



MANITOWOC COUNTY

EXPO and ICE CENTER BOARD

MEETING NOTICE

DATE: Wednesday, January 4, 2023
TIME: 7:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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

1. Regular business
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Previous Minutes
2. Public Comment
3. Election of Officers
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. Jr. Fair-Open Class Rules & Regulations; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout; Youth Art Show
 - C. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. Indoor Vendor Hours of Operation-SWCD Indoor Vendor Request; Schnell Bros – Tractor Pull Contract; Fireworks Contract; Polka Music; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
 - D. MARKETING-ADVERTISING SUB-COMMITTEE
 1. Working Group Updates-Fairest of the Fair – Competition-Convention 2023-Auction Item-Centerpiece; Social Media-Marketing; Woman's Day Event
5. Review, Discussion, and Possible Action on Fair Matters
 - A. Subcommittee and Working Group Lists
 - B. Fair Update
6. Finance Director's Financial Report – Review; Capital Projects Update
7. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Rummage-A-Rama – February 11; Volunteer Sign Up
 - B. WI Association of Fairs Conference – January 8-11 2023
 - C. Expo-Ice Center Month Events; Expo Grounds Update
8. Adjourn

Date: December 27, 2022

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, January 4, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Corrected – 1/30/2023

Present: J. Vetting, D. Pollen, J. Zipperer, B. Palzewicz, S. Binversie, M. Lentz, PJ Albert, T. Dvorak, K. Winkel, K. Kohlman, J. Hawig, M. Plate, N. Newberg, ~~R. Voss~~, R. Zipperer, S. Schuette, P. Soukup, R. Kohlbeck, **M. Pawlowski**

County Board

Supervisors

Present-

Others Present: K. Sitkiewitz, K. Behnke

Absent & Excused: K. Sitkiewitz, K. Behnke, R. Voss

Pledge of Allegiance

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

Minutes Minutes were reviewed from the previous meetings. Motion was made by Hawig, seconded by R. Zipperer to approve all August meeting minutes. Motion carried unanimously.

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

Election of Officers

Jerome Vetting was nominated by Dick Pollen as the Board Chairman. After three calls for other nominations a motion was made by R. Zipperer, seconded by Hawig, that nominations be closed and unanimous ballot be cast for Vetting as board chair. Motion carried unanimously.

Dick Pollen was nominated by Jeremy Hawig as the Board Vice Chairperson. After three calls for other nominations a motion was made by Plate, seconded by R. Zipperer, that nominations be closed and unanimous ballot be cast for Pollen as board vice chair. Motion carried unanimously.

Matt Pawlowski was nominated by Jeremy Hawig as the Board Secretary. After three calls for other nominations a motion was made by Plate, seconded by Soukup, that nominations be closed and unanimous ballot be cast for Pawlowski as board secretary. Motion carried unanimously.

Review & Act on Subcommittee Recommendations:

A. Finance Subcommittee

1. No Committee Meeting; Committee Update

No report.

B. Operations Subcommittee

Jr. Fair-Open Class Rules & Regulations; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout; Youth Art Show

Dvorak reported on the following:

- Public Comment from Rob Ash regarding the Meat Goat Show.
- Recommend approval of the Jr. Fair and Open Class Rules and Regulations excluding Jr. Fair Goats and Jr. Fair Beef.
- AG Adventureland meeting set for January 18 at 6pm.

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

C. Entertainment/Vendors Subcommittee:

1. ***Indoor Vendor Hours of Operation-SWCD Indoor Vendor Request; Schnell Bros – Tractor Pull Contract; Fireworks Contract; Polka Music; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest***

R. Zipperer reported on the following:

- Indoor Vendor Hours of Operation-SWCD Indoor Vendor Request – recommend indoor vendor hours – open from 10am-10pm Wednesday through Saturday; 10am-6pm on Sunday and must be staffed from noon-9 Wednesday through Saturday and noon-6pm on Sunday, 10am-noon daily and 9pm-10pm Wednesday through Saturday can be static or not staffed.
- Schnell Bros Contract – recommend approval for \$3,000.
- Fireworks Contract – recommend approval for \$10,500.
- Polka Music – recommend approval for three days, total \$540.

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

E. Marketing & Advertising Subcommittee

1. ***Working Group Updates-Fairest of the Fair-Competition-Convention 2023-Auction Item-Centerpiece; Social Media-Marketing; Woman's Day Event***

J. Zipperer reported on the following:

- Fairest of the Fair Competition and convention including the auction item and centerpiece.
- Woman's Day Event meeting set for January 18 at 5pm.

Review, Discussion and Possible Action on Fair Matters

A. Subcommittee and Working Group Lists

Pollen reported on the Subcommittee and Working Group lists provided in the board packet noting that working group leaders will be assigned.

B. Fair Update

Shelton provided a fair update.

Comptroller's Financial Report – Review; Capital Projects Update

Shelton reported on the Financial Report provided in the board packet.

