



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

**DATE:** January 6, 7 and 8, 2014

**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 2014 Fair and provide recommendations to the Expo Board.
4. Adjourn

Date: December 19, 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 6, 2014

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

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

**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 2014 Fair and provide recommendations to the Expo Board.**

The following items were discussed:

- N.E.W. Pullers Open House scheduled from 9am-noon in room 2337.
- Schedule meeting with Rainbow Valley Rides tomorrow, Jan 7. Map is located in Beyer room.
- Trade Show opens from 1pm-4:30pm.
- Contact woodcarver vendors to get an estimate. PW Director and Zipperer to obtain.
- General discussion on tomorrow's seminar attendance for full coverage.
- Discussion on disease seminar and premise ID requirements. Noted that State Veterinarian stated that fair must request premise ID and up to each county if this is to be a requirement. Discussion included that registration form includes premise ID and Farm Bureau form should also require premise ID and Expo should retain all paperwork after Kiddie Showmanship on Sunday of fair.
- Discussion on grandstand entertainment including Pullers Inc., Demo Derby with the need for more cars at the event and using a sliding scale and only yearly contracts. Newberg, Voss, and the PW Director to meet with Action Auto, Pullers Inc., and Lawnmower Races.
- Other events discussed were BMX bikes, additional outdoor vendors including a Blooming Onion vendor, and new ideas for entrance area of the fair.

#### **Action Needed:**

- Staff to contact Farm Bureau contact to add Premise ID to form and retention of paperwork at the Expo.

### **Adjournment**

Motion was made by Behnke, seconded by Voss to adjourn at 12:27pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann

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

Held Tuesday, January 7, 2014

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

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

**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 2014 Fair and provide recommendations to the Expo Board.**

The following items were discussed:

- Woodcarver contract – 3 shows per day at \$950 per day or 4 shows at \$1100, with a 20x40 area to carve and 110 power, woodcarver to supply logs and the carvings to be turned over to the fair. Fair to supply passes and one hotel room. Discussion. Motion was made by Behnke, seconded by Newberg to recommend approval to the board a Woodcarver contract with Watson's Woods with three carvings per day with a total of fifteen carvings. Motion carried unanimously.
- Lawnmower Races – price quoted is \$2,500 with possible 26-28 lawnmower race cars. Expo to provide announcer and market better. Motion was made by Voss, seconded by Zipperer to recommend approval to the board the Lawnmower contract at \$2,500. Motion carried unanimously.
- Pullers Inc/N.E.W. Motorsports – Pullers Inc – Option to reduce the number of divisions for 2014. N.E.W. Motorsports has more Manitowoc pullers. Discussion. PW Director to contact Pullers and N.E.W. Motorsports for a proposal.
- Action Auto – Option to include more prize money to help increase car count, drop one class and keep to two divisions. Motion was made by Zipperer, seconded by Pollen to recommend approval to the board a contract with two divisions and negotiate four payout placements per division. Motion carried unanimously.
- Rainbow Valley Ride meeting scheduled today at 1pm.
- Other entertainment ideas discussion.
- Midwest conference attendance idea.
- Seminars – review of seminars – IAFE Webinar. Motion was made by Newberg, seconded by Taylor to recommend approval to the board to check into the IAFE free year membership. Motion carried unanimously. Rides and Inspections – rides need to be registered in WI which includes camel rides and extreme sports rides. Camping – everything is covered by the health department for the Expo grounds. Minnesota State Fair Evacuation plan – PW Director has the plan and discussion to meet with local authorities to reviews plans, i.e., animals that get lose at the fair. State Fair Talent Show – local county talent show that qualified contestants will go to the state fair talent show. More details to follow.
- Discussion on other county fairs including – horse parking, beer vendors – fairs receive 12% off of the gross proceeds, scanners.

#### **Action Needed:**

- Staff to contact Watson's Woods to discuss security, carvings and hotel information.
- Staff to research IAFE membership and potential free membership.

### **Adjournment**

Motion was made by Newberg, seconded by Zipperer to adjourn at 1:05pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann

## MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, January 8, 2014

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

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

**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 2014 Fair and provide recommendations to the Expo Board.**

The following items were discussed:

- Seminars – Education Seminar on how to expand school participation, based on 4<sup>th</sup> grade curriculum, use with summer reading programs, and involvement of Fairest of the Fair. Strategic Planning – fair plan. New Board Members – how to obtain. 4-H – handouts were provided on the 100<sup>th</sup> celebration. Sponsorships – mass mailing idea.
- Contracts – Pullers contract quoted at \$5,600 and NEW Motorsports quoted at \$4,500. Discussion. Motion was made by Voss, seconded by Taylor to recommend to the full board the Pullers Inc and NEW Motorsports contract for review and final decision. Motion carried. Newberg and Behnke voted no.
- Woodcarver Update – Security is responsibility of the fair, provide one hotel room for the woodcarver, times to be established by the fair, can request carvings. Discussion.
- Information provided on Six Appeal an Acappella group quoted at \$3,000. Discussion included having group entertain throughout the midway. Information provided on Strongman WI.

#### **Action Needed:**

- Staff to research IAFE membership and potential free membership.
- Staff to send out email on Watson's Woods prior to the February meeting to have board review carving pictures located online.
- Staff to obtain info on bird sanctuary from the Fond du Lac County Fair.

### **Adjournment**

Motion was made by Plate, seconded by Zipperer to adjourn at 12:39pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

**DATE:** February 5, 2014  
**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. Election of Officers
4. 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. Election of Officers, Market Animal Committee Meeting Update; Antiques Rules and Regulations; Herdsmanship Rules and Regulations; Booths versus Videos; Dog Policy-Review Map of Expo Grounds; 2014 Swine Show; Exhibition Building TV-Club Videos; Wine and Beer Entries; Landscaping Ideas; State Fair Talent Show
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Election of Officers, Tractor Pull Plaques; Carnival Layout; Tuesday-Sunday Grandstand and Special Events Entertainment; Bird Adventure Idea; EWSC Race Contract
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. Election of Officers, WI Association of Fairest of the Fairs Results – Update; Fairest of the Fair Competition & Reception – May 21; Application Deadline – May 1
5. Review, Discussion, and Possible Action on 2014 Fair Matters
  - A. WI Association of Fairs Conference Update
  - B. Beer and Soda Vendor Meeting – Schedule Date
  - C. Kiddie Showmanship – Premise ID/Paperwork Retention
  - D. Contracts – Action Auto; Pullers Inc.; Lawnmower; Watson's Woods; N.E.W. Motorsports
  - E. IAFE Membership
  - F. Rainbow Valley Contract Negotiations
  - G. Fair Update
  - H. Release for Pictures
  - I. Policy Deadline – Timeline of Fair Contracts
6. Comptroller's Financial Report – Review and Action
7. 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 – February 8 and March 8 – Volunteer Sign Up
  - C. Winterfest Update
  - D. Horse-A-Rama Rental Fee Waiver
  - E. Expo-Ice Center Month Events; Expo Grounds Update
8. Adjourn  
Date: January 28, 2014

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 5, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

**Absent & Excused:** M. Kohlbeck, J. Janowski

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

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

**Vouchers** None.

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

**Election of Officers** Jerome Vetting was nominated by Bob Cavanaugh as the 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 Vetting as committee chair. Motion carried unanimously.

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

Michelle Hackmann was nominated by Tonya Dvorak as the secretary. After three calls for other nominations a motion made by Dvorak, seconded by Herr, that nominations be closed and unanimous ballot be cast for Hackmann as committee secretary. Motion carried unanimously.

## **Review & Act on Subcommittee Recommendations:**

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

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

No report.

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

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

No report.

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

#### **1. *Election of Officers; Market Animal Committee Meeting Update; Antiques Rules and Regulations; Herdsmanship Rules and Regulations; Booths versus Videos; Dog Policy – Review Map of Expo Grounds; 2014 Swine Show; Exhibition Building TV-Club Videos; Wine and Beer Entries; Landscape Ideas; State Fair Talent Show***

Dvorak reported on the following:

- Fitzgerald nominated vice chair and Kohlbeck is the secretary for the committee.
- Reviewed market animal committee meeting.
- Antiques rules to leave as is.
- Herdsmanship grids to be the same point scale.
- Booths – recommend for approval remove department 32 – Booths.
- Dog Policy – Map – recommend for approval the map of dog area with verbiage to be done by staff.
- Swine – no report.
- Club Videos being worked on.
- Looking at beer rules and regulations for 2014 and wine for 2015.

- Landscape idea to have antique trucks at the gates.
- State fair talent show to connect with 4H program or partner and see what state fair has.
- Superintendent meeting scheduled for April 23 at 6pm and 7:30pm.  
Motion was made by Dvorak, seconded by Taylor to approve the committee report and recommendations. Motion carried unanimously. Discussion on dog policy and staff to work with public health on policy and local law enforcement to assist in enforcing policy.

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

**1. Election of Officers; Tractor Pull Plaques; Carnival Layout; Tuesday-Sunday Grandstand and Special Events Entertainment; Bird Adventure Idea; EWSC Race Contract**

Voss reported on the following:

- Hackmann was nominated vice chair and Fitzgerald as secretary for the committee.
- Tractor Pull Plaques – form submitted to Fleet Farm.
- Carnival Layout – recommend for approval the carnival rides layout and to continue to work on the project for flow of traffic.
- Tuesday-Sunday – recommend for approval the following contracts - Portable Radios - \$793; Schnell Bros – Tractor Pull - \$2,400; Kandu - \$4,250; TaDa for 2014 and 2015 - \$3,550 plus lodging; Horse Pull - \$1,650.
- EWSC requesting \$10,000 versus \$6,900 for the fair race program. Working committee to be formed to negotiate.

Motion was made by Voss, seconded by Taylor 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. Election of Officers; WI Association of Fairest of the Fairs Results – Update; Fairest of the Fair Competition & Reception – May 21; Application Deadline – May 1**

Newberg reported on the following:

- Zipperer nominated as vice chair and Taylor as secretary for the committee.
- The Fairest of the Fair Hannah Lewis did a good job and the auction basket sold for \$750.
- Competition will be held May 21 and information to go out to the schools.
- Rules and regulations – change the language on tattoos to reflect verbiage to follow state fair rules.

Motion was made by Newberg, seconded by Zipperer to approve the committee report and recommendations. Motion carried unanimously.

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

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

Vetting reported on the WI Association of Fairs conference noting that 10 board members were in attendance. Vetting reported on the activities and seminars provided during the convention.

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

Voss reported that the Beer and Soda vendor meeting will be scheduled in March. Voss noted that a meeting with Barb Herrmann from Healthiest Manitowoc was held and that communications went well.

**C. Kiddie Showmanship – Premise ID/Paperwork Retention**

Krizek reported that contact was made with Farm Bureau and the premise ID was added for the 2013 fair and all paperwork will be handed into Expo during the week of fair.

**D. Contracts – Action Auto; Pullers Inc.; Lawnmower; Watson's Woods; N.E.W. Motorsports**

PW Director presented the Action Auto, Lawnmower, and Watson's Woods contract recommended for approval during the meetings held at the convention. Motion was made by Newberg, seconded by Taylor to approve the contracts for Auction Auto, Lawnmower Races, and Watson's Woods. Motion carried. Gauger voted no.

PW Director presented both the Pullers Inc. contract for \$5,600 and the N.E.W. Motorsports contract for \$4,500 noting that both contracts included the same classes. Discussion. Motion was made by Plate, seconded by Voss to approve the Pullers Inc. contract for \$5,600. Motion carried unanimously.

**E. IAFE Membership**

Krizek reported that the free IAFE membership was only for those members that are currently IAFE members. Discussion. Motion was made by Pollen, seconded by Zipperer to approve the cost for the IAFE membership. Motion carried unanimously.

**F. Rainbow Valley Contract Negotiations**

Krizek reported that Rainbow Valley Ride's contract runs through the 2015 fair. Behnke recommends that the Finance subcommittee meet to discuss fair admission prices and contract negotiations with direction by August 15, 2014.

**G. Fair Update**

Krizek reported that judge's contracts are coming in and working on the bleacher campaign.

**H. Release for Pictures**

PW Director reported that staff contacted the state fair on language for release for pictures which was reviewed by corporation counsel and is included in the board packet. Motion was made by Pollen, seconded by Zellner to include the language on tickets and signs. Motion carried unanimously.

**I. Policy Deadline – Timeline for Fair Contracts**

PW Director reported on contract negotiations and contracts signed to be completed by an established date. Motion was made by Dvorak, seconded by Newberg to establish a policy to have contracts negotiated and signed by March 15 for entertainment contracts. Motion carried unanimously.

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

PW Director reported on the Financial Report included in the board packet noting that there is a \$12,000 overall loss and over \$100,000 was done for capital outlay.

**Action Needed:**

- Staff to prepare a 2013 Capital Outlay Breakdown for the next board meeting.

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

**A. Dartball Tournament – April 5-6, 2014**

PW Director reported that details are worked out, food and beer vendors set, and volunteer spreadsheet distributed.

**B. Rummage-A-Rama – February 8 and March 8 – Volunteer Sign Up**

Vetting distributed the sign up sheets.

**C. Winterfest Update**

No report.

**D. Horse-A-Rama Rental Fee Waiver**

PW Director reported that the horse-a-rama contract agreement will be presented to the PW committee for approval. Discussion.

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

Krizek reported on upcoming events.

PW Director discussed the Special Event Emergency Plan distributed to the board noting that the severe weather portion is complete.

PW Director noted that the Capital Outlay improvements list and descriptions provided in the board packet.



Vetting reported that Marie Kohlbeck was the recipient of an award at convention and the Manitowoc County Fair was a recipient of a ribbon for Night at the Fair picture.

**Adjournment**

Motion was made by Voss, seconded by Plate to adjourn at 8:40pm. 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 5, 2014  
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 Officers
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 2014 Fair:
  - A. Tractor Pull Plaques
  - B. Carnival Layout
  - C. Tuesday-Sunday Grandstand and Special Events Entertainment
  - D. Bird Adventure Idea
  - E. EWSC Race Contract
7. Update and Possible Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: January 28, 2014

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, February 5, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

- Present:** R. Voss, M. Hackmann, D. Fitzgerald, D. Schaut, D. Newberg, L. Taylor
- Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, D. Pollen, K. Behnke, B. Cavanaugh, R. Zipperer, B. Herr, M. Plate, J. Zellner, Barb Laux, Larry Laux, Tom Schnicke, John Tienor
- Absent & Excused:** M. Kohlbeck
- Called to Order** Meeting called to order – 5:30pm.
- 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** Larry Laux, Pleasure Valley Pumpkins, presented the pig and duck races along with distributing paperwork and pictures to the committee. Laux noted that races will also be at the state fair and Jefferson County and can do five races per day with an area size of 20'x80' and trailer space of 30' deep.
- Election of Officers** Michelle Hackmann was nominated by Lisa Taylor as the vice chairperson. After three calls for other nominations a motion made by Taylor, seconded by Fitzgerald, that nominations be closed and unanimous ballot be cast for Hackmann as committee vice chair. Motion carried unanimously.
- Derek Fitzgerald was nominated by Dan Newberg as the secretary. After three calls for other nominations a motion made by Schaut, seconded by Newberg, that nominations be closed and unanimous ballot be cast for Fitzgerald as committee secretary. 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. 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**  
Cavanaugh reported that the Fleet Farm form has been submitted. Discussion to hold off on any plaque orders until more info received.  
**Action Needed:**  
• Keep on next Entertainment & Vendor Subcommittee agenda.
- B. Carnival Layout**  
Voss reported on the carnival layout changes and reviewed the map provided in the packet and a larger map provided for the meeting. Voss added that the locations were reviewed with Rainbow Valley. Motion was made by Schaut, seconded by Taylor to recommend to the board for approval the new carnival ride locations. Motion carried unanimously.

**C. Tuesday-Sunday Grandstand and Special Events Entertainment**

Beyer presented the following contracts for approval: Portable Radios - \$793; Schnell Bros – Tractor Pull - \$2,400; Kandu - \$4,250; TaDa for 2014 and 2015 - \$3,550 plus lodging; Horse Pull - \$1,650. Motion was made by Newberg, seconded by Schaut to recommend to the board for approval the entertainment contracts. Motion carried unanimously.

**D. Bird Adventure Idea**

Krizek reported that contact information to be emailed to staff and will follow up at the next meeting.

**Action Needed:**

- Keep on next Entertainment & Vendor Subcommittee agenda.

**E. EWSC Race Contract**

Voss reported that the EWSC race program cost for the Wednesday of fair has increased and not budgeted for a \$10,000 price. Voss noted that the 2013 race program was \$6,900. Tom Schnicke explained the 2013 pay out to drivers, cost of insurance, employees, and expenses with total expenses of \$14,670. Schnicke added that pit entry fees totaled \$5,750 and program fee of \$6,900 did not cover the total expenses. Schnicke noted that there would be no street car class and running four classes for the 2014 program. Discussion included concessions revenue and creating a working committee.

**Action Needed:**

- Staff to coordinate with Voss a meeting with EWSC and a working committee.

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

Other items discussed during the meeting:

- Strongest Man Competition.
- Development of the main entrance if carnival layout approved. Idea to blacktop to eliminate dust for food and sitting area.

**Adjournment**

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

Minutes taken by Krizek

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Signed by Fitzgerald



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

DATE: February 5, 2014  
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. Election of Officers
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 Update
  - B. Antiques Rules and Regulations
  - C. Herdsmanship Rules and Regulations
  - D. Booths versus Videos
  - E. Dog Policy – Review Map of Expo Grounds
  - F. 2014 Swine Show
  - G. Exhibition Building TV – Club Videos
  - H. Wine and Beer Entries
  - I. Landscaping Ideas
  - J. State Fair Talent Show
7. Update and Possible Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: January 28, 2014

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, February 5, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, J. Janowski, D. Fitzgerald, 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:** M. Kohlbeck

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

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

**Vouchers** None.

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

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

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

Cavanaugh reported on the following:

- Broken Plate presented food options for the market animal sale banquet.
- \$6,500 in scholarships being distributed.
- Beef weigh-in held last Saturday at Equity.
- Copies of meeting dates and times for eligibility to sell at fair.
- Next meeting Sunday, Feb 9 at Seven Lakes at 7pm.

**B. Antiques Rules and Regulations**

Dvorak reported the antiques rule that once exhibited and placed 1 through 4 that item cannot come back to the fair. Dvorak added that the requested change is for those exhibitors that placed 2 through 4 are allowed to bring item back after 5 years. Discussion on concerns on how to regulate. Consensus of the committee to leave rules as is.

**C. Herdsmanship Rules and Regulations**

Dvorak reported that the herdsman rules are being reviewed to make more uniform through all species with the same point structure. Consensus of the committee was to proceed.

**D. Booths versus Videos**

Dvorak distributed Department 32 Booth rules and regulations noting that this is a declining concept and was used in the past to advertise clubs. Discussion included changing to video idea, location dependent on number of entries, eliminate Booth department, get more school exhibits, work with Rahr West. Motion was made by Behnke, seconded by Zellner to recommend to the board for approval the elimination of Department 32 – Booths. Motion carried unanimously.

**Action Needed:**

- Place School Exhibits on the next Operations subcommittee agenda.

**E. Dog Policy – Review Map of Expo Grounds**

Dvorak reviewed the dog outline map that was included in the packet and a large map for reviewing. Dvorak added that dogs would not be allowed in the red area and that verbiage needs to be developed. Motion was made by Behnke, seconded by Zellner to establish a no dog policy rule based on the map and staff to work on the verbiage. Motion carried. Schaut voted no.

**F. 2014 Swine Show**

No update.

**Action Needed:**

- Keep on the Operations subcommittee agenda.

**G. 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.

**H. Wine and Beer Entries**

Dvorak presented the wine and beer rules and regulations provided in the packet. Discussion included to talk with the local beer club, judges, and obtain more info.

**Action Needed:**

- Keep on the Operations subcommittee agenda.

**I. Landscaping Ideas**

Pollen presented the idea to decorate based on the 100<sup>th</sup> year of 4-H theme with older pick ups located at the main gate and Ice Center and looking for milk cans or other decorations.

**Action Needed:**

- Keep on the Operations subcommittee agenda.

**J. State Fair Talent Show**

Dvorak presented the state fair talent show idea included in the packet noting that the talent show is statewide and compete at the state level. Discussion included state fair held prior to Manitowoc County Fair.

