



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

DATE: January 5, 6 and 7, 2015

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
 - a. Roll Call
 - b. Previous Minutes
2. Public Comment
3. Review, discuss, and possible action on events, acts and other issues and items related to the 2015 Fair and provide recommendations to the Expo Board
 - a. Carnival Night Reception Update
 - b. Trade Show Update
 - c. Auction Update
 - d. Workshops Update
 - e. Round Table Update
 - f. Fairest of the Fair Competition Update
 - g. Talent Contest
 - h. Grandstand Event-Entertainment Ideas
 - i. Rainbow Valley Rides – Main Gate Layout
 - j. Rainbow Valley Rides – Contract
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: December 8, 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.

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 5, 2015

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

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

Called to Order Meeting called to order – 12pm.

Minutes There were no minutes from the previous meeting provided.

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

Review, Discuss, and Possible Action on Event, Acts and Other Issues and Items Related to the 2015 Fair and Provide Recommendations to the Expo Board

A. Carnival Night Reception Update

Vetting reported that there was a raffle done during carnival night and the payout was \$1,106.

B. Trade Show Update

Vetting reported that the trade show will have vendors located in the banquet room. Vetting added to look for ideas for the 2016 fair keeping in mind the fair budget.

C. Auction Update

Behnke reported on the motion that was passed to use the county credit card for the Manitowoc fairest of the fair auction basket. Neuser updated the board that per the comptroller that the county credit card could not be used for purchase of the auction basket. Discussion included adding a budget line for possible future purchase of the Manitowoc fairest of the fair auction basket as well as board members agreed to donate personal funds to the purchase of the basket if needed.

Action Needed:

- Behnke to follow up with the county comptroller and staff regarding adding a budget line for the fairest of the fair auction basket.

D. Workshops Update

Vetting reported on the tomorrow's workshop schedule.

E. Round Table Update

No report.

F. Fairest of the Fair Competition Update

No report.

G. Talent Contest

Talent Show Contest meeting set for 11:15 tomorrow, Jan 6.

H. Grandstand Event-Entertainment Ideas

Zellner requested to add the local and national race promoter, Toby Kruse, to the next entertainment & vendor subcommittee agenda.

Action Needed:

- Add Local and National Race Promoter, Toby Kruse to next Entertainment & Vendor subcommittee agenda.

I. Rainbow Valley Rides – Main Gate Layout

Behnke reported that if there is time, there would be discussions on the main gate layout with discussion to include improvements of the layout. Beyer requested that discussion also included security needs are met.

J. Rainbow Valley Rides – Contract

Behnke reported that a meeting has been scheduled for 1pm with Rainbow Valley Rides with Voss, Behnke, Neuser, and Krizek to attend to discuss contract. Behnke added that per the direction and approval of the finance subcommittee and board negotiations will include discussions for a five year contract with three years at 66/34 and year four and five at 65/35 and will report discussions as tomorrow’s meeting.

Other Fair Projects and Issues Update – No Action

Beyer requested that additional camping area be reviewed with the potential to have camping to the east of the horse arenas and to rent spots with no electricity.

Zellner presented an idea to build a cement bench.

TaDa received an associate of the year award.

Herr reported that electric outlets need to be installed on the south side of the milk parlor.

Action Needed:

- Staff to review the area east of the horse arena for potential camping spaces during the fair as well as contact the health department.
- Staff to work on installation of electrical outlets prior to fair.

Adjournment

Motion was made by Pollen, seconded by Zipperer to adjourn at 12:31pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Tuesday, January 6, 2015

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

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

Called to Order Meeting called to order – 12pm.

Minutes There were no minutes from the previous meeting provided.

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

Review, Discuss, and Possible Action on Event, Acts and Other Issues and Items Related to the 2015 Fair and Provide Recommendations to the Expo Board

A. Carnival Night Reception Update

No report.

B. Trade Show Update

Vetting updated the board on the trade show process.

C. Auction Update

Vetting reported that Rainbow Valley Rides was the winning bidder at \$1,050 on the Manitowoc County Fairest of the Fair auction basket with a total of \$50,000 being raised at the auction for the state fairest program.

D. Workshops Update

The following information was reported on the workshops:

- Food Safety & Camping – Manitowoc fair is current with the recommended food safety programs. Ideas were discussed on bringing LeClair Farms or something similar to give out samples or conduct workshops.
- Ag Networking – Hogs to remained terminal at the fairs and providing education to the youth on answering questions from the public.
- Superintendents Training – currently scheduling meetings right now and recommend liaison to attend and currently conduct annual meeting. Need to set up protocol.

Action Needed:

- Staff to followup with UW Extension on current education for the youth on answering questions at the fair.

E. Round Table Update

The following information was reported on the round tables:

- Talent Show – 10 fairs participated last year and includes singing and other talent. There is a minute to set up, 3 minutes to perform, and 1 minute to breakdown. WI State fair rules to be revised for 2015 and winner at Manitowoc County Fair would be eligible for the 2016 state competition. Discussion included communication of procedures to contestants, multiples counties can participate at local fair, follow state format and judges.
- Blue Ribbon Fair Management Software – staff will be working with the 4-H extension to merge data with the current blue ribbon program.
- WLIC Fair and DNA Programs – RFID tags and costs were discussed.

F. Fairest of the Fair Competition Update

Vetting reported that preliminaries are scheduled for today at 2:30pm.

G. Talent Contest

No further report.

H. Grandstand Event-Entertainment Ideas

Krizek reported that contracted signed with Pullers Inc. and received a contract from Action Auto for the Demo Derby.

I. Rainbow Valley Rides – Main Gate Layout

Behnke reported that there are possible changes to the layout with the main gate entrance being moved to the East.

J. Rainbow Valley Rides – Contract

Behnke reported on the meeting with Rainbow Valley Rides (RVR) and that an offer has been made with a change to the percentage, front footage rental fee of \$30, and adding insurance language. Behnke added that RVR will contact staff in a couple of weeks.

Other Fair Projects and Issues Update – No Action

None.

Adjournment

Motion was made by Beyer, seconded by Zellner to adjourn at 12:58pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, January 7, 2015

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

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

Called to Order Meeting called to order – 12pm.

Minutes There were no minutes from the previous meeting provided.

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

Review, Discuss, and Possible Action on Event, Acts and Other Issues and Items Related to the 2015 Fair and Provide Recommendations to the Expo Board

A. Carnival Night Reception Update

No report.

B. Trade Show Update

No report.

C. Auction Update

No report.

D. Workshops Update

The following information was reported on the workshops:

- Competitive Exhibits on a Small Budget – Contests at fair for youth like a duct tape contest, live on the spot duct tape contest, recycling art contest, bracelet contest, make display boards of winners of dog show to give recognition, clothes line and clothes pin the photographs, put 4-H exhibitor's name on a board.
- AG Adventure Areas – Projects, exhibits with lumber and possibly working with Sheboygan to make displays and also partner with FFA.
- Celebrating 4-H Canned Food Mosaic – do canned projects and donate to the local food pantry.
- Social Media – information on posting on Facebook and conducting contests to give away tickets.
- WI AGRI Tourism Association – Join the organization at \$100 per year to help market activities, new limited liability law and designed to cover AG related events. Discussion on WI Act 269 signs and posting all year.

E. Round Table Update

No report.

F. Fairest of the Fair Competition Update

Judging and final set up today.

G. Talent Contest

No report.

H. Grandstand Event-Entertainment Ideas

No report.

I. Rainbow Valley Rides – Main Gate Layout

No report.

J. Rainbow Valley Rides – Contract

No report.

Other Fair Projects and Issues Update – No Action

Discussion to have a mission statement for each subcommittee or guidelines or an objective.

Kewaunee County would like to get together with other fairs to do networking.

Action Needed:

- Add Mission Statement-Objective to each subcommittee agenda.

Adjournment

Motion was made by Newberg, seconded by Voss to adjourn at 12:43pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann



MANITOWOC COUNTY
EXPO and ICE CENTER BOARD
MEETING NOTICE

DATE: February 4, 2015
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. Election of Officers
4. Subcommittee Realignment and Assignments
5. Review, Discussion, and Possible Action on Sub Committee Recommendations
 - A. FINANCE SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - B. OPERATIONS SUB-COMMITTEE:
 1. Superintendent Meetings Update; Market Animal Committee Meeting Update; Talent Competition Update; Manitowoc County 4-H Silent Auction Request; Nichole Paulow – Fair Camping Request; Fans – Lesters Building Update; Open Class Beer & Wine Rules and Regulations; Education & Outreach Working Group Update; Ice Center Working Group Update; Subcommittee Responsibilities and Objectives
 - C. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. Local and National Race Promoter, Toby Kruse; Rock Pavilion-Beer Sales-David Rieth; Carnival Contract Update; Tuesday-Sunday Grandstand and Special Events Entertainment, Auction Auto-Demo Derby, Kandu, Horse Pull, EWSC, WI Garden Tractor Pullers; Tuesday Teen Night update; Subcommittee Responsibilities and Objectives
 - D. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - E. FAIREST OF THE FAIR SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
6. Review, Discussion, and Possible Action on 2015 Fair Matters
 - A. WI Association of Fairs Conference Update
 - B. Contracts – Tents Inc., Special Ops Contract (SODA); BSG
 - C. Beer and Soda Vendor Meeting – Schedule Date
 - D. WI Association of Fairest of the Fairs Results – Update; Fairest of the Fair Competition & Reception – May 20; Application Deadline – May 1
 - E. Fair Update
7. Comptroller's Financial Report – Review
8. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Rummage-A-Rama – February 14 – Volunteer Sign Up
 - B. Capital Projects
 - C. Expo-Ice Center Month Events; Expo Grounds Update
9. Adjourn

Date: January 21, 2015

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.

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

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, February 4, 2015

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, R. Voss, M. Kohlbeck, L. Taylor, D. Schaut, D. Fitzgerald, D. Gauger, B. Herr, R. Zipperer, B. Cavanaugh

Also Present: G. Neuser, J. Krizek

Absent & Excused: J. Zellner, J. Janowski

Absent:

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

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.

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 Herr, 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 Newberg, seconded by Schaut, 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 Zipperer, that nominations be closed and unanimous ballot be cast for Hackmann as committee secretary. Motion carried unanimously.

Subcommittee Realignment and Assignments

Subcommittee Realignment and Assignments provided in the board packet were reviewed. Discussion included the clarification of the number of subcommittees each member must participate on with a response from the chairperson that some members are only on one subcommittee as there are fewer subcommittees. Motion was made by Cavanaugh, seconded by Schaut to approve the subcommittee realignment and assignments. Motion carried unanimously. Additional note: Ice Center and Fairest of the Fair are now considered working groups and are under the Operations subcommittee for reporting purposes.

Review & Act on Subcommittee Recommendations:

A. Finance Sub-Committee

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

No report.

Action Needed:

- Finance next meeting April 1 prior to the full board meeting.

C. Operations Sub-Committee

1. **Superintendent Meetings Update; Market Animal Committee Meeting Update; Talent Competition Update; Manitowoc County 4-H Silent Auction Request; Nichole Paulow – Fair Camping Request; Fans-Lesters Building Update; Open Class Beer & Wine Rules and Regulations; Education & Outreach Working Group Update; Ice Center Working Group Update; Subcommittee Responsibilities and Objectives**

Dvorak reported on the following:

- Superintendent meetings have started noting that feedback on changing judging days for the Exhibition building for week prior to fair did not receive positive feedback.

- Market Animal Committee met and reviewed scholarship information, buyers' meal and Lee Engelbrecht won bid for trucking.
 - Talent Competition – meeting next Wednesday at 7pm to discuss parameters and guidelines.
 - Committee recommends approval of Manitowoc County 4-H Silent Auction request.
 - Committee recommends approval for Nichole Paulow's camping request to camp at a reduced fee during week of fair.
 - Fans – cost is \$11,800 and information given to superintendent and market animal committee. Informational only.
 - Open Class Beer & Wine Rules – working with Brew Club on finalization to get flyers to Brewfest as well as Chilton's Brewfest.
 - Education & Outreach – meeting set for February 17 at 4pm at UW Extension.
 - Ice Center – attendance is up for both groups, no large expenses and small leak is maintained.
 - Subcommittee responsibilities and objectives – preliminary list reviewed.
- Motion was made by Dvorak, seconded by Newberg to approve the committee report and recommendations. Motion carried unanimously.

D. Entertainment/Vendors Sub-Committee:

1. Local and National Race Promoter, Toby Kruse; Rock Pavilion-Beer Sales-David Rieth; Carnival Contract Update; Tuesday-Sunday Grandstand and Special Events Entertainment, Action Auto-Demo Derby, Kandou, Horse Pull, EWSC, WI Garden Tractor Pullers; Tuesday Teen Night Update; Subcommittee Responsibilities and Objectives

Toby Kruse attended the expo-ice center board meeting and reported that he is a race promoter with possibility of running Tuesday of fair. Voss requested a proposal with classes and equipment needs. Voss added that the entertainment budget has been set and will review for the 2016 fair.

Voss reported on the following:

- Rock Pavilion – ideas to sell can beer and to discuss at the next beer and soda vendor meeting.
- Carnival contract – no update.
- Tuesday – recommended for approval Action Auto, Kandou with a 2-year agreement, Horse Pull, EWSC, WI Garden Tractor Pullers.
- Responsibilities and Objectives – preliminary list reviewed.

Motion was made by Voss, seconded by Schaut to approve the committee report and recommendations including Kandou's contract with a 2-year agreement. Motion carried unanimously.

E. Parking/Security Sub-Committee:

1. No Committee Meeting-Committee Update

No report.

Action Needed:

- Parking & Security next meeting April 1 prior to the full board meeting to review Special Ops Contract (SODA).

F. Fairest of the Fair Sub-Committee:

1. No Committee Meeting-Committee Update

No report.

Review, Discussion and Possible Action on 2015 Fair Matters

A. WI Association of Fairs Conference Update

Vetting reported that the convention went well and was able to get ideas for other events and information at the meetings.

B. Contracts – Tents Inc.; Special Ops Contract (SODA); BSG

Tents Inc contract was presented for approval noting that costs are higher than 2014. Motion was made by Newberg, seconded by Voss to approve the Tents Inc contract for 2015. Motion carried unanimously.

BSG contract was presented for approval. Motion was made by Zipperer, seconded by Pollen to approve the BSG contract for 2015. Motion carried unanimously.

Action Needed:

- Place Special Ops (SODA) Contract on the next Parking & Security subcommittee meeting.

C. Beer and Soda Vendor Meeting – Schedule Date

Beer and Soda Vendor meeting set for Wednesday, March 11 at 7pm.

D. WI Association of Fairest of the Fairs Results – Update; Fairest of the Fair Competition & Reception – May 20; Application Deadline – May 1

Newberg reported that the Fairest of the Fair Anna Gries placed in the top 10 and that Brown County is State Fairest. Newberg added that the auction basket sold for \$1,050 and the total auction result was \$50,000.

Confirmed Fairest of the Fair Competition and Reception is set for Wednesday, May 20.

E. Fair Update

No report.

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 higher on the expo activities and fair financials ended at \$101,000 profit. Neuser added that the ice center had a \$43,000 turn around and P&L for maintenance was down. Neuser noted that these factors have added more money to the reserve fund.

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

A. Rummage-A-Rama – February 14 – Volunteer Sign Up

Volunteer sign up sheet distributed. Vetting reported that there are 82 tables for the Feb 14 sale.

Discussion regarding the 2015-2016 dates with a consensus to have sales in November, December and March.

B. Capital Projects

Neuser reported on the capital projects included in the board packet that was reviewed with the comptroller noting that the project list is for the next ten years and plans to get projects done annually. Neuser added that in August there was \$20,000 in improvements done and will increase to \$60,000 starting in 2016.

Dvorak reported that the Jr. Fair exhibitor price increase was discussed and approved with Bob Williams, Department of Ag, Trade & Consumer Protection (DATCP), to increase to \$3.

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

Krizek reported on the month events and grounds update noting that staff is currently working on hiring for an Expo Maintenance person.

Taylor requested to use the fair theme for the Pine River Derby for marketing of the fair. Consensus ok.

Vetting reported on the letter received from Bob Williams (DATCP) regarding receipt of all reports required by the state.

Vetting reported on the District 4 meeting set for the State Fair Park in conjunction with a Brewer Game and tickets are \$20.

Adjournment

Motion was made by Schaut, seconded by Beyer to adjourn at 7:48pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann



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

DATE: February 4, 2015
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
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
 - A. Local and National Race Promoter, Toby Kruse
 - B. Rock Pavilion – Beer Sales – David Rieth
 - C. Carnival Contract Update
 - D. Tuesday-Sunday Grandstand and Special Events Entertainment; Action Auto – Demo Derby; Kandu; Horse Pull; EWSC; WI Garden Tractor Pullers
 - E. Tuesday Teen Night Update
 - F. Subcommittee Responsibilities and Objectives
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: January 21, 2015

Rob Voss, SUB-COMMITTEE CHAIRPERSON
By: Gerard Neuser, Public Works Director

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

Held Wednesday, February 4, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

Present: R. Voss, M. Hackmann, D. Fitzgerald, L. Taylor, D. Newberg, D. Schaut
Also Present: G. Neuser, J. Krizek, J. Vetting, D. Pollen, B. Herr, T. Dvorak, B. Cavanaugh, B. Blatz, M. Plate, David Rieth
Absent & Excused:
Absent:

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

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

Vouchers None.