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

A. Rummage-A-Rama – February 11; Volunteer Sign Up

Volunteer sheet was distributed.

B. WI Association of Fairs Conference – January 8-11 2023

No report.

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

Staff reported on upcoming events.

Adjournment

Motion was made by Plate, seconded by R. Zipperer to adjourn at 7:26pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski



MANITOWOC COUNTY

EXPO and ICE CENTER BOARD

MEETING NOTICE

DATE: Wednesday, February 1, 2023
TIME: 7:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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

1. Regular business
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on Sub Committee Recommendations
 - A. FINANCE SUB-COMMITTEE:
 1. Election of Officers; Waiver of Fees-Music Pavilion Vendors; 2024 Admissions-Outdoor-Indoor-AG Vendor Fees; 2023 Budget-Budget for Special Acts and Entertainment-Activity Budgets for Specific Events; 2023 Fair Budget
 - B. OPERATIONS SUB-COMMITTEE:
 1. Election of Officers; Jr. Fair Rules & Regulations for Approval; Manitowoc County 4-H Silent Auction Request; Special Olympics Date and Route; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Building Hours, Release, and Load-Unload Location-Parking Attendants-Civic Groups; Youth Art Show
 - C. ENTERTAINMENT/VENDORS SUB-COMMITTEE:
 1. Election of Officers; Hollywood Motorsports-Demo Derby Contract; Bulitz Carriage Rides Contract; Lee Andrews-Lew-E's Comedy Circus Contract; Horse Pullers Contract; N.E.W. Motorsports – Modified Truck and Tractor Pull Contract; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
 - D. MARKETING-ADVERTISING SUB-COMMITTEE
 1. Election of Officers; Working Group Updates-Fairest of the Fair – Convention Update; Advertising-Media Budget; Social Media-Marketing; Woman's Day Event
4. Review, Discussion, and Possible Action on Fair Matters
 - A. Beer and Soda Vendor Meeting – March 15; Time
 - B. Subcommittee and Working Group Lists
 - C. Orders-Invoicing
 - D. Fair Update
5. Finance Director's Financial Report – Review; Capital Projects Update
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Expo or Professional Attire – Fairest of the Fair Group Picture
 - B. Rummage-A-Rama – February 11; Volunteer Sign Up
 - C. WI Association of Fairs Conference Update
 - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: January 24, 2023

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 1, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Corrected – March 1, 2023

Present: J. Vetting, D. Pollen, J. Zipperer, B. Palzewicz, S. Binversie, M. Lentz, PJ Albert, T. Dvorak, K. Winkel, K. Kohlman, J. Hawig, M. Plate, N. Newberg, R. Zipperer, P. Soukup, R. Kohlbeck, M. Pawlowski, K. Sitkiewitz, K. Behnke, R. Voss

**County Board
Supervisors
Present-
Others Present:**

Absent & Excused: S. Schuette

Pledge of Allegiance

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

Minutes Minutes were reviewed from the previous meetings. Motion was made by J. Zipperer, seconded by R. Zipperer to approve meeting minutes with corrections. Motion carried unanimously.

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

Review & Act on Subcommittee Recommendations:

A. Finance Subcommittee

1. ***Election of Officers; Waiver of Fees-Music Pavilion Vendors; 2024 Admissions-Outdoor-Indoor-AG Vendor Fees; 2023 Budget-Budget for Special Acts and Entertainment-Activity Budgets for Specific Events; 2023 Fair Budget***

Hawig reported on the following:

- Election of Officers – Vice Chair – Mike Plate; Secretary – Dick Pollen.
- Waiver of Fees – tabled until next meeting.
- 2024 Admissions-Outdoor-Indoor-AG Vendor Fees – recommend to increase AG Vendor rate to \$200 and Outdoor Vendor Rate to \$35 per foot.
- 2023 Budget-Budget for Special Act and Entertainment – recommend to approve the 2023 Budget-Budget for Special Acts and Entertainment.

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

B. Operations Subcommittee

Election of Officers; Jr. Fair Rules & Regulations for Approval; Manitowoc County 4-H Silent Auction Request; Special Olympics Date and Route; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout; Youth Art Show

Dvorak reported on the following:

- Election of Officers – Vice Chair – Hawig; Secretary – Newberg.
- Jr. Fair Rules & Regulations for Approval – recommend approval of the Jr. Fair Swine and Beef.
- *Manitowoc County 4-H Silent Auction Request – recommend approval of the Manitowoc County 4-H Silent Auction request.*
- Special Olympics Date and Route – recommend approval for Wednesday, August 23 at 6pm.