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

Superintendent and Assistant Superintendent meeting scheduled for Wednesday, April 23 at 6pm for Exhibition Building and 7:30pm for all Animal Superintendents and Assistants.

**Adjournment**

Motion made by Fitzgerald, seconded by Schaut to adjourn at 7:06pm. 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 5, 2014  
TIME: 5:00 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 at the meeting:

1. Regular business
  - a. Roll Call
  - b. Previous Minutes
  - c. Vouchers
2. Public Input
3. Election of Officers
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 2014 Fair:
  - A. WI Association of Fairest of the Fairs Results – Update
  - B. Fairest of the Fair Competition & Reception – May 21; Application Deadline – May 1
7. Update and Possible Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: January 28, 2014

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 5, 2014

Location: Expo Office

**Present:** D. Newberg, R. Zipperer, L. Taylor, T. Dvorak, B. Cavanaugh  
**Also Present:** G. Neuser, J. Krizek, R. Voss, M. Hackmann, J. Zellner, D. Pollen, J. Vetting, Nancy Newberg  
**Absent & Excused:**

**Called to Order** Meeting called to order – 5:00pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Dvorak, seconded by Zipperer to approve the March 6, 2013 meeting minutes. Motion carried unanimously.

**Vouchers** No vouchers were submitted.

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

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

Lisa Taylor was nominated by Tonya Dvorak as the secretary. After three calls for other nominations a motion made by Zipperer, seconded by Cavanaugh, that nominations be closed and unanimous ballot be cast for Taylor as committee secretary. 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. 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 2014 Fair:**

**A. Fairest of the Fair Competition**

**1. WI Association of Fairest of the Fairs Results - Update**

Dvorak reported that the convention went well and Hannah Lewis did a great job. Dvorak added that Crawford County was crowned the WI Fairest of the Fairs, the Manitowoc auction basket was raffled to N.E.W. Motorsports for \$750 and the total auction was approximately \$38,000.

**2. Fairest of the Fair Competition & Reception – May 21; Application Deadline – May 1**

Discussion on mailing and emailing the application materials within two weeks, tattoo verbiage to be updated to reflect 2015 WI State rules

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

Next meeting scheduled for Wednesday, March 26 at 5:30pm.

**Adjournment**

Motion made by Dvorak, seconded by Zipperer to adjourn at 5:18pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Taylor



## **MANITOWOC COUNTY**

### **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

DATE: March 5, 2014  
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; Operation Report – 2013-2014 Ice Season; Figure Skating Report; Hockey Organization Report; Ice Center Capital Outlay Breakdown
  - B. FINANCE SUB-COMMITTEE:
    1. Election of Officers; 2013 Budget; 2014 Budget; Advertising Budget; Special Olympics
  - C. OPERATIONS SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Tractor Pull Plaques; Bird Adventure Idea; EWSC Contract
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Election of Officers
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update; Next meeting scheduled for March 26 at 5:30pm
4. Review, Discussion, and Possible Action on 2014 Fair Matters
  - A. Beer and Soda Vendor Meeting – March 19 at 7pm
  - B. Contracts – Tent Contracts; Lakeside Pepsi; BSG
  - C. 2014 Swine Update
  - D. Fair Update
  - E. Promotion Request
5. Comptroller's Financial Report – Review and Action; 2013 Capital Outlay Report
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 –March 8 – Volunteer Sign Up
  - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: February 25, 2014

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, March 5, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

**Present:** J. Vetting, D. Pollen, M. Hackmann, B. Cavanaugh, L. Taylor, K. Behnke, R. Zipperer, D. Fitzgerald, M. Plate, D. Schaut, D. Newberg, J. Zellner, B. Blatz, M. Bratt  
**Also Present:** G. Neuser, J. Krizek, Bill Meulemans, Tricia Tienor, Ted Greif, Dave Mueller  
**Absent & Excused:** J Beyer, T. Dvorak, D. Gauger, R. Voss, B. Herr

**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 all meeting minutes with corrections. 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; Operation Report – 2013-2014 Ice Season; Figure Skating Report; Hockey Organization Report; Ice Center Capital Outlay Breakdown**

Pollen reported on the following:

- Herr elected vice chair and Bratt elected secretary.
- Season completed and both organizations doing well.
- Two additional organizations rented ice time.
- Figure skating show this weekend.
- Hockey tournament in two weeks.
- Capital outlay higher than expected and talking with both groups to help.

Motion was made by Pollen, seconded by Newberg to approve the committee report and recommendations. Motion carried unanimously.

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

#### **1. Election of Officers; 2013 Budget; 2014 Budget; Advertising Budget; Special Olympics**

Behnke reported on the following:

- Janowski elected vice chair and Plate elected secretary.
- Reviewed 2014 budget.
- Recommend approval of advertising budget as outlined in the packet.
- Special Olympics – raised fees to help compensate for appropriate expenses which include an increase in Special Olympic athlete and recommend donating additional fee on behalf of Expo and Rainbow Valley Rides pending staff's final approval from corporate counsel.

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

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

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

No report.

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

#### **1. Tractor Pull Plaques; Bird Adventure Idea; EWSC Race Contract**

Hackmann reported on the following:

- Bird adventure has been booked this year and checking on prices for next year's fair.
- Committee working on ideas to fill the main gate area.
- Committee recommends approval of \$8,500 for the EWSC race program and that EWSC to pay \$1,000 plus keg fee for use of the grandstand concessions.

Motion was made by Hackmann, seconded by Taylor 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; Next meeting scheduled for March 26 at 5:30pm**

Newberg reported that the committee and board will begin working on sponsors for the upcoming Fairest of the Fair program. Newberg added that the competition will be May 21, the application material has been emailed to the schools, and the current Fairest will attend the Memorial Day parade in Two Rivers and the new Fairest will attend the Manitowoc parade.

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

**A. Beer and Soda Vendor Meeting – March 19 at 7pm**

Newberg reported that the beer is selected by the music pavilion and not the Expo board or staff and both soda and beer have been selected based on customer service. Krizek noted that Triangle Distributing has elected not to be considered as a beer vendor for this year's fair.

**B. Contracts – Tent Contracts; Lakeside Pepsi; BSG**

Krizek presented the contracts included in the board packet noting that bids were obtained for the tents, only one bid for soda and no other bids for cleaning services. Motion was made by Behnke, seconded by Cavanaugh to approve Tents Inc, BSG, and Lakeside Pepsi as submitted in the board packet. Motion carried unanimously.

**C. 2014 Swine Update**

Tricia Tienor, swine superintendent, discussed the meeting held with Dvorak, Cavanaugh, Market Animal Committee and staff regarding the PEDv that is affecting the hogs and how there is a ban on the initial weigh in of hogs. Tienor reported on the letter to exhibitors provided in the board packet recommended a terminal fair and the hogs would not go to Equity and would go to local butcher shops. Motion was made by Cavanaugh, seconded by Zipperer to approve the letter to the exhibitors and the terminal show. Motion carried unanimously.

**D. Fair Update**

Vetting reported on the upcoming District 4 meeting scheduled for April 9 and board members need to inform staff of attendance by next month's meeting.

**E. Promotion Request**

Plate requested to put Manitowoc County Fair and fair dates on race car at no expense to the Expo and will be displayed at races. Motion was made by Newberg, seconded by Pollen to approve the request to place Manitowoc County Fair and fair dates on race car. Motion carried unanimously.

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

Neuser reported on the Financial Report included in the board packet noting that the Expo and Fair are on track.

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

**A. Dartball Tournament – April 5-6, 2014**

Vetting distributed the sign up sheets.

**B. Rummage-A-Rama – March 8 – Volunteer Sign Up**

Vetting distributed the sign up sheets. Discussion on the rummage sale and possibility of a weekend show, Sunday only, and name change. Motion was by Newberg, seconded by Zipperer to have rummage sale in the following months: November, December, February and March. Motion carried unanimously.

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

Krizek reported on the following: material received from IAFE and that the membership is free this year and bleacher campaign is doing well.

Vetting reported that the state aid was received for \$7,034.08 and Bob Wilhems report from the state included all very good and excellent in the report.

Discussion on Work days, pig pens, sawdust shortage, and need for new hire for Expo grounds.

**Adjournment**

Motion was made by Schaut, seconded by Zellner to adjourn at 7:53pm. 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: March 5, 2014  
TIME: 5:30 p.m.  
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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

1. Regular business
  - A. Roll Call
  - B. Previous Minutes
  - C. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
  - A. Ice Center Sub-Committee: None
  - B. Finance Sub-Committee: None
  - C. Operations Sub-Committee: None
  - D. Entertainment/Vendors Sub-Committee: None
  - E. Parking/Security Sub-Committee: None
4. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Possible Action on the following items for the 2014 Fair:
  - A. Tractor Pull Plaques
  - B. Bird Adventure Idea
  - C. EWSC Contract
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: February 25, 2014

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, March 5, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** M. Hackmann, D. Fitzgerald, M. Kohlbeck, D. Newberg, L. Taylor  
**Also Present:** G. Neuser, J. Krizek, J. Vetting, D. Pollen, K. Behnke, J. Zellner, J. Janowski  
**Absent & Excused:** R. Voss, D. Schaut

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

**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
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**

No report.

**Action Needed:**

- Keep on next Entertainment & Vendor Subcommittee agenda.

**B. Bird Adventure Idea**

Krizek reported that the White Tiger Discovery and bird sanctuary has been booked for 2014.

**Action Needed:**

- Staff to obtain costs for 2015 fair.
- Keep on next Entertainment & Vendor Subcommittee agenda.

**C. EWSC Race Contract**

Hackmann reported on the agreement with EWSC to run the race program for \$8,500 and EWSC to pay \$1,000 plus keg fee to run the concessions in the grandstand. Motion was made by Newberg, seconded by Fitzgerald to approve the race program costs to Expo for \$8,500 and the grandstand concession fee to be paid to Expo for \$1,000 plus keg fee. Motion carried unanimously. EWSC also presented the idea to add a classic car program to Saturday grandstand at no fee. Discussion.

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

Other items discussed during the meeting:

- Look for special program each year, like butterfly sanctuary, Muriel, craft tent, farmer's market, car dealers, military vehicles.
- Tuesday night idea for Strong Man Competition and focus on 4H involvement. Discussion on use of grandstand race track.

**Action Needed:**

- Add Strongman Competition to next Entertainment & Vendor Subcommittee agenda.
- Committee members to bring new ideas for main gate area to next meeting.
- Staff to contact Extreme Sports for 2014 fair.

**Adjournment**

Motion made by Newberg, seconded by Taylor to adjourn at 5:58pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Fitzgerald



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

DATE: March 5, 2014  
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. 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 2014 Fair:
  - A. 2013 Fair Budget Update
  - B. 2014 Fair Budget
  - C. Advertising Budget
  - D. Special Olympics
7. Update and Possible Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: February 25, 2014

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, March 5, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

- Present:** K. Behnke, J. Janowski, M. Plate, M. Bratt, J. Zellner  
**Also Present:** G. Neuser, J. Krizek, J. Vetting, M. Kohlbeck, M. Hackmann, D. Pollen, D. Fitzgerald, L. Taylor, D. Schaut, D. Newberg  
**Absent & Excused:** J. Beyer, D. Gauger
- Called to Order** Meeting called to order - 6:15pm.
- 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** Joe Janowski was nominated by Mike Plate as the vice chairperson. After three calls for other nominations a motion made by Plate, seconded by Hackmann, that nominations be closed and unanimous ballot be cast for Janowski as committee vice chair. Motion carried unanimously.
- Mike Plate was nominated by Joe Janowski as the secretary. After three calls for other nominations a motion made by Janowski, seconded by Zellner, that nominations be closed and unanimous ballot be cast for Plate 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 Update**  
Committee reviewed capital outlay spreadsheet included in the committee packet.
- B. 2014 Budget**  
Reviewed the budget provided in the committee packet noting that the 2014 budget is the same as the 2013 budget.
- C. Advertising Budget**  
Behnke presented the advertising budget included in the committee packet with discussion on past surveys conducted at previous fairs noting that rides and food were the top reasons why people came to the fair. Motion was made by Janowski, seconded by Plate to recommend to the board for approval the advertising budget as outlined in the committee packet. Motion carried unanimously.

#### ***D. Special Olympics***

Behnke reported on the meeting with the Special Olympics representatives with the following changes made by Special Olympics: increase costs to \$15 for Special Olympic athlete, \$20 for pre-registration and \$25 for same day event registration. Discussion. Motion was made by Zellner, seconded by Janowski to recommend to the board for approval that money increase of \$5 for the special athlete be donated back on behalf of Expo and Rainbow Valley Rides pending staff's final approval from corporate counsel. Motion carried unanimously.

##### **Action Needed:**

- Staff to contact corporate counsel on donation to Special Olympics.
- Keep on the Finance subcommittee agenda.

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

Discussion on asphalt work for the main gate entrance.

#### **Adjournment**

Motion made by Plate, seconded by Bratt to adjourn at 6:42pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Plate



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

DATE: March 5, 2014  
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. Public Input
4. Operation Report – 2013-2014 Ice Season – Review, Discussion and Possible Action
5. Figure Skating Report
6. Hockey Organization Report
7. Ice Center Capital Outlay Breakdown
8. Adjourn

Date: February 25, 2014

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, March 5, 2014

Location: Expo Office

**Present:** D. Pollen, M. Bratt, J. Vetting

**Also Present:** G. Neuser, J. Krizek, K. Behnke, M. Plate, J. Janowski, M. Kohlbeck, M. Hackmann, D. Fitzgerald, L. Taylor, B. Cavanuagh, M. Bratt, J. Zellner, D. Schaut, R. Zipperer

**Absent & Excused:** D. Gauger, B. Blatz, B. Herr

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

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

**Vouchers** No vouchers were submitted.

**Election of Officers** Brian Herr was nominated by Jerry Vetting as the vice chairperson. After three calls for other nominations a motion made by Vetting, seconded by Bratt, that nominations be closed and unanimous ballot be cast for Herr as committee vice chair. Motion carried unanimously.

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

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

### **Operation Report – 2013-2014 Ice Season – Review, Discussion, and Possible Action**

Pollen reported on the ice season and that figure skating show is this weekend, hockey tournament the following weekend and then ice is out.

### **Figure Skating Report**

No report.

### **Hockey Organization Report**

No report.

### **Ice Center Capital Outlay Breakdown**

Pollen presented the Ice Center Capital Outlay breakdown included in the committee packet noting that \$52,000 was invested into the facility for compressor repair and adding additional Freon. Pollen reported that there has been discussion with both figure skating and hockey to help recoup some of the costs. Pollen reported that there is an issue with the cable and looking at approximately \$1,000 to replace.

### **Adjournment**

Motion made by Vetting, seconded by Bratt to adjourn at 6:55pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Bratt



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

DATE: March 26, 2014  
TIME: 5:30 pm  
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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

1. Regular business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review, Discussion, and 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 2014 Fair:
  - A. Fairest of the Fair Competition – May 21
    1. Advertising – Ads; Press Release Dates
    2. Program
    3. Judges
    4. Banner/Tiara
    5. Invitations
    6. Food/Refreshments
    7. Contestants – Communication-Program Run Through
    8. Sponsors
    9. Decorations-Layout
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: March 18, 2014

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, March 26, 2014

Location: Expo Office

**Present:** D. Newberg, R. Zipperer, L. Taylor, T. Dvorak, B. Cavanaugh  
**Also Present:** J. Krizek, D. Pollen, J. Vetting, Nancy Newberg  
**Absent & Excused:**

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Cavanaugh, seconded by Zipperer to approve the meeting 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 2014 Fair:**

**A. Fairest of the Fair Competition – May 21**

**1. Advertising – Ads; Press Release Dates**

Committee recommended a change to the advertisement included in the committee packet and to run the same dates as 2013.

**2. Program**

Committee discussion included the 4H talent show, set up to be the same as 2013, Monday and Tuesday set up times at 5:30pm and use of green and white table clothes.

**3. Judges**

Nancy Newberg working on the judges and a brief explanation was done on how judges and contestants are announced.

**4. Banner/Tiara**

Nancy Newberg will work with the WI Association of Fairs for a banner and to confirm the tiara with Boelters.

**5. Invitations**

Committee discussion included to run the invitation as in previous years and to add Ruth Gosz to the list.

**6. Food/Refreshments**

Food and refreshment list was distributed and will be provided at the next board meeting. Zipperer to contact Newton eats about providing a meat platter.

7. ***Contestants – Communication-Program Run Through***

Nancy Newberg to work on communication and program run through with the contestants.

8. ***Sponsors***

Sponsor list was distributed and will be provided at the board meeting. Would like all sponsorships in by May 7.

9. ***Decorations-Layout***

No additional report.

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

No report.

**Adjournment**

Motion made by Zipperer, seconded by Taylor to adjourn at 6:13pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Taylor



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

DATE: April 2, 2014  
TIME: 7:15 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:

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; Special Olympics – Corporation Counsel Update
  - C. OPERATIONS SUB-COMMITTEE:
    1. Market Animal Committee Meeting Update; Open Class Beer Rules; Nichole Paulow-Camping Request; State Fair Talent Show; 2014 Swine Show Update; Superintendents-Assistant Superintendent Meeting-Apr 23-6pm, Exhibition, 7:30pm-Animals; Works Days Landscaping Ideas; School Exhibits-2015; Exhibition Building TV-Club Videos Update-2015; Swine-Sheep-Goat Show Dates-2015
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Rock Pavillion; Main Gate Entrance; Tractor Pull Plaques; White Tiger-Bird Adventure Idea; Strongman Competition; New Vendor Applications; Antique Cars Program; Special Program Ideas
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. Election of Officers; SODA Contract
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. Advertising-Ads, Press Release Dates; Program; Judges; Banner/Tiara; Invitations; Food/Refreshments; Contestants-Communication-Program Run Through; Sponsors; Decorations-Layout
4. Review, Discussion, and Possible Action on 2014 Fair Matters
  - A. Beer and Soda Vendor Meeting Update
  - B. Fairest of the Fair Proclamation Resolution
  - C. Horse Parkers Agreement
  - D. Jr. Fair Online Entries
  - E. Volunteer and Liaison Sign Up
  - F. Fair Update
5. Comptroller's Financial Report – Review and Action; 2013 Capital Outlay Report
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Dartball Tournament – April 5-6 2014
  - B. District 4 Meeting – Fond du Lac County – April 9
  - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: March 25, 2014

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

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**MINUTES of EXPO-ICE CENTER BOARD MEETING**  
Held Wednesday, April 2, 2014  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Kohlbeck, 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 that ice is out and hockey and figure skating groups are wrapping up. Pollen added that he is working with the user groups to help financially.

**B. Finance Sub-Committee**

**1. No Committee Meeting-Committee Update; Special Olympics-Corporation Counsel Update**

Behnke reported that the Expo or Fair is unable to donate back the increased fee to the Special Olympics athlete to Special Olympics per corporation counsel.

**Action Needed:**

- Staff to contact Special Olympics to ask that the registration fee to the Special Olympic Athlete not be raised.

**C. Operations Sub-Committee**

**1. Market Animal Committee Meeting Update; Open Class Beer Rules; Nichole Paulow-Camping Request; State Fair Talent Show; 2014 Swine Show Update; Superintendent-Assistant Superintendent Meeting-Apr 23-6pm, Exhibition; 7:30pm-Animals; Works Days; Landscaping Ideas; School Exhibits-2015; Exhibition Building TV-Club Videos Update-2015; Swine-Sheep-Goat Show Dates-2015**

Dvorak reported on the following:

- Market Animal committee meets second Sunday at office complex.
- Equity to be a terminal facility.
- Open class beer rules will be provided at next meeting.
- Camping request – recommend for approval at \$17.50 per day for Nichole Paulow during week of fair.
- Talent show – advertise in 2015.
- Swine show is set to go.
- Reminder of upcoming superintendent-assistant superintendent meeting.
- Work days – scheduling for a Wednesday and Saturday in May and June.
- Landscaping – looking for an old truck.
- School exhibits – meeting with Sheboygan County Fair.
- Exhibition building TV – met with 4H leaders and on board.
- Shows – requesting to move dates.