Public 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. Local and National Race Promoter, Toby Kruse

Promoter was not at the entertainment & vendor subcommittee meeting.

B. Rock Pavilion – Beer Sales – David Rieth

David Rieth, rock pavilion, reported on the rock pavilion and current needs. Rieth requested that can beer be allowed at the fair. Discussion included recycling with a potential fundraising for 4-H clubs, stage rental and location on east side of rock pavilion and bands.

Action Needed:

- Keep Subcommittee Responsibilities and Objectives on next Entertainment & Vendor subcommittee agenda.
- Staff to contact beer vendors to provide can costs at next Beer & Soda vendor meeting.

C. Carnival Contract Update

No report.

D. Tuesday-Sunday Grandstand and Special Events Entertainment; Action Auto – Demo Derby; Kandu; Horse Pull; EWSC; WI Garden Tractor Pullers

Krizek reported on Action Auto – Demo Derby, Kandu, Horse Pull, EWSC, and WI Garden Tractor Puller contracts noting any price increases and Kandu's price to remain the same for 2015 and 2016 if opt for a 2-year contract. Motion was made by Newberg, seconded by Taylor to approve all contracts including Kandu's contract with a 2-year option. Motion carried unanimously.

E. Tuesday Teen Night

No report.

Action Needed:

- Keep Tuesday Teen Night on next Entertainment & Vendor subcommittee agenda.
- Staff to contact Kevin Palmer.

F. Subcommittee Responsibilities and Objectives

Committee discussed responsibilities and objectives which included the following:

- Oversee Entertainment Contracts.
- Research and Review New Entertainment Possibilities
- Regulate and Administer Vendor Contracts
- Set up Outdoor Vendor Layout
- Troubleshoot Vendor Problems During Fair
- Explore Space Needs
- Set up Grandstand & Other Venues
- Assist with Fundraising

Action Needed:

- Keep Subcommittee Responsibilities and Objectives on next Entertainment & Vendor subcommittee agenda.

Other Fair Projects and Issues Update – No Action

None.

Adjournment

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

Minutes taken by Krizek

Signed by Fitzgerald



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

DATE: February 4, 2015
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
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. Talent Competition Update
 - D. Manitowoc County 4-H Silent Auction Request
 - E. Nichole Paulow – Fair Camping Request
 - F. Fans – Lesters Building - Update
 - G. Open Class Beer & Wine Rules and Regulations
 - H. Education & Outreach Working Group Update
 - I. Ice Center Working Group Update
 - J. Subcommittee Responsibilities and Objectives
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: January 21, 2015

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, February 4, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

Present: T. Dvorak, D. Fitzgerald, B. Cavanaugh, B. Blatz, J. Vetting
Also Present: G. Neuser, J. Krizek
Absent & Excused: D. Schaut, J. Janowski, K. Behnke, J. Zellner
Absent:

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

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

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. Superintendent Meetings Update

Dvorak reported on the superintendent-assistant superintendent meeting process. Krizek reported on the meetings held to date including discussion regarding judging the week prior to fair. Krizek added that most superintendents-assistant superintendents were not in favor of judging the week prior to the fair with comments including: this is part of the fair experience, do not want to work two weeks, and the Newton picnic is prior to fair.

B. Market Animal Committee Meeting Update

Cavanaugh reported on the meeting noting that scholarship payments were sent out, buyer's meal was discussed and only Farm Bureau had responded and Lee Engelbrecht won the bid for trucking services.

C. Talent Competition Update

Fitzgerald reported on the talent competition with a general overview on how many participants and guidelines at state fair. Blatz added that the format was developed and will try to follow the same schedule. Fitzgerald noted that there is a need to determine judges, location and price money and that winners selected would go to the state fair in 2016.

Action Needed:

- Add Talent Competition to the March full board agenda.
- Talent Competition working group meeting set for Wednesday, February 11 at 7pm at Expo office.

D. Manitowoc County 4-H Silent Auction Request

Dvorak reported on the Manitowoc County 4-H Silent Auction request. Dvorak added that this is an annual request that raises money for the 4-H endowment fund and each 4-H club donates items for the auction. Motion was made by Cavanaugh, seconded by Fitzgerald to approve the Manitowoc County 4-H silent auction request. Motion carried unanimously.

E. Nichole Paulow – Fair Camping Request

Dvorak reported on the fair camping request for Nichole Paulow noting that each year this request is made to reduce the camping rate for the week of fair. Motion was made by Fitzgerald, seconded by Blatz to approve the reduced camping rate for Nichole Paulow. Motion carried unanimously.

F. Fans – Lesters Building – Update

Dvorak reported on the price for fans for the Lesters building at \$11,800 and this information has been given to the sheep and swine superintendent to work with the Market Animal Committee on resources and actual needs of the building.

G. Open Class Beer & Wine Rules and Regulations

Dvorak reported that there will be a meeting next week with the Brew Club to discuss rules and regulations and flyer to be distributed at Brewfest. Discussion included sending flyer to Chilton's Brewfest.

Action Needed:

- Keep Open Class Beer & Wine Rules and Regulations on next Operations subcommittee agenda.

H. Education & Outreach Working Group Update

Behnke reported that there is a meeting set for February 17 at 4pm at UW Extension. Discussion included an AG Center possibly being built.

I. Ice Center Working Group Update

Pollen reported on the Ice Center noting that everything is going well with some minor issues with a pump and motor that needed to be replaced. Pollen added that attendance is up and public skate and private party rentals have increased over two dozen total for parties during public skate and six to seven private rentals. Discussion included the floor leak and Pollen asking for user groups to financially support the project.

J. Subcommittee Responsibilities and Objectives

Committee discussed responsibilities and objectives which included the following:

- Hours
- Duties
- Special Requests/Events
- Grounds & Facility Needs
- Oversee Judging/Superintendents
- Fair Rules/Fairbook
- Fairest of the Fair Competition Working Group
- Ice Center Working Group
- Education & Outreach Working Group

Action Needed:

- Keep Subcommittee Responsibilities and Objectives on next Operations subcommittee agenda.

Other Fair Projects and Issues Update – No Action

None.

Adjournment

Motion made by Fitzgerald, seconded by Vetting to adjourn at 6:08pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Dvorak



MANITOWOC COUNTY
EXPO and ICE CENTER BOARD
MEETING NOTICE

DATE: March 4, 2015
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. FINANCE SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - B. OPERATIONS SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - C. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - D. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2015 Fair Matters
 - A. Beer and Soda Vendor Meeting – March 11
 - B. Fairest of the Fair Competition & Reception – May 20; Application Deadline – May 1; Proclamation – April County Board Meeting
 - C. Talent Competition Packet
 - D. Fair Update
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 – March 14 – Volunteer Sign Up; 2015-2016 Rummage-A-Rama Schedule – February 2016
 - B. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: February 24, 2015

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.

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

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, March 4, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

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

Vouchers None.

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

Review & Act on Subcommittee Recommendations:

A. Finance Sub-Committee

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

No report.

Action Needed:

- Finance next meeting April 1 prior to the full board meeting.

C. Operations Sub-Committee

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

No report. No April meeting.

D. Entertainment/Vendors Sub-Committee:

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

No report.

Action Needed:

- Entertainment & Vendor next meeting April 1 prior to the full board meeting.

E. Parking/Security Sub-Committee:

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

Beyer noted that at the next Parking & Security subcommittee meeting there will be discussion on security layout and strategies for the week of fair.

Action Needed:

- Parking & Security next meeting April 1 prior to the full board meeting.

Review, Discussion and Possible Action on 2015 Fair Matters

A. **Beer and Soda Vendor Meeting – March 11**

Beer and Soda Vendor meeting set for Wednesday, March 11 at 7pm. Both Triangle and Larry's Distributing will be in attendance.

B. **Fairest of the Fair Competition & Reception – May 20; Application Deadline – May 1; Proclamation – April County Board Meeting**

Food list for the competition was distributed along with the sponsorship list for sign up.

Newberg reported that there have been a couple of inquiries. Krizek reported that advertising has gone out and information posted on the internet and distributed to the schools.

Action Needed:

- Keep Fairest of the Fair Competition & Reception – May 20; Application Deadline – May 1.
- Working group to meet after the regular board meeting.

C. Talent Competition

Fitzgerald reported on the talent competition paperwork included in the board packet noting that the packet was similar to the state fair guidelines. Discussion included disqualification process, bandwagon use donated by the City of Manitowoc. Motion was made by Blatz, seconded by Taylor to approve the talent competition packet. Motion carried unanimously.

D. Fair Update

The following items were discussed:

- Billboard judging process – provide the results to the clubs. Process to begin this fair year that results to be shared with clubs.
- Education & Outreach working group – met with Scott Gunderson and Kevin Palmer. Very good meeting and tent cost to be covered. Ideas for the tent were discussed along with the daily activities and location.
- Wall tile in the Milk Parlor – Zellner to lead along with Herr to have the walls tiled in the Milk Parlor.

Comptroller’s Financial Report – Review

PW Director reported on the Financial Report included in the board packet noting that the Expo Special Fund, Revenue/Expense History by Activity 10 year report, included in the board packet was reported at the Manitowoc County Board meeting. PW Director reviewed the Expo Activities, Expo Fair, Expo Maintenance & Improvement, Ice Center, and Total Expo Special Revenue Fund line items with a detailed explanation of each line item.

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

A. Rummage-A-Rama – March 14 – Volunteer Sign Up; 2015-2016 Rummage-A-Rama Schedule – February 2016

Volunteer sign up sheet distributed. Vetting reported that the February sale went well and admission was good. Discussion to include a February sale for 2016. Motion was made by Pollen, seconded by Bratt to have a minimum of three (3) sales per season and to include the addition of February 2016 into the 2015-2016 season. Motion carried. Newberg voted no.

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

Krizek reported on the month events and grounds update noting that staff has hired Robert “Bob” McNeil for the Expo Maintenance position.

Thank you to Zellner and NWTC for the donation of a cement bench created by the NWTC class instructed by Zellner.

Action Needed:

- Zellner to provide the value of the donated cement bench to be recorded on the Public Works committee donation tracker report.

Adjournment

Motion was made by Beyer, seconded by Zipperer to adjourn at 7:44pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann



MANITOWOC COUNTY
EXPO and ICE CENTER BOARD
MEETING NOTICE

DATE: April 1, 2015
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. 2016 Fair Ticket Prices – Discussion and possible action
4. Review, Discussion, and Possible Action on Sub Committee Recommendations
 - A. FINANCE SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - B. OPERATIONS SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - C. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. Election of Officers; North Eastern WI (NEW) Motorsports; Izaak Walton Corn Stand; Bale Art – Landscape; New Outdoor Vendor Applications; Tuesday Teen Night Update; Subcommittee Responsibilities & Objections
 - D. PARKING/SECURITY SUB-COMMITTEE:
 1. Election of Officers; Sheriff’s Meeting Update; Special Operations Detective Agency (SODA) Contract; Superintendent Parking – Sunday; Subcommittee Responsibilities and Objectives
5. Review, Discussion, and Possible Action on 2015 Fair Matters
 - A. Beer and Soda Vendor Meeting Update
 - B. Fairest of the Fair Competition & Reception – May 20; Application Deadline – May 1; Working Group Meeting to Follow Regular Board meeting to discuss: Advertising-Ads, Press Release Dates; Program; Judges; Banner/Tiara; Invitations; Food/Refreshments; Contestants-Communication-Program Run Through; Sponsors; Decorations-Layout
 - C. District 4 Meeting – Waukesha – Reservations; Brewers Game
 - D. Fair Update
6. Comptroller’s Financial Report – Review
7. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Rummage-A-Rama Update
 - B. Expo-Ice Center Month Events; Expo Grounds Update
8. Adjourn

Date: March 24, 2015

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, April 1, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Also Present: G. Neuser, J. Krizek

Absent & Excused:

Absent: 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 Voss, seconded by Cavanaugh, to approve the previous meeting minutes. Motion carried unanimously.

Vouchers None.

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

2016 Fair Ticket Prices – Discussion and Possible Action

Motion was made by Behnke, seconded by Voss to request a reconsideration of the previous motion for 2016 fair ticket prices and send back to the Finance subcommittee for review, discussion and possible action. Motion carried unanimously.

Review & Act on Subcommittee Recommendations:

A. Finance Sub-Committee

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

No report.

Action Needed:

- Finance next meeting Wednesday, April 8 at 6:45pm.

C. Operations Sub-Committee

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

Cavanaugh reported on the market animal committee meeting update with species being judged on Wednesday and was approved by the market animal committee. Consensus of the board was yes to the judging schedule. Cavanaugh reported that the market animal sale banquet buyer's meal was approved by the market animal committee for Thursday and to be catered by Broken Plate. Cavanaugh added that scholarships are all done by the market animal committee.

Action Needed:

- Staff to contact health department and DATCP regarding rules with catering in the Ice Center after the dairy show.
- Operations subcommittee to meet May 6.

D. Entertainment/Vendors Sub-Committee:

1. ***Election of Officers; North Eastern WI (NEW) Motorsports; Izaak Walton Corn Stand; Bale Art – Landscape; New Outdoor Vendor Applications; Tuesday Teen Night Update; Subcommittee Responsibilities and Objectives***

Voss reported on the following:

- Election of Officers – Vice Chair is Fitzgerald and Secretary is Hackmann.
- NEW Motorsports representatives attended the committee meeting.

- Izaak Walton representatives attended the committee meeting requesting reduction of footage costs.
- Bale Art – Consensus to do again.
- EWSC Sale of Canned Beer – recommend approval for sale of canned beer poured into 12 ounce cups.
- Tuesday Teen Night – 4-H declined event idea.

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

Action Needed:

- Entertainment & Vendor next meeting Wednesday, April 8 at 6pm to review Outdoor Vendor Contracts.

E. Parking/Security Sub-Committee:

1. Election of Officers; Sheriff's Meeting Update; Special Operations Detective Agency (SODA) Contract; Superintendent Parking – Sunday; Subcommittee Responsibilities and Objectives

Plate reported on the following:

- Election of Officers – Vice Chair is Plate and Secretary is Pollen.
- Sheriff's Update meeting and security were reviewed.
- SODA Contract – discussed reduction of hours.
- Superintendent parking request denied.

Action Needed:

- Parking & Security next meeting May 6 prior to the full board meeting.

Review, Discussion and Possible Action on 2015 Fair Matters

A. Beer and Soda Vendor Meeting Update

Voss reported on the beer and soda vendor meeting noting that Lakeside Pepsi is the exclusive soda vendor and is a sponsor of the fair, there will be sales of bottled 20 ounce soda at the fair during the fair due to lack of supply of post mix units. Voss added that Larry's Distributing, Budweiser, will be the exclusive beer vendor noting that the beer is selected by the clubs and not by the board.

B. Fairest of the Fair Competition & Reception – May 20; Application Deadline – May 1; Working Group Meeting to Follow Regular Board meeting to discuss: Advertising-Ads, Press Release Dates; Program; Judges; Banner/Tiara; Invitations; Food/Refreshments; Contestants-Communication-Program Run Through; Sponsors; Decorations-Layout

Food list for the competition was distributed along with the sponsorship list for sign up.

Action Needed:

- Keep Fairest of the Fair Competition & Reception – May 20; Sponsors; Food List; Contestants.

C. District 4 Meeting – Waukesha – Reservations; Brewers Game

Vetting reported on the upcoming District 4 meeting and reservations need to be received by April 13. Vetting added anyone attending the Brewers Game must pay for their own ticket and reservations are due by April 3.

D. Fair Update

The following items were discussed:

- Superintendent-Assistant Superintendent meeting set for Wednesday, April 22 at 6pm for Exhibition Building superintendents and 7:30pm for Animal superintendents.
- April 27 staff and Dvorak to attend 4-H Leaders meeting with online entering review at 6pm.
- Talent Show paperwork sent to 4-H office.

Comptroller's Financial Report – Review

PW Director reported on the Financial Report included in the board packet noting that bottom line balances are good. Neuser reported on the memo provided by the comptroller with discussion on the advertising notice fee of \$1,517 for advertising for the Expo maintenance position. Discussion on the advertising costs included setting a budget in the future, requesting a breakdown from personnel on the current ad, and keeping future costs down.

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

A. Rummage-A-Rama Update

Vetting reported on the rummage-a-rama noting that there were 775 attendees and the Ice Center doors were open for attendees from the hockey tournament to attend the event. Vetting added that there will be four sales next season.

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

Vetting reported on the Special Olympics banquet and that the fair is the highest fundraiser for Special Olympics with approximately \$10,000 raised, 175 athletes and event is handled by all volunteers.

Taylor reported on the Pinewood Derby event held in the Ice Center.

Krizek reported on the month events and grounds update noting that Bob McNeil has started.

