keep on the Operations subcommittee agenda.

**F. Exhibition Building TV – Club Videos**

Dvorak reported on the idea of a TV in the Exhibition Building and working with clubs to produce videos.

**Action Needed:**

- Keep on the Operations subcommittee agenda.

**G. Wine and Beer Entries**

Dvorak briefly reported on the idea for wine and beer entries for the fair.

**Action Needed:**

- Keep on the Operations subcommittee agenda.

**H. Landscaping Ideas**

No report

**Action Needed:**

- Keep on the Operations subcommittee agenda.

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

No report.

**Adjournment**

Motion made by Behnke, seconded by Kohlbeck to adjourn at 6:14pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Janowski



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

DATE: December 4, 2013  
TIME: 6:15 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. Operations Sub-Committee: None
  - C. Entertainment/Vendors Sub-Committee: None
  - D. 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 2014 Fair:
  - A. 2013 Fair Budget Update
  - B. 2014 Fair Budget
  - C. Sound System – Walters Building
  - D. Pig Pens-Goat Pens – Lesters Building
  - E. Tuesday - \$5 Admission
  - F. Special Olympics Race - Fees
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: November 22, 2013

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, December 4, 2013

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** K. Behnke, J. Beyer, K. Swade, M. Plate, J. Janowski, D. Gauger  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, M. Kohlbeck, M. Hackmann, T. Dvorak,  
D. Pollen, B. Cavanaugh, D. Fitzgerald, R. Voss, L. Taylor, B. Herr, D. Schaut, D.  
Newberg, R. Zipperer, Kris Zolltheis, John Andrew

**Absent & Excused:**

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Gauger, seconded by Janowski 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**

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|--|------|
| 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 2013 Fair:**

**A. 2013 Budget Update**

PW Director reported that the net funds for the Fair should be around \$120,000 at the end of 2013.

**B. 2014 Budget**

Reviewed the budget provided in the committee packet noting that some revenue may be lost from the carving auction.

**C. Sound System – Walters Building**

Behnke reported on the cost of the sound system at under \$1,000. Discussion on increasing manure fees. Motion was made by Janowski, seconded by Plate to recommend to the board for approval the increase in manure fees as follows: Dairy Cattle and Beef - \$4; Horses - \$3; Llamas-Alpacas, Sheep, Goats, and Swine - \$2. Motion carried unanimously.

**D. Pig Pens-Goat Pens – Lesters Building**

Behnke reported on the need to replace pig and goat pens. Dvorak added that the fence portion of the pens need to be replaced and suggested reviewing during the week of the fair and work with the superintendent for input.

**Action Needed:**

- Staff to contact the swine and goat superintendents for input.
- Keep on the Finance subcommittee agenda.

**E. Tuesday - \$5 Admissions**

Behnke presented the idea of the Tuesday \$5 admission price. Discussion on the reduction of the admissions fee and how this will affect attendance. No motion made.

**F. Special Olympics Race – Fees**

Behnke reported on the Special Olympics race fees and what the fee included. Kris Zolltheis, special Olympics, reported that there are approximately 60 Special Olympics athletes and the remaining are running to support the program as well as recapped the program and what has been included in the fee: a one day pass, shirt, and medal.

**Action Needed:**

- Staff to schedule meeting with Kris Zolltheis, Behnke, and staff.
- Keep on the Finance subcommittee agenda.

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

Discussion on the Ice Center compressor repairs and how the costs are covered. PW Director reported that a breakdown of the contract and capital outlay has been prepared and will present at the next Finance subcommittee meeting.

**Action Needed:**

- Place Ice Center Capital Outlay breakdown on next Finance subcommittee agenda.

Behnke requested that the next Finance subcommittee be held in March.

**Adjournment**

Motion made by Plate, seconded by Gauger to adjourn at 7:00pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Swade