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

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

**1. Rock Pavilion; Main Gate Entrance; Tractor Pull Plaques; White Tiger-Bird Adventure Idea; Strongman Competition; New Vendor Applications; Antique Cars Program; Special Program Ideas**

Voss reported on the following:

- Main gate area reviewed.
- Strongman competition needs more info.
- New vendor applications will be reviewed next meeting and bring new vendor ideas.
- No antique car program.
- WI Garden Tractor Pull to be discussed at next meeting.
- Rock Pavilion – Paul Muench spoke at the meeting requesting to tear down the rock pavilion and have a tent in place. Board reviewed costs of pavilion rentals and costs to tear down or insulate building.
- Meeting scheduled for April 30 at 6pm at the grandstand.

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

**1. Election of Officers; SODA Contract**

Beyer reported on the following:

- Mike Plate has been elected as vice chair and Rob Voss as secretary.
- Special Operations contract – recommend increase in hours at an additional cost of approximately \$360.

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

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

**1. Advertising-Ads; Press Release Dates; Program; Judges; Banner/Tiara; Invitations; Food/Refreshments; Contestants-Communication-Program Run Through; Sponsors; Decorations-Layout**

Newberg reported on the following:

- Fairest of the Fair ads to run based on 2013 run dates.
- Set up will be Monday and Tuesday at 5:30pm.
- Working with Boelters for the Tiara.
- Sponsorship signup sheet distributed.
- Food/Refreshments signup sheet distributed.
- Discussion of not publicizing the judge's and contestant's names to include some contestants may drop out of competition, may know the judge.

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

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

Voss reported on the beer and soda vendor meeting noting that Expo is exclusive Pepsi and Miller chose not to participate in submitting a proposal at the meeting. Voss also noted that there was discussion on the \$10 keg fee and explained at the meeting that the fee helps to cover advertising costs.

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

Fairest of the Fair proclamation resolution included in the board packet for review.

**C. Horse Parkers Agreement**

Krizek reported that Eastern WI Stock Car racing has declined to enter into the horse parkers agreement to pay the horse parkers. Krizek added that personnel will assist with hiring the horse parkers and paying them accordingly. Discussion.

**D. Jr. Fair Online Entries**

Dvorak reported on the Open Class online registration process and that 4H went to online enrollment in Aug/Sep 2013 and was very successful. Dvorak recommended that all Jr. Fair entries be handled online and next year to move to all Open Class to have online registration. Motion was made by Dvorak, seconded by Zipperer to have all Jr. Fair register online with a grace period of five days to have exhibitors entered. Motion carried unanimously.

**E. Volunteer and Liaison Signup**

Krizek reported that the liaison signup sheets are posted and volunteer signup sheets will be posted at future meetings.

**F. Fair Update**

Vetting reported on the following:

- Received a plaque from IAFE as a member.
- Received a Special Olympics plaque at the Special Olympics banquet.

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

PW Director reported on the Financial Report included in the board packet noting that the Expo and Fair are in fairly good shape.

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

**A. Dartball Tournament – April 5-6, 2014**

Vetting distributed the signup sheet. Krizek reported that there are 114 teams.

**B. District 4 Meeting – Fond du Lac County – April 9**

Vetting reminded board that the District 4 meeting is scheduled for April 9 and need to know tonight if attending. Vetting added that members to meet at 8:30am on April 9.

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

Krizek reported on the bleacher campaign and the Packerland Kennel Club event. Krizek added that there will be a benefit for Dick Orth on Saturday, June 14.

PW Director reported on the emergency plan additions of animal evacuation, lost child protocol for both missing child or taken child. PW Director added that the public works committee will be reviewing Winterfest event with the concept that Expo get out of running events with possibly recommending that Winterfest be a stand alone event.

Herr reported on the issues with the milk parlor and the need to have painted.

**Adjournment**

Motion was made by Janowski, seconded by Herr to adjourn at 8:22pm. 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: April 2, 2014  
TIME: 5:30 p.m.  
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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

1. Regular business
  - A. Roll Call
  - B. Previous Minutes
  - C. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
  - A. Ice Center Sub-Committee: None
  - B. Finance Sub-Committee: None
  - C. Operations Sub-Committee: None
  - D. Entertainment/Vendors Sub-Committee: None
  - E. Parking/Security Sub-Committee: None
4. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Possible Action on the following items for the 2014 Fair:
  - A. Rock Pavilion
  - B. Main Gate Entrance
  - C. Tractor Pull Plaques
  - D. White Tiger-Bird Adventure Idea
  - E. Strongman Competition
  - F. New Vendor Applications
  - G. Antique Cars Program
  - H. Special Program Ideas
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: March 25, 2014

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, April 2, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

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

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

**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** 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. Rock Pavilion**

Voss reported on the discussion at the Beer & Soda vendor meeting regarding the Rock Pavilion and issues with band sound and the idea to remove the rock pavilion band shelter. Discussion included pricing that each music pavilion group pays, erection of the building and the county paid 2/3 of the building while the pavilion members paid 1/3, the public works agreement with no record that the county would insulate. Discussion also included pricing for insulation at \$22,000 and complete removal at \$8,000. No further action.

**B. Main Gate Entrance**

Voss reported on the map included in the committee packet and referenced the large map for the committee to review of the main gate entrance area. Discussion included to have more vendors, traffic flow, radio cars, fire department.

**Action Needed:**

- Keep on next Entertainment & Vendor Subcommittee agenda.
- Place Radio Cars Idea on the next Entertainment & Vendor Subcommittee agenda.

**C. Tractor Pull Plaques**

Voss reported that Fleet Farm donated one gift card for \$25. Discussion.

**Action Needed:**

- Keep on next Entertainment & Vendor Subcommittee agenda.
- Staff to get information on how many placements, gift cards, and costs of plaques.

**D. White Tiger-Bird Adventure Idea**

Krizek reported that the white tiger program is \$1,500 to \$2,000 per day and includes 3 shows. Krizek noted that the vendor would need a 60'x70' area, there are no available spots this year, and the contact noted that they contract with the previous fairs first.

**E. Strongman Competition**

Krizek reported that staff contacted the strongman competition contact regarding the pitch of the grandstand and was told that this would not work. Taylor has also had communication with the contact. Discussion included to find a time slot that would work for all exhibitors, vendor requires a 70'x30' area.

**Action Needed:**

- Keep on next Entertainment & Vendor Subcommittee agenda.
- Staff to contact Strongman Competition contact to have attend the next Entertainment & Vendor subcommittee meeting.

**F. New Vendor Applications**

Krizek reported that new vendor applications will need to be reviewed at the next meeting.

**Action Needed:**

- Keep on next Entertainment & Vendor Subcommittee agenda.

**G. Antique Cars Program**

Voss reported that the antique cars program has declined participation at the fair and Eastern WI Stock Car Racing has another group that they would like the committee to consider for Saturday after the Lawnmower Races. Voss added that the program will cost approximately \$1,200 and is a five hour show. Discussion included moving the Lawnmower race program to an earlier time and concerns with the pit gate campers.

**Action Needed:**

- Keep on next Entertainment & Vendor Subcommittee agenda.
- Staff to contact WI Garden Tractor Pullers.

**H. Special Program Ideas**

Committee discussion included to have the main gate area marked off with cones to include the rides and fencing.

**Action Needed:**

- Staff to have main gate area ready for next Entertainment & Vendor subcommittee meeting.

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

Next meeting scheduled for April 30 at 6pm at the grandstand.

**Adjournment**

Motion made by Newberg, seconded by Fitzgerald to adjourn at 6:14pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Fitzgerald



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

DATE: April 2, 2014  
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. 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. Open Class Beer Rules
  - C. Nichole Paulow – Camping Request
  - D. State Fair Talent Show
  - E. 2014 Swine Show Update
  - F. Superintendent-Assistant Superintendent Meeting – Apr 23 – 6pm: Exhibition; 7:30pm - Animals
  - G. Work Days
  - H. Landscaping Ideas
  - I. School Exhibits - 2015
  - J. Exhibition Building TV – Club Videos Update - 2015
  - K. Swine-Sheep-Goat Show Dates - 2015
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: March 25, 2014

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 2, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, J. Janowski, D. Fitzgerald, B. Cavanaugh, K. Behnke, D. Schaut, M. Kohlbeck  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, D. Pollen, B. Herr, M. Hackmann, M. Plate, B. Blatz, R. Voss, D. Newberg, D. Gauger, J. Zellner, J. Beyer

**Absent & Excused:**

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Fitzgerald, seconded by Cavanaugh 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 2014 Fairs:**

**A. Market Animal Committee Meeting Update**

Cavanaugh reported on the agenda received from the market animal committee to include the swine terminal show and scholarships to be reviewed in April. Cavanaugh added that the next meeting will be Sunday, April 13 at 7pm at the office complex.

**B. Open Class Beer Rules**

Dvorak reported on the meeting with the Brew Master club and questions from the club included: ensure the beer in a secure location, refrigerated prior to judging. Dvorak added that the Brew Master club meets monthly. Discussion.

**Action Needed:**

- Keep on next Operations subcommittee agenda.

**C. Nichole Paulow – Camping Request**

Dvorak reported on the camping request received from Nichole Paulow to pay \$17.50 per day for fair camping. Motion was made by Schaut, seconded by Behnke to recommend approval to the board Nichole Paulow's fair camping request of \$17.50 per day. Motion carried unanimously.

**D. State Fair Talent Show**

Dvorak reported on the state fair talent show included in the committee packet. Discussion included to wait one year and to obtain advertising information from the state fair and place on TV's.

**E. 2014 Swine Show Update**

Dvorak reported on the swine show plan to send swine to local butcher shops and Equity has confirmed that swine will go directly to slaughter only. Discussion.



**F. Superintendent-Assistant Superintendent Meeting – Apr 23 – 6pm – Exhibition; 7:30pm – Animals**

Dvorak gave a reminder on the superintendent-assistant superintendent meeting and the need for an Open Class Plant and Soil Science superintendent.

**G. Work Days**

Dvorak reported that the swine fences need to be repaired, painting to be done, and will set dates in May and June for a Wednesday and Saturday for both months.

**Action Needed:**

- Keep on the Operations subcommittee agenda.

**H. Landscaping Ideas**

Committee discussion on landscaping ideas with the 4H theme and the need for old trucks.

**Action Needed:**

- Keep on the Operations subcommittee agenda.

**I. School Exhibits – 2015**

Dvorak reported on a meeting with Sheboygan County Fair to discuss Blue Ribbon program and discussion to also include school projects.

**Action Needed:**

- Keep on the Operations subcommittee agenda.

**J. Exhibition Building TV – Club Videos Update – 2015**

Dvorak reported that the video idea was discussed at the 4H leader's meeting and very well received.

**Action Needed:**

- Keep on the Operations subcommittee agenda.

**K. Swine-Sheep-Goat Show Dates – 2015**

Dvorak reported on the request from the market animal committee and superintendent to change the dates and times for the swine-sheep-goat show. Discussion included other events on the grounds and to make decision prior to fair for communication to be distributed.

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

No report.

**Adjournment**

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

Minutes taken by Krizek

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Signed by Kohlbeck



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

DATE: April 2, 2014  
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 at the meeting:

1. Regular business
  - A. Roll Call
  - B. Previous Minutes
  - C. Vouchers
2. Public Input
3. Election of Officers
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 2014 Fair:
  - A. SODA Contract
7. Update and Possible Action on Other Fair Operation Projects and Issues
8. Adjourn

Date: March 25, 2014

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 2, 2014

Location: Expo Office

**Present:** J. Beyer, M. Plate, R. Zipperer, M. Hackmann, D. Pollen, R. Voss, B. Herr  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, J. Janowski, D. Schaut, M. Kohlbeck, D. Fitzgerald, B. Cavanuagh, T. Dvorak, K. Behnke, B. Blatz, D. Newberg, D. Gauger, J. Zellner, M. Bratt, Paul Muench  
**Absent & Excused:** L. Taylor  
**Called to Order** Meeting called to order - 6:47pm.  
**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Plate, seconded by Voss to approve the minutes. Motion carried unanimously.  
**Vouchers** No vouchers were submitted.  
**Public Input** Committee Chairperson called for public input three times. No public input given.  
**Election of Officers** Mike Plate was nominated by Brian Herr as the vice chairperson. Dick Pollen was nominated by Mike Plate as the vice chairperson which Pollen declined. After three calls for other nominations a motion made by Zipperer, seconded by Voss, that nominations be closed and unanimous ballot be cast for Plate as committee vice chair. Motion carried unanimously.

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

**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. SODA Contract**

Beyer reported on the contract with Special Operations Detective Agency (SODA) and the inclusion of additional hours from 10am-12pm, Monday through Friday. Beyer added that there is no security currently on the grounds at this time and the cost is approximately \$360 more. Motion was made by Herr, seconded by Zipperer to recommend approval to the board the SODA contract with the additional hours from 10am-12pm and the additional cost. Motion carried unanimously.

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

No report.

**Adjournment**

Motion made by Pollen, seconded by Voss to adjourn at 7:08pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Voss



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

DATE: April 30, 2014  
TIME: 6:00 p.m.  
PLACE: Expo Office – 4921 Expo Drive, Manitowoc  
**Meet at Main Gate Entrance Area at 6pm**  
**Regular Meeting to Follow in Expo Office**

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered 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. Main Gate Entrance Review with Radio Cars and Strongman Competition
  - B. Rock Pavilion
  - C. Tractor Pull Plaques
  - D. New Vendor Applications
  - E. Valders Fire Department Raffle Request
  - F. WI Garden Tractor Pullers
  - G. Palace of Reifs Mills Entertainment
  - H. Monster Mural
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: April 21, 2014

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, April 30, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, M. Hackmann, L. Taylor, M. Kohlbeck, D. Schaut  
**Also Present:** J. Beyer, J. Krizek, J. Vetting, D. Pollen, K. Behnke, J. Janowski, Chris Seehafer, Robert Allan, Tony Junk, Jason Buechel, Brian Barbeua  
**Absent & Excused:** D. Fitzgerald, D. Newberg,  
**Called to Order** Meeting called to order – 6pm.  
**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Schaut, seconded by Kohlbeck 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. Main Gate Entrance Review with Radio Cars and Strongman Competition**

Committee met at the main gate entrance to review the main entrance area and met with the Radio Cars representatives and the Strongman Competition representative.

Voss reported on the radio cars noting that the representatives will bring a design plan to the public works department and will need to be approved by the public works committee with dimensions for the 1/10 scale project of a race track with the proposal to have a permanent placement by the race track. Voss added that this would be a fixed structure and would require power and could begin construction within thirty days. Discussion.

Voss reported on the strongman competition with concerns on having enough competitors due to high school sports and fair participation. Discussion included to do a survey on interest in having a competition, have event on a Sunday afternoon or a tug-a-war competition, have during animal area science days. Motion was made by Schaut, seconded by Kohlbeck to recommend to the board not to approve the strongman competition for 2014 fair. Motion carried unanimously.

**Action Needed:**

- Place Radio Cars Update on the next Entertainment & Vendor Subcommittee agenda.

**B. Rock Pavilion**

Voss reported on the idea to use cloth tarps in the Rock Pavilion to help with sound and the bands. Voss added that he spoke with Paul Muench, Rock Pavilion and the tarps are \$20 per tarp. Motion was made by Schaut, seconded by Taylor to recommend approval to the board to purchase the necessary quantity of tarps for the Rock Pavilion. Motion carried unanimously.

**C. *Tractor Pull Plaques***

Voss reported that committee and staff are continuing to work on gift cards.

**Action Needed:**

- Keep on next Entertainment & Vendor Subcommittee agenda.
- Staff to get information on how many placements, gift cards, and costs of plaques.

**D. *New Vendor Applications***

Voss reported that new vendor applications can be reviewed by anyone from the committee and board.

**E. *Valders Fire Department Raffle Request***

Voss reported that the Valders Fire Department would like to raffle a 4-wheeler and requested to be an indoor vendor. Discussion. Motion was made by Kohlbeck, seconded by Hackmann to recommend approval to the board to allow the Valders Fire Department to conduct the raffle and to sell raffle tickets only in the booth and cannot roam and sell. Motion carried unanimously.

**F. *WI Garden Tractor Pullers***

Krizek reviewed email received from WI Garden Tractor Pullers noting that the event can run 6pm-9:30pm. Discussion included the prep time, width and length of area needed.

**Action Needed:**

- Keep on next Entertainment & Vendor Subcommittee agenda.

**G. *Palace of Reifs Mills Entertainment***

Staff reported that unable to accommodate. No further report.

**H. *Monster Mural***

Voss reviewed the idea of a monster mural with issues concerning location and weather. Consensus was no.

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

None.

**Adjournment**

Motion made by Kohlbeck, seconded by Taylor to adjourn at 7:42pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Fitzgerald



# MANITOWOC COUNTY

## EXPO and ICE CENTER BOARD

### MEETING NOTICE

DATE: May 7, 2014  
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; Swine Weigh In Process; Swine Biosecurity; Bale Art-Landscape-Nancy Newberg; Open Class Beer Rules; Superintendents-Assistant Superintendent Meeting Update; Works Days; School Exhibits-2015; Exhibition Building TV-Club Videos Update-2015; Swine-Sheep-Goat Show Dates-2015; Bingo; 4H Endowment Group Silent Auction Request; Blood Drive Request
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Main Gate Entrance Review, Radio Cars, Strongman Competition; Rock Pavilion; Tractor Pull Plaques; Strongman Competition; New Vendor Applications, Valdres Fire Department Raffle Request; WI Garden Tractor Pullers; Palace of Reif Mills Entertainment; Monster Mural
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. Food & Refreshments Sign Up Sheet; Sponsorship Sign Up Sheet; Contestants; Set-Up
4. Review, Discussion, and Possible Action on 2014 Fair Matters
  - A. Jr. Fair Online Entries Update
  - B. Bingo
  - C. Llama-Alpaca Banner Request
  - D. Bleacher Campaign Update
  - E. Volunteer and Liaison Sign Up
  - 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. Dartball Tournament Update
  - B. District 4 Meeting Update; 4H Celebration Ideas
  - C. Breakfast on the Farm – D&D Jerseys – Jun 8 – Volunteer Schedule – Donation Request
  - D. Area Animal Science Days
  - E. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: April 30, 2014

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

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

Held Wednesday, May 7, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

**Absent & Excused:** D. Fitzgerald, D. Schaut, D. Gauger

**Called to Order** Meeting called to order – 7:17pm.

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

**Vouchers** Vetting submitted a voucher for Newberg for 133 miles to the District 4 meeting. Motion was made by Janowski, seconded by Dvorak to approve the voucher request. 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 Update**

Pollen reported that the two organizations met and finished out the year well and there will be a commitment to assist with the capital outlay for 2014-2015 with a minimum of \$10,000-\$15,000.

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

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

No report.

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

##### **1. Market Animal Committee Meeting Update; Swine Weigh In Process; Swine Biosecurity; Bale Art-Landscaping-Nancy Newberg; Open Class Beer Rules; Superintendent-Assistant Superintendent Meeting Update; Works Days; School Exhibits-2015; Exhibition Building TV-Club Videos Update-2015; Swine-Sheep-Goat Show Dates-2015; Bingo; 4-H Endowment Group Silent Auction Request; Blood Drive Request**

Dvorak reported on the following:

- Market Animal committee update on meeting and scholarships.
- Swine and Sheep Weigh in – Recommend for approval for Swine and Sheep to unload animals only on the southside from 11am-2pm and Open Class Sheep on the west side of the Lesters Building from 6pm-8pm.
- Swine Biosecurity waiting for info from department of Ag.
- Bale Art going to Entertainment & Vendor subcommittee.
- Superintendent-Assistant Superintendent meeting went well.
- Work Days – made to-do list.
- Swine-Sheep-Goat show – working on and need to contact dairy superintendent.
- Bingo – Recommend to not have bingo at the 2014 fair.
- Silent Auction request – recommend to approve the auction request.
- BloodCenter – consensus to have staff work on other options with the BloodCenter.