Adjournment

Motion was made by Janowski, seconded by Taylor to adjourn at 7:59pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann



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

DATE: April 1, 2015
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
2. Public Comment
3. Election of Officers
4. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
 - A. North Eastern WI (NEW) Motorsports
 - B. Izaak Walton Corn Stand
 - C. Bale Art – Landscape
 - D. New Outdoor Vendor Applications
 - E. Tuesday Teen Night Update
 - F. Subcommittee Responsibilities and Objectives
5. Other Fair Projects and Issues Update – No Action
6. Adjourn

Date: March 24, 2015

Rob Voss, SUB-COMMITTEE CHAIRPERSON
By: Gerard Neuser, Public Works Director

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

Held Wednesday, April 1, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

- Present:** R. Voss, D. Fitzgerald, M. Hackmann, D. Newberg, D. Schaut, L. Taylor, R. Zipperer
- Also Present:** J. Krizek, J. Vetting, D. Pollen, B. Herr, T. Dvorak, B. Cavanaugh, B. Blatz, M. Plate, J. Janowski, D. Pollen, M. Plate, J. Beyer, M. Bratt, K. Behnke, L. Taylor, Butch Drumm, Mike Sgarioto, Dick Krumel, Jody Hornick, John Hornick, Nick Wunsch, Josh Jacobs
- Absent & Excused:**
- Absent:** D. Gauger, J. Zellner
- Called to Order** Meeting called to order – 6:45pm.
- Minutes** Minutes were reviewed from the previous meeting. Motion was made by Fitzgerald, seconded by Zipperer to approve the minutes. Motion carried unanimously.
- Public Comment** Committee Chairperson called for public input three times. No public input given.
- Election of Officers** Derek Fitzgerald was nominated by Zipperer as the vice chairperson. After three calls for other nominations a motion made by Newberg, seconded by Taylor, that nominations be closed and unanimous ballot be cast for Plate as committee vice chair. Motion carried unanimously.
- Michelle Hackmann was nominated by Zipperer as the secretary. After three calls for other nominations a motion made by Zipperer, seconded by Fitzgerald, that nominations be closed and unanimous ballot be cast for Hackmann as committee secretary. Motion carried unanimously.

Review, Discussion, and Possible Action on the following items for the 2015 Fair:

A. North Eastern WI (NEW) Motorsports

Promoter attended the committee meeting and discussed event options noting that NEW Motorsports is a local promoter. Discussion included rain out policy is six hours or more prior to event and no payment owed, ideas to help show to run during rain.

B. Izaak Walton Corn Stand

Butch Drumm attended the committee meeting to request to downsize the front footage of the corn stand and options to close sides and serve from one area. Discussion.

Action Needed:

- Keep Izaak Walton Corn Stand on the next Entertainment & Vendor subcommittee agenda.

C. Bale Art - Landscape

Consensus of the committee is yes to running the program for 2015.

D. EWSC – Sale of Canned Beer

Voss reported on EWSC's request to sell canned beer for 2015 noting that this was approved for the 2014 fair. Motion was made by Newberg, seconded by Zipperer to approve the sale of canned beer to be poured into 12 ounce cups. Motion carried unanimously.

E. New Outdoor Vendor Applications

Will review new outdoor vendor applications at the meeting set for Wednesday, April 8, at 6pm.

F. Tuesday Teen Night

Staff contacted Kevin Palmer regarding the Tuesday Teen Night idea and 4-H has declined to host the event this year due to large number activities already involved in during the week of fair.

G. Subcommittee Responsibilities and Objectives

No update.

Action Needed:

- Keep Subcommittee Responsibilities and Objectives on next Entertainment & Vendor subcommittee agenda.

Other Fair Projects and Issues Update – No Action

None.

Adjournment

Motion made by Newberg, seconded by Hackmann to adjourn at 7:26pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Hackmann



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

DATE: April 1, 2015
TIME: 6:00pm
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. Election of Officers
4. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
 - A. Sheriff's Meeting Update
 - B. Special Operations Detective Agency (SODA) Contract
 - C. Superintendent Parking – Sunday
 - D. Subcommittee Responsibilities and Objectives
5. Other Fair Projects and Issues Update – No Action
6. Adjourn

Date: March 24, 2015

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

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

Held Wednesday, April 1, 2015

Location: Expo Office

Present: J. Beyer, M. Plate, D. Pollen, B. Blatz, M. Hackmann, B. Herr, L. Taylor, R. Voss, R. Zipperer

Also Present: G. Neuser, J. Krizek, J. Vetting, D. Fitzgerald, J. Janowski, D. Newberg, Butch Drumm

Absent & Excused:

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

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

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

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

Review and Possible Action on the following items for the 2015 Fair:

A. Sheriff's Meeting Update

Beyer reported on the meeting held with the Sheriff's department along with staff with discussion on sheriff duties during the week of fair, security needs, map overview included in committee packet with detailed explanation of Beats 1, 2, 3 & 4.

B. Special Operations Detective Agency (SODA) Contract

Beyer reported on the 2014 SODA schedule including grandstand security noting sheriff's discussion to utilize SODA in the grandstand. Discussion included minimal issues with grandstand area, SODA arresting authority noting that SODA cannot arrest or detain and used more for a visual presence, use of dogs at fair, overview of SODA security schedule, no changes to sheriff's schedule for week of fair.

Beyer added that a daily meeting will be scheduled with the sheriff's department at 4pm and daily with SODA at 10:30am.

Action Needed:

- Special Operations Detective Agency (SODA) Contract to remain on the next Parking & Security subcommittee agenda.
- Staff to follow up with SODA regarding dog presence on Friday and Saturday, daily meetings, and reduced hours.

C. Superintendent Parking – Sunday

Beyer reported on the request from a superintendent for designated parking on Sunday of fair week. Discussion. Consensus was no.

D. Subcommittee Responsibilities and Objectives

No discussion.

Action Needed:

- Subcommittee Responsibilities and Objectives to remain on the next Parking & Security subcommittee agenda.

Other Fair Projects and Issues Update – No Action

None.

Adjournment

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

Minutes taken by Krizek

Signed by Pollen



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

DATE: April 8, 2015
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. Election of Officers
4. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
 - A. 2016 Fair Ticket Prices
 - B. Rainbow Valley Ride Contract
 - C. 2015 Fair Budget
 - D. Subcommittee Responsibilities and Objectives
5. Update and Possible Action on Other Fair Operation Projects and Issues
6. Adjourn

Date: April 2, 2015

Kevin Behnke, SUB-COMMITTEE CHAIRPERSON
By: Gerard Neuser, Public Works Director

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

DATE: April 8, 2015
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
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
 - A. New Outdoor Vendor Applications; Izaak Walton Corn Stand
 - B. Subcommittee Responsibilities and Objectives
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: April 2, 2015

Rob Voss, SUB-COMMITTEE CHAIRPERSON
By: Gerard Neuser, Public Works Director

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

Held Wednesday, April 8, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

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

Called to Order Meeting called to order – 6pm.

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

Public Comment Committee Chairperson called for public comment three times. No public comment given.

Review, Discussion, and Possible Action on the following items for the 2015 Fair:

A. *New Outdoor Vendor Applications; Izaak Walton Corn Stand*

Committee reviewed new outdoor vendor applications and discussed the following current vendors and requests:

- Sattlers – request for 20 feet more of footage space.
- Viners – request to move to Sunboss new location by the grandstand fence. Sunboss not returning this year.
- Hawaiian Shaved Ice – discussion on moving to new spot.
- Tony's Pizza – not bringing in additional wagon.
- Izaak Walton – options to sell from south end (17 feet) and move to the east or close awnings on east and west sides and reduce by 6 feet. Concerns were digging too close to the asphalt.
- Manitowoc Lawn & Rec – to move to Cabelas location.
- U.S. Army request to be a vendor.
- Recommendations to have Eat my Bloomers and Cheese Headz as new vendors and wait on other applications until after May 1.

Action Needed:

- Staff to contact Viners, Hawaiian Shaved Ice, Tony's Pizza and Izaak Walton regarding requests and discussions as noted above.

B. *Tuesday Teen Night*

Staff contacted Kevin Palmer regarding the Tuesday Teen Night idea and 4-H has declined to host the event this year due to large number activities already involved in during the week of fair.

C. *Subcommittee Responsibilities and Objectives*

No update.

Action Needed:

- Keep Subcommittee Responsibilities and Objectives on next Entertainment & Vendor subcommittee agenda.

Other Fair Projects and Issues Update – No Action

None.

Adjournment

Motion made by Fitzgerald, seconded by Taylor to adjourn at 6:42pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Hackmann

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

Wednesday, April 8, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

Present: K. Behnke, J. Beyer, M. Bratt, J. Janowski, M. Plate, D. Gauger, D. Schaut
Also Present: G. Neuser, J. Krizek, J. Vetting, D. Newberg, D. Pollen
Absent & Excused:
Absent:

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

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 comment three times. No public comment given.

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

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

Review, Discussion, and Possible Action on the following items for the 2015 Fair:

A. 2016 Fair Ticket Prices

Behnke reported on discussions with Rainbow Valley Rides (RVR) with relation to carnival riders, general fair goers and associated costs. Behnke added that there were concerns from RVR on raising the one day admission price. Behnke reported that he spoke with the county executive about the ability of the Expo to withstand a major project and the concept of using future bonding monies to fund a single large project on the Expo grounds.. Discussion included pros and cons of raising ticket prices, and the future entertainment budget. Motion was made by Gauger, seconded by Janowski to recommend approval to the board the extension of the current contract with Rainbow Valley Rides for three (3) years at 65% Expo, 35% RVR based on a minimum of a \$10 admission ticket and to change the front footage concession charge to \$30 per foot. Motion carried unanimously.

Discussion on the tiny tots ticket, week pass with rides, senior ticket, veterans ticket, worker pass for 2015 and 2016. Motion was made by Janowski, seconded by Schaut to recommend approval to the board the following: 2016 prices – senior ticket - \$6; season pass - \$30; tiny tots ticket discontinued with ages three (3) and under free and four (4) and above being charged the full price; veteran's ticket - \$6; worker pass \$5; and no week pass with rides. 2015 veteran ticket price - \$5. Motion carried unanimously.

B. 2015 Fair Budget

Behnke reported that the fairs convention budget would be \$3,500 for 2016.

Action Needed:

- Place on the next Operations subcommittee agenda WI Association of Fairs Conference Budget - \$3,500

C. Subcommittee Responsibilities and Objectives

No report.

Action Needed:

- Keep Subcommittee Responsibilities and Objectives on the next Finance subcommittee agenda.

Update and Possible Action on Other Fair Operation Projects and Issues

None.

Adjourn

Motion made by Janowski, seconded by Plate to adjourn at 7:46pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Bratt



MANITOWOC COUNTY
EXPO and ICE CENTER BOARD
MEETING NOTICE

DATE: May 6, 2015
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. FINANCE SUB-COMMITTEE:
 1. Election of Officers; 2016 Fair Ticket Prices; Rainbow Valley Contract; 2015 Fair Budget; Subcommittee Responsibilities and Objectives
 - B. OPERATIONS SUB-COMMITTEE:
 1. Annual Superintendent-Assistant Superintendent Meeting Update; Market Animal Committee Meeting Update; WI Association of Fairs Convention Budget - \$3,500; Open Class Beer & Wine Rules and Regulations; Work Days; Ice Center Show Ring Update; Billboard Sign Competition; Education & Outreach Working Group Update; Ice Center Working Group Update; Fairest of the Fair Working Group Update; Subcommittee Responsibilities and Objectives
 - C. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. New Outdoor Vendor Applications, Izaak Walton Corn Stand; Subcommittee Responsibilities & Objectives
 - D. PARKING/SECURITY SUB-COMMITTEE:
 1. Special Operations Detective Agency (SODA) Contract; Subcommittee Responsibilities and Objectives
4. Review, Discussion, and Possible Action on 2015 Fair Matters
 - A. Fairest of the Fair Competition & Reception – May 20; Sponsors; Food List; Contestants
 - B. Volunteer Award Nominations
 - C. Talent Show Competition Update
 - D. District 4 Meeting Update
 - E. Volunteer and Liaison Sign Up
 - F. Fair Update
5. Comptroller's Financial Report – Review
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Open Board Position
 - B. Employment Advertising Policy
 - C. Breakfast on the Farm – Orthland Farm – June 14 – Volunteer Schedule
 - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: April 28, 2015

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.

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

MINUTES of EXPO-ICE CENTER BOARD MEETING
Held Wednesday, May 6, 2015
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

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

Vouchers None.

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

Review & Act on Subcommittee Recommendations:

A. Finance Sub-Committee

1. *Election of Officers; 2016 Fair Ticket Prices; Rainbow Valley Contract; 2015 Fair Budget; Subcommittee Responsibilities and Objectives*

Behnke reported on the following:

- Election of Officers – Beyer is vice chair, Bratt is secretary.
- Fair Ticket Prices – recommend to leave the daily admission price at \$10 from 2016-2018 with Rainbow Valley Rides and increasing the front footage to \$30 per foot.

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

C. Operations Sub-Committee

1. *Annual Superintendent-Assistant Superintendent Meeting Update; Market Animal Committee Meeting Update; WI Association of Fairs Convention Budget - \$3,500; Open Class Beer and Wine Rules and Regulations; Work Days; Ice Center Show Ring Update; Billboard Sign Competition; Education and Outreach Working Group Update; Ice Center Working Group Update; Fairest of the Fair Working Group Update; Subcommittee Responsibilities and Objectives*

Dvorak reported on the following:

- Election of Officers – Newberg is vice chair, Janowski is secretary.
- Superintendent meeting went well with discussion on exhibitor tags and need for a dairy assistant superintendent.
- Market Animal Committee – banquet meal cannot be held in the Ice Center and committee to use vouchers at pavilions.
- Convention – Will come back at next month's meeting with recommendation and numbers.
- Work Day – painting antique area as well as horse barns and honey pot donating display items.
- Billboard Competition – information in packet and will be giving both the informational sheet and the judges sheet prior and after fair.
- Ice Center Working Group – meeting with user groups and begin contracts as well as work in the Ice Center.
- Fairest of the Fair Working Group – two contestants. Set up on May 18 at 5pm.
- Open Class Beer – expenses will be minimal. Recommend a \$3 entry fee per beer entry and does not include entrance into the fair. Entry day would be Tuesday with judging on Wednesday.

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

D. Entertainment/Vendors Sub-Committee:

1. *New Outdoor Vendor Applications, Izaak Walton Corn Stand; Subcommittee Responsibilities and Objectives*

Voss reported that outdoor vendor contracts are being reviewed and Izaak Walton requested to remain in the same spot.

E. Parking/Security Sub-Committee:

1. *Special Operations Detective Agency (SODA) Contract; Subcommittee Responsibilities and Objectives*

Beyer reported that the SODA contract was reviewed. Motion was made by Beyer, seconded by Voss to keep the two (2) roving patrol on Friday and the five (5) roving patrol on Saturday with hours 1900-2400 and the Merchants Gate from Wednesday through Saturday from 1200-1900. Motion carried unanimously.

Review, Discussion and Possible Action on 2015 Fair Matters

A. *Fairest of the Fair Competition & Reception – May 20; Sponsors; Food List; Contestants*

Dvorak reported that the 4-H talent show will also be at the event. The food list and sponsorship list were distributed.

B. *Volunteer Award Nominations*

Vetting requested that the board provide names of volunteers so the chair could select one to be recognized at the fairest of the fair competition.

C. *Talent Show Competition Update*

No updates.

D. *District 4 Meeting Update*

Vetting reported on the district meeting noting that concerns with the poultry flu outbreak and discussions on hard liquor sales at county fairs which have received negative feedback from the fairs.

E. *Volunteer and Liaison Sign Up*

No report.

F. *Fair Update*

No report.

Comptroller's Financial Report – Review

PW Director reported on the Financial Report included in the board packet noting that county fair revenues are coming in and the Ice Center had a good year. PW Director added that there will be some repairs coming up along with maintenance and equipment repairs.

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

A. *Open Board Position*

Krizek reported that there is one open board position and looking for names adding that the information was also in the TIDBITS newsletter.

B. *Employment Advertising Policy*

Behnke reported that the employment advertising policy was discussed at the personnel committee meeting and will be reviewing changing the county's policy and reviewing where advertising is more successful, like job center, county website and do more discretionary advertising by department.

C. *Breakfast on the Farm – Orthand Farm – June 14 – Volunteer Schedule*

Volunteer schedule was distributed.

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

Vetting reported that Eastern WI Stock Car (EWSC) races begins this Saturday. Vetting added that EWSC replaced the tile in the concessions and Klein Asphalt repaired the approaches into the grandstand. Neuser added that corporation counsel is reviewing the contract for a five year extension and should be complete in a couple months.

Voss reported that the Ant Hill Mob Bike Show and Dance was successful.

Schaut reported on Horse-A-Rama noting that there was a smaller crowd and weather was great.

Adjournment

Motion was made by Newberg, seconded by Taylor to adjourn at 7:40pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann



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

DATE: May 6, 2015
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
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
 - A. Special Operations Detective Agency (SODA) Contract
 - B. Subcommittee Responsibilities and Objectives
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: April 28, 2015

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.



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

DATE: May 6, 2015
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
2. Public Comment
3. Election of Officers
4. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
 - A. Annual Superintendent-Assistant Superintendent Meeting Update
 - B. Market Animal Committee Meeting Update
 - C. WI Association of Fairs Convention Budget – \$3,500
 - D. Open Class Beer & Wine Rules and Regulations
 - E. Work Days
 - F. Ice Center Show Ring Update
 - G. Billboard Sign Competition
 - H. Education & Outreach Working Group Update
 - I. Ice Center Working Group Update
 - J. Fairest of the Fair Working Group Update
 - K. Subcommittee Responsibilities and Objectives
5. Other Fair Projects and Issues Update – No Action
6. Adjourn

Date: April 28, 2015

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, May 6, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

Present: T. Dvorak, D. Newberg, J. Janowski, B. Cavanaugh, B. Herr, D. Pollen
Also Present: G. Neuser, J. Krizek, J. Vetting, M. Hackmann, L. Taylor, J. Beyer, M. Plate, Nancy Newberg
Absent & Excused: J. Zellner, B. Blatz, D. Fitzgerald
Absent:

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

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

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

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

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

Review, Discussion and Possible Action on the following items for the 2015 Fair:

A. Annual Superintendent-Assistant Superintendent Meeting Update

Dvorak reported on the superintendent-assistant superintendent meeting that was well attended noting the following were reviewed: need for dairy cattle assistant, emergency numbers for the back of the name badges idea, use of tablets, and animal exhibitor tags.

B. Market Animal Committee Meeting Update

Krizek reported that the market animal committee will not host the annual buyer's meal in the Ice Center due to the dairy show to be on the same day as the meal and per health department and Expo policy that this was not approved. Krizek added that the committee will have a voucher that buyers will use at the local pavilion vendors.

C. WI Association of Fairs Convention Budget - \$3,500

Dvorak reported on the budget of \$3,500 for the convention and the budget includes district meetings. Discussion included not limiting the number of board members attending and proposal at next month's meeting.

Action Needed:

- Staff to prepare proposal.
- Staff to prepare expense list for the past four years.

D. Open Class Beer & Wine Rules and Regulations

Dvorak reported on the meeting with the beer club and the need to clarify costs per entry noting that the costs typically range from \$3-\$5 per entry and does not include exhibitor ticket. Dvorak added that judging would be on Wednesday in the

Ice Center and will need use of the coolers in the concession stand and would give out ribbon only rewards with a possible overall winner prize. Dvorak noted that there may be an expense with the meal and supplies for the judges and the event. Motion was made by Pollen, seconded by Newberg to charge a \$3 entry fee. Motion carried unanimously.

Action Needed:

- Keep Open Class Beer & Wine Rules and Regulations on next Operations subcommittee agenda.

E. Work Days

Dvorak reported on items that need repair including painting the antique booth and horse barns. Dvorak added that work days will be set up in June.

F. Ice Center Show Ring Update

Pollen reported that there will be a set up meeting on Monday, May 11 at 5pm.

G. Billboard Sign Competition

Dvorak reported on the attached billboard rules and judging sheet with discussion on the judging process and including this information prior to the contest as well as distributing judging results to each individual club after fair to give each club an understanding of how the billboard was judged. Discussion.

H. Education & Outreach Working Group Update

Pollen reported that meetings have been held and have included the Master Gardeners and Grow It Forward groups with ideas to have raised beds. Pollen added that lumber has been donated by Grow It Forward. Pollen noted that there will be an Educational tent with daily events from 2pm-7pm Wednesday through Saturday and noon to 4pm on Sunday along with static displays.

I. Ice Center Working Group Update

Pollen reported that staff is working on the 2015-2016 contract. Pollen noted that the Glycol tank and coils need replacement along with the leak to be repaired.

J. Fairest of the Fair Working Group Update

Dvorak reported that the deadline was May 1 and there are two contestants. Tonya added that the group is working on getting judges, sponsors, food list updated, the tiara will not be donated this year and the banner has arrived. Dvorak added that the invitation would be sent out tomorrow. Dvorak noted that set up will be May 18 at 5pm, Tuesday will be plant pick up and the contest on Wednesday. Newberg reported that the group is also looking for a car sponsor.

K. Subcommittee Responsibilities and Objectives

No updates.

Other Fair Projects and Issues Update – No Action

None.

Adjournment

Motion made by Newberg, seconded by Pollen to adjourn at 6:26pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Janowski



MANITOWOC COUNTY
EXPO and ICE CENTER BOARD
MEETING NOTICE

DATE: June 3, 2015
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. FINANCE SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - B. OPERATIONS SUB-COMMITTEE:
 1. Market Animal Committee Meeting Update; WI Association of Fairs Convention Budget - \$3,500; Work Days – June 23 and June 27; Ice Center Show Ring Update; Education & Outreach Working Group Update; Ice Center Working Group Update; Fairest of the Fair Working Group Update
 - C. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - D. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2015 Fair Matters
 - A. Fairest of the Fair Reception Update
 - B. Billboard – Judges
 - C. July 1 Meeting – Agendas
 - D. Volunteer and Liaison Sign Up
 - E. Fair Update
5. Comptroller’s Financial Report – Review
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Breakfast on the Farm – Orthland Farm – June 14 – Volunteer Schedule
 - B. Expo-Ice Center Board and Fairest of the Fair Pictures
 - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: May 27, 2015

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

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MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, June 3, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Also Present: G. Neuser, J. Krizek, Rick Kohlbeck, Cheyenne Mueller, Nancy Newberg

Absent & Excused: J. Zellner, B. Blatz, D. Fitzgerald, M. Hackmann

Absent:

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

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

Vouchers None.

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

Review & Act on Subcommittee Recommendations:

A. Finance Sub-Committee

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

C. Operations Sub-Committee

1. **Market Animal Committee Meeting Update; WI Association of Fairs Convention Budget - \$3,500; Work Days – June 23 and June 27; Ice Center Show Ring Update; Education and Outreach Working Group Update; Ice Center Working Group Update; Fairest of the Fair Working Group Update**

Dvorak reported on the following:

- Market Animal Committee Update – numbers are down in species for 2015 and will sell as many as possible at the market animal sale which consensus was ok with the committee. Scholarships were distributed.
- WI Association of Fairs budget – recommend to the board for approval the distribution of the \$3,500 to be based and divided by the number of board attendees less staff and district meeting expenses.
- Work Days will be June 23 at 4pm and June 27 at 9am to paint the antique booth and the horse barns.
- Ice Center show ring working on sawdust and equipment.
- Education & Outreach – layout reviewed and the master gardeners have finished planting. Next meeting is August 5 and need donated items for the raffle baskets that are fair and youth related.
- Ice Center – pinpointing the leak and will x-ray the week of June 8.
- Fairest of the Fair – New fairest was chosen and need drivers.

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

D. Entertainment/Vendors Sub-Committee:

1. **No Committee Meeting-Committee Update**
Voss reported that there are new vendors on the food side and will be reviewing the layout at the next meeting.

E. Parking/Security Sub-Committee:

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

Review, Discussion and Possible Action on 2015 Fair Matters

A. *Fairest of the Fair Reception Update*

Dvorak reported on the reception noting that past fairests were in attendance and would like to reach out to more prior to the 40th Fairest Reunion. Cheyenne Mueller, fairest of the fair, made a brief introduction.

B. *Billboard – Judges*

Janowski, Schaut, Pollen, and Vetting have volunteered to be the billboard judges and will set up a date and time for later in July.

C. *July 1 Meeting - Agendas*

Krizek requested any agenda items and confirmation of subcommittee meetings no later than June 15.

D. *Volunteer and Liaison Sign Up*

Vetting reported that signup sheets are on the board.

E. *Fair Update*

Krizek reported on the HTR insert that has been well received and included the Open Class rules and regulations, openings in the Merchants building for indoor vendor booths, need for an assistant home furnishings assistant superintendent and llama/alpaca judge. Discussion.

Herr reported on the milk parlor with issues on finding milk haulers. Herr provided detailed information on the issues and concerns reported from the cheese factories and other county fairs. Discussion.

Confirmation of the Talent Competition and Beer Competition was requested and is set for Wednesday, August 26 at 2pm in the Ice Center and the Beer Competition is set for Wednesday, August 26 at 6p in the Ice Center.

Comptroller's Financial Report – Review

PW Director reported on the Financial Report included in the board packet noting Expo Activities runs in the red noting that revenues are up and expenses are down, the Ice Center financials will show a decrease as the final season expenses are finalized, Maintenance will show an increase in expenses with increases with repairs at the Ice Center, the water infrastructure project, and also the Walters building. Neuser reported on the Walters building inspection that all posts are rotted and a structural engineer has reviewed the building and will provide an assessment along with costs to repair. Neuser added that the building is not to be utilized until the report or any repairs are completed.

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

A. *Breakfast on the Farm – Orhand Farm – June 14 – Volunteer Schedule*

Volunteer schedule was distributed.

B. *Expo-Ice Center Board and Fairest of the Fair Pictures*

Picture was taken of board members along with the fairest of the fair.

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

Krizek reported on month events.

Adjournment

Motion was made by Janowski, seconded by Dvorak to adjourn at 7:45pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann



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

DATE: June 3, 2015
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
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
 - A. Market Animal Committee Meeting Update
 - B. WI Association of Fairs Convention Budget – \$3,500
 - C. Work Days – June 23 and June 27
 - D. Ice Center Show Ring Update
 - E. Education & Outreach Working Group Update
 - F. Ice Center Working Group Update
 - G. Fairest of the Fair Working Group Update
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: May 27, 2015

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, June 3, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

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

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

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

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

Review, Discussion and Possible Action on the following items for the 2015 Fair:

A. *Market Animal Committee Meeting Update*

Cavanaugh reported on the market animal committee meeting noting that vendors will be listed on the market animal meal voucher, Broken Plate Catering will be providing the exhibitor meal and that numbers are down for swine, sheep and beef. Cavanaugh added that all exhibitors will be eligible for the sale based on the numbers. Cavanaugh noted that the scholarships were distributed. Committee consensus was ok with all exhibitors eligible for the sale.

B. *WI Association of Fairs Convention Budget - \$3,500*

Dvorak reported on the budget of \$3,500 for the convention and the budget included in the committee packet and reviewed in detail at the meeting. Motion was made by Herr, seconded by Pollen to recommend approval to the board the distribution of the \$3,500 to be based and divided by the number of board attendees less staff and district meeting expenses. Motion carried unanimously.

C. *Work Days – June 23 and June 27*

Dvorak reported on the suggested work days with work to be done in the antique booth and the east and possibly west side of the horse barns. Work days and time will be Jun 23 at 4pm and June 27 at 9am.

D. *Ice Center Show Ring Update*

Pollen reported that a meeting was held and need to confirm equipment and sawdust.

E. *Education & Outreach Working Group Update*

Pollen reported on the meetings held determining a preliminary sketch, responsibilities, master gardeners completed planting in new garden area, confirmed daily activities and raffle baskets will be given out daily and are in need of donations. Pollen added that the next meeting is August 5.

F. Ice Center Working Group Update

Pollen reported that there will be a meeting with both organizations on Jun 8 to review the 2014-2015 season. Pollen reported that Bassett Mechanical will be x-raying to pinpoint the area of the leak in the Ice Center the week of June 8 and do excavation the week of June 15. Pollen added that the other two projects are on hold until verification of the leak. Discussion.

G. Fairest of the Fair Working Group Update

Dvorak reported that Cheyenne Mueller is the 2015 Manitowoc County Fairest of the Fair. Newberg added that the Memorial Day parade was canceled.

Other Fair Projects and Issues Update – No Action

None.

Adjournment

Motion made by Pollen, seconded by Newberg to adjourn at 6:58pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Janowski



MANITOWOC COUNTY
EXPO and ICE CENTER BOARD
MEETING NOTICE

DATE: July 1, 2015
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. FINANCE SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - B. OPERATIONS SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update; Walters Building; Avian Flu Form & Update
 - C. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. Outdoor Vendor Layout; Subcommittee Responsibilities and Objectives
 - D. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2015 Fair Matters
 - A. WI Association of Fairs Conference
 - B. Volunteer and Liaison Sign Up; Mentor Program
 - C. Fair Update
5. Comptroller's Financial Report – Review
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, 2015

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.

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 1, 2015
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

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

Vouchers None.

Review & Act on Subcommittee Recommendations:

A. Finance Sub-Committee

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

C. Operations Sub-Committee

1. ***No Committee Meeting-Committee Update; Walters Building; Avian Flu Form & Update***
Neuser reported on the Walters building, reiterating the emailed information the Board received that the building has been reviewed by a structural engineer, was deemed structurally unsound, and a local contractor submitted a budget estimate based on the structural engineered repair plan that made repair more expensive than replacement.

The building has been cleared by the Public Works Committee chairperson for demolition beginning next week, as time is of the essence to get the site cleared before the fair. Neuser added that Horse-A-Rama (HAR) approached the County to partner financially with Expo to build a new building and staff will work with HAR for design ideas. Neuser noted the proposed timeline: bidding will be done through Request for Proposal (RFP) in the month of July with anticipation to build by fall for next year's HAR. Neuser added that while the building will be designed to serve indoor horse exhibitions, HAR will have no exclusivity to the new building. Discussion included the year the current building was erected, contacting Walters Buildings for possible warranty on the posts, and that a 60'x160' tent is on order for the fair at a cost of \$4,000.

Dvorak reported on the operational portion of the fair for the Walters and Lesters building noting the following:

- Lesters building:
 - Show Ring on west portion of the building.
 - Seating to be located on the north wall.
 - East wall will house the beef, llamas/alpacas. Beef will be located on the north and south walls.
- Walters Building (Tent)
 - Sheep located on west.
 - Swine located on east.
 - Limestone to be used
 - Need to enclose tent with use of unused stalls or contact Becker for additional fencing.
- Other Discussion
 - Wash Rack area needs additional fencing.
 - Need for electrical, lights and pens.
 - Idea to move beef to the dairy cattle barn.
 - Generic letter to be sent from the board to the exhibitors with the plan.
 - Compact ground with roller.

Public Comment Board Chairperson moved public comment after Operations subcommittee to accommodate for additional discussion on the Walters Building. Jackqui Smith presented during public input. Discussion included:

- Concerns with location of wash rack area for swine. Idea to have Tuesday night/Wednesday morning as wash rack time.
- Security – have Walters-Tent area as home base for security.
- Supply of zip ties.

Dvorak reported on the avian flu form and documents provided in the committee packet with discussion on the current Animal ID Check In Form. Motion was made by Dvorak, seconded by Pollen to maintain compliance with the state to have poultry exhibitors complete both the Animal ID Check In Form and the Poultry Certification Form. Motion carried unanimously.

D. Entertainment/Vendors Sub-Committee:

1. *Outdoor Vendor Layout; Subcommittee Responsibilities and Objectives*

Voss reported that the committee reviewed the new vendors as well as the 2015 county fair vendor layout noting that the main gate entrance will be moved to the east, maintain the security lane, current outdoors moving to other locations and an additional grease tank to be added. 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.

Review, Discussion and Possible Action on 2015 Fair Matters

A. *WI Association of Fairs Conference*

Krizek reported on the WI Association of Fairs conference noting that reservations have begun. Conference set for January 10-13, 2016.

B. *Volunteer and Liaison Sign Up*

Vetting reported that signup sheets are on the board.

C. *Fair Update*

Behnke reported on the Education & Outreach tent and seeking items for the raffle baskets; cooking, educational, gardening, gift certificates. Discussion included obtaining literature from the 4-H extension office.

Vetting reported that fair passes are available and only 55 days left until the county fair.

Comptroller's Financial Report – Review

PW Director reported on the Financial Report included in the board packet and reviewed the expense lines.

Neuser reported that the Lesters and Dairy Cattle building structures were reviewed and were structurally sound. Neuser added that the dairy cattle barn trusses are on an every other year maintenance program.

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

A. *Breakfast on the Farm Update*

Vetting reported that there were 3,550 people served.

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

Krizek reported on month events.

Horse barns ready to be painted.

Billboard judging scheduled for July 29 at 10am.

Adjournment

Motion was made by Newberg, seconded by Gauger to adjourn at 8:15pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann



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

DATE: July 1, 2015
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
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2015 Fair:
 - A. Outdoor Vendor Layout
 - B. Subcommittee Responsibilities and Objectives
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: June 23, 2015

Rob Voss, SUB-COMMITTEE CHAIRPERSON
By: Gerard Neuser, Public Works Director

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

Held Wednesday, July 1, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

- Present:** R. Voss, M. Hackmann, D. Newberg, D. Schaut, L. Taylor, R. Zipperer, D. Gauger
- Also Present:** G. Neuser, J. Krizek, J. Vetting, D. Pollen, M. Plate, J. Janowski, K. Behnke, B. Herr
- Absent & Excused:** D. Fitzgerald, B. Blatz
- Absent:** J. Zellner
- Called to Order** Meeting called to order – 6:15pm.
- Minutes** Minutes were reviewed from the previous meeting. Motion was made by Newberg, seconded by Zipperer to approve the minutes. Motion carried unanimously.
- 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. *Outdoor Vendor Layout*

Voss reviewed the outdoor vendor list and map provided at the committee meeting with discussion on vendor requests. Voss noted that Micks Woodstoves will not be at the 2015 fair and will return for 2016. Discussion included Freedom Foods location, ATL Wireless – addition of five (5) additional front footage. Motion was made by Newberg, seconded by Zipperer to approve the 2015 Manitowoc County Fair vendor layout.

B. *Subcommittee Responsibilities and Objectives*

No update.

Other Fair Projects and Issues Update – No Action

Voss reported on the idea for the 2016 fair to have a fireworks show on the Tuesday leading into fair to help promote the fair. Discussion.