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



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

**1. Main Gate Entrance Review; Radio Cars, Strongman Competition; Rock Pavilion; Tractor Pull Plaques; Strongman Competition; New Vendor Applications; Valders Fire Department Raffle Request; WI Garden Tractor Pullers; Palace of Reif Mills Entertainment; Monster Mural**

Voss reported on the following:

- Main gate area reviewed with movement of merry-go-round and other items.
- Radio Cars – needs more information and approval by public works committee.
- Strongman – possible discussion for 2015 fair.
- Rock Pavilion – recommend to purchase tarps for rock pavilion.
- Tractor Pull Plaques – need to get more info and gift cards.
- New vendor applications – need to be reviewed.
- Valders Fire Department – recommend to approve raffle request as long as kept in booth and raffle week of fair.
- WI Garden Tractor Pull – discuss at next meeting.

Motion was made by Voss, seconded by Kohlbeck 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. Food & Refreshments Sign Up Sheet; Sponsorship Sign Up Sheet; Contestants; Set Up**

Newberg reported on the following:

- Set Up will be May 19 and 20 on at 6pm.
- There will be five contestants.
- Plants will be picked up on Tuesday, May 20 at 1pm.
- Memorial Day Parade – consensus of committee to have current fairest do the Memorial Day parade.

Motion was made by Newberg, seconded by Zipperer to approve the committee report and recommendations. Motion carried unanimously.

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

**A. Jr. Fair Online Entries Update**

Dvorak reported that the first entry online was completed and successful. Dvorak added that staff and Dvorak attended the 4-H leaders meeting and discussed the enrollment process included in the board packet.

**B. Bingo**

No further report.

**C. Llama-Alpaca Banner Request**

Krizek reported on the request from the Llama-Alpaca superintendent to place a banner on the Walters Building for the llamas and alpaca location. Discussion included a sign with stakes, placement of the face sign. Motion was made by Kohlbeck, seconded by Bratt to have superintendent come in with another proposal. Motion carried unanimously.

**D. Bleacher Campaign Update**

Krizek reported on the bleacher campaign noting that there will be a grant request submitted to the West Foundation.

**E. Volunteer and Liaison Signup**

Krizek reported that the liaison signup sheets are posted and volunteer signup sheets will be posted at future meetings.

#### **F. Fair Update**

Bratt reported on the Dairy Futurity program and celebrating the 10<sup>th</sup> anniversary. Bratt added that dairy futurity members would like to have a slide show. Discussion.

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

PW Director reported on the Financial Report included in the board packet noting that the fund balance is below what it was this time last year.

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

##### **A. Dartball Tournament Update**

Voss reported that the Expo should receive approximately \$9,000 from the dartball tournament and will have final approval from the Ant Hill Mob on Saturday. Members of the Expo board thanked the Ant Hill Mob for their efforts.

##### **B. District 4 Meeting Update; 4-H Celebration Ideas**

Dvorak reported on the district 4 meeting attended by Newberg, Janowski, Vetting, and Dvorak. Dvorak noted that fairs are adding farmer's markets, working on no eating in the animal buildings, and 4-H celebration ideas. Dvorak added that 4-H celebration ideas included alumni days, poster of what 4-H means to me, swine flu education. Vetting noted that the next meeting will be in October in Rock County.

##### **C. Breakfast on the Farm – D&D Jerseys – Jun 8 – Volunteer Schedule – Donation Request**

Staff to email volunteer schedule. Donation request submitted and board consensus was not to provide a donation.

##### **D. Area Animal Science Days**

Krizek reported on the Area Animal Science Days scheduled for June 19 at the Expo grounds noting that the program will be using most of the grounds and will be used as an educational day of judging. Krizek added that once approved at the leaders meeting, 4-H is looking at providing a TV in the Exhibition building for use of the grounds. Krizek also noted that this event will go to the public works committee for final approval.

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

Other items discussed:

- Blacktop area discussed. Newberg added that Randy's Central was interested in paying for part of the black top in his area. PW Director noted that Randy's Central was no longer interested.
- Per Diem and Mileage clarification – committee members only members paid for mileage unless scheduled on the same day as a board meeting, then all board members in attendance would also get paid. If a subcommittee meets on a separate day from a board meeting, then only committee members would be paid. Any board member is allowed to attend the subcommittee meetings.
- Staff reported on the UW Manitowoc sponsorship to include video ad on the TV to be located in the Exhibition building, Buffalo Wild Wings event to support the bleacher campaign, and requested that the pocket card be printed in time for the Breakfast on the Farm with approval in June. No objections from the board on the pocket card to be printed.

#### **Adjournment**

Motion was made by Newberg, seconded by Taylor to adjourn at 8:20pm. 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: May 7, 2014  
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 (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. Food & Refreshments Sign Up Sheet
    2. Sponsorship Sign Up Sheet
    3. Contestants
    4. Set Up
6. Update and Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: April 30, 2014

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

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

Held Wednesday, May 7, 2014

Location: Expo Office

**Present:** D. Newberg, R. Zipperer, L. Taylor, T. Dvorak, B. Cavanaugh  
**Also Present:** J. Krizek, D. Pollen, J. Vetting, J. Janowski, D. Pollen, B. Herr, J. Zellner, R. Voss, Nancy Newberg

**Absent & Excused:**

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Dvorak, seconded by Taylor to approve the meeting 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 2014 Fair:**

**A. Fairest of the Fair Competition**

**1. Food/Refreshments**

Food and refreshment list was distributed.

**2. Sponsorship Sign Up Sheet**

Sponsor list was distributed and would like all sponsorship information and items by Friday, May 16.

**3. Contestants**

Newberg reported that there are five contestants and names will be provided at the competition. Newberg added that any committee members who want the names of the contestants prior could meet after the meeting and also explained the reasons on not revealing the names of the contestants.

**4. Set Up**

Newberg reported that set up will be May 19 and 20 at 6pm and will be setting up tables, staging, table cloths. Dvorak added that plants will be picked up on Tuesday, May 20 at 1pm at Lowes. Newberg noted that food should be here by noon on Wednesday.

Newberg discussed the process of working with the contestants. Each individual contestant is contacted, Nancy Newberg meets with them and reviews contest, PSA, dress code, answers questions, and requirements for the day. Discussion included to have a more formal etiquette review, ten social media mistakes, tattoos and no visibility, and idea to survey contestants to find out how they heard about the competition. Crown and sash have been ordered. Magnetic sign needs to be redone.

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

Memorial Day Parade was discussed by the committee and included a consensus that the current fairest of the fair would attend the Manitowoc County parade.

**Adjournment**

Motion made by Zipperer, seconded by Taylor to adjourn at 5:58pm. 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 7, 2014  
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. 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. Swine Weigh In Process
  - C. Swine Biosecurity
  - D. Bale Art-Landscape – Nancy Newberg
  - E. Open Class Beer Rules
  - F. Superintendent-Assistant Superintendent Meeting Update
  - G. Work Days
  - H. School Exhibits Update – 2015
  - I. Exhibition Building TV – Club Videos Update - 2015
  - J. Swine-Sheep-Goat Show Dates – 2015
  - K. Bingo
  - L. 4H Endowment Group Silent Auction Request
  - M. Blood Drive Request
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: April 29, 2014

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 7, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, M. Kohlbeck, J. Janowski, B. Cavanaugh, K. Behnke, B. Blatz, J. Zellner  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, D. Pollen, B. Herr, M. Hackmann, M. Plate, R. Voss, D. Newberg, J. Beyer, R. Zipperer, M. Bratt, Nancy Newberg, Tricia Tienor, Tony Servais  
**Absent & Excused:** D. Fitzgerald, D. Schaut

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Cavanaugh, seconded by Janowski 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 2014 Fairs:**

**A. Market Animal Committee Meeting Update**

Cavanaugh reported on the market animal committee meeting held on Sunday, May 4 noting that there were five goat exhibitors, twenty-nine sheep exhibitors and thirty-eight swine exhibitors entered for the fair. Cavanaugh added that a new market buyer flyer was distributed along with educational meetings and noted that eleven youths would be receiving scholarships.

**B. Swine Weigh In Process**

Tricia Tienor reported on the sheep and swine weigh in and unloading process including issues with checking scrapie tags and getting necessary pictures included in the committee packet. Tienor recommended that all sheep and swine enter through the south door to allow one veterinarian to look at each animal and also recommended a structured time for Open Class Sheep. Tienor reviewed map and route. Motion was made by Behnke, seconded by Blatz to recommend approval to the board the following swine and sheep weigh in and unloading process: 11am-2pm on Monday to unload and weigh in animals only on the southside of the Lesters Building. Motion carried unanimously.

Motion was made by Cavanaugh, seconded by Behnke to recommend approval to the board the following Open Class Sheep process of 6pm-8pm on Monday to unload animals only on the westside of the Lesters Building. Motion carried unanimously.

**C. Swine Biosecurity**

Dvorak reported that information will be provided from the Department of AG on swine biosecurity and will forward documents to the committee once received.

**D. Bale Art-Landscape – Nancy Newberg**

Nancy Newberg distributed paperwork and reported on the idea of bale art-landscape at the Manitowoc County fair noting that this idea would be unique to the fair and an idea for 4-H or FFA to participate in. Nancy Newberg added that pictures and information are listed at baleart.com and discussed ideas to market the project. Discussion.

**Action Needed:**

- Place on Entertainment & Vendor Subcommittee agenda.

**E. Open Class Beer Rules**

Dvorak reported that the beer club is to provide additional information.

**Action Needed:**

- Keep on next Operations subcommittee agenda.

**F. Superintendent-Assistant Superintendent Meeting Update**

Dvorak gave a reminder on the superintendent-assistant superintendent meeting and the need for an Open Class Plant and Soil Science superintendent.

**G. Work Days**

Dvorak reported that Blatz, Vetting and Dvorak met and identified areas that need work and arranged by priority, information was distributed. Dvorak added that a horse club may be helping to paint the horse barns. Brian noted that they are working with contractors for panels for the milkhouse but may need to paint the milk parlor this year. Behnke recommended that a request be given to the market animal committee for money to help with the pig and sheep pens in the Lesters Building, Cavanaugh to address at the next market animal committee meeting. Work dates will be given out at the next meeting.

**Action Needed:**

- Keep on the Operations subcommittee agenda.

**H. School Exhibits – 2015**

Dvorak reported that there was a meeting with Sheboygan County and at this time not able to do the program.

**I. Exhibition Building TV – Club Videos Update – 2015**

No report.

**Action Needed:**

- Keep on the Operations subcommittee agenda.

**J. Swine-Sheep-Goat Show Dates – 2015**

Dvorak reported on the idea to change the entry days for swine, sheep, and goats for 2015 and request included in the committee packet. Dvorak added that the market animal committee is reviewing their banquet and may be moving to a coupon at the local stands and there would be no need for the banquet in the Ice Center. Discussion included dairy cattle entry concerns.

**Action Needed:**

- Keep on next Operations subcommittee agenda.
- Staff to contact Dairy Cattle Superintendent.

**K. Bingo**

Dvorak reported that Reedsville does not want bingo held at their tent due to issues with the bingo staff. Discussion on location. Motion was made by Behnke, seconded by Janowski to recommend to the board not to have bingo at the 2014 Manitowoc County Fair. Motion carried. Cavanaugh and Blatz voted no.

**L. 4-H Endowment Group Silent Auction Request**

Dvorak presented the 4-H Endowment silent auction request. Motion was made by Kohlbeck, seconded by Zellner to recommend approval to the board the 4-H Endowment silent auction request. Motion carried unanimously.

**M. Blood Drive Request**

Tony Servais, BloodCenter, explained the BloodCenter and the area covered including working with Children's Hospital and the challenge to get new and young donors noting that the center loses about twenty percent of the donors during the summer. Servais added that the BloodCenter has offered fair tickets in the past and requested a reduced rate to purchase 150 tickets at \$6 per ticket. Discussion included the precedence to offer a reduced ticket for future requests. Consensus of the committee to allow staff to work on a different package for the BloodCenter.

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

No report.

**Adjournment**

Motion made by Blatz, seconded by Cavanaugh to adjourn at 7:16pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Kohlbeck





# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

DATE: June 4, 2014  
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; Open Class Beer and Wine Rules Update; Dairy Futurity Program; Works Days – June 24 and June 28; Exhibition Building TV-Club Videos Update-2015; Swine-Sheep-Goat Show Dates-2015
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Tractor Pull Plaques; WI Garden Tractor Pullers; Radio Cars Update; Rainbow Valley Rides Contract; Bale Art-Landscape
  - 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. Jr. Fair Online Entries Update
  - B. Pocket Card
  - C. Brochure
  - D. Billboard – Judges
  - E. Bleacher Campaign Update
  - F. July 2 Meeting - Agendas
  - G. Volunteer and Liaison Sign Up
  - H. Fair Update
5. Comptroller's Financial Report – Review and Action; 2014 Capital Outlay Report
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Breakfast on the Farm – D&D Jerseys – Jun 8 – Volunteer Schedule
  - B. Expo-Ice Center Board Pictures
  - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: May 22, 2014

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 4, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

**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 that there will be an Ice Center subcommittee meeting on Wednesday, June 11 at 6pm to review capital expenditures and the Ice Center contract.

#### B. Finance Sub-Committee

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

No report.

#### C. Operations Sub-Committee

##### 1. *Market Animal Committee Meeting Update; Open Class Beer and Wine Rules Update; Dairy Futurity Program; Works Days – June 24 and June 28; Exhibition Building TV-Club Videos Update-2015; Swine-Sheep-Goat Show Dates-2015;*

Dvorak reported on the following:

- Market Animal committee – no meeting.
- Brewer's Club meeting at Kathy's Stage at 6:30pm.
- Idea to have Clover Café sell water and soda and Polka tent to sell beer at dairy futurity program and group may also include a slide show.
- Work Days – June 24 and 28.
- Club Video – recommend for approval the Electronic Fair Booth rules and regulations.
- Swine-Sheep-Goat – touch base with the superintendent and will make decision by July's meeting.

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

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

**1. *Tractor Pull Plaques; WI Garden Tractor Pullers; Radio Cars Update; Rainbow Valley Rides Contract; Bale Art-Landscape***

Voss reported on the following:

- Tractor Pull – recommend for approval the purchase of gift cards.
- WI Garden Tractor Pullers – recommend for approval at \$1,100.
- Radio Cars – not ready for fair and recommend Army Reserve obstacle course and Humvee in the location.
- Rainbow Valley Rides – send to Finance.
- Bale-Art – recommend approval with space limits of 20x20 and no higher than 10' with letter to be approved by staff.

Motion was made by Voss, seconded by Dvorak 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***

Newberg reported that there was no subcommittee meeting noting that the Fairest of the Fair Anna Gries was at the Memorial Day Parade.

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

**A. *Jr. Fair Online Entries Update***

Krizek reported that online entries are going well.

**B. *Pocket Card***

Motion was made by Dvorak, seconded by Taylor to approve the pocket card.  
Motion carried unanimously.

**C. *Billboard – Judges***

Pollen, Janowski, Schaut and Vetting will conduct the billboard judges after July 19.

**D. *Bleacher Campaign Update***

Krizek reported that there are sufficient funds to purchase four portable bleachers and placement of cement.

**E. *July 2 Meeting – Agendas***

Krizek requested that agendas be submitted by June 18 for the July 2 meeting.

**F. *Volunteer and Liaison Signup***

Vetting noted that volunteer and liaison signup sheets are posted and also placed in the packet.

**G. *Fair Update***

Krizek reported that JS Solutions will be providing cameras during the week of fair, Silver Valley providing the photo booth. PW Director reported that asphalt work will be done and that Meggars paid half the cost of the area East of the Rock Pavilion.

Behnke reported on the chainsaw carver and discussion included what sells at the fair.

Pollen reported that there is a dark spot on the East side of the variety tent with the idea to have halogen lamps or festoon lights.

Blatz reported on the quotes to be received from ACE and Hamann Construction for the upgrades to the milk parlor.

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

PW Director reported on the Financial Report included in the board packet noting that the reserve is approximately \$10,000 ahead.

**Update and Possible Action on Other Fair, Expo Buildings, and Grounds Projects and Issues****A. *Breakfast on the Farm – D&D Jerseys – Jun 8 – Volunteer Schedule***

Volunteer Signup sheet distributed.

**B. *Expo-Ice Center Board Pictures***

Pictures taken.

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

Other items discussed:

- Thank you cards received.
- Reviewed upcoming events.

**Adjournment**

Motion was made by Newberg, seconded by Taylor to adjourn at 8:20pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann

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

Held Wednesday, June 4, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, M. Hackmann, L. Taylor, M. Kohlbeck, D. Schaut, D. Fitzgerald, D. Newberg

**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, D. Pollen, J. Janowski, B. Herr, Nancy Newberg

**Absent & Excused:**

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Taylor, 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:
  - 1. Bale Art-Landscape – Nancy Newberg  
Nancy Newberg presented the bale art idea that will be geared to the 4-H and FFA groups. Newberg added that there would be four to five areas only and offered to the 4-H and FFA groups and would be set up on the Saturday prior to fair and taken down by the Saturday after fair. Discussion on locations, rules, footage and prize options. Motion was made by Newberg, seconded by Fitzgerald to recommend to the board approval of the bale art-landscape program with a 20'x20' space maximum with a maximum of five entries and following option 2 as listed in the handout supplied to the committee with a proof to be reviewed by staff and chairperson. 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. Tractor Pull Plaques**

Krizek reported that staff purchased nine plaques at \$25 per plaque for previous year's tractor pulls. Krizek added that staff has contacted Scheels, Cabelas, and Fleet Farm. Discussion. Motion was made by Newberg, seconded by Kohlbeck to recommend to the board for approval the purchase of \$25 gift cards instead of plaques. Motion carried unanimously.

**B. WI Garden Tractor Pullers**

Voss reported that the space required for the tractor pullers is 25' to 30' wide and 300' long for room for staging and sled and will need the infield and 30 minutes to prep with an event cost of \$1,100. Motion was made by Taylor, seconded by Fitzgerald to recommend to the board and finance for approval of the WI Garden Tractor Pullers event at \$1,100.

**C. *Radio Cars Update***

PW Director reported that the radio cars idea will not be ready in time for fair. Voss reported that the Army reserves would like to place a 30'x50' obstacle course and could be considered in the same area as the radio cars location. Motion was made by Newberg, seconded by Kohlbeck to recommend to the board for approval the Army reserve obstacle course as a community service project with no cost and requires insurance. Motion carried unanimously.

**D. *Rainbow Valley Rides Contract***

Committee reported no issues with Rainbow Valley Rides and would like to recommend to finance.

**Action Needed:**

- Place on next Finance Subcommittee Agenda.

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

Voss reported on the outdoor vendor list.

Voss reported that Barry Soukup will be the auctioneer for the woodcarver's auction.

**Adjournment**

Motion made by Newberg, seconded by Hackmann to adjourn at 6:20pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Taylor

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

Held Wednesday, June 4, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, M. Kohlbeck, J. Janowski, B. Cavanaugh, K. Behnke, B. Blatz, D. Fitzgerald, D. Schaut

**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, D. Pollen, B. Herr, M. Hackmann, M. Plate, R. Voss, D. Newberg, M. Bratt, L. Taylor

**Absent & Excused:** J. Zellner

**Called to Order** Meeting called to order – 6:23pm.

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Janowski, seconded by Schaut 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 2014 Fairs:**

**A. Market Animal Committee Meeting Update**

Cavanaugh reported that there was no meeting and the next meeting will be on Sunday, Jun 8 at MCOC and will discuss the financial needs for the pig pens.

**B. Open Class Beer and Wine Rules Update**

Dvorak reported that there will be a Brewer's Club meeting scheduled for tomorrow night and Dvorak to attend. Update will be provided at next meeting.

**Action Needed:**

- Keep on next Operations subcommittee agenda.

**C. Dairy Futurity Program**

Dvorak reported that a meeting was held with the dairy futurity group and some items to be updated for this year's event, noting that there will be a slide show presentation and celebration of the 3 and 5 year and up classes. Pollen added that beverages could be sold at the event.

**Action Needed:**

- Staff to contact 4-H for water and soda sales and Polka Pavilion for beer sales.

**D. Work Days**

Dvorak reported on the "To Do" list provided in the packet. Discussion.

**Action Needed:**

- Keep on the Operations subcommittee agenda.

**E. Exhibition Building TV – Club Videos Update – 2015**

Dvorak reported on the Exhibition building TV and distributed the Jr. Fair revised booths rules and regulations with the plan to have footage beginning in 2014 to be used for the 2015 fair. Motion was made by Fitzgerald, seconded by Kohlbeck to recommend to the board approval of the Booths rules and regulations. Motion carried unanimously.