Adjournment

Motion made by Zipperer, seconded by Newberg to adjourn at 6:58pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Hackmann



MANITOWOC COUNTY
EXPO and ICE CENTER BOARD
AMENDED MEETING NOTICE

DATE: August 5, 2015
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. FINANCE SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - B. OPERATIONS SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update; Market Animal Committee Meeting Update; Walters Building Update-Barn Animal Layout; Jr. Fair Deadline Extension; Talent Show Update; Beer and Wine Department Update
 - C. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - D. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2015 Fair Matters
 - A. **Junior Fair Late Entry Submission**
 - B. Work Days Update
 - C. Billboard Judging Update
 - D. Indoor Vendor Booth – Offsite Raffle Request
 - E. Radio Spots – WOMT – Week of Fair – Be My Guest; Lunchtime at the Fair; AG Reports & Judging Results
 - F. Outdoor Vendor Meeting Time; Indoor Vendor Meeting – Tuesday, 3pm
 - G. Volunteer and Liaison Sign Up; Mentor Program
 - H. Fair Update
5. Comptroller's Financial Report – Review
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. WI Association of Fairs Conference – January 10-13, 2016
 - B. Manitowoc County Ethics Policy
 - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: July 29, 2015
Amended: August 3, 2015 @ 10:49 a.m.

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

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MINUTES of EXPO-ICE CENTER BOARD MEETING
Held Wednesday, August 5, 2015
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Also Present: G. Neuser, J. Krizek, Nichole Paulow, Tricia Tienor, Dave Mueller, Jeff Griffey, Marissa Richert, Mark Eben, Kristin Eben, Gavin Grotegut, Jean Grotegut, Kip Grotegut, Carrie Tesarik

Absent & Excused:
Absent:

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

Rick Kohlbeck introduced as new board member.

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

Vouchers None.

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

Review & Act on Subcommittee Recommendations:

A. Finance Sub-Committee

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

C. Operations Sub-Committee

1. ***No Committee Meeting-Committee Update; Market Animal Committee Meeting Update; Walters Building Update-Barn Animal Layout; Jr. Fair Deadline Extension; Talent Show Update; Beer and Wine Department Update***

Dvorak reported on the meeting held with the animal superintendents, Expo board members and staff. Dvorak reported that the proposed barn and tent layout would include:

Walters Building Tent

- Northwest corner – swine.
- Southwest corner – sheep to overflow to the east.
- East side – goats.
- Pens would be secured and seeking either use of limestone screening or mats for under the swine.

Lesters Building

- Beef cattle on the east side located on the north and south side walls.
- Alpacas/llamas down the center on the east side.
- Showring located on the west side.

Dvorak noted that the goat tent would be eliminated.

Questions from the public included:

- How to get the swine to the wash rack. Response – fence has been lined and wash rack is ready for the swine.
- Barn decorations. Response – will be working on something similar to what the goat exhibitors use and will zip tie to the pens.
- Will the tent have sides. Response – the tent will have sides.
- Electricity to the tent. Response – There will be a 100 amp service placed for the tent.

Discussion also included placing additional signage and announcements for location of the animals, signage of species and locations. Motion was made by Dvorak, seconded by Cavanaugh to recommend approval to the board the layout of Walters tent with the swine, sheep and goat and the layout for the beef cattle and alpaca/llamas and have the market animal sale and judging in the Lesters building. Motion carried unanimously. Dvorak also thanked all of the superintendents for their assistance in the layout design.

Market animal committee meeting scheduled for Sunday, August 9, at 7pm. Cavanaugh noted that he plans to attend the meeting to discuss the new layout.

Jr. Fair Extension – Dvorak reported on the recommendation to move the Jr. Fair deadline to July 1 from the current deadline of June 15. Discussion included delay on reports to the superintendents. Motion made by Dvorak, seconded by Taylor to recommend approval to the board the Jr. Fair deadline extension to July 1 and advertise at the 2015 fair to be effective for 2016. Motion carried unanimously.

Talent Show Update – Dvorak reported that there are ten entries and there will be a working meeting after the regular board meeting. Discussion included judges and Master of Ceremonies.

Beer and Wine Department Update – Dvorak reported that the beer and wine department was not advertised and no entries were received. Dvorak added that there will be continued efforts for 2016.

D. Entertainment/Vendors Sub-Committee:

1. *No Committee Meeting-Committee Update*

Voss reported that Gone Country, outdoor vendor, will not be attending this year's fair and ATL Wireless as added footage. Voss added that there are two AG vendors – Country Equipment Services from Plymouth and Nate's Landscaping from Belgium interested in attending the fair. Discussion.

Voss reported that Eis Implement will be donating the use of a three point tractor for the garden tractor pull, B&M waste units will be moving from the Walters building location to north of the cedar trees by the woodcarvers auction area and the woodcarver's auction to be held in the Lesters building.

E. Parking/Security Sub-Committee:

1. *No Committee Meeting-Committee Update*

No report.

Review, Discussion and Possible Action on 2015 Fair Matters

A. *Junior Fair Late Entry Submission*

Dvorak reported that some clubs and organizations have one person that submits the Jr. Fair entries. Dvorak added that two individuals from the same organization, Mishicot FFA, did not have entries submitted. Dvorak reported that there was an email from a parent requesting the additional goat entry and noted the stipulation regarding the goat entry and the request that no entries were submitted for another exhibitor. Motion was made by Behnke, seconded by Newberg to grant the exemption and to remind leaders about the Jr. Fair deadline. Motion carried unanimously.

B. *Work Days Update*

Dvorak reported that the antique booth, posts and east side of the barns have been painted and projects complete.

C. *Billboard Judging Update*

Vetting reported on the billboard judging and the judging went very well. Vetting went through the billboard placements.

D. *Indoor Vendor Booth – Offsite Raffle Request*

No report.

E. *Radio Spots – WOMT – Week of Fair – Be My Guest; Lunchtime at the Fair; AG Reports & Judging Results*

Krizek reported on the radio request times for coverage noting that Nancy Newberg has taken care of the list in the past and would like to get admission of names from the board. Krizek read off the radio spot times and will include on the volunteer spreadsheet.

F. *Outdoor Vendor Meeting Time; Indoor Vendor Meeting – Tuesday, 3pm*

Outdoor vendor meeting set for 2pm and indoor vendor meeting confirmed for 3pm both on Tuesday.

G. *Volunteer and Liaison Sign Up*

Vetting reported that sign up sheets are on the board noting that board members need to sign up for the week of fair.

H. Fair Update

The following were discussed:

- Daily fair meeting confirmed for 11am.
- Expo Clothing to be worn during the week of fair.
- Reminder to have conversations in the conference room and not in the office.
- Grader is not working and go to public works committee meeting. Racing promoter is interested in purchasing.
- Display board located in bathroom hallway – need someone to decorate.
- Herald Times Reporter sponsored photo contest promoting the fair.

Comptroller’s Financial Report – Review

PW Director reported on the Financial Report included in the board packet noting that Expo activities good and the Ice Center has a positive balance.

Walters Building Update – PW Director reported that a draft Request for Proposal (RFP) has been reviewed with staff and Horse-A-Rama (HAR) members along with an expert from the UW-Extension. Neuser added an application has been submitted to the State of Wisconsin for the prevailing wage rate determination. The approval process for the Proposals was reviewed as well as the funding approvals that need to be garnered from the Public Works Committee and then likely the full County Board. Neuser reported this process takes some time and that will likely mean an anticipated start of construction in the spring. Neuser noted that the building’s proposed size is to be 80’x200’ and HAR has committed to funding two-thirds of the project. Neuser added that the board will have the opportunity to review the RFP and staff to email it to them when completed.

Action Needed:

- Staff to email the RFP to the board.

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

A. WI Association of Fairs Conference – January 10-13, 2016

Krizek reminded the board to confirm reservation dates. Behnke added that dates need to be confirmed by end of fair.

B. Manitowoc County Ethics Policy

Neuser reported and reviewed the Manitowoc County Ethics policy included in the committee packet. Discussion.

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

Krizek reported on month events.

Adjournment

Motion was made by Zipperer, seconded by Gauger to adjourn at 8:27pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann



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

DATE: August 25-30, 2015
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 and acted upon at the meeting:

1. Regular business
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
2. Public Comment
3. Review, discuss, and possible action on items related to the 2015 Fair
 - a. Tuesday Meeting – Illegal Lifetime Membership Passes; Upgrade of \$5 and \$1 Passes
 - b. Prior Day's Activities Recap and Issues
 - c. Current Day Activities
 - d. Daily Judging Recap
4. Tour of the Grounds – Expo-Ice Center board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2015 fair.
5. Other Fair Projects and Issues Update – No Action
6. Adjourn

Date: August 14, 2015

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.

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

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Tuesday, August 25, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Also Present: G. Neuser, J. Krizek, Wesley Hockers

Absent & Excused: B. Blatz, J. Vetting

Absent:

Called to Order Meeting called to order – 11am.

Wesley Hockers was introduced as public works building and grounds supervisor.

Minutes No minutes were presented for approval.

Vouchers None.

Public Comment Board Vice Chairperson called for public input three times. No public comment given

Review, Discussion and Possible Action on items to the 2015 Fair

A. **Tuesday Meeting – Illegal Lifetime Membership Passes; Upgrade of \$5 and \$1 Passes**

Discussion regarding the illegal use of lifetime passes by other family members was addressed and included: lifetime membership ends 2020, possibility to show ID at gate when using pass. Motion was made by Zipperer, seconded by Herr to approve the request for ID for lifetime passes. Motion carried unanimously.

Upgrade of \$5 and \$1 passes was reviewed by the board. Discussion included upgrades to be completed in office and discuss upgrades with Rainbow Valley Rides (RVR). Motion was made by Dvorak, seconded by Taylor to approve the upgrade of \$5 and \$1 passes with staff contacting RVR for upgrade process. Motion carried unanimously.

B. **Prior Day's Activities Recap and Issues**

The following prior day's activities were addressed:

- Exhibition building was quiet and went well with Bratt assisting in the building.
- All tablets were used in the Exhibition building and judging results inputted.
- Leader's signing up exhibitors and done incorrectly. Needs to be addressed.
- Dog show went well. Team competition also went well. Idea to move the dog show to the kennel club. Superintendents were advised to submit a proposal. Issue – dogs were still on the grounds after judging complete and language to be added to the rules. Dog show judges were slimmed down to one due to low entries.
- Request from Keys Concessions regarding similar vendors onsite. There is no exclusivity.
- Band entrance process to Rock Pavilion and entering from southeast side.
- Remind gatekeepers to collect worker passes from band members and all should have a pass.
- Cedar Crest – East side of milkhouse very narrow.
- Joan Lueck requested a refund of manure fees. Consensus was no.

C. **Current Day Activities**

The following current day activities were addressed:

- Walters Tent – staff and volunteers thanked for efforts for set up of the tent.
- Milk House – report on milk pick up process with 6:30am pickup. Process will be reviewed.
- Special Olympics begins at 6pm.
- Talent Show – set up complete, stage up, bleachers in position. Need to check sound system.
- There will be four parkers on horseback and one ATV.
- Picked up flowers from the PGA at no charge.

D. Daily Judging Recap
No report.

Tour of the Grounds – Expo-Ice Center board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2015 Fair

Other Fair Projects and Issues Update – No Action
No report.

Adjournment

Motion was made by Zipperer, seconded by Taylor to adjourn at 5:00pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, August 26, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Also Present: G. Neuser, J. Krizek, Wesley Hockers

Absent & Excused: J. Vetting

Absent:

Called to Order Meeting called to order – 11am.

Minutes No minutes were presented for approval.

Vouchers None.

Public Comment Board Vice Chairperson called for public input three times. No public comment given

Review, Discussion and Possible Action on items to the 2015 Fair

A. Tuesday Meeting – Illegal Lifetime Membership Passes; Upgrade of \$5 and \$1 Passes
No report.

B. Prior Day's Activities Recap and Issues

The following prior day's activities were addressed:

- Ice Center – sound system issues need to be addressed.
- Additional port-a-potty to be placed by watershed.
- C&L would like to add an additional wagon for 2016.
- Two sheep got out in the Walters tent.
- Depth measurements were completed for each stand.
- Special Olympics – security concerns were addressed noting limited helpers from the Special Olympics group. Sheriff's and police showed up late and staff and volunteers should only be on the grounds.
- Inebriated person issue was discussed.
- Rabbit hopping went well and included local exhibitors.

C. Current Day Activities

The following current day activities were addressed:

- Grand and reserve were picked for swine and the judge commented how well the show went.
- Horse show – looks good.
- AG Adventureland – tent up and ready.
- Master gardeners happy with the garden.
- Talent Show Competition ready to go.
- Cattle barn – issues with lights.
- Fire truck parked by horse arena needs to be moved.

D. Daily Judging Recap

No report.

Tour of the Grounds – Expo-Ice Center board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2015 Fair

Other Fair Projects and Issues Update – No Action

No report.

Adjournment

Motion was made by Hackmann, seconded by Taylor to adjourn at 5:00pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Thursday, August 27, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

Absent & Excused: J. Vetting

Absent:

Called to Order Meeting called to order – 11am.

Minutes No minutes were presented for approval.

Vouchers None.

Public Comment Board Vice Chairperson called for public input three times. No public comment given

Review, Discussion and Possible Action on items to the 2015 Fair

A. Tuesday Meeting – Illegal Lifetime Membership Passes; Upgrade of \$5 and \$1 Passes
No report.

B. Prior Day's Activities Recap and Issues

The following prior day's activities were addressed:

- Jeff Beyer complimented the board on their efforts.
- Talent show went well with nine acts. Approx 100 in attendance and hope to continue.
- Dairy Cattle Barn issue – met with superintendent about building and when to close. Barn closed on Tuesday and a list of night watchmen was provided.
- Horse show went well and completed around 5pm with the fun show this morning.
- Racing went well. Long intermission caused people to leave.
- Sheep show went well.
- Parking & Security – issue with EMT coverage of noon to 6pm. EMT instructed to roam the grounds and caused delays in emergency services. One issue at carnival and one at restrooms with both resulting in ambulance service. Discussion.
- Down in attendance 558, total down 505.
- Mechanical bull – vendor wants to move in front of the variety tent. Reassess next year.
- Move bleachers to woodcarver area.
- Little Shop of Cheesecakes – not happy with current location.
- Indoor vendor – Homecare had issues with tear down process. Discussion included liability issues of lost or broken items and last year of making exemption. Tear down to be 6pm-8pm on Sunday and 8am-noon on Monday.
- Some issues with gatekeeper process.

C. Current Day Activities

The following current day activities were addressed:

- Judging for outdoor, indoor and AG vendors to be completed by Kohlbeck, Bratt, and Hackmann.
- Market Animal Sale at 7pm.
- Horse Pull set up and ready.
- Cream Puff Eating Contest at 2pm and the state fairest possibly at the fair.
- Reminder to put ideas in the future fair ideas notebook.
- Outdoor contracts fees for discussion at tomorrow's meeting.
- Accident in the morning with a member from Holiday House and ambulance called.
- Jerry Vetting is home and hoping to stop in the week.
- Brewers brewing on Saturday in same location from noon-5pm.

D. Daily Judging Recap

Issue with one item in the Open Class Exhibition building judging. Exhibitor had entered in Brown County and entered same item in Manitowoc County. The rules for Manitowoc County supersede the state rules and the item was disqualified.

Tour of the Grounds – Expo-Ice Center board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2015 Fair

Other Fair Projects and Issues Update – No Action

No report.

Adjournment

Motion was made by Bratt, seconded by Zipperer to adjourn at 5:00pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Friday, August 28, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Also Present: G. Neuser, J. Krizek, Phil Erdmann

Absent & Excused: B. Blatz

Absent:

Called to Order Meeting called to order – 11am.

Minutes No minutes were presented for approval.

Vouchers None.

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

Review, Discussion and Possible Action on items to the 2015 Fair

A. Tuesday Meeting – Illegal Lifetime Membership Passes; Upgrade of \$5 and \$1 Passes
No report.

B. Prior Day's Activities Recap and Issues

The following prior day's activities were addressed:

- Mechanical bull would like to move by variety tent. Consensus was no.
- Market animal sale went well and prices good. Not as many buy backs this year which will result in less scholarships or lower scholarship amounts.
- Horse Pull had 19 teams and turned out well. Started at 1:30pm and done by 4pm. Good crowd and one of the biggest seen by the pullers this year.
- Bandwagon – discussion of use and need for next year.
- Cattle Barn – gates and fencing issues – need to be repaired.
- New building announcements – announcements were made regarding the new building. Liaison to discuss with superintendent.
- Carnival Balloon game issue – was addressed with Rainbow Valley Ride and vendor was shut down.
- Camper in parking lot – need to find out if paid.
- Minor trying to purchase beer with a confiscated ID.
- Compliments on the cleanliness of the fair.
- Kandu – great show.
- Indoor Vendor – dog in the booth and asked to remove.
- AG Adventureland – went well and larger crowds.
- Department of AG onsite and completing inspections of the facilities.
- Attendance up 3,756 for the day and overall up 3,251.
- Outdoor vendor contracts increase in electrical. Motion was made by Cavanaugh, seconded by Zipperer to increase the electrical of 110 and 220 for outdoor \$5 and include one merchants gate pass per vendor. Motion carried unanimously.

C. Current Day Activities

The following current day activities were addressed:

- Ice Center events going well and thanks to Dick Pollen from Scott Gunderson.
- Dairy Exhibitor meeting at 7pm tonight.
- Tractor Pull tonight and ready – need to do finishing touches.
- Tractor Pull receives pit passes and gets them into the fair through the grandstand.
- Ribbons requested for herdsmanship and consensus ok to give 6 blue, red, white and pink.

Daily Judging Recap

The following daily judging recap was addressed:

- Outdoor, Indoor and AG judging results were presented.
- Cattle judge doing better with the Jr. Fair judging than in Open Class.
- All judging done in the Exhibition building. Just a note that state rules state that exhibitors can show at multiple fairs but Manitowoc County rules override the state rules.

Tour of the Grounds – Expo-Ice Center board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2015 Fair

Other Fair Projects and Issues Update – No Action

No report.

Adjournment

Motion was made by Dvorak, seconded by Voss to adjourn at 5:00pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Saturday, August 29, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Also Present: G. Neuser, J. Krizek

Absent & Excused: J. Vetting, D. Gauger

Absent:

Called to Order Meeting called to order – 11am.

Minutes No minutes were presented for approval.

Vouchers None.

Public Comment Board Vice Chairperson called for public input three times. No public comment given

Review, Discussion and Possible Action on items to the 2015 Fair

A. *Tuesday Meeting – Illegal Lifetime Membership Passes; Upgrade of \$5 and \$1 Passes*
No report.

B. *Prior Day's Activities Recap and Issues*

The following prior day's activities were addressed:

- Cattle Barn – Liaison met with superintendents with discussion on area where person fell and gates needing repair.
- Milkhouse Update – checking with Gibbsville about next year, \$3,000 milk check now and could be \$500 if no market, have \$1,200 in expenses every year, will be discussing over winter for solutions.
- Wizard's Kingdom – issues with tear down by 8pm. Rules need to be enforced.
- Horsey Habit thought product was missing/stolen but found that staff had taken items back to their store.
- Four day total up 296.

C. *Current Day Activities*

The following current day activities were addressed:

- WI Garden Tractor Pull cancelled with decision on tractor pull by 3pm. Contact Schnell Brothers.
- Futurity set up went well and anticipate 26 animals.
- Case in Exhibition broken and needs to be removed. Cases are aging.
- Announcement on new barn was addressed and superintendent intentions was to inform the public to solicit funds.

Daily Judging Recap

No report.

Tour of the Grounds – Expo-Ice Center board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2015 Fair

Other Fair Projects and Issues Update – No Action

No report.

Adjournment

Motion was made by Herr, seconded by Bratt to adjourn at 5:00pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Sunday, August 30, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Also Present: G. Neuser, J. Krizek, Jeff Beyer, Danny Upchurch

Absent & Excused:

Absent:

Called to Order Meeting called to order – 11am.

Minutes No minutes were presented for approval.

Vouchers None.

Public Comment Danny Upchurch, TaDa, discussed the current contract ends this year and would like to come back at the same price.

Review, Discussion and Possible Action on items to the 2015 Fair

A. **Tuesday Meeting – Illegal Lifetime Membership Passes; Upgrade of \$5 and \$1 Passes**

No report.

B. **Prior Day's Activities Recap and Issues**

The following prior day's activities were addressed:

- Manitowoc Culvers Futurity went well with full house and extra bleachers helped. One incident during the show with a Holstein.
- Skidloader issue and a toddler almost hurt. Staff to review.
- Missing Child protocol – need to set up process and layout of board members and volunteers.
- Beer vendors brewed and great meeting with the vendors and staff and would like to do an accredited contest.
- Milk Parlor – need to restrict the area between 4pm-5pm with children in the area. Staff to work on.
- Incident – injury in horse stall with young female. Resulted in bloody nose and hurt leg.
- Horse show went well and driving teams were ready to go on time.
- Tractor Pull canceled and Schnell Bros inquired to receive a cancelation fee which is not on the contract. Motion was made by Plate, seconded by Voss to provide a cancelation fee not to exceed \$200. Motion carried. Gauger, Pollen, and Newberg voted no.
- Mary Zimmerman called with issue with stand by main gate stating everything was \$10. Vendor had foul language and rude. Staff to talk with RVR.
- Attendance at 12,269, up 981.

C. **Current Day Activities**

The following current day activities were addressed:

- Demo Derby set up.
- EWSC assisted with set up and will help with tear down.
- Exhibition building – need help with tear down of pictures.
- Carvings – need to be placed by 2pm in the Lesters building.
- Small animal auction today.

Daily Judging Recap

No report.

Tour of the Grounds – Expo-Ice Center board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2015 Fair

Other Fair Projects and Issues Update – No Action

No September meeting.

Adjournment

Motion was made by Newberg, seconded by Pollen to adjourn at 5:00pm. Motion carried.

Minutes taken by Krizek

Signed by Hackmann



MANITOWOC COUNTY
EXPO and ICE CENTER BOARD
MEETING NOTICE

DATE: October 7, 2015
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. FINANCE SUB-COMMITTEE:
 1. Ticket Pricing – 2016; Rainbow Valley Rides Contract Update; 2015 Fair Budget; 2016 Fair Budget
 - B. OPERATIONS SUB-COMMITTEE:
 1. Market Animal Committee Meeting Update; Liaison Updates – Issues during Fair; Poultry and Rabbits Rules and Regulations Revision Extension; 2015 Fair Pictures-Convention; 2016 Theme-Colors; Blue Ribbon-Exhibitor Entries-Leader; Talent Show Competition Update; Missing-Lost Child Protocol; Special Olympics Run-Logistical Support; Wine and Beer Rules and Regulations; Ice Center Show Ring Update; Education & Outreach Working Group Update; Ice Center Working Group Update; Fairest of the Fair Working Group Update
 - C. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. Display and/or Sales of Objectionable Items; Clean Up Fee; Indoor Vendor Booth Issues-Rules 2016; Outdoor Vendor Issues-Grease Removal; Indoor-Outdoor Vendor Survey Results; Main Gate-Fair Layout Update; 2016 Grandstand Events-Contracts-Cancelation Language-Pit Passes-Horse Pullers Gate Admission
 - D. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2015 and 2016 Fair Matters
 - A. Fair Concerns and Issues 2015; Comments and Recommendations for 2016
 - B. Fair Update
5. Comptroller's Financial Report – Review
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. District 4 Meeting Update
 - B. Rummage-A-Rama – November 14; Volunteer Sign Up
 - C. Walters Building Update
 - D. CPR Class
 - E. Expo Site Sign Update
 - F. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: September 29, 2015

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.

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

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, October 7, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

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

Minutes Minutes were reviewed from the previous meeting. Motion was made by Zipperer, seconded by Bratt, to approve all previous meeting minutes included in the board packet for the month of August. Motion carried unanimously.

Vouchers None.

Public Comment David Hickman, 16011 CTY Road C, Valders expressed apologies to the board for an issue that occurred during the Demo Derby on Sunday during fair. Mr. Hickman explained that there was an issue with smokers in the grandstand area and would like to see an area designated for smokers only and announcements made regarding smoking area.

Action Needed:

- Place on next Entertainment & Vendor subcommittee agenda – Designated Smoking Area-Grandstand

Review & Act on Subcommittee Recommendations:

A. Finance Sub-Committee

1. ***Ticket Pricing-2016; Rainbow Valley Rides Contract Update; 2015 Fair Budget; 2016 Fair Budget***

Behnke reported on the following:

- Ticket pricing for 2016 was reviewed noting the following: \$10 daily gate admission; \$30 season; \$6 senior; \$6 veterans; worker pass \$5; tiny tot – 0-3 years free and 4 and over \$10; Jr. Fair exhibitor - \$3, and increasing the parent/exhibitor pass rate from \$20 to \$25 to stay consistent with the season pass increase of \$5
- Rainbow Valley Rides – moving forward and finalizing soon.

Motion was made by Behnke, seconded by Schaut to approve the 2016 ticket pricing and increasing exhibitor/parent pass rate from \$20 to \$25. Motion carried unanimously.

C. Operations Sub-Committee

1. ***Market Animal Committee Meeting Update; Liaison Updates – Issues during Fair; Poultry and Rabbits Rules and Regulations Revision Extension; 2015 Fair Pictures-Convention; 2016 Theme-Colors; Blue Ribbon-Exhibitor Entries Leader; Talent Show Competition Update; Missing-Lost Child Protocol; Special Olympics Run-Logistical Support; Wine and Beer Rules and Regulations; Ice Center Show Ring Update; Education & Outreach Working Group Update; Ice Center Working Group Update; Fairest of the Fair Working Group Update***

Dvorak reported on the following:

- Market Animal Committee Meeting – went well and new board members elected.
- Liaison Issues – resolving issues with superintendents and liaisons.
- Poultry-Rabbit Extension – recommend extend deadline for changes due to multiple entry issues.

- 2015 Fair Pictures – vote on pictures for convention.
- Blue Ribbon – working with Martech and exhibitors to be responsible for entries.
- Talent Show – moving forward again for 2016.
- Lost Child Protocol – working on.
- Special Olympics – preparing logistics.
- Beer and Wine – See Tonya after meeting for working group.
- Ice Center Show Ring – went well this year.
- Education & Outreach – meeting to be held in January.
- Ice Center – painting and clean up with ice in and completed this week.
- Fairest of the Fair – Auction basket items needed.

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

Dvorak presented the recommended themes and colors to the full board for final selection. Themes were: A Harvest of Fun (for Everyone) – Gold and Royal Blue; Passport to Fun – Maroon and Royal Blue; Blue Jeans ‘N Country Dreams – Denim, Silver and Royal Blue; Country Fun (For Everyone) – Purple and Royal Blue. Discussion included changing colors dependent on the theme and to approve the theme first and then the colors. Voting on the themes and colors was completed. Motion was made by Dvorak, seconded by Taylor to approve the theme Blue Jeans ‘N Country Dreams with the colors Silver and Royal Blue. Motion carried unanimously.

Dvorak noted that a meeting would be scheduled for fairbook changes for those interested in attending.

D. Entertainment/Vendors Sub-Committee:

1. ***Display and/or Sales of Objectionable Items; Clean Up Fee; Indoor Vendor Booth Issues-Rules 2016; Layout Update; 2016 Grandstand Events-Contracts-Cancelation Language-Pit Passes-Horse Pullers Gate Admission***

Voss reported on the following:

- Objectionable Items – corporation counsel to be advised.
- Indoor Vendor Rules – to be reviewed.
- Outdoor Vendor – issues with grease removal and rules to be reviewed.
- Surveys were reviewed.
- Layout – noted that the new layout helped with flow of traffic.
- Contracts – working on contracts with cancelation changes, pit passes and horse pullers number of entrants.
- Clean Up Fee – recommend for approval that the \$100 clean up fee be retained and used towards cleaning fee. Comments were that the fair looked clean.

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

E. Parking/Security Sub-Committee:

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

No report.

Review, Discussion and Possible Action on 2015 and 2016 Fair Matters

- A. ***Fair Concerns and Issues 2015; Comments and Recommendations for 2016***

Neuser reported on issues with the accounting and gatekeepers, Lions. Neuser added that the process will be changing.

B. Fair Update

The following were discussed:

- Special Olympics report and letter.
- Thank You cards and emails were read.
- State Fair paperwork complete and submitted.

Comptroller's Financial Report – Review

PW Director reported on the Financial Report included in the board packet noting that Expo activities revenue has not been posted for fair and to be complete by December. Neuser added that the Ice Center revenues is in the black and will decrease after expenses are entered for the upcoming season and added that the maintenance expenses are higher as a result of the Walters Building demolition, water infrastructure project, additional limestone and the three water main breaks.

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

A. District 4 Meeting Update

Vetting reported on the District 4 meeting noting that each fair provided a report and most have included an AG Adventureland tent. Vetting added that fairs had monster truck shows, Lego areas, wine tasting and a radio station did a Give Away promotion.

B. Rummage-A-Rama – November 14; Volunteer Sign Up

Volunteer signup sheet distributed and table to be added to sell Expo items at the sale.

C. Walters Building Update

Neuser reported on the Walters Building status noting that a committee comprised of two Horse-A-Rama members (Bruce and Pat Kornely, UW Extension member Scott Gunderson and staff. Neuser added that eighteen businesses took out the plans and six businesses submitted the Request for Proposal (RFP) with four businesses being selected for the final interview process. Neuser noted that the committee will review the RFPs and come to a consensus on one business. Neuser reported that at this time there is not adequate funding for the project and grant applications will be submitted with the goal to begin build next spring. Discussion.

D. CPR Class

Neuser reported that there is an option to conduct a CPR class during a board meeting, if interested.

Action Needed:

- Staff to contact City of Manitowoc Fire Chief.

E. Expo Site Sign Update

Krizek reported on the Expo Site sign and provided a picture of the sign to the board.

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

Vetting reported on the four reappointments to the board, Russ Zipperer, Rob Voss, Jody Beyer, and Mike Plate. Vetting also noted that a potential candidate for the open seat on the board was also interviewed today.

Adjournment

Motion was made by Janowski, seconded by Voss to adjourn at 7:53pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Hackmann



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

DATE: October 7, 2015
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 and 2016 Fair:
 - A. Ticket Pricing – 2016
 - B. Rainbow Valley Ride Contract Update
 - C. 2015 Fair Budget; 2016 Fair Budget
4. Update and Possible Action on Other Fair Operation Projects and Issues
5. Adjourn

Date: September 29, 2015

Kevin Behnke, 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
FINANCE SUBCOMMITTEE**

Wednesday, October 7, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

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

Absent & Excused:

Absent:

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

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

Review, Discussion, and Possible Action on the following items for the 2015 Fair:

A. Ticket Pricing – 2016

Behnke reviewed the 2016 ticket pricing as follows: \$10 daily gate admission; \$30 season; \$6 senior; \$6 veterans; worker pass \$5; tiny tot – 0-3 years free and 4 and over \$10; Jr. Fair exhibitor - \$3. Discussion on the parent/exhibitor pass rate. Motion was made by Plate, seconded by Gauger to recommend approval to the board the parent/exhibitor pass rate of \$25. Motion carried unanimously.

B. Rainbow Valley Ride Contract Update

Neuser reported that staff is working with corporation counsel and Rainbow Valley Rides (RVR) on language changes and waiting for the final signed contract.

C. 2015 Fair Budget; 2016 Fair Budget

Neuser reported that the 2016 fair budget was reviewed by staff and has been updated with more realistic projections and actual figures. Discussion.

Update and Possible Action on Other Fair Operation Projects and Issues

None.

Adjourn

Motion made by Plate, seconded by Bratt to adjourn at 6:58pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Bratt

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

Held Wednesday, October 7, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

Present: R. Voss, M. Hackmann, D. Newberg, D. Schaut, L. Taylor, R. Zipperer, D. Gauger, D. Fitzgerald, B. Blatz
Also Present: G. Neuser, J. Krizek, J. Vetting, D. Pollen, J. Janowski, B. Cavanaugh
Absent & Excused:
Absent:

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

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

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 and 2016 Fair:

A. *Display and/or Sales of Objectionable Items*

Voss reported on the issue of an objectionable display at the 2015 fair noting that a confederate flag was flown during the week of fair. Discussion.

Action Needed:

- Staff to work with corporation counsel on language to be added to the rules and regulations.

B. *Clean Up Fee*

Voss reported on the current refund of the cleanup fee deposit. Discussion. Motion was made by Taylor, seconded by Voss to recommend to the board for approval that the cleanup fee of \$100 is charged and there is no refund, the cleanup fee will be retained and used for the sweeper fees during the week of fair. Motion carried unanimously. Discussion on grandstand cleanup.

C. *Indoor Vendor Booth Issues – Rules 2016*

Discussion included issues with staffing of indoor vendor booths and reviewing the rules and regulations.

Action Needed:

- Keep on the next Entertainment & Vendor subcommittee agenda.
- Review ideas and language from other county fairs.

D. *Outdoor Vendor Issues – Grease Removal*

Voss reported on the issue with vendors dumping grease in the bathroom toilets. Discussion on adding language to the outdoor vendor rules and regulations.

Action Needed:

- Staff to work add additional language to the rules and regulations.

E. *Indoor-Outdoor Vendor Survey Results*

Indoor and outdoor vendor survey results were reviewed.

Action Needed:

- Keep on the next Entertainment & Vendor subcommittee agenda.

F. *Main Gate-Fair Layout Update*

Voss reported on the main gate layout noting that the flow of traffic went well and worked as planned. Discussion included the placement of the ticket booths, angled, and need to change for 2016 to face south and potential walkway to main gate.

G. 2016 Grandstand Events; Contracts – Cancellation Language; Pit Passes; Horse Pullers Gate Admission

Voss reported that there are a list of contracts due adding that cancellation language and pit pass language needs to be added to the contract. Discussion on the horse pullers gate admission and number of people to be admitted.

Action Needed:

- Keep on the next Entertainment & Vendor subcommittee agenda.
- Staff to contact Horse Pullers regarding gate admission.

Other Fair Projects and Issues Update – No Action

Krizek reported on comments received regarding the chainsaw carver and lack of participation, grandstand events and seating. Voss added that the bull riding looked very interesting and have secured sponsorships for the Tuesday night fireworks.

Action Needed:

- Staff to contact City of Manitowoc regarding permits.
- Committee members to bring to the next Entertainment & Vendor subcommittee meeting ideas for grandstand entertainment.