**F. Swine-Sheep-Goat Show Dates – 2015**

Dvorak reported on the plan to have the swine-sheep-goats come in one day later. Discussion included to make contact with the dairy cattle superintendent, decision to be made by July's meeting, and to ensure no other routing conflicts.

**Action Needed:**

- Keep on next Operations subcommittee agenda.
- Staff to contact Dairy Cattle Superintendent.

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

No report.

**Adjournment**

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

Minutes taken by Krizek

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Signed by Kohlbeck





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

DATE: June 11, 2014  
TIME: 6:00 p.m.  
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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

1. Regular Business
  - a. Roll Call
  - b. Previous Minutes
  - c. Vouchers
2. Public Input
3. Operation Report – 2014-2015 Ice Season Contract; Capital Outlay; Work Days – Review, Discussion and Possible Action
4. Figure Skating Report
5. Hockey Organization Report
6. Adjourn

Date: June 5, 2014

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

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

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

## **ICE CENTER SUBCOMMITTEE**

Held Wednesday, June 11, 2014

Location: Expo Office

**Present:** D. Pollen, M. Bratt, J. Vetting, D. Gauger, B. Blatz, B. Herr

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

**Absent & Excused:**

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Gauger, seconded by Herr 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 – 2014-2015 Ice Season Contract; Capital Outlay; Work Days – Review, Discussion, and Possible Action**

Pollen reported on the 2014-2015 Ice Center contract included in the committee packet noting that hockey holds the contract and the figure skating and hockey take exclusive rights in running the Ice Center from October 1 to mid-March.

Beyer added that the contract changes included maintenance items and that the groups agreed to \$10,000 in capital outlay for one year to help recover the capital outlay from the previous year.

Discussion included income for the organizations derived from selling ice to hockey, figure skating, public skate, Jr. Gamblers, compressors and Freon. Pollen added that revenue is paid into one account and organizations meet to review the account and pay bills.

Beyer added that there was a \$14,000 impact to the Expo grounds which included the capital outlay expenses of approx. \$75,000. Beyer also noted that there are two capital outlay items to be completed this year.

Pollen discussed potential work days in June, July and August and depended on Expo grounds calendar.

Additional discussion included basic membership from Manitowoc as well as Denmark and Sheboygan area and rent approx. 20-25 hours to Jr. Gamblers.

### **Figure Skating Report**

No report.

### **Hockey Organization Report**

No report.

### **Adjournment**

Motion made by Gauger, seconded by Bratt to adjourn at 6:28pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Bratt



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

DATE: July 2, 2014  
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. Rainbow Valley Rides; 2014 Fair Budget; 2015 Fair Budget
  - C. OPERATIONS SUB-COMMITTEE:
    1. Market Animal Committee Meeting Update; Open Class Beer and Wine Rules Update; Works Days; Swine-Sheep-Goat Show Dates-2015
  - 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 2014 Fair Matters
  - A. Jr. Fair Online Entries Update
  - B. Bleacher Campaign Update
  - C. Volunteer and Liaison Sign Up
  - D. WI Association of Fairs Conference – Jan 4-7, 2015
  - 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. Breakfast on the Farm Update
  - B. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: June 23, 2014

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 2, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

**Called to Order** Meeting called to order by Hackmann as Acting Chair – 7:00pm.

**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. ***Rainbow Valley Rides; 2014 Fair Budget; 2015 Fair Budget***  
Behnke reported that there was good discussion regarding Rainbow Valley Rides contract and 2015 possible changes in gate fee.

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

1. ***Market Animal Committee Meeting Update; Open Class Beer and Wine Rules Update; Works Days; Swine-Sheep-Goat Show Dates-2015;***  
Dvorak reported on the following:
  - Market Animal committee – review of animal count and scholarships.
  - Beer and Wine – working with beer club for accredited competition.
  - Work Days – set for Monday, July 14 at 5:30pm.
  - Swine-Sheep-Goat – recommend for approval to move the swine, sheep and goat date to begin Tuesday, judging and showmanship on Wednesday with sale on Thursday.Motion was made by Dvorak, seconded by Schaut to approve the committee report and recommendations. Motion carried unanimously.

#### **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 report.

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

1. ***No Committee Meeting-Committee Update***  
Newberg reported that the fairest is doing a good job and has attended parades.

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

### **A. Jr. Fair Online Entries Update**

Dvorak reported that the online registration process went well and working out some issues noting that there will be training provided in April for 2015 fair.

### **B. Bleacher Campaign Update**

Krizek reported on the bleacher campaign.

### **C. Volunteer and Liaison Signup**

Krizek noted that volunteer and liaison signup sheets are posted.

### **D. WI Association of Fairs Conference – Jan 4-7, 2015**

Krizek reported that reservations are being made for the 2015 fairs conference and board members should confirm if attending and dates.

### **E. Fair Update**

Dvorak reported on the idea to have a comment card for the week of fair. Consensus of the committee was to move forward.

Krizek reported on an email received from Scott Gunderson on PRRS and PEDv Test Kits. Krizek noted that test kits were ordered at no cost. Dvorak requested further discussion.

#### **Action Needed:**

- Place PRRS and PEDv Test Kits on the next Operations subcommittee agenda.

PW Director presented the nursing home requests with a brief explanation that the nursing homes submit a request for staff and residents to come to the fair at no cost. Discussion. Motion was made by Schaut, seconded by Herr to keep the process of allowing the nursing homes residents and staff to attend the fair upon approval of a submitted request. Motion carried unanimously.

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

PW Director reported on the Financial Report included in the board packet noting that the finances are relatively good this year.

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

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

Bratt reported that there were over 5,000 people in attendance.

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

Items discussed:

- Asphalt to begin next week with highway doing all of the work.
- Thank You letter received from Vans Athletic Club and Manitowoc Chiefs Football.
- Potential regional beef cattle show. Need a proposal submitted.
- Waiting to hear back from hauler for milk hauling at the fair.

## **Adjournment**

Motion was made by Newberg, seconded by Taylor to adjourn at 7:41pm. 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: July 2, 2014  
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. Operation Sub-Committee: None
  - C. Entertainment & Vendors Sub-Committee:
    1. Rainbow Valley Rides
  - 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. 2014 Fair Budget
6. Update and Possible Action on Other Fair Operation Projects and Issues
  - A. 2015 Fair Budget
7. Adjourn

Date: June 23, 2014

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

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

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

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

Wednesday, July 2, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** K. Behnke, J. Janowski, M. Plate, M. Bratt, J. Zellner, J. Beyer, D. Gauger  
**Also Present:** J. Beyer, J. Krizek, M. Kohlbeck, M. Hackmann, L. Taylor, D. Schaut, D. Newberg,  
B. Herr, R. Voss, T. Dvorak, B. Cavanaugh  
**Absent & Excused:**

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

**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

**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

1. Rainbow Valley Rides

Behnke discussed the current Rainbow Valley Ride vendor contract and the need to begin negotiating for a new contract for after 2015. Discussion included review of current contract percentage, possibility of raising ticket prices and when to raise ticket prices, as well as review of other fair prices at county fairs (Fond du Lac, Brown, Winnebago, Kewaunee), and ride vendor costs.

**Action Needed:**

- Schedule a Finance subcommittee meeting in March 2016 – Rainbow Valley Rides Contract; Gate Prices for 2016
- 2015 Sponsorship – Main Gate

- 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. 2014 Fair Budget**

No additional expenses were reported above the current 2014 fair budget.

**B. 2015 Fair Budget**

Budget included in the committee packet.

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

None.

**Adjournment**

Motion made by Plate, seconded by Beyer to adjourn at 6:33pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Plate



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

DATE: July 2, 2014  
TIME: 6:30 p.m.  
PLACE: Expo Office – 4921 Expo Drive, Manitowoc

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

1. Regular business
  - A. Roll Call
  - B. Previous Minutes
  - C. Vouchers
2. Public Input
3. Review, Discussion, and Possible Action on other Sub-Committee Recommendations or Referrals
  - A. Ice Center Sub-Committee: None
  - B. Finance Sub-Committee: None
  - C. Entertainment & Vendors Sub-Committee: None
  - D. Parking & Security Sub-Committee: None
  - E. Fairest of the Fair Sub-Committee: None
4. Review, Discussion, and Possible Action on other Expo Board Recommendations or Referrals
5. Review, Discussion, and Possible Action on the following items for the 2014 Fair:
  - A. Market Animal Committee Meeting Update
  - B. Open Class Beer and Wine Rules Update
  - C. Work Days
  - D. Swine-Sheep-Goat Show Dates - 2015
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: June 23, 2014

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, July 2, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, M. Kohlbeck, J. Janowski, B. Cavanaugh, K. Behnke, B. Blatz, J. Zellner, D. Schaut  
**Also Present:** J. Beyer, J. Krizek, B. Herr, M. Hackmann, M. Plate, D. Newberg, M. Bratt, L. Taylor, D. Gauger, R. Voss, J. Beyer  
**Absent & Excused:** D. Fitzgerald

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Cavanaugh, seconded by Behnke 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 2014 Fairs:**

**A. Market Animal Committee Meeting Update**

Cavanaugh reported that the following items were discussed at the market animal committee meeting: projected animal numbers, scholarships, new market buyer flyer, new animal unloading process, and 2015 potential fair changes.

**B. Open Class Beer and Wine Rules Update**

Dvorak reported on the attended beer club meeting noting that the club members would like to have an accredited contest, a table and display at this year's fair to answer questions and promote interest, and have a small test tasting on Saturday from 3pm to 6pm and Sunday from noon to 3pm. Dvorak noted that more information will be provided at the August meeting. Consensus of the committee was to proceed.

**Action Needed:**

- Keep on next Operations subcommittee agenda.

**C. Work Days**

Dvorak reported that there is good progress on the work days and next work day is scheduled for Monday, July 14 at 5:30pm. Work includes assessing the ticket booths prior to painting and milk parlor needs.

**Action Needed:**

- Place on the next Operations subcommittee agenda – Work Days Update

**D. Swine-Sheep-Goat Show Dates – 2015**

Dvorak reported on the 2015 request to move the swine, sheep and goat show dates and updated the committee on support from the dairy superintendent, Lee Glaeser. Dvorak noted that the traffic flow was address with Glaeser. Motion was made by Cavanaugh, seconded by Kohlbeck to recommend approval to the board the swine, sheep, and goat show dates for 2015.

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

No report.

**Adjournment**

Motion made by Behnke, seconded by Blatz to adjourn at 6:58pm. 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: August 6, 2014  
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. 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. Open Class Beer and Wine Rules Update
  - C. One Day Passes – Merchants Gate
  - D. PRRS-PEDv Test Kits
  - E. Work Days
  - F. 4-H Celebration Update
  - G. Milk Parlor Update
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: July 29, 2014

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, August 6, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

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

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Fitzgerald, seconded by Cavanaugh 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 2014 Fairs:**

**A. Market Animal Committee Meeting Update**

Cavanaugh reported that the following items were discussed at the market animal committee meeting: new market buyer flyer, judging team donation from Area Animal Science Days, received update on 2015 fair change, change of no max weight on hogs with payout to exhibitor up to 290lbs, next meeting will be on August 10.

**B. Open Class Beer and Wine Rules Update**

Dvorak reported on the beer and wine rules distributed at the committee meeting along with a schedule of potential hours that the vendor would be available to promote the program. Dvorak also noted to be a sanctioned competition that the program needs to be accredited with a registration fee of \$35 with sanctioned judges. Dvorak reviewed the rules with discussion on paying of judges, determining number of entries, ribbon only awards – no premiums, work with adjoining counties. Dvorak noted that there is a Brew meeting tomorrow night and will provide the updated draft rules and draft schedule for week of fair.

**Action Needed:**

- Keep on next Operations subcommittee agenda.

**C. One Day Passes – Merchants Gate**

Dvorak reported on the issue with the one day passes at the Merchants Gate entrance and being reused throughout the week. Dvorak added that Rainbow Valley recommended to use different colored wristbands that they will provide and this should alleviate any issues.

**Action Needed:**

- Communication to be made with the Gatekeepers.

**D. PRRS-PEDv Test Kits**

Dvorak reported on the meeting held with Dr. Ted Greif, Tricia Tienor, Scott Gunderson, Dvorak and staff and discussed the process to test the hogs through a rope test that will be hanging during weigh in. Dvorak added that the test is voluntary and results will be available in two to four weeks and will not be specific to a certain pig. Dvorak also referenced material provided in the committee packet. Consensus of the committee was to move forward with the test program.

**E. Work Days**

Dvorak reported that the flag pole was painted, exhibition building work done, ticket booths are being painted and will have a list started for next year. Dvorak added that the pig pens will be looked over at this year's fair with zip ties to be placed on panels that need repair and will be done on Sunday of fair.

**F. 4-H Celebration Update**

Dvorak reported on the 4-H Celebration noting that Kevin Palmer, extension office, will be working on making pre-cut clovers on "What Does 4-H Mean to Me" to be placed on doors in the Exhibition building. Fitzgerald added that Kevin Palmer could be involved in the Cream Puff Eating contest. Other ideas included: fairest of the fair acknowledge the 4-H celebration in presentations during the week of fair and to put video of 4-H members on the TV to be used in the Exhibition building.

**G. Milk Parlor Update**

Herr reported on the milk parlor noting that the parlor has been painted by volunteers. Herr addressed the issues with Grassland and Ottery milk hauling. Lee Glaeser added additional information regarding the issues and are working on getting a local hauler. Dvorak noted that the committee supports the work and agreed that the most effective program for the foundation would be the best and is the consensus of the committee.

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

No report.

**Adjournment**

Motion made by Behnke, seconded by Blatz to adjourn at 6:59pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Kohlbeck



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

DATE: August 6, 2014  
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; Open Class Beer and Wine Rules Update; One Day Passes – Merchants Gate; PRRS-PEDv Test Kits; Work Days; 4-H Celebration Update; Milk Parlor 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 2014 Fair Matters
  - A. Jr. Fair and Open Class Entries Report
  - B. Bleacher Campaign Update
  - C. Billboard Judging Update
  - D. Portable Digital Signs
  - E. EWSC Concessions – Beer Request
  - F. Volunteer and Liaison Sign Up
  - G. Outdoor Vendor Meeting; Indoor Vendor Meeting – Tues, 3pm; Robotics
  - H. WI Association of Fairs Conference – Jan 4-7, 2015
  - 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. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: July 29, 2014

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

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

Held Wednesday, August 6, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Newberg, 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 Committee Meeting-Committee Update**

Pollen reported that the Ice Center contract has been signed and will be sent to staff.

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

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

No report.

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

##### **1. Market Animal Committee Meeting Update; Open Class Beer and Wine Rules Update; One Day Passes – Merchants Gate; PRRS-PEDv Test Kits; Works Days; 4-H Celebration Update; Milk Parlor Update**

Dvorak reported on the following:

- Market Animal committee – report on new flyer, changes for 2015, and changes for 2015.
- Beer and Wine – working with beer club for accredited competition noting that rules will be updated.
- Work Days – work completed for this year and working on pig pens for next year.
- Milk parlor issue with the hauling of milk.

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

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

Voss reported that the contact for the Lawnmower races wanted to begin at 1:30pm for the practice run. Per the public works director, the event cannot start any earlier as contracts have been signed. Voss noted that the group would like a smoother track and consensus of the committee was to try and work on track to make smoother.

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

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

Beyer reported on the meeting held with the sheriff's department with the same coverage as last year.

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

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

Newberg reported that the fairest is doing a good job and has attended parades with the Kiel parade this weekend. Dvorak noted that there is a fee for the parade and Supervisors Waack and Baumann cover the entry fee for the fairest. Dvorak added that the fairest will also attend the county board meeting set for August 19.

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

**A. Jr. Fair and Open Class Entries Report**

Krizek reported on the Jr. Fair and Open Class entries report included in the board packet.

**B. Bleacher Campaign Update**

Krizek reported on the bleacher campaign.

**C. Billboard Judging Update**

Vetting reported on the billboard judging with board members Schaut, Janowski, Pollen, and Vetting with results provided in the board packet. Discussion included providing feedback to the clubs, revamp the rules and expand information on location, and have judges review current rules during week of fair. Motion was made by Dvorak, seconded by Cavanaugh to approve an award of \$15 to those clubs that placed the billboard after the judging date. Motion carried unanimously.

**D. Portable Digital Signs**

Krizek reported that Sign Me Up could not provide digital signage and the cost to rent from another company is \$500. Consensus of the committee was to not rent the signage.

**E. EWSC Concessions – Beer Request**

Newberg reported on the concessions stand for EWSC noting that there is a request selling canned beer versus tap beer. Newberg added that Budweiser can figure out the keg charge. Discussion included that price must be at the same selling price as the Polka Pavilion for a 12oz can of beer. Motion was made by Newberg, seconded by Blatz to approve the request to sell 12oz cans of beer at the same price as any other vendor and must pour into a cup and pay a keg fee to Expo. Motion carried unanimously.

**F. Volunteer and Liaison Signup**

Vetting noted that sign up sheets are posted on the wall and need to be filled in. Vetting also noted to wear Expo attire the week of fair, report to the office to let staff know members are onsite, and meetings are at 11am.

**G. Outdoor Vendor Meeting; Indoor Vendor Meeting – Tues, 3pm; Robotics**

Voss requested the outdoor vendor meeting to be held at 2pm in the Merchants building. Fitzgerald reported on the issues with vendors noting Robotics strolling throughout the grounds. Discussion. Consensus of the board to have vendors stay within booth space and contact Robotics to address the issue.

**Action Needed:**

- Pollen or Fitzgerald to contact Robotics.

**H. WI Association of Fairs Conference – Jan 4-7, 2015**

Krizek reported that reservations are being made for the 2015 fairs conference and board members should confirm if attending and dates.



## ***I. Fair Update***

Krizek reported on the following:

- Towing – procedure to follow. Consensus of board to make announcements to move vehicle.
- Woodcarvers – help needed to load. Consensus of board to move the auction into the Walters building.
- Recognition of Bleacher sponsors at market animal sale. Need to make a list of sponsors.
- Cabelas gift cards.
- Picnic tables are being worked on.
- Hand sanitizers installed.
- BloodCenter purchased one day passes.
- Placement of face signs.
- Donut pick up at Kristy's Kakes.
- Manitowoc County Fair voted Best Community Event of the Lakeshore.

Beyer reported on a request for an exhibitor to sell products near her in the goat tent. Discussion included vendor requirements, vendor layout. Motion was made by Dvorak, seconded by Herr to approve to allow a card with contact information to be displayed but not product displayed on site. Motion carried unanimously.

Behnke requested that Space Needs committee to meet on Wednesday of fair following the regular meeting.

### **Action Needed:**

- Place Exhibitors – Selling Items on the next Operations subcommittee agenda.
- Add Space Needs committee meeting on the fair agenda for Wednesday, Aug 20.

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

PW Director reported on the Financial Report included in the board packet noting that the finances are relatively good this year.

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

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

Items discussed:

- Asphalt work completed.
- Reminder on bleacher campaign donation from board members.

## **Adjournment**

Motion was made by Behnke, seconded by Taylor to adjourn at 8:17pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



## MANITOWOC COUNTY EXPO and ICE CENTER BOARD MEETING NOTICE

DATE: August 19 - 24, 2014

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 2014 Fair matters previous to meetings.
4. Review, discussion and possible action on the meeting day activities, issues and concerns for the 2014 Fair.
5. Review, discussion and possible actions on the remaining days of the 2014 Fair activities, issues and concerns.
6. Review, discussion and possible action on events, acts and other issues and items related to the 2015 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 2014 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 2014 Fair.
13. Adjourn

***Space Needs Working non-committee to meet after Daily Board meeting for discussion 8/20/14 Only***

Date: August 11, 2014

Jerome Vetting, BOARD CHAIRPERSON

By: Jeffery Beyer, Public Works Director

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

Held Tuesday, August 19, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

**Absent & Excused:**

**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** Motion was made by D. Newberg, seconded by Voss, to approve the Board vouchers for working on the grounds on Saturday, Sunday and Monday. Motion carried unanimously.