Adjournment

Motion made by Newberg, seconded by Gauger to adjourn at 6:06pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Hackmann



MANITOWOC COUNTY
EXPO and ICE CENTER BOARD
MEETING NOTICE

DATE: November 4, 2015
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. Pledge of Allegiance
 - B. Roll Call
 - C. Previous Minutes
 - D. Vouchers
2. Public Comment
3. Review, Discussion, and Possible Action on Sub Committee Recommendations
 - A. FINANCE SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - B. OPERATIONS SUB-COMMITTEE:
 1. Market Animal Committee Meeting Update; Open Class-Junior Fair Dogs – Change of Venue Request; Jr. Fair Rules & Regulations Update; Gate Hours; Missing-Lost Child Protocol; Special Olympics Run-Logistical Support; Beer Rules and Regulations; Education & Outreach Working Group Update; Ice Center Working Group Update; Fairest of the Fair Working Group Update
 - C. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. Display and/or Sales of Objectionable Items – Update; FFA Tractor Rebuild Program; Designated Smoking Area – Grandstand; City of Manitowoc Permits Update - Fireworks; Tuesday-Sunday Grandstand and Special Events Entertainment – Horse Pullers Gate Admission Update & Contract-Casady's Critters Contract-TaDa Contract; Indoor Vendor Booth Issues-Rules 2016; Outdoor Vendor Issues-Grease Removal; Indoor-Outdoor Vendor Survey Results
 - D. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2016 Fair Matters
 - A. Fair Update
5. Comptroller's Financial Report – Review
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Manitowoc Speedway
 - B. WI Association of Fairs Convention – Jan 10-13, 2016; Quorum; Auction Item Bid Amount
 - C. Reappointment and New Appointment of Board Members
 - D. Rummage-A-Rama – November 14; Volunteer Sign Up
 - E. Multi-Purpose Building Update
 - F. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: October 27, 2015

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.

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

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, November 4, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Called to Order Meeting called to order – 7:10pm. Hawig was introduced to the board as a new board member.

Minutes Minutes were reviewed from the previous meeting. Motion was made by Zipperer, seconded by Bratt, to approve all previous meeting minutes included in the board packet for the month of August. 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. Finance Sub-Committee

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

B. Operations Sub-Committee

1. **Market Animal Committee Meeting Update; Open Class-Junior Fair Dogs – Change of Venue Request; Jr. Fair Rules & Regulations Update; Gate Hours; Missing-Lost Child Protocol; Special Olympics Run-Logistical Support; Beer Rules and Regulations; Education & Outreach Working Group Update; Ice Center Working Group Update; Fairest of the Fair Working Group Update**

Dvorak reported on the following:

- Market Animal Committee Meeting – there will be less scholarships distributed.
- Rules and regulations to be reviewed next week Wednesday.
- Small Animal Rules to be reviewed on November 18.
- Gate hours – consensus to keep the same.
- Beer rules are being worked on with printed literature in December. Judging to take place prior to fair with Best of Show at fair.
- Education & Outreach group meeting in January.
- Ice Center – compressor issues and \$53,000 for new compressor. Request submitted to public works committee to restructure the payment schedule.
- Fairest of the Fair – 2 holiday parades. Convention auction items needed.
- Open Class-Junior Fair Dogs – Change of Venue Request – recommendation to move the dog show to the kennel club per the request in the packet for a one year trial period and then reevaluate.

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

C. Entertainment/Vendors Sub-Committee:

1. **Display and/or Sales of Objectionable Items – Update; FFA Tractor Rebuild Program; Designated Smoking Area – Grandstand; City of Manitowoc Permits Update – Fireworks; Tuesday-Sunday Grandstand and Special Events Entertainment – Horse Pullers Gate Admission Update & Contract-Casady's Critters Contract-TaDa Contract; Indoor Vendor Booth Issues-Rules 2016; Outdoor Vendor Issues-Grease Removal; Indoor-Outdoor Vendor Survey Results**

Voss reported on the following:

- FFA Tractor Rebuild program being coordinated with Valders FFA to rebuild tractors and working to get other FFA's involved.
- Permits – need layout, provider, distance and information for fireworks.
- Grandstand – looking for entertainment ideas.
- Display and/or Sales of Objectionable Items – recommend to approval language included in the packet contingent upon adding Expo board. Staff to discuss with corporation counsel.
- Contracts recommended for approval – Horse Pullers including gate admission language, Casady's Critters, and TaDa.
- Designated Smoking Area – recommend to approve no smoking in the grandstand.

Motion was made by Voss, seconded by Schaut to approve the committee report and recommendation. Motion carried unanimously. Discussion included fireworks and concerns with the horses.

D. Parking/Security Sub-Committee:

1. No Committee Meeting-Committee Update

No report.

Review, Discussion and Possible Action on 2016 Fair Matters

A. Fair Update

No update.

Comptroller's Financial Report – Review

PW Director reported on the Financial Report included in the board packet noting that Expo activities is good, fair activities should not change significantly, ice center activities will be in the red and have exhausted the \$30,000 in reserves and with the new contract there will no longer be reserves, maintenance activities had large capital due to accident at Exhibition building and have not received insurance check, water infrastructure project and three water leaks.

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

A. Manitowoc Speedway

Todd Humphrey, Eastern Wisconsin Stock Car Racing (EWSC), distributed a tentative 2016 race schedule along with a race proposal for Tuesday and Wednesday night during the week of fair. Humphrey noted that six divisions ran at the 2015 fair and would propose to run four divisions each of the two nights to shorten the time at the grandstand. Janowski inquired about possibility of a rain out and Humphrey confirmed that the race could run for \$6,500 versus the proposed \$13,000 for two race nights. Discussion on keeping four divisions versus three. Humphrey added that EWSC has provided new lights in the pits, poured concrete for barriers and other work at the race track.

Vetting read a letter submitted by EWSC on work that was completed during the week of fair by their volunteers.

Action Needed:

- Put EWSC Race Program on the next Entertainment & Vendor Subcommittee Agenda.

B. WI Association of Fairs Convention – Jan 10-13, 2016; Quorum; Auction Item Bid Amount

Neuser reported that there will not be a quorum at convention; therefore, there will be no agendas or formal meetings conducted during the convention. Neuser recommended informal daily meetings still be held to discuss convention activities that should be reported back to the full board in February.

Neuser reported the Expo Board cannot purchase an auction basket using the County Credit Card/County funds. If the Expo members present at the convention wish to bid on an auction basket, they will need to use personal funds.

C. Reappointment and New Appointment of Board Members

Vetting informed the board that all members up for reappointment accepted the reappointment – Voss, Zipperer, Plate, and Beyer. Vetting added the new appointment was for Hawig.

D. Rummage-A-Rama – November 14; Volunteer Sign Up

Volunteer signup sheet distributed.

E. Multi-purpose Building Update

Neuser reported on the multi-purpose building and the four finalists included in the board packet. Neuser added that the review committee consisted of Horse-A-Rama (Bruce and Pat Kornely), Scott Gunderson, and staff. Neuser added that Valley Buildings Supply has been selected by the review committee and will be submitted to the public works committee for approval. Neuser noted that more funding is needed and a grant request has been submitted to the West Foundation and will be looking for other grants, foundations, and businesses for funding of the project.

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

Vetting reported the inspection letter received from the Department of Trade and Consumer Protection noting that the fair received an excellent report.

Cavanaugh reported on an email received from a county board member looking into the Midwest Country show idea. Voss added that the costs and outline of the event would be required and submitted to the Entertainment and Vendor subcommittee.

Herr reported that the Expo foundation annual meeting will be meeting tomorrow at the Expo office.

Voss reported that the Vietnam Veteran's Benefit dance was held at the Merchants building and was a success.

Adjournment

Motion was made by Newberg, seconded by Bratt to adjourn at 8:08pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Hackmann



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

DATE: November 4, 2015
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
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2016 Fair:
 - A. Display and/or Sales of Objectionable Items Language – Update
 - B. FFA Tractor Rebuild Program
 - C. Designated Smoking Area – Grandstand
 - D. City of Manitowoc Permits Update – Fireworks
 - E. Tuesday-Sunday Grandstand and Special Events Entertainment – Horse Pullers Gate Admission Update & Contract; Casady's Critters Contract; TaDa Contract
 - F. Indoor Vendor Booth Issues – Rules 2016
 - G. Outdoor Vendor Issues – Grease Removal
 - H. Indoor-Outdoor Vendor Survey Results
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: October 27, 2015

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 4, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

Present: R. Voss, M. Hackmann, D. Newberg, D. Schaut, L. Taylor, R. Zipperer, D. Gauger, D. Fitzgerald
Also Present: G. Neuser, J. Krizek, J. Vetting, D. Pollen, J. Janowski, B. Cavanaugh, B. Herr, K. Behnke
Absent & Excused: B. Blatz, R. Kohlbeck
Absent:
Called to Order Meeting called to order – 6pm.
Minutes Minutes were reviewed from the previous meeting. Motion was made by Zipperer, seconded by Schaut to approve the minutes. Motion carried unanimously.
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 and 2016 Fair:

A. *Display and/or Sales of Objectionable Items Language – Update*

Neuser reported on the language provided by corporation counsel and included in the committee packet for inclusion in the vendor contracts. Discussion to include Expo Board in language. Motion was made by Zipperer, seconded by Newberg to recommend approval to the board the language provided in the committee packet contingent on including Expo Board in the language. Motion carried unanimously.

Action Needed:

- Staff to review vendor contracts.
- Staff to contact corporation counsel for additional wording of Expo Board in language.

B. *FFA Tractor Rebuild Program*

Voss reported on the FFA Tractor Rebuild program noting that Mishicot provided a tractor display at the 2015 fair. Voss added that Valders FFA is currently working on building the program along with the potential to host a competition between schools, raffles, and an auction. Discussion included raffle policy during the fair, auctioning at the woodcarver's auction.

C. *Designated Smoking Area – Grandstand*

Voss reported on the public input and complaint provided at the last Expo-Ice Center board meeting and the request for a designated smoking area in the grandstand. Discussion on locations. Motion was made by Newberg, seconded by Gauger to recommend approval to the board to prohibit smoking in the seating areas of the grandstand and bleachers area. Motion carried unanimously.

Action Needed:

- Staff to have No Smoking Beyond this Point signs created.

D. *City of Manitowoc Permits Update – Fireworks*

Krizek reported that a permit is required similar to the permits obtained for any of the grandstand events and will be at no cost. Krizek added that information is required by the Fire Department including shooter name and license, size of shells to determine exclusion area, an overview map will need to be prepared. Krizek noted that the fire department or ambulance is required to be at the site.

Action Needed:

- Committee to provide required information for the fire department.

E. Tuesday-Sunday Grandstand and Special Events Entertainment – Horse Pullers Gate Admission Update & Contract; Casady’s Critters Contract; TaDa Contract

Contracts were presented for approval noting that the horse pullers contract includes gate admission information. Motion was made by Taylor, seconded by Gauger to recommend approval to the board the Horse Pullers, Casady’s Critters, and TaDa contracts. Motion carried unanimously.

F. Indoor Vendor Booth Issues – Rules 2016

No report.

Action Needed:

- Keep on the next Entertainment & Vendor subcommittee agenda.

G. Outdoor Vendor Rules – Grease Removal

No report.

Action Needed:

- Keep on the next Entertainment & Vendor subcommittee agenda.

H. Indoor-Outdoor Vendor Survey Results

No report.

Other Fair Projects and Issues Update – No Action

No report.

Adjournment

Motion made by Zipperer, seconded by Taylor to adjourn at 6:21pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Hackmann



MANITOWOC COUNTY EXPO-ICE CENTER BOARD

Entertainment and Vendor Sub-Committee MEETING NOTICE

DATE: December 2, 2015
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
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2016 Fair:
 - A. Display and/or Sales of Objectionable Items Language – Update
 - B. Tuesday-Sunday Grandstand and Special Events Entertainment – EWSC Race Contract; Schnell Bros Contract – Tractor Pull; Other Grandstand Entertainment Ideas
 - C. Indoor Vendor Booth Issues – Rules 2016
 - D. Outdoor Vendor Issues – Grease Removal Language
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: November 24, 2015

Rob Voss, 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
ENTERTAINMENT AND VENDORS SUBCOMMITTEE**

Held Wednesday, December 2, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

Present: R. Voss, D. Newberg, D. Schaut, L. Taylor, R. Zipperer, D. Fitzgerald
Also Present: G. Neuser, J. Krizek, J. Vetting, D. Pollen, B. Cavanaugh, B. Herr
Absent & Excused: D. Gauger, B. Blatz, M. Hackmann, R. Kohlbeck
Absent:

Called to Order Meeting called to order – 6pm.

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

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 2016 Fair:

A. *Display and/or Sales of Objectionable Items Language – Update*

Krizek reported that corporation counsel approved the revision of Manitowoc County to Manitowoc County Expo Board throughout the outdoor vendor contract.

B. *Tuesday-Sunday Grandstand and Special Events Entertainment – EWSC Race Contract; Schnell Bros Contract – Tractor Pull; Other Grandstand Entertainment Ideas*

Voss reported on the contract with Schnell Bros for the Tractor Pull at the same rate of \$4,200 and presented for approval. Voss added that additional language was added to the contract of a \$250 cancelation fee. Motion was by Newberg, seconded by Taylor to recommend approval to the board the Schnell Bros Tractor Pull contract. Motion carried unanimously.

Voss presented the three proposals from Eastern WI Stock Car Racing (EWSC) noting that proposal 3 was not an option that EWSC was interested in running. Discussion included pricing, list of divisions, noise ordinance and start time.

Voss reported on the proposal received from NEW Motorsports noting that Pullers Inc. has worked well with Expo and added that NEW Motorsports is local.

Discussions also included switching Demolition Derby from Sunday to Saturday and have WI Garden Tractor Pull on Sunday at 2pm. Need to make decision on Demolition Derby in January-February.

Action Needed:

- Keep on the next Entertainment & Vendor subcommittee agenda.
- Staff to contact EWSC for the following: Invite to January 6 meeting, get list of divisions and have included in final proposal, request start time of 6pm.
- Staff to contact NEW Motorsports regarding convention.
- Staff to contact WI Garden Tractor Pull to see if they are available to switch from Saturday to Sunday 2pm.

C. *Indoor Vendor Booth Issues – Rules 2016*

No report.

Action Needed:

- Keep on the next Entertainment & Vendor subcommittee agenda.

D. *Outdoor Vendor Rules – Grease Removal*

No report.

Action Needed:

- Keep on the next Entertainment & Vendor subcommittee agenda.

E. *Indoor-Outdoor Vendor Survey Results*

No report.

Other Fair Projects and Issues Update – No Action

No report.

Adjournment

Motion made by Fitzgerald, seconded by Taylor to adjourn at 6:29pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Sleik

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

Held Wednesday, October 7, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

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

Called to Order Meeting called to order – 6:10pm.

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

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

Review, Discussion and Possible Action on the following items for the 2015 and 2016 Fair:

A. Market Animal Committee Meeting Update

Cavanaugh reported on the market animal committee meeting noting that new board members were elected.

B. Liaison Updates – Issues during Fair

Dvorak reported that there were issues with the small animal superintendents and these are being addressed. Dvorak added that if there are any issues with superintendents that the liaison should address them then bring to staff and the committee.

C. Poultry and Rabbits Rules and Regulations Revision Extension

Dvorak reported on the request to extend the deadline for the poultry and rabbits rules and regulations. Motion was made by Newberg, seconded by Pollen recommend approval to the board to extend the deadline for the poultry and rabbits rules and regulations. Motion carried unanimously.

Dvorak added that a meeting will be set after tonight's board meeting to review the fairbook changes.

D. 2015 Fair Pictures – Convention

Committee members reviewed and voted on pictures to submit to convention. Pictures to also be distributed and voted by all board members. Bernice Pollen took the pictures that will be submitted to convention.

E. 2016 Theme; Colors

Dvorak presented approximately 25 themes for the committee to review. The committee narrowed down the themes and colors to the following: A Harvest of Fun for Everyone (colors Gold, Royal Blue); Passport to Fun (colors Maroon, Royal Blue); Blue Jeans 'N Country Dreams (colors Denim, Royal Blue, Silver); Country Fun for Everyone (colors Purple, Royal Blue).

F. Blue Ribbon – Exhibitor Entries-Leader

Dvorak reported on the consistent issues with leaders entering exhibitor entries noting that staff contacted Martech and has determined that exhibitors can enter their own entries with a pending entry file. Dvorak added that the leader can then submit the file for payment.

G. Talent Show Competition Update

Fitzgerald reported on the talent show competition noting that the talent show will run the same day and time for 2016 and the working group will work on logistics.

H. Missing-Lost Child Protocol

Dvorak reported that the missing-lost child protocol planning has begun and will update the committee.

Action Needed:

- Keep on the next Operations subcommittee agenda.

I. Special Olympics Run – Logistical Support

Dvorak reported that the committee needs to review the logistics of the event.

Action Needed:

- Keep on the next Operations subcommittee agenda.

J. Wine and Beer Rules and Regulations

Dvorak reported that discussion has been done with the beer club and will be meeting in the next two weeks and application to be sent for 2016. Dvorak added that the competition rules need to be set and in place by February for marketing to begin at Brewfest and Chilton event.

K. Ice Center Show Ring Update

Pollen reported the events went well and will be working on the disposal of the waste post 2016 fair.

L. Education & Outreach Working Group Update

Behnke reported on the wrap up meeting and went through ideas and will be meeting again January 20 at 4pm to discuss ideas including a larger tent, location, and what to put in the tent.

M. Ice Center Working Group Update

Pollen reported that the compressors were turned on October 1, loss compressor #1 and is currently being worked on. Pollen added that staff conducted a walk through and both user groups did clean up and organization of the Ice Center as well as painting the lobby and other areas. Pollen noted that flooding will be done through Friday with ice starting Friday night.

N. Fairest of the Fair Working Group Update

Newberg reported that everything is completed for state competition. Newberg added that the fairest will attend the Manitowoc and Two Rivers parades. Dvorak reminded the committee that auction items will be needed for the fairest basket.