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

**Review, discussion and possible action on 2014 Fair matters previous to meetings**  
None.

### **Review, discussion and possible action on the meeting day activities, issues, and concerns for 2014 Fair**

The following items were addressed:

- Reminder to board members to conduct business in the conference room not in the office area.
- Small animal camping – Beyer to follow up.
- Market Animal Sale banquet and parking for caterer.
- Brianna Hoyer letter read to the board – Motion was made by Cavanaugh, seconded by Zipperer to approve the written request to allow Brianna Hoyer's brother to show exhibits for Brianna Hoyer. Motion carried unanimously.
- Grease tank location – notice to be delivered to all outdoor vendors.
- Thanks to the board for helping with set up of the fair.
- Vehicles – board members or county employees can drive the vehicles.
- Veteran's Flyer – request to post. Flyer can be posted in the veteran's tent area or a booth.
- Crab Shack and Cheese Cake vendors – issues with hoses. Requested to place hoses across walkway. Discussion included hose must be covered. Voss and Newberg to follow up.
- City Police – follow up to ensure 4way intersection is placed.
- Schedules – veterinary, SODA, sheriffs schedules are posted. Radios must be signed out.
- JS Solutions provided security cameras for the fair and Vtech may possibly providing horse parker security cameras.

### **Review, discussion and possible actions on the remaining days of the 2014 Fair activities, issues and concerns**

The following items were addressed:

- None.

**Review, discussion and possible action on events, acts and other issues and items related to the 2015 Fair**

- Outdoor Vendor rate – recommend to increase the rate and to include two season tickets and one parking pass. Discussion. Motion was made by Dvorak, seconded by Voss to increase the outdoor vendor rate to \$30 to include two season passes and one parking pass with the exception of the music pavilions and AG vendors and additional season passes can be purchased at the going rate. Motion carried unanimously.
- Fair Camping – need to include length of campers and slide outs. Accept reservations and will confirm locations after fair.

**Daily Judging Recap**

- Jr. Fair went well with a lot of no shows, 50 exhibitors were no shows.
- Moved extra judge to help with overflow.
- Farm displays are at an all time high as well as legos.
- Open class items are coming in.
- Monday was high traffic and trying to organize.
- Flower pots were judged and billboard display up.
- Swine and sheep judge had to cancel and found a replacement. Consensus was to allow the sheep judge to judge market goats. Saturday's goat judge also had to cancel and have found a replacement.
- Bleacher Campaign – thank you to be done at the market animal sale.

**Daily Events Recap**

- Special Olympics run at 6pm and will need horse parkers and board members around 5:30/5:45pm.
- Kandu needs two sets of bleachers.

**Space Needs Working non-committee Update**

Space needs meeting tomorrow. Ideas on use of ball diamonds for camping area.

**Health Issues Working non-committee Update**

PW Director to tour the sanitation stations.

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

No report.

**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**

No report.

**Adjournment**

Motion was made by Newberg, seconded by Schaut to adjourn the meeting at 4:30pm 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 20, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

**Absent & Excused:**

**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 2014 Fair matters previous to meetings**

The following items were addressed:

- Small Animal follow up – prefer more space and looking at alternate places.
- Catering – all roped off and ready.
- Grease location flyer done and ready for distribution.
- Direct TV – tents still up and need to be moved. Board member to discuss with the vendor.
- Dairy cattle – dairy cattle were stuck in the boards in the cattle barn and injured one.
- Pellet Stove – grill units inspected and no permit required. Two furnace units in the trailer to be reinspected today.

### **Review, discussion and possible action on the meeting day activities, issues, and concerns for 2014 Fair**

The following items were addressed:

- Attendance numbers were reviewed.
- Booth Judges – Bratt, Herr, and Cavanaugh to judge at 12:30pm.
- Hawaiian Shaved ice vendor – candy guy not getting along and blocking view. Discussion.
- Chainsaw carver onsite and scheduled shows are at 2pm, 4pm and 6pm.

### **Review, discussion and possible actions on the remaining days of the 2014 Fair activities, issues and concerns**

The following items were addressed:

- Milk house – good and are looking at other options for hauling milk next year.
- Race cars placed by grandstand to advertise racing tonight.
- Horse show going well.
- Sheboygan's beer and wine tasting pamphlets were distributed.

### **Review, discussion and possible action on events, acts and other issues and items related to the 2015 Fair**

No report.

**Daily Judging Recap**

- Daily judging going well with market goats before market sheep was a great transition.
- Open class in and substantial number of no shows.
- Superintendents – some will be retiring this year.
- Cloverbuds – process explained and Sunday will be a 4-H celebration in the Exhibition building at 2pm.

**Daily Events Recap**

- Races tonight. Northside blocked off and will need pit pass.
- Special Olympics went well and no problems with cars and the race started on time. Ice Center arena was used for distribution of awards.

**Space Needs Working non-committee Update**

Reviewing the grounds today.

**Health Issues Working non-committee Update**

Really good and finishing placement of hand sanitizers next year.

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

No report.

**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**

No report.

**Adjournment**

Motion was made by Schaut, seconded by Zipperer to adjourn the meeting at 5:00pm 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 Thursday, August 21, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

**Absent & Excused:**

**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 2014 Fair matters previous to meetings**

The following items were addressed:

- Indoor Vendors – put in contract not to use tents. Spoke with Direct TV about issue and now has pushed the tent back into the vendor spot behind.

### **Review, discussion and possible action on the meeting day activities, issues, and concerns for 2014 Fair**

The following items were addressed:

- Attendance numbers were reviewed.
- Cutco – knife vendor – displayed on table with no cover. Emailed stated and confirmed that knives need to be covered. Consensus if the vendor does not comply, must shut them down.
- Woodcarver – very interactive with people.
- Horse barn – found young people in the horse barn late at night and confirmed they were exhibitors.
- Veterinarians – all on call and donating their time.
- Horse arena – two incidents – one person fell in the main arena and taken by ambulance. 911 was called and worked with dispatch and SODA to relay information to the horse arena; second person fell and taken by car to emergency.
- Dairy barn – boards were added and painted to ensure the dairy cattle's heads could not get stuck.
- Car on the midway – taken care of.
- Vendor winners announced. Outdoor Vendors – 1<sup>st</sup> – Bryan's Concessions; 2<sup>nd</sup> – A&W; 3<sup>rd</sup> – Cedar Crest. Indoor Vendors – 1<sup>st</sup> – Home Care; 2<sup>nd</sup> – Mary Kay; 3<sup>rd</sup> – Tastefully Simple. AG Vendor judging will be completed today.

**Review, discussion and possible actions on the remaining days of the 2014 Fair activities, issues and concerns**

The following items were addressed:

- Casady's Critters bought a monkey experience/enclosure with two new monkeys. Voss to discuss with vendor.
- Issue with flyover at the start of the EWSC races – no one was aware of the fly over and need to be informed.
- First Chrysler trucks moved to area by goat tent and milk parlor.

**Review, discussion and possible action on events, acts and other issues and items related to the 2015 Fair**

No report.

**Daily Judging Recap**

- Daily judging went well.
- Market animal prices were high and a lot of resales. Bleacher campaign thank you acknowledged at the sale.

**Daily Events Recap**

- Races tonight. Northside blocked off and will need pit pass.
- Special Olympics went well and no problems with cars and the race started on time. Ice Center arena was used for distribution of awards.
- Surveys distributed to outdoor vendors with little feedback on price increase and positive feedback on season tickets included in contract.

**Space Needs Working non-committee Update**

Committee met extensively today and reviewed the following:

- Ice Center black top area and use in the future.
- Main gate discussion with Rainbow Valley Rides and the potential to move the gate entrance to the east with emergency marker to be added to the gate. Discussion of prime spot rates.
- Reviewed wooded area by maintenance shop and the idea to remove trees.
- Possibility of moving another ride.

**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 2014 fair activities**

No report.

**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**

No report.

**Adjournment**

Motion was made by Zipperer, seconded by Beyer to adjourn the meeting at 4:30pm 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 22, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

**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 2014 Fair matters previous to meetings**

The following items were addressed:

- Cutco – covered knives as requested.
- Horse incidents – were discussed.

### **Review, discussion and possible action on the meeting day activities, issues, and concerns for 2014 Fair**

The following items were addressed:

- Attendance numbers were reviewed.
- Dairy cattle meeting scheduled for 7pm tonight in the Ice Center.
- Gate Keepers – confusion with the ticket process and payment of the \$10 daily admission tickets and the wristbands.
- Woodcarver – sign needed for time and location of auction.
- Clipping Chutes – not to clip in aisle ways.
- Moved horse pull into the Walters building and everyone was very cooperative.
- Reminder to announce payout half hour after show.

### **Review, discussion and possible actions on the remaining days of the 2014 Fair activities, issues and concerns**

The following items were addressed:

- Community First Credit Union day on Saturday and need an area to set up.

### **Review, discussion and possible action on events, acts and other issues and items related to the 2015 Fair**

No report.

### **Daily Judging Recap**

All judging results for Exhibition building entered by Nancy Newberg and Allyson Binversie.

### **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 2014 fair activities**

No report.

**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**

No report.

**Adjournment**

Motion was made by Kohlbeck, seconded by Gauger to adjourn the meeting at 7:00pm 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 23, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

**Absent & Excused:**

**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 2014 Fair matters previous to meetings**

No report.

### **Review, discussion and possible action on the meeting day activities, issues, and concerns for 2014 Fair**

The following items were addressed:

- Attendance numbers were reviewed.
- Reminder to sign up for woodcarver auction help.
- Idea to move the national guard by the cattle barn, noted national guard leaving today.
- Tractor Pull – discussion on the event process.
- Dairy cattle meeting – Bratt, Behnke, Janowski, and Herr attended. Requested railings on the bleachers, possibility of reserve seating, need three to four flood lights on cattle barn. Requested an additional speaker.
- Lawnmower races set for 4pm and Lawnmower tractor pull at 6pm.
- Brewing beer stand from 2pm to 6pm.

### **Review, discussion and possible actions on the remaining days of the 2014 Fair activities, issues and concerns**

The following items were addressed:

- Beef cattle exhibitor did not want to follow loading and unloading protocol process. Need to discuss with the liaison and superintendent.
- Sound issues in the infield for drivers – note that there is no sound system in the infield and speakers cannot be rotated.
- Demo Derby – need assistance moving the 15-18 blocks at 1pm and at 10am tomorrow.
- Ambulance on the Grounds – vendors/exhibitors should notify office if ambulance coming to the grounds.
- Alcohol – open liquor bottles were sitting in the Jr. Fair Dairy Cattle barn. Consensus to confiscate any alcohol without warning.

**Review, discussion and possible action on events, acts and other issues and items related to the 2015 Fair**

The following items were addressed:

- Need clarifications in fairbook on dress attire for Junior Fair dairy cattle.
- Need to review rules on Jr. Fair exhibitors showing in Open Class.
- Formation of new subcommittee – Education & Outreach subcommittee to review educational materials, reach out to the schools and art departments, as well as promote the fair. Motion was made by Behnke, seconded by Pollen to send idea of an Education & Outreach subcommittee to Operations subcommittee to put recommendations together and formation of committee to include non board members. Motion carried unanimously.
- Ribbons – to be reassessed.

**Daily Judging Recap**

Horse Show on right now.

**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 2014 fair activities**

No report.

**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**

No report.

**Adjournment**

Motion was made by Zellner, seconded by Herr to adjourn the meeting at 6:00pm 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 24, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

**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 2014 Fair matters previous to meetings**  
No report.

### **Review, discussion and possible action on the meeting day activities, issues, and concerns for 2014 Fair**

The following items were addressed:

- Attendance numbers were reviewed.
- Sunday – Gate Ticket Booths – Motion was made by Behnke, seconded by Dvorak to close the gates at 5pm on Sunday. Motion carried unanimously.
- Brewing Beer from noon to 3pm; yesterday brewed from 2pm until 7:30pm.
- Small Animal auction listed incorrectly in a notice and is in the small animal building.
- Golf Carts – do not park on side of building – need to park on a flat area.
- Dairy Cattle barn – leak in the roof.
- Indoor vendor request – to leave items until Monday. Motion was made by Zipperer, seconded by Newberg to make a one time exception to allow pick up on Monday with the understanding that items need to be picked up by 9am and must be a formal request and reviewed case by case. Motion carried unanimously.
- Gatekeeper/Outdoor Vendor – issue with vendor coming on the grounds with one pass for two people. Discussion on process for outdoor and indoor vendors and use of the season passes. Note: Prior to convention review with Rainbow Valley Rides on ticket sales and review what other counties offer.
- Issues with intoxicated attendees and one issue of possible victim out in the ball diamond area.

### **Review, discussion and possible actions on the remaining days of the 2014 Fair activities, issues and concerns**

The following items were addressed:

### **Review, discussion and possible action on events, acts and other issues and items related to the 2015 Fair**

Will hold regular board meeting in September only; no subcommittee meetings.

**Daily Judging Recap**

No report.

**Daily Events Recap**

The following items were addressed:

- Woodcarver auction – need gators around 2:15pm to move items to Walters building. Payment to be made in the office with pickup within an hour after the show.
- Horse Pullers – gatekeepers allowed whole truck of people in for free. Need to be more specific on contract.
- Issues with lawnmower and garden tractor pull races and grooming of track.
- 4-H Celebration at 2pm in the Exhibition Building.
- Ant Hill Mob donated \$41,000 to charities.

**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 2014 fair activities**

No report.

**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**

No report.

**Adjournment**

Motion was made by Zipperer, seconded by Voss to adjourn the meeting at 5:00pm 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 3, 2014  
**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 Comment
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-Committee 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 2014 Fair Matters
  - A. Fair Concerns and Issues; Comments and Recommendations
  - B. Fair Update
5. Review, Discussion, and Possible Action on 2015 Fair Matters
  - A. District 4 Meeting – Rock County Fair – October 8, 2014
  - B. WI Association of Fairs Conference – Jan 4-7, 2015
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 26, 2014

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 3, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

**Absent & Excused:** B. Cavanaugh

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

**Minutes** Minutes were reviewed from the previous meeting. Motion was made by Behnke, seconded by Voss, to approve all previous 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. No Committee Meeting-Committee Update**

No report.

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

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

Dvorak reported that there will additional paint projects in the Exhibition building to include painting the antiques booth to be completed sometime Fall.

#### **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 report.

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

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

No report.

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

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

Items Discussed:

- Thank you card from Dennis Baroun, horse pull event.
- Fair issues with mini donut stand reported vendors were dumping gray water. Also noted that mini donut stand would be interested in contributing towards asphalt in the area where his stand is located.
- Modified Truck & Tractor Pull – radio announcement was not clear.
- Issues with only one beer cup size offered.
- Issue with grandstand steps – discussion included that steps meet code requirements.
- Cattle barn fencing.
- Face Signs – need to be repainted.



## **B. Fair Update**

### Items Discussed:

- Attendance was good.
- Brew Club Update – Dvorak reported on the Brew Club and overall feedback. Consensus to have back next year.
- Goat Cheese carving idea.
- Braun Electric fan – Braun Electric determining if they will be donating the fan located in the Ice Center.
- Flag Marker signs at main gate location.
- Merchants Gate – label sign to have Exhibitor/Employee Entrance Gate.
- Parking & Security Ideas – Coordinate with Special Ops and Sheriff's department along with staff to ensure that some locations are not saturated with security and other areas have security. K-9 unit placement needs to be better. Lost child protocol to include texting communication to all board members.

## **Review, Discussion and Possible Action on 2015 Fair Matters**

### **A. District 4 Meeting – Rock County Fair – October 8, 2014**

Dvorak and Vetting planning to attend meeting.

### **B. WI Association of Fairs Conference – Jan 4-7, 2015**

Reminder to confirm reservations soon. Auction Items needed for Fairest of the Fair auction basket for convention.

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

PW Director reported on the Financial Report included in the board packet noting that the finances through July are ahead of last year.

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

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

#### Items discussed:

- Board members – position to be filled and will be conducting interviews at the end of September and recommendation to the county board in October.
- Reminder on bleacher campaign donation from board members.
- Healthiest Manitowoc follow up meeting tomorrow.
- Board discussed the winter storage rates, after discussion a motion was made by Behnke, seconded by Dan S., recommending to the Public Works Committee that they consider raising the winter rental rates from \$10 to \$15 per running foot for this winter. Motion carried unanimously.

## **Adjournment**

Motion was made by Schaut, seconded by Herr to adjourn at 7:40pm. Motion carried.

Minutes taken by Krizek

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Signed by Hackmann



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

**DATE:** October 1, 2014  
**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 Comment
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. Swine/Sheep, Lesters Building Issues – Ventilation – Tricia Tienor; Market Animal Committee Meeting Update; 2014 Fair Pictures – Convention; 2014 Theme-Colors; Talent Competition; Tickets-Season Passes, Worker Passes, Senior & Tiny Tot Upgrades, Lifetime Membership (2020); Goat Tent Review; Comment Reports Received; Liaison Update – Issues During Fair; Carnival-Entertainment Vendor Issue; Bingo; Pig Pens-Lesters Building; Exhibitors-selling items; Open Class Beer & Wine Rules; Education & Outreach Subcommittee
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Vendor Issues-Earth Sense, Robotics, Manitowoc Lawn & Recreation Request, TA Motorsports & Comcast – Deposit Option; Indoor-Outdoor Vendor Survey Results; Lakeside Pepsi Pricing, Purchasing; Healthiest Manitowoc Meeting Update, Safe Ride Program; Space Needs Working Committee Report; Carnival Layout; Tuesday Teen Night; Pig-Duck Races
  - 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. Fair Concerns and Issues; Comments and Recommendations
  - B. Fair Update
5. Review, Discussion, and Possible Action on 2015 Fair Matters
  - A. District 4 Meeting – Rock County Fair – October 8, 2014
  - B. WI Association of Fairs Conference – Jan 4-7, 2015
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 Sheet – November 8
  - B. Expo-Ice Center Month Events; Expo Grounds Update
8. Adjourn

Date: September 23, 2014

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 1, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

**Called to Order** Meeting called to order – 7:06pm.

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

**Vouchers** None.

**Public Comment** 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 there was no committee meeting and the two organizations have been busy painting, relamping the Ice Center, and preparing for ice to be put in. Pollen noted that there is a leak in the floor and used a thermal imaging camera to pinpoint the leak area. Pollen added that the user groups purchased a new freezer.

#### B. Finance Sub-Committee

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

Behnke reported that there was no committee meeting and will have a meeting in December after the county board meets and approves the budget.

##### **Action Needed:**

- Finance subcommittee agenda to include Rainbow Valley Ride Contract; Increase in Ticket Prices.

#### C. Operations Sub-Committee

##### 1. *Swine/Sheep, Lesters Building Issues – Ventilation – Tricia Tienor; Market Animal Committee Meeting Update; 2014 Fair Pictures – Convention; 2014 Theme-Colors; Talent Competition; Tickets-Season Passes, Worker Passes, Senior & Tiny Tot Upgrades, Lifetime Membership (2020); Goat Tent Review; Comment Reports Received; Liaison Update – Issues During Fair; Carnival-Entertainment Vendor Issue; Bingo; Pig Pens-Lesters Building*

Dvorak reported on the following:

- Sheep/Swine ventilation issues.
- Market Animal committee update with no weigh-ins for all three species; next meeting on Oct 14.
- 2014 fair pictures – make sure to select choice.
- Talent competition – headed by Fitzgerald.
- Tickets – consensus to keep the same and review senior and tiny tot upgrade.
- Goat tent – keep the same size.
- Comment Reports reviewed at committee meeting.

- Education & Outreach working group includes Behnke and Pollen.
- Submitted three themes for approval with Sew It, Grow It and Show It and colors of Orange and Royal Blue for the 2015 fair.

Motion was made by Dvorak, seconded by Cavanaugh to approve the committee report and recommendations. Newberg voted no. Motion carried.

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

**1. Vendor Issues-Earth Sense, Robotics, Manitowoc Lawn & Recreation Request, TA Motorsports & Comcast – Deposit Option; Indoor-Outdoor Vendor Survey Results; Lakeside Pepsi Pricing, Purchasing; Healthiest Manitowoc Meeting Update, Safe Ride Program; Space Needs Working Committee Report; Carnival Layout; Tuesday Teen Night; Pig-Duck Races**

Voss reported on the following:

- Vendor issues – Earth Sense – cooking; Robotics – unsupervised and moving items in other areas – possibility of moving the vendor; Manitowoc Lawn & Recreation request to move to grass area; TA Motorsports – complaints on leaving early and rutted up lawn; Comcast left early with special circumstance. Idea of deposit to be reviewed.
- Indoor-Outdoor survey in packets.
- Lakeside Pepsi – Dan Duessing, Pepsi, to draft language for pricing and purchasing.
- Healthiest Manitowoc – Safe ride – not a member of a tavern league. Idea to place signage. Will be meeting to review wristband procedure.
- Space needs – space available at entrance and inside Ice Center with need to utilize for better spots and discussion on main gate area.
- Teen Night idea discussed in the past and need more research with coordinating from 4-H and FFA.
- Pig-Duck races – need feedback. One source noted not many people at the event.

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

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

Beyer requested a November subcommittee meeting.

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

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

Newberg reported that there was no meeting. Newberg updated that the fairest is unavailable for Crime Prevention Day and will be available for the holiday parades. Newberg added that ideas are needed for the auction basket for the convention.

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

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

Krizek reported on a letter received from Eis Implement regarding the over use of the gators during the week of the fair. Discussion.

**B. Fair Update**

No report.

**Review, Discussion and Possible Action on 2015 Fair Matters**

**A. District 4 Meeting – Rock County Fair – October 8, 2014**

Dvorak and Vetting planning to attend meeting. Motion was made by Zipperer, seconded by Voss to host the District meeting in Fall 2015. Motion carried unanimously.

**B. WI Association of Fairs Conference – Jan 4-7, 2015**

Reminder to confirm reservations and to contact staff regarding registration and banquet ticket needs by Friday, October 17.

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

PW Director reported on the Financial Report included in the board packet noting that the finances should finish well.

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

**A. Rummage-A-Rama – Volunteer Sign Up Sheet – November 8**

Volunteer sign up sheet distributed.

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

Items discussed:

- Events at the grounds.
- Accident that damaged Merchants building.
- PW Director retirement and Neuser appointed as the new PW Director.

**Adjournment**

Motion was made by Newberg, seconded by Bratt to adjourn at 7:46pm. 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 1, 2014  
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 Comment
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 2015 Fair:
  - A. Vendor Issues – Earth Sense; Robotics; Manitowoc Lawn & Recreation Request; TA Motorsports & Comcast – Deposit Option
  - B. Indoor –Outdoor Vendor Survey Results
  - C. Lakeside Pepsi Pricing; Purchasing
  - D. Healthiest Manitowoc Meeting Update; Safe Ride Program
  - E. Space Needs Working Committee Report
  - F. Carnival Layout
  - G. Tuesday Teen Night
  - H. Pig-Duck Races
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: September 23, 2014

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, October 1, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, M. Hackmann, L. Taylor, M. Kohlbeck, D. Schaut, D. Fitzgerald, D. Newberg  
**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Vetting, D. Pollen, J. Zellner, K. Behnke  
**Absent & Excused:**

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

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

**Vouchers** None.

**Public Comment** 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. *Vendor Issues – Earth Sense; Robotics; Manitowoc Lawn & Recreation Request; TA Motorsports & Comcast – Deposit Option***

Voss reported on the following:

- Issues with Earth Sense grilling and giving away food noting that the health department had issues with location next to the dairy cattle barn and no permit. Voss to inform Earth Sense prior to next year's fair. Discussion on making a location for vendors to prepare samples.
- Issues with the Robotics indoor vendor and exceeding the booth space area. Discussion on issues included remote control cars being used in aisle ways, no adult supervision, and different people manning the booth throughout the day. Idea to move the location of the booth for next year and require adult supervision.
- Request from Manitowoc Lawn & Recreation to be moved to the grass area.
- Issue with TA Motorsports leaving early and rutting up lawn. Voss to discuss issues with vendor at set up time and note that leaving early cannot interfere with traffic flow.
- Issue with Comcast leaving early. Vendor was ill and left early.
- Antique Tractor – issue with using Expo posts that were needed for fair week. Voss to get stakes made and ready for the antique group to use.

**B. *Indoor-Outdoor Vendor Survey Results***

Voss reported that the survey results were in the committee packet for review.

**C. Lakeside Pepsi Pricing-Purchasing**

Voss reported on the supply of soda from Lakeside Pepsi to Fair vendors and would like to ensure vendors are purchasing directly from Lakeside Pepsi. Lakeside Pepsi representative to draft language on pricing and purchasing of soda products during the week of fair.

**Action Needed:**

- Keep Lakeside Pepsi Pricing-Purchasing on next Entertainment & Vendor subcommittee agenda.
- Staff to contact City of Manitowoc on City Ordinance for selling of canned products.

**D. Healthiest Manitowoc Meeting Update; Safe Ride Program**

Voss reported on the meeting with the Healthiest Manitowoc group noting that Healthiest Manitowoc recommends to armband everyone at the fair and would be able to staff volunteers on certain days. Discussion included issues with staffing and scanner problems. Voss also reported on the Safe Ride program idea and have literature and taxi information available for fair attendees.

**E. Space Needs Working Committee Report**

Voss reviewed the picture of the main gate area. Behnke reviewed the fair space needs assessment noting that the asphalt area by the Ice Center should be reviewed. Discussion including moving the Sunboss vendor and to plan goals as well as long range planning.

**F. Carnival Layout**

Voss reported that the board members attending convention will meet with Rainbow Valley Ride for suggestions.

**G. Tuesday Teen Night**

Voss reported on the Tuesday Teen Night idea placed in the fair idea book during the week of fair noting that there has been discussion in the pass which included distinguishing group and supervision of event.

**Action Needed:**

- Keep Tuesday Teen Night on next Entertainment & Vendor subcommittee agenda.

**H. Pig-Duck Races**

Voss reported on the Pig-Duck Races idea placed in the fair idea book during the week of fair noting that Sheboygan had the event and not many people at the show.

**Action Needed:**

- Keep Pig-Duck Races on next Entertainment & Vendor subcommittee agenda.

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

Discussion on collaborating with the Master Gardeners to have displays during the week of fair.

Dvorak reported that the brew crew brought in a good crowd and willing to come back.

Voss reminded committee to bring ideas to the meetings; example Cheese Carver event for a day.

**Adjournment**

Motion made by Schaut, seconded by Janowski to adjourn at 5:59pm. 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: October 1, 2014  
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 Comment
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 and 2015 Fair:
  - A. Swine/Sheep, Lesters Building Issues - Ventilation – Tricia Tienor
  - B. Market Animal Committee Meeting Update
  - C. 2014 Fair Pictures - Convention
  - D. 2014 Theme-Colors
  - E. Talent Competition
  - F. Tickets – Season Passes, Worker Passes, Senior & Tiny Tot Upgrades, Lifetime Membership (2020)
  - G. Goat Tent Review
  - H. Comment Reports Received
  - I. Liaison Update –Issues During Fair; Carnival-Entertainment Vendor Issue
  - J. Bingo
  - K. Pig Pens – Lesters Building
  - L. Exhibitors-Selling Items
  - M. Open Class Beer & Wine Rules
  - N. Education & Outreach Subcommittee
6. Update and Possible Action on Other Fair Operation Projects and Issues
7. Adjourn

Date: September 23, 2014

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, October 1, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, M. Kohlbeck, J. Janowski, B. Cavanaugh, K. Behnke, B. Blatz, J. Zellner, D. Schaut, D. Fitzgerald

**Also Present:** J. Beyer, G. Neuser, J. Krizek, M. Hackmann, D. Newberg, M. Bratt, L. Taylor, R. Voss, D. Pollen, J. Vetting, Tricia Tienor

**Absent & Excused:**

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

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

**Vouchers** None.

**Public Comment** 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 and 2015 Fairs:**

**A. Swine/Sheep, Lesters Building Issues – Ventilation – Tricia Tienor**

Dvorak reported on the Proposed Changes for the 2015 Manitowoc County Fair provided by Tricia Tienor and placed in the committee packet for review. Tienor thanked the board for the updating the sound system, reviewing the pens, raising funds and installing new bleachers, and approving the new unloading process. Tienor reviewed the following: unloading time be changed to noon to 2pm; review the water pressure for the Lesters and Walters building; funding fans for better ventilation in the Lesters building; add non-registered ram class. Tienor noted that she will spearhead fundraising efforts for the fans and for the non-registered ram class will review what other fairs are doing. Tienor will make changes to the swine and/or sheep rules and submit for approval.

**B. Market Animal Committee Meeting Update**

Cavanaugh reported on the annual market animal committee meeting with approximately 100 people in attendance. Cavanaugh reported on the following: resale of animals brought in approximately \$9,500; committee proposing no weigh ins for species; re-elected members three board members; Sale brought in \$122,381.75; next meeting set for Oct 14 at MCOC; and ultrasounding was discussed and most people wanted to keep ultrasounding for educational purposes.

**C. 2014 Fair Pictures - Convention**

Dvorak distributed pictures to be selected for the convention.

**D. 2015 Theme-Colors**

Dvorak submitted theme ideas for review by the committee to present to the board. Three themes were recommended to the board – Blue Jeans and Fair Dreams; Music, Morsels, & Memories; and Sew It, Grow It, Show It.

**E. Talent Competition**

Fitzgerald to leave research along with Zipperer for potential talent competition at the 2015 fair. Dvorak and Vetting to discuss at the District 4 meeting.

**F. Tickets – Season Passes, Worker Passes, Senior & Tiny Tot Upgrades, Lifetime Membership (2020)**

Dvorak reported on the concerns with vendors transferring season passes amongst the group with discussion on complaint from gatekeeper regarding the current process. Consensus to keep the policy the same.

Dvorak report on the idea to allow senior and tiny tot ticket purchasers the option to upgrade the ticket to one day pass. Discussion included possible ideas to upgrade and how to track.

Dvorak reported on lifetime membership passes expiring in 2020 and noted that there have been verbal communication of fairgoers asking for review of the policy. Dvorak added that only 26 exhibitors are current lifetime members. Discussion included that some fairgoers are using lifetime membership passes that do not belong to them.

**G. Goat Tent Review**

Committee reviewed the goat tent size with consensus to keep current tent size.

**H. Comment Reports Received**

Committee reviewed two comment reports made during the week of fair.

**I. Liaison Update – Issues During Fair; Carnival-Entertainment Vendor Issue**

Voss reported that there were some issues with the Lawnmower Race and the Garden tractor pullers. Dvorak reported on an issue with a person hired by a vendor at the fair.

**J. Bingo**

No report.

**K. Pig Pens – Lesters Building**

No report.

**L. Exhibitors Selling Items**

No report.

**M. Open Class Beer & Wine Rules**

No report.

**N. Education & Outreach Subcommittee**

Committee discussion included Sheboygan County's education program with approximately 5,000 exhibitors; involvement of Kevin Palmer as well as the art departments from the schools; location of exhibits – Ice Center; the need for both education and outreach; potential to bring 4 or five items to showcase; goals and objectives of committee; educational idea – birthing center idea. Behnke and Pollen to lead the working group along with enlisting other potential members from FFA, Farm Bureau, State FFA Officers and 4-H office.

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

No report.

**Adjournment**

Motion made by Janowski, seconded by Behnke to adjourn at 7:00pm. 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: November 3, 2014  
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 Comment
3. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
  - A. Superintendent Review & Issues – Kevin Palmer
  - B. Market Animal Committee Meeting Update
  - C. Jr. Fair-Open Class Rules and Regulations
  - D. Talent Competition
  - E. Bingo
  - F. Pig Pens – Lesters Building
  - G. Exhibitors Selling Items
  - H. Open Class Beer & Wine Rules
  - I. Education & Outreach Working Group Update
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: October 27, 2014

Tonya Dvorak, SUB-COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

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

**NOTE:** There was not a quorum present for the meeting. There will be no minutes or attendance report submitted for this meeting.

DATE: November 3, 2014  
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 Comment
3. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
  - A. Superintendent Review & Issues – Kevin Palmer
  - B. Market Animal Committee Meeting Update
  - C. Jr. Fair-Open Class Rules and Regulations
  - D. Talent Competition
  - E. Bingo
  - F. Pig Pens – Lesters Building
  - G. Exhibitors Selling Items
  - H. Open Class Beer & Wine Rules
  - I. Education & Outreach Working Group Update
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: October 27, 2014

Tonya Dvorak, SUB-COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

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# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

**DATE:** November 5, 2014  
**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 Comment
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. Superintendent Review & Issues-Kevin Palmer; Market Animal Committee Meeting Update; Jr. Fair-Open Class Rules and Regulations; Talent Competition; Bingo; Pig Pens-Lesters Building; Exhibitors Selling Items; Open Class Beer & Wine Rules; Education & Outreach Working Group Update
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Rock Pavilion-Kiel Optimist; Lakeside Pepsi Pricing, Purchasing; Casadys Critters Contract; Pig-Duck Races; Space Needs Working Group Report; Tuesday Teen Night; Indoor Vendor Hours; Gate Hours; Tuesday-Sunday Grandstand and Special Events Entertainment
  - E. PARKING/SECURITY SUB-COMMITTEE:
    1. SODA Contract-Merchants Gate Friday and Saturday; Release Times-Posted
  - F. FAIREST OF THE FAIR SUB-COMMITTEE:
    1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2015 Fair Matters
  - A. District 4 Meeting Update
  - B. WI Association of Fairs Conference – Jan 4-7, 2015; Auction Item Bid Amount
5. Comptroller's Financial Report – Review
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Rummage-A-Rama – Volunteer Sign Up Sheet – November 8
  - B. Reappointment of Board Members
  - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: October 27, 2014

Jerome Vetting, BOARD CHAIRPERSON  
By: Gerard Neuser, Public Works Director

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## MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, November 5, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

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

**Vouchers** None.

**Public Comment** 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 ice is in and a couple of changes have been made including adding additional public skate on Friday night once per month and senior skate Wednesday from 11:30am-1pm. Pollen added that the user groups will be meeting next week.

#### B. Finance Sub-Committee

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

No report.

##### **Action Needed:**

- Finance subcommittee will be meeting December 3 at 5:30pm.
- Finance subcommittee agenda to include – Ticket Price; Rainbow Valley Ride Contract.

#### C. Operations Sub-Committee

##### 1. ***Superintendent Review & Issues-Kevin Palmer; Market Animal Committee Meeting Update; Jr. Fair-Open Class Rules and Regulations; Talent Competition; Bingo; Pig Pens-Lesters Building; Exhibitors Selling Items; Open Class Beer & Wine Rules; Education & Outreach Working Group Update***

Dvorak reported on the following:

- There was no quorum at Monday's meeting and conducted a working group to review the rules and regulations.
- Reviewed the suggested rules and regulations changes with the board.
- Talent Competition will be held at the state level for 2015.

Motion was made by Dvorak, seconded by Kohlbeck to approve the changes, corrections, deletions, and additions to the fairbook for 2015. Motion carried unanimously.

##### **Action Needed:**

- Operations subcommittee will be meeting in November 24.

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

**1. Rock Pavilion-Kiel Optimist; Lakeside Pepsi Pricing, Purchasing; Casadys Critters Contract; Pig-Duck Races; Space Needs Working Group Report; Tuesday Teen Night; Indoor Vendor Hours; Gate Hours; Tuesday-Sunday Grandstand and Special Events Entertainment**

Voss reported on the following:

- Rock Pavilion – Kiel Optimist will not be participating and a member from the Newton Sno-Sports stated that the club would be interested in running the entire tent with the band at the East end. Committee recommended a one year trial noting concerns with electrical.
- Casadys Critters – contract received and would like a habitat trailer by the cattle barn. Committee recommended approval of the contract with a 20 percent profit for the new habitat.
- Pig-Duck races – tabled.
- Space needs working group – discussed main focus on the main gate this year.
- Tuesday Teen Night – staff to contact Kevin Palmer.
- Indoor Vendor Hours – recommend to approve the hours the same as 2014.
- Tuesday-Sunday Grandstand and Special Events – recommend to approve a contract with Pullers Inc for Thursday of the fair.

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

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

**1. SODA Contract-Merchants Gate Friday and Saturday; Release Times-Posted**

Beyer reported on the Special Operations Detective Agency (SODA) contract and recommend for approval to be the same as 2014 with additions of daily meetings, roving dogs and allocation of personnel. Beyer recommended for approval that the goat release time will be at 5pm as long as the goat tent is in the same location. Motion was made by Beyer, seconded by Pollen to approve the committee report and recommendations. Motion carried unanimously.

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

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

Newberg reported that there was no meeting. Newberg updated the board that the fairest of the fair is scheduled for the Two Rivers and Manitowoc holiday parades and currently working on the auction basket for convention.

**Review, Discussion and Possible Action on 2015 Fair Matters**

**A. District 4 Meeting Update**

Vetting reported on the district 4 meeting providing information on WI Act 269.

**Action Needed:**

- Staff to send WI Act 269 information to corporation counsel for review.

**B. WI Association of Fairs Conference – Jan 4-7, 2015; Auction Item Bid Amount**

Discussion on convention theme, photo media submitted and the auction item bid amount.

Motion was made by Pollen, seconded by Voss to approve the auction maximum bid amount of \$500.

**Comptroller's Financial Report – Review**

PW Director reported on the Financial Report included in the board packet noting that the fund balance is in good shape with no large capital expenses. Neuser added that there is maintenance scheduled and a list of capital expenditures include the water infrastructure project.



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

### **A. *Rummage-A-Rama – Volunteer Sign Up Sheet – November 8***

Volunteer sign up sheet distributed.

### **B. *Reappointment of Board Members***

Neuser reported on the draft reappointment of board members letter included in the board packet that will be submitted to public works committee for approval and then to the county executive. Neuser added there is one seat open and waiting for more applicants to apply, and if any board members know of anyone with an interest in serving on the board to send them to Krizek or Neuser for more information.

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

Items discussed:

- Events at the grounds.
- Grounds Clean Up of tire piles and equipment including the Expo water truck that staff will be recommending to public works committee to sell on the auction website.
- EWSC projects and plan to move the bleachers owned by EWSC to the pit area.
- Staff is moving toward electronic submittal of all packet materials in order to give the board information to review before the meeting date, to be more efficient, and to be more cost effective. Looking for feedback from the Board on how they like or do not like electronic submittal of information.

### **Adjournment**

Motion was made by Newberg, seconded by Voss to adjourn at 8:08pm. 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: November 5, 2014  
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 Comment
3. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
  - A. Rock Pavilion – Kiel Optimist
  - B. Lakeside Pepsi Pricing; Purchasing
  - C. Casadys Critters Contract
  - D. Pig-Duck Races
  - E. Space Needs Working Group Report
  - F. Tuesday Teen Night
  - G. Indoor Vendor Hours
  - H. Gate Hours
  - I. Tuesday-Sunday Grandstand and Special Events Entertainment
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: October 27, 2014

Rob Voss, SUB-COMMITTEE CHAIRPERSON  
By: Gerard Neuser, 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, November 5, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, M. Hackmann, D. Fitzgerald, L. Taylor, M. Kohlbeck, D. Newberg  
**Also Present:** G. Neuser, J. Krizek, J. Vetting, D. Pollen, K. Behnke, B. Herr, J. Janowski, Todd Terp, Jim Check, Elizabeth Check  
**Absent & Excused:** D. Schaut

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

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

**Review, Discussion, and Possible Action on the following items for the 2015 Fair:**

**A. *Rock Pavilion – Kiel Optimist***

Voss reported on the letter received from the Kiel Optimist included in the committee packet noting that the Kiel Optimist will no longer be participating at the Manitowoc County Fair. Todd Terp, Cleveland Sno-Hawks & Newton Snow Sports representative, stated that the club was interested in managing the entire Rock Pavilion with the committee noting that the club would have to pay the full rate of the building. Terp noted that there are still sound issues and discussed putting the bands on the east side of the building with a portable stage and the need for electrical as well as review of the current electrical. Discussion. Motion was made by Taylor, seconded by Kohlbeck to recommend approval to the board that the Cleveland Sno-Hawks & Newton Snow Sports would be the sole vendor for the Rock Pavilion for a trial period of one year. Motion carried unanimously.

**B. *Lakeside Pepsi Pricing; Purchasing***

Voss reported on the Lakeside Pepsi proposal included in the committee packet and discussed issues at this past year's fair with Pepsi product purchased by vendors at local stores and then reselling at a much lower price than the music pavilions. Discussion included 20oz bottles, water and soda set price, and make word changes prior to recommending for approval.