Other Fair Projects and Issues Update – No Action

None.

Adjournment

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

Minutes taken by Krizek

Signed by Janowski



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

DATE: November 4, 2015
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
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2016 Fair:
 - A. Market Animal Committee Meeting Update
 - B. Open Class-Junior Fair Dogs – Change of Venue Request
 - C. Jr. Fair Rules & Regulations Update
 - D. Gate Hours
 - E. Missing-Lost Child Protocol
 - F. Special Olympics Run – Logistical Support
 - G. Beer Rules and Regulations
 - H. Education & Outreach Working Group Update
 - I. Ice Center Working Group Update
 - J. Fairest of the Fair Working Group Update
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: October 27, 2015

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 4, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

Present: T. Dvorak, D. Newberg, J. Janowski, B. Cavanaugh, D. Pollen, D. Fitzgerald, B. Herr,

Also Present: G. Neuser, J. Krizek, J. Vetting, L. Taylor, K. Behnke, R. Voss, R. Zipperer, D. Schaut, D. Gauger, M. Hackmann, M. Plate

Absent & Excused: B. Blatz
Absent:

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

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

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

Review, Discussion and Possible Action on the following items for the 2016 Fair:

A. Market Animal Committee Meeting Update

Cavanaugh reported on the market animal committee meeting noting the caterer charged more than the quoted price, coupons used during fair with 125 buyers, scholarships will be lower next year, educational meetings discussed, next meeting will be Sunday, November 8. Tonya reported that the state veterinarian has submitted changes to weigh-ins and will be determined by the market animal committee.

B. Open Class-Junior Fair Dogs – Change of Venue Request

Dvorak reported on the request received from the Manitowoc County Kennel Club included in the committee packet. Discussion included premiums, event set up for both dogs and other fair events. Newberg stated opposition to the change in venue with the opinion that moving the competition offsite will make the event a non-fair event. Motion was made by Herr, seconded by Cavanaugh to recommend approval to the board the change of venue request with a one year trial basis and reevaluate the following year. Motion carried. Newberg voted no.

C. Jr. Fair Rules & Regulations Update

Dvorak reported that there will be a meeting next Wednesday, November 11 at 6pm. Dvorak added that a meeting was held to review Jr. Fair and Open Poultry and Rabbits rules with a meeting scheduled for Wednesday, November 18 at 4pm.

D. Gate Hours

Committee consensus to keep the gate hours the same for 2016.

E. Missing-Lost Child Protocol

No report.

Action Needed:

- Keep on the next Operations subcommittee agenda.

F. Special Olympics Run – Logistical Support

No report.

Action Needed:

- Keep on the next Operations subcommittee agenda.

G. Beer Rules and Regulations

Dvorak reported on the meeting held with Russ Olp and Jason Johnson along with a detailed explanation on the entry and judging process. Dvorak added that the entries would be submitted through the Home Brew online program for the contest, suggests that entries be capped at 100 entries/200 bottles of beer. Dvorak noted that entries would be entered from July 18 through August 1 at \$5 per entry for 2 bottles and does not include entry to fair and judging on August 13 and possibly August 14 based on number of entries received. Dvorak reported that there would be a Best of Show for those in first place for each category and the expenses would be the \$30 application fee, cups, and medals for first and second place.

Action Needed:

- Keep on the next Operations subcommittee agenda.

H. Education & Outreach Working Group Update

No report.

I. Ice Center Working Group Update

Pollen reported that compressors were turned on October 1 and the \$30,000 in the reserves has been expended as well as the portion from the user groups of \$26,500. Pollen added that compressor #1 has failed and attempts were made to repair and currently running on one compressor. Pollen reported that Bassett provided quote of \$52,000 to replace compressor #1 with approximately \$1,000 additional for electrical. Pollen noted that all invoices have been paid and user groups are seeking ways to finance for compressor #1 along with submitting a written request to public works committee to lengthen the payment plan to April 2016.

J. Fairest of the Fair Working Group Update

Newberg reported that the fairest of the fair is scheduled to appear in both the Manitowoc and Two Rivers' parades and are seeking donation for the auction baskets. Dvorak added that the theme is A Golden A"Fair" celebrating the 50th Fairest of the Fair competition.

Other Fair Projects and Issues Update – No Action

None.

Adjournment

Motion made by Newberg, seconded by Pollen to adjourn at 7:06pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Janowski



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

DATE: December 2, 2015
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
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2016 Fair:
 - A. Market Animal Committee Meeting Update
 - B. Jr. Fair Rules & Regulations
 - C. Judge's Payment Procedure
 - D. Assistant Beef Superintendent
 - E. Talent Show – Wenger Bandwagon Rental
 - F. Beer Rules and Regulations
 - G. Missing-Lost Child Protocol
 - H. Special Olympics Run – Logistical Support
 - I. Education & Outreach Working Group Update
 - J. Ice Center Working Group Update
 - K. Fairest of the Fair Working Group Update
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: November 24, 2015

Tonya Dvorak, 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.



MANITOWOC COUNTY
EXPO and ICE CENTER BOARD
MEETING NOTICE

DATE: December 2, 2015
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. Pledge of Allegiance
 - B. Roll Call
 - C. Previous Minutes
 - D. Vouchers
2. Public Comment
3. Review, Discussion, and Possible Action on Sub Committee Recommendations
 - A. FINANCE SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
 - B. OPERATIONS SUB-COMMITTEE:
 1. Market Animal Committee Meeting Update; Jr. Fair Rules & Regulations; Judge's Payment Procedure; Assistant Beef Superintendent; Talent Show – Wenger Bandwagon Rental; Beer Rules and Regulations; Missing-Lost Child Protocol; Special Olympics Run-Logistical Support; Education & Outreach Working Group Update; Ice Center Working Group Update; Fairest of the Fair Working Group Update
 - C. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. Display and/or Sales of Objectionable Items – Update; Tuesday-Sunday Grandstand and Special Events Entertainment – EWSC Race Contract, Schnell Bros Contract – Tractor Pull, Other Grandstand Entertainment Ideas; Indoor Vendor Booth Issues-Rules 2016; Outdoor Vendor Issues-Grease Removal
 - D. PARKING/SECURITY SUB-COMMITTEE:
 1. No Committee Meeting-Committee Update
4. Review, Discussion, and Possible Action on 2016 Fair Matters
 - A. Fair Update
5. Comptroller's Financial Report – Review
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Basic CPR Class
 - B. Donated Cement Benches – Location
 - C. WI Association of Fairs Convention – Jan 10-13, 2016
 - D. Rummage-A-Rama – December 12; Volunteer Sign Up; 2016 Dates
 - E. Multi-Purpose Building Update
 - F. Clipper City Model Railroad
 - G. Expo-Ice Center Month Events; Expo Grounds Update

7. Adjourn

Date: November 24, 2015

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

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

Held Wednesday, December 2, 2015

Location: Expo Office – 4921 Expo Drive, Manitowoc

Present: T. Dvorak, D. Newberg, B. Cavanaugh, D. Pollen, D. Fitzgerald, B. Herr, B. Blatz

Also Present: G. Neuser, J. Krizek, J. Vetting, L. Taylor, R. Voss, R. Zipperer, D. Schaut, M. Plate, J. Beyer

Absent & Excused: J. Janowski

Absent:

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

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

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

Review, Discussion and Possible Action on the following items for the 2016 Fair:

A. Market Animal Committee Meeting Update

Cavanaugh reported on the market animal committee meeting noting that the committee is working on educational meetings as well as tours. Cavanaugh added that the State Veterinarian is allowing initial weigh-ins for 2016 and the committee has elected not to hold any initial weigh-ins for all species since the committee does not track rate of gain. Cavanaugh reported that the next market animal committee meeting is set for January 10 at the Manitowoc County Office Complex.

Dvorak reported on meetings held with the small animal committee and the interest to partner the small animal committee auction along with the market animal committee for possibly the 2017 county fair.

B. Jr. Fair Rules & Regulations

Dvorak reported on the rules and regulations that were reviewed by the working group noting that there was a request from the sheep, swine, and goat superintendent to add additional wording similar to what dairy cattle currently uses. Dvorak added that this additional wording requesting for the quantity of animals bringing to fair by a certain date will eliminate exhibitors listing more animals than what the exhibitor actually brings to fair. Dvorak noted that there is a penalty of not being allowed to show at the next year's fair if the exhibitor is over/under by one animal.

Dvorak reported on the request from the small animal committee to change the building name from Small Animal Building to Poultry and Rabbit Building. Motion was made by Herr, seconded by Cavanaugh to recommend approval to the board to change the building name from Small Animal Building to Poultry and Rabbit Building and recommend approval to the board the language addition for the swine, sheep, and goat departments. Motion carried unanimously.

Dvorak presented the junior fair and open class dog rules changes noting that the show would be held on Saturday, August 13 from 10am-3pm and request to add the agility class and other items which has been done in the past. Motion was made by Cavanaugh, seconded by Pollen to recommend approval to the board the junior fair and open class dogs rule changes. Motion carried unanimously.

C. Judge's Payment Procedure

Dvorak reported that judge's payments are increasing slightly due to requests and currently are budgeted. Dvorak added that these rates may need to be reviewed in the future and may need to increase the budget line.

D. Assistant Beef Superintendent

Dvorak reported on the request from the current beef superintendent to add an assistant superintendent position. Discussion. Consensus to add an assistant beef superintendent.

E. Talent Show – Wenger Bandwagon Rental

Fitzgerald reported on the Wenger Bandwagon request and approval received and included in the committee packet along with a thank you letter that was sent to the City of Manitowoc for the waiver of the fee. Krizek added that staff will contact the City of Manitowoc to request an earlier delivery date.

Action Needed:

- Staff to contact the City of Manitowoc to request an earlier delivery date.

F. Beer Rules and Regulations

Dvorak reported that information will be uploaded online by the end of December.

Action Needed:

- Keep on the next Operations subcommittee agenda.

G. Missing-Lost Child Protocol

No report.

Action Needed:

- Keep on the next Operations subcommittee agenda.

H. Special Olympics Run – Logistical Support

No report.

Action Needed:

- Keep on the next Operations subcommittee agenda.

I. Education & Outreach Working Group Update

Meeting scheduled for January 20 at 4pm.

J. Ice Center Working Group Update

Pollen reported that compressor #1 is still not operable and submitted a request to the West Foundation for a grant which was approved for \$31,000. Pollen added that the new compressor will be ordered within the next week through Bassett Mechanical. Pollen reported that the UW Manitowoc had a sale and was able to pick up a cappuccino machine and other items at a very low cost.

K. Fairest of the Fair Working Group Update

Newberg reported that the fairest of the fair attended the two holiday parades and a reminder that items are still needed for the auction basket by December 21.

Other Fair Projects and Issues Update – No Action

None.

Adjournment

Motion made by Pollen, seconded by Newberg to adjourn at 6:55pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Janowski

MINUTES of EXPO-ICE CENTER BOARD MEETING
Held Wednesday, December 2, 2015
Location: Expo Office – 4921 Expo Drive, Manitowoc WI

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

Pledge of Allegiance

Called to Order Meeting called to order – 7:00pm. Hawig was introduced to the board as a new board member.

Minutes Minutes were reviewed from the previous meeting. Motion was made by Zipperer, seconded by Bratt, to approve all previous meeting minutes included in the board packet for the month of August. 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. Finance Sub-Committee

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

B. Operations Sub-Committee

1. ***Market Animal Committee Meeting Update; Jr. Fair Rules & Regulations Update; Judge's Payment Procedure Assistant Beef Superintendent; Assistant Beef Superintendent Talent Show-Wenger Bandwagon Rental; Beer Rules and Regulations; Missing-Lost Child Protocol; Special Olympics Run-Logistical Support; Education & Outreach Working Group Update; Ice Center Working Group Update; Fairest of the Fair Working Group Update***

Dvorak reported on the following:

- Market Animal Committee Meeting – state veterinarian is allowing initial weigh-ins. Market Animal Committee has decided to not do initial weigh-ins for all species as there is no rate of gain measured.
 - Judge's payment will need to be reviewed to ensure budgeted correctly.
 - Talent Show Bandwagon – fee waived.
 - Ice Center – compressor 1 still out and received a West Foundation grant for \$31,000.
 - Fairest of the Fair will be at convention and need any auction items by December 21.
 - Submitting rules and regulations for approval long with adding agility class for dog show.
- Motion was made by Dvorak, seconded by Cavanaugh to approve the committee report and recommendation. Motion carried unanimously.

C. Entertainment/Vendors Sub-Committee:

1. ***Display and/or Sales of Objectionable Items – Update; Tuesday-Sunday Grandstand and Special Events Entertainment – EWSC Race Contract, Schnell Bros Contract – Tractor Pull, Other Grandstand Event Ideas; Indoor Vendor Booth Issues-Rules 2016; Outdoor Vendor Issues-Grease Removal***

Voss reported on the following:

- Language was updated for outdoor contracts to include Manitowoc County Expo.

- Grandstand Events – inviting EWSC to next month's meeting.
- Schnell Bros contract same as 2015 for \$4,200 with language of rain cancelation payment of \$250. Voss recommended approval.
- Reminder to look for grandstand ideas during convention.

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

D. Parking/Security Sub-Committee:

1. No Committee Meeting-Committee Update

No report.

Review, Discussion and Possible Action on 2016 Fair Matters

A. Fair Update

Vetting reported on the report received from the WI Department of Agriculture, trade and Consumer Protection that noted that all financial reports were received.

Krizek reported that meetings are being held with the animal superintendents and assistant superintendents and currently retaining judges for next year's fair.

Comptroller's Financial Report – Review

PW Director reported on the Financial Report included in the board packet noting that Expo activities is in good shape and the county fair went well although there were additional expenses for the Walters tent, there were no Ice Center revenues posted for October, and maintenance has not received the insurance check from the damage to the Exhibition building.

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

A. Basic CPR

Krizek reported that the basic CPR class is a no cost class as this is a basic class. Krizek added for those interested in being certified, there is a cost and can coordinate with the fire department.

Action Needed:

- Staff to Schedule Basic CPR class in June or July.

B. Donated Cement Benches – Location

Krizek reported that Expo received a donation of five cement benches and requested any ideas of location. Discussion.

C. WI Association of Fairs Convention – Jan 10-13, 2016

No report.

D. Rummage-A-Rama – November 12; Volunteer Sign Up; 2016 Dates

Volunteer sign up sheet distributed. Vetting reported that there were 640 in attendance at the November sale. Vetting reported on the Vietnam Veterans Benefit Dance date request for November 12, 2016, which is typically the rummage-a-rama date and recommended the rummage-a-rama date to move to November 19. Discussion.

E. Multi-purpose Building Update

Neuser reported that a grant request was submitted to the West Foundation in November and was tabled until December.

F. Clipper City Model Railroad

Krizek reported that the Clipper City Model Railroad currently charges an additional fee during the week of fair. Neuser added that the Clipper City Model Railroad contract will be up for renewal in 2017 and wanted to ensure the board was aware of the additional charges as the current contract does not allow for charging additional fees during the fair. Discussion.

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

Krizek reported that the dartball tournament is scheduled for this upcoming weekend. Voss added that there are thirty teams registered.

Adjournment

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

Minutes taken by Krizek

Signed by Sleik



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

DATE: December 22, 2015
TIME: 7:00 p.m.
PLACE: Manitowoc County Office Complex – Room 300
4319 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. Pledge of Allegiance
 - B. Roll Call
2. Potential Sale of Expo Property – Information only. No action will be taken.
3. Adjourn

Date: December 17, 2015

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

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MINUTES of EXPO-ICE CENTER BOARD MEETING
Held Tuesday, December 22, 2015
Location: Office Complex – 4319 Expo Drive, Manitowoc WI

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

Absent & Excused: J. Hawig, L. Taylor

Pledge of Allegiance

Called to Order Meeting called to order by Vetting at 7:00pm.

1. Potential Sale of Property

Expo Board Chairman, Jerry Vetting explained to the gallery that this meeting was for informational and educational purposes for the Expo Board, and no public comment would be taken at this meeting. Vetting then stated the next regular meeting of the Expo-Ice Center Board would be held on January 6th at the Manitowoc Expo, and public comment would be taken at that time.

Vetting then called upon County Executive Bob Ziegelbauer. Ziegelbauer presented the timeline on the offer to purchase that was received from Meijer Stores, and explained the details of the offer to purchase as compiled in an 8-page handout given to the Board, along with a list of frequently asked questions & answers, site maps, and information on sales of similar properties.

Public Works Director Gerry Neuser then explained the maps that were displayed and distributed to the Expo Board members, specifically the layout of the area that is being proposed to be sold, and how that grounds layout after sale defines the remaining 62 acres on the current Expo property.

Comptroller Todd Reckelberg then presented the Pro-Forma spreadsheet that predicts the Expo finances through the year 2027, as well as the annual capital expenses that are coming due during that 10-year time period, and also a 10 year historical view of the Expo's finances from 2004 to the present. Reckelberg also presented information on the sale price and how it compares to other sales of similar properties in the vicinity and the Green Bay and Grafton areas.

Vetting then opened up the meeting to questions from the Expo Board that were addressed by the County Executive, Comptroller, and Public Works Director. Discussion followed.

Adjournment

Motion was made by Zipperer, seconded by Voss to adjourn at 8:25pm. Motion carried unanimously.

Minutes taken by Neuser

Signed by Sleik