**Action Needed:**

- Keep Lakeside Pepsi Pricing-Purchasing on next Entertainment & Vendor subcommittee agenda.

**C. *Casady's Critters Contract***

Krizek presented Casady's Critters contract for approval noting that the contract cost was the same as the 2014 fair, \$2800 for the event and that Casady's would pay for vendor space at \$250, total \$2,550. Krizek noted that Casady's would also like a 32 foot area for an enclosed habitat to be located on the southwest corner of the dairy cattle barn. Motion was made by Fitzgerald, seconded by Taylor to recommend approval to the board Casady's Critters contract with the addition of a 32 foot area for an enclosed habitat with a 20% commission to be paid to Expo at the end of the fair. Motion carried unanimously.

**D. *Pig-Duck Races***

Voss reported on the email from Pleasure Valley farm with a quoted price of \$6,000 for the pig and duck races for the week of fair. Discussion included to obtain more research, contact Sheboygan county during the convention, and to look for an event that is approximately \$3,000.

**E. *Space Needs Working Working Group Report***

Behnke reported on identifying areas to be improved on noting main gate entrance, defining areas to be improved, review area by Ice Center for a craft/farmer's market. Discussion.

**Action Needed:**

- Staff to contact Sunboss vendor to review new location at the main gate.

**F. Tuesday Teen Night**

Voss reported on the Tuesday Teen Night idea. Discussion included location, 4-H/FFA event, and having Kevin Palmer (4-H) involved.

**Action Needed:**

- Keep Tuesday Teen Night on next Entertainment & Vendor subcommittee agenda.
- Staff to contact Kevin Palmer.

**G. Indoor Vendor Hours**

Voss reported on the recommended indoor vendor hours included in the committee packet. Discussion. Motion was made by Fitzgerald, seconded by Newberg to recommend approval to the board to keep the indoor vendor hours as listed in the committee packet and the same as the 2014 fair. Motion carried unanimously.

**H. Gate Hours**

**Action Needed:**

- Place Gate Hours on the next Operations Subcommittee agenda.

**I. Tuesday-Sunday Grandstand and Special Events Entertainment**

Voss reported that the January convention is coming up and need to review each event day. Discussion on Thursday night Modified Truck & Tractor Pull. Motion was made by Newberg, seconded by Fitzgerald to recommend approval to the board to contract with Pullers Inc. on Thursday of the fair for the Modified Truck & Tractor Pull.

**Action Needed:**

- Staff to contact Pullers Inc. for a contract.

**Other Fair Projects and Issues Update – No Action**

None.

**Adjournment**

Motion made by Kohlbeck, seconded by Fitzgerald to adjourn at 6:32pm. 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 5, 2014  
TIME: 6:30pm  
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 Comment
3. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
  - A. SODA Contract – Merchants Gate Friday and Saturday
  - B. Release Times - Posted
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: October 27, 2014

Jody Beyer, SUB-COMMITTEE CHAIRPERSON  
By: Gerard Neuser, 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 5, 2014

Location: Expo Office

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

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

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

**Vouchers** No vouchers were submitted.

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

**Review and Possible Action on other Expo Board Recommendations or Referrals**

None.

**Review and Possible Action on the following items for the 2015 Fair:**

**A. SODA Contract – Merchants Gate Friday and Saturday**

Beyer reported on Friday and Saturday security coverage noting that the areas to be covered need to be defined. Discussion included officer patrol issues – visibility, high priority and low priority areas, placement of reserve deputies in the carnival area, and meeting daily with Special Operations Detective Agency (SODA) and sheriff's department. Motion was made by Plate, seconded by Herr to recommend approval to the board to contract with SODA based on the same contract as 2014 with special emphasis on the roving dog patrol to be included in the contract. Motion carried unanimously.

**B. Release Times - Posted**

Beyer reported on the release times included in the committee packet with discussion on release times, route, release times for goats, and communication to superintendents. Motion was made by Plate, seconded by Pollen to recommend approval to the board the release times included in the packet with the change to goat release times to be 5:00pm.

**Other Fair Projects and Issues Update – No Action**

Discussion on the following:

- Trim back bushes in ball diamond parking lot.
- Entrance flags needed for the main gate. Note that two banners have been purchased.
- Need for more parking signs and parking markers.
- Text message blast to all board members for missing children.

**Adjournment**

Motion made by Pollen, seconded by Herr to adjourn at 6:56pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Voss



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

DATE: November 24, 2014  
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 Comment
3. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
  - A. Superintendent Meetings Update
  - B. Market Animal Committee Meeting Update
  - C. Gate Hours
  - D. Talent Competition
  - E. Bingo
  - F. Pig Pens/Fans – Lesters Building
  - G. Exhibitors Selling Items
  - H. Open Class Beer & Wine Rules
  - I. Education & Outreach Working Group Update
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: November 17, 2014

Tonya Dvorak, SUB-COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

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

Held Wednesday, November 24, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, J. Janowski, K. Behnke, D. Fitzgerald, J. Vetting  
**Also Present:** G. Neuser, J. Krizek  
**Absent & Excused:** M. Kohlbeck, B. Cavanaugh, B. Blatz, D. Schaut  
**Absent:** J. Zellner

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

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

**Vouchers** None.

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

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

**Review, Discussion and Possible Action on the following items for the 2015 Fair:**

**A. Superintendent Meetings Update**

Krizek reported on the meetings held with the head superintendent and the operations chair. Discussion included shifts, work schedule, and returning superintendents.

**Action Needed:**

- Staff to schedule meetings with superintendents/assistants.

**B. Market Animal Committee Meeting Update**

No update.

**C. Gate Hours**

Dvorak reported on the gate hours provided in the committee packet. Discussion included Sunday hours and feedback received from Dominos Pizza. Motion was made by Vetting, seconded by Janowski to approve the gate times with the change to Sunday, 8am to 5pm. Motion carried unanimously.

**Action Needed:**

- Staff to contact Rainbow Valley Rides and confirm gate hours including Sunday.

**D. Talent Competition**

Dvorak reviewed the rules included in the committee packet noting that a night will need to be determined for the event. Other discussion included promotion of the event, use of the City of Manitowoc Bandwagon, follow up with other counties, discuss at convention.

**Action Needed:**

- Staff to reserve City of Manitowoc Bandwagon.

**E. Bingo**

Dvorak reported on bingo at the fair. Discussion on location. Consensus to not include bingo at the 2015 fair and to exclude from the fair unless proposal submitted.



**F. Pig Pens/Fans – Lesters Building**

Dvorak reported that damaged pig pens were marked and most frames were fine. Discussion on latches that need welding. Staff waiting for pricing on the fans.

**Action Needed:**

- Staff to contact Becker Fencing for pricing to replace panels.

**G. Exhibitors Selling Items**

Dvorak reported on the exhibitor request during the week of fair to sell items. Discussion on policies, verbiage, location, species. Consensus of committee was to review on a case by case basis.

**H. Open Class Beer & Wine Rules**

Dvorak reported that the Brew Club is willing to coordinate the event and will need a date and time for judging. Dvorak added that staff contacted Larry's Distributing and providing a cooler for use. Discussion included costs per entry of \$3-\$5, sanctioned event, location in the Ice Center, possibility of hosting on Wednesday, prize, and judge's payment.

**I. Education & Outreach Working Group Update**

Dvorak reported that Behnke and Pollen are leading the working group and staff has contacted Kevin Palmer, 4-H. Behnke added that a meeting will be scheduled with Palmer about possible ideas.

**Other Fair Projects and Issues Update – No Action**

No meeting in January, possibly in February.

**Adjournment**

Motion made by Behnke, seconded by Vetting to adjourn at 7:22pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Kohlbeck



# **MANITOWOC COUNTY**

## **EXPO and ICE CENTER BOARD**

### **MEETING NOTICE**

**DATE:** December 3, 2014  
**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 Comment
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. Ticket Pricing-2016; Rainbow Valley Ride Contract; 2014 Fair Budget, 2015 Fair Budget; Mileage, Per Diem; Fence, Main Gate – Sponsorship; Advertising – Radio, Newspaper; TV Promotion
  - C. OPERATIONS SUB-COMMITTEE:
    1. Superintendent Meetings Update; Market Animal Committee Meeting Update; Gate Hours; Talent Competition; Bingo; Pig Pens/Fans – Lesters Building; Exhibitors Selling Items; Open Class Beer & Wine Rules; Education & Outreach Working Group Update
  - D. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
    1. Tuesday-Sunday Grandstand and Special Events Entertainment, Pullers Inc., Tractor Pull, WI FMX/BMX Stunt Team, Dan Kirk-Juggler; Lakeside Pepsi Pricing, Purchasing; Sunboss Vendor Update; Tuesday Teen Night
  - 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 2015 Fair Matters
  - A. WI Association of Fairs Conference – Jan 4-7, 2015
5. Comptroller's Financial Report – Review
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
  - A. Rummage-A-Rama – December 13 – Volunteer Sign Up
  - B. Expo-Ice Center Board Meeting – January
  - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: November 25, 2014

Jerome Vetting, BOARD CHAIRPERSON  
By: Gerard Neuser, 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 3, 2014  
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

**Called to Order** Meeting called to order – 7:10pm.

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

**Vouchers** None.

**Public Comment** 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. ***Ticket Pricing-2016; Rainbow Valley Ride Contract; 2014 Fair Budget, 2015 Fair Budget; Mileage, Per Diem; Fence, Main Gate – Sponsorship; Advertising – Radio, Newspaper; TV Promotion***  
Behnke reported on the following:
  - Recommended for 2015 a new Veteran's Daily Ticket without Carnival Rides for \$5, and new Ticket Prices for 2016 to be: Senior - \$6; Season - \$30; One Day - \$12; Tiny Tots - \$1; Veteran's Daily Ticket - \$6; Worker Pass - \$5; and Week Pass with Rides - \$60
  - Rainbow Valley Ride (RVR) – recommend negotiating a new multi-year contract with RVR at convention based on the current contract's conditions terms or possibly better terms.
  - Mileage, Per Diem – Reviewed mileage and per diem for full board meetings and mileage only for committee members meeting outside of regular full board meetings.
  - Fence, Main Gate – reviewing fundraising ideas for main gate panels at \$300 per panel.
  - Advertising – reducing WCUB to \$2,800 and adding WTMJ at \$1,000.Motion was made by Behnke, seconded by Gauger to approve the committee report and recommendations. Motion carried unanimously.

**C. Operations Sub-Committee**

1. ***Superintendent Meetings Update; Market Animal Committee Meeting Update; Gate Hours; Talent Competition; Bingo; Pig Pens-Lesters Building; Exhibitors Selling Items; Open Class Beer & Wine Rules; Education & Outreach Working Group Update***  
Dvorak reported on the following:
  - Superintendent meetings have started.
  - Market Animal Committee met on November 9 and reviewed educational meetings, AG teacher from Valders to provide education on ultrasound process and will keep for 2015, buyers' banquet will be run through local fair vendors, and kiddie showmanship for all three species. Next meeting set for Sunday, January 11.
  - Talent Competition – reviewing pricing of stage and seeking ideas at convention.
  - Bingo – no bingo for the 2015 fair.
  - Pig Pens, Fans – getting pricing for repairing pens and purchasing fans and will send pricing of fans to superintendent.
  - Exhibitors selling will be allowed on a case by case basis.
  - Open Class Beer & Wine Rules – working with Brew Club and possible \$3-\$5 entry and no admission into the fair and using the lobby of the Ice Center.
  - Education & Outreach – Behnke and Pollen working on and anyone else who would like to help.
  - Gate Hours – Recommend Sunday would be modified to closing at 5pm with other times remaining the same.Motion was made by Dvorak, seconded by Behnke to approve the committee report and recommendations. Motion carried unanimously.

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

**1. *Tuesday-Sunday Grandstand and Special Events Entertainment, Pullers Inc., Tractor Pull, WI FMX/BMX Stunt Team, Dan Kirk-Juggler; Lakeside Pepsi Pricing, Purchasing; Sunboss Vendor Update; Tuesday Teen Night***

Voss reported on the following:

Grandstand Events – Tuesday – open; Wednesday – EWSC; Thursday – Modified Truck & Tractor Pull; Friday – Tractor Pull; Saturday – WI Garden Tractor Pull; and Sunday – Demo Derby. Recommend approval of the Woodcarvers contract with Watson's Woods for \$1,000 per day; Pullers Inc contract same as 2014 fair and Schnell Bros contract at \$4,200 to include the checks to winners.

Discussion to have a large, heavier sign with the auction date, time and location.

- Lakeside Pepsi Pricing – sending out document to all vendors on Pepsi purchasing.

Motion was made by Voss, seconded by Schaut to approve the committee report and recommendations.

Motion carried unanimously.

**Action Needed:**

- Staff to have sign made up for the Woodcarver's Auction with date, time and location.

**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***

Newberg reported that there was no meeting, but the fairest did appear in both local holiday parades.

Newberg updated the board that the fairest of the fair is working on the auction basket and needs a cooler.

**Action Needed:**

- Staff to contact Towsleys for possible donation of a cooler.

**Review, Discussion and Possible Action on 2015 Fair Matters**

**A. *WI Association of Fairs Conference – Jan 4-7, 2015***

Krizek reported that all reservations are set for convention.

**Comptroller's Financial Report – Review**

PW Director reported on the Financial Report included in the board packet noting that the Expo Activities P&L is down due to a \$6,000 loss to Winterfest and \$12,000 more charged against this activity for the assignment of managerial time for the Public Works Director and Asst. Director. PW Director added that the Ice Center is ahead of last year, grounds maintenance is doing better, and overall the bottom line looks good.

**Action Needed:**

- Staff to prepare a capital projects list for the February/March board meeting.

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

**A. *Rummage-A-Rama – December 13 – Volunteer Sign Up Sheet***

Volunteer sign up sheet distributed. Vetting reported that the November 8 sale went well.

**B. *Expo-Ice Center Board Meeting – January***

Vetting reported that there will be no meeting in January. Vetting reported on the sub-committee selection process noting that the Ice Center subcommittee would be reorganized to be a working group under Operations and will no longer be a subcommittee. Vetting noted that the subcommittee chairs would remain the same and the chairs would select the subcommittee members.

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

Krizek reported on the month events and grounds update. Neuser reported that the board and subcommittees are currently receiving both hard copy and electronic copies of the board and subcommittee packet and are transitioning to electronic copies only.

Vetting reported that this was Marie Kohlbeck's last meeting as a board member and thanked Kohlbeck for all her efforts.

**Adjournment**

Motion was made by Newberg, seconded by Voss to adjourn at 8:08pm. 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: December 3, 2014  
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 Comment
3. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
  - A. Tuesday-Sunday Grandstand and Special Events Entertainment; Pullers Inc.; Tractor Pull; WI FMX/BMX Stunt Team; Dan Kirk – Juggler
  - B. Lakeside Pepsi Pricing; Purchasing
  - C. Sunboss Vendor Update
  - D. Tuesday Teen Night Update
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: November 25, 2014

Rob Voss, SUB-COMMITTEE CHAIRPERSON  
By: Gerard Neuser, 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, December 3, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, M. Hackmann, D. Fitzgerald, L. Taylor, M. Kohlbeck, D. Newberg, D. Schaut

**Also Present:** G. Neuser, J. Krizek, J. Vetting, D. Pollen, K. Behnke, B. Herr, J. Janowski, Todd Terp, Jim Check, Elizabeth Check

**Absent & Excused:**

**Absent:**

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

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

**Review, Discussion, and Possible Action on the following items for the 2015 Fair:**

**A. *Tuesday-Sunday Grandstand and Special Events Entertainment; Pullers Inc.; Tractor Pull; WI FMX/BMX Stunt Team; Dan Kirk – Juggler***

Voss reported on the week grandstand events – Tuesday – Open; Wednesday – EWSC; Thursday – Pullers Inc.; Friday – Tractor Pull; Saturday – WI Garden Tractor Pull; Sunday – Demo Derby.

Discussion included Woodcarvers Contract at \$1,000 per day, Tractor Pull contract at \$4,200 which includes checks to be written to winners, and Pullers Inc contract at the same as 2014 fair. Motion was Schaut, seconded by Newberg to recommend approval to the board the Woodcarvers Contract at \$1,000 per day, the Tractor Pull contract and Pullers Inc contract. Motion carried unanimously.

**Action Needed:**

- Staff to contact EWSC, WI Garden Tractor Pullers, Action Auto (Demo Derby), Watson's Woodcarver.

**B. *Lakeside Pepsi Pricing; Purchasing***

Voss reported on the Lakeside Pepsi proposal included in the committee packet. Consensus of committee was ok with the proposal.

**C. *Sunboss Vendor Update***

Voss reported that the Sunboss vendor would not be returning for the 2015 fair.

**D. *Tuesday Teen Night***

No report.

**Action Needed:**

- Keep Tuesday Teen Night on next Entertainment & Vendor subcommittee agenda.

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

Motion made by Fitzgerald, seconded by Schaut to adjourn at 7:07pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Fitzgerald



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

DATE: December 3, 2014  
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 Comment
3. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
  - A. Ticket Pricing – 2016
  - B. Rainbow Valley Ride Contract
  - C. 2014 Fair Budget; 2015 Fair Budget
  - D. Mileage; Per Diem
  - E. Fence, Main Gate – Sponsorship
  - F. Advertising – Radio, Newspaper
  - G. TV Promotion
4. Update and Possible Action on Other Fair Operation Projects and Issues
5. Adjourn

Date: November 25, 2014

Kevin Behnke, SUB-COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

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

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

Wednesday, December 3, 2014

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** K. Behnke, J. Janowski, M. Plate, M. Bratt, D. Gauger  
**Also Present:** G. Neuser, J. Krizek, J. Vetting, M. Hackmann, D. Schaut, D. Pollen, B. Herr, D. Fitzgerald  
**Absent & Excused:** J. Beyer  
**Absent:** J. Zellner

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

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

**Vouchers** None

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

**Review, Discussion, and Possible Action on the following items for the 2015 Fair:**

**A. Ticket Pricing – 2016**

Behnke reported on the current ticket pricing and ideas for the 2016 fair. Behnke noted that the current Rainbow Valley Ride contract is through 2015. Discussion included review of the current admission prices as well as surrounding counties included in the committee packet, past contract, length of next carnival ride contract, veteran's ticket, and week ticket with rides. Motion was made by Plate, seconded by Gauger to recommend approval to the board the following 2016 ticket admission prices: Senior - \$6; Season - \$30; One Day - \$12; Tiny Tots - \$1; Veteran's Daily Ticket - \$6; Worker Pass - \$5; and Week Pass with Rides - \$60 and 2015 Veteran's Daily Ticket - \$5. Motion carried unanimously.

**B. Rainbow Valley Ride Contract**

Behnke reported on the current Rainbow Valley Ride contract and to begin discussions at the convention to include negotiation of another possible contract. Discussion on negotiations of increase in concessions footage space and line 2 of the current contract regarding exclusivity. Motion was made by Bratt, seconded by Janowski to recommend approval to the board that the committee negotiates at convention a contract with the same or better terms as the current Rainbow Valley Ride contract and brings the negotiated contract to the full expo-ice center board for final approval. Motion carried unanimously.

**C. 2014 Fair Budget; 2015 Fair Budget**

Behnke reported on the 2014 and 2015 fair budget noting that both budgets are similar.

**D. Mileage; Per Diem**

Behnke reported on the payment of per diem and mileage for regular monthly expo-ice center board meetings and mileage paid only for subcommittee meetings outside of the regularly scheduled board meetings and only for committee members.



**E. Fence, Main Gate – Sponsorship**

Behnke reported on the main gate noting that the fence is in poor shape and the cost for 15' panels will be \$300 with the potential for a fence sponsor.

**Action Needed:**

- Keep Fence, Main Gate – Sponsorship on the next Finance subcommittee agenda.

**F. Advertising – Radio, Newspaper**

Behnke reported on the advertising budget and past advertising practices included in the committee packet. Discussion included to have ads run during drive times and noon news, reduce WCUB to \$2,800 and include TMJ radio at \$1,000.

**G. TV Promotion**

Krizek reported that staff will be working in obtaining advertisers for the TV's located in the Merchants and Exhibition buildings.

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

None.

**Adjourn**

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

Minutes taken by Krizek

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Signed by Plate