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

C. Entertainment/Vendors Subcommittee:

1. ***Election of Officers; Hollywood Motorsports-Demo Derby Contract; Bulitz Carriage Rides Contract; Lee Andrews-Lew-E's Comedy Circus Contract; Horse Pullers Contract; N.E.W. Motorsports-Modified Truck and Tractor Pull Contract; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest***

Voss reported on the following:

- Election of Officers – Vice Chair – R. Zipperer; Secretary – Pawlowski
- Hollywood Motorsports-Demo Derby Contract – recommend approval.
- Lee Andrews-Lew-E's Comedy Circus Contract – recommend approval for two contracts; one for 2024-2025 and 2026-2027.
- Horse Pullers Contract – recommend approval.
- N.E.W. Motorsports – tabled until next meeting.
- Event Working Group Updates – need to schedule Outdoor Layout and Grandstand meetings.

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

E. Marketing & Advertising Subcommittee

1. ***Election of Officers; Working Group Updates-Fairest of the Fair-Competition-Convention Update; Advertising-Media Budget; Social Media-Marketing; Woman's Day Event***

J. Zipperer reported on the following:

- Election of Officers – Vice Chair – Winkel; Secretary – Soukup.
- Fairest of the Fair Competition-Convention – Received awards for Centerpiece, Pollen received Outstanding Fair Person, and second place with IAFE.
- Advertising-Media Budget – recommend approval.

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

Review, Discussion and Possible Action on Fair Matters

- A. ***Beer and Soda Vendor Meeting – March 15; Time***

Beer and Soda Vendor meeting set for March 15 at 5:30pm.

- B. ***Subcommittee and Working Group Lists***

Pollen reported on the Subcommittee and Working Group lists provided in the board packet noting that working group leaders will be assigned.

- C. ***Orders-Invoicing***

Friendly reminder to work with Expo staff for all orders.

- D. ***Fair Update***

Shelton provided a fair update.

Comptroller's Financial Report – Review; Capital Projects Update

Neuser reported on the Financial Report provided in the board packet.

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

- A. ***Expo or Professional Attire – Fairest of the Fair Group Picture***

Emma Dvorak, 2023 Fairest of the Fair, provided a self-Introduction. Group picture to follow.

- B. ***Rummage-A-Rama – February 11; Volunteer Sign Up***

Volunteer sheet was distributed.

C. *WI Association of Fairs Conference Update*

Pollen reported that convention went well.

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

Staff reported on upcoming events.

Adjournment

Motion was made by R. Zipperer, seconded by Voss to adjourn at 7:26pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski



MANITOWOC COUNTY

EXPO and ICE CENTER BOARD

MEETING NOTICE

DATE: Wednesday, March 1, 2023
TIME: 7:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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

1. Regular business
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on Subcommittee Recommendations
 - A. FINANCE SUBCOMMITTEE:
 1. Waiver of Fees-Music Pavilion Vendors; Mural Budget Approval
 - B. OPERATIONS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show
 - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
 1. N.E.W. Motorsports – Modified Truck and Tractor Pull Contract; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
 - D. MARKETING-ADVERTISING SUBCOMMITTEE
 1. No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event
4. Review, Discussion, and Possible Action on Fair Matters
 - A. Beer and Soda Vendor Meeting – March 15; 5:30pm
 - B. Manitowoc County Historical Society Request
 - C. Fair Update
5. Finance Director's Financial Report – Review; Capital Projects Update
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. District 4 Meeting – April 11
 - B. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: February 24, 2023

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, March 1, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Corrected – April 5, 2023

Present: J. Vetting, D. Pollen, J. Zipperer, B. Palzewicz, M. Lentz, PJ Albert, K. Winkel, K. Kohlman, J. Hawig, M. Plate, P. Soukup, R. Kohlbeck, M. Pawlowski, ~~K. Sitkiewicz~~, K. Behnke, R. Voss

Absent & Excused: T. Dvorak, R. Zipperer, N. Newberg, K. Sitkiewicz, S. Binversie

**County Board
Supervisors
Present:**

Others Present: C. Breit, G. Neuser

Pledge of Allegiance

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

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

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

Review & Act on Subcommittee Recommendations:

A. Finance Subcommittee

1. *Waiver of Fees-Music Pavilion Vendors; Mural Budget Approval*

Hawig reported on the following:

- Waiver of Fees – tabled until Music Pavilion Vendors submit financial statements from 2021 and 2022 fairs.
 - Mural Budget – recommend to approve not-to-exceed \$2,000 for mural for Ag-Adventureland
- Motion was made by Hawig, seconded by Plate to approve the committee report and recommendations. Motion carried unanimously.

B. Operations Subcommittee

Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show

- Staff reported Nicolet bank is the new Thursday Sponsor and their request to distribute chocolate milk and cheese, and this will be placed on the next Operations Subcommittee agenda
- Hawig reported the Market Animal Committee is meeting and with no issues to address by the Expo Board
- Pollen reported on events happening in the Ice center in March, and that ice will be removed on March 21
- Pollen reported on the parking Working Groups trial of new radios and that they will be requesting a quote for a 4-channel repeater. Initial testing produced far superior transmissions vs the former radio provider, at a lower overall cost.

C. Entertainment/Vendors Subcommittee:

1. ***N.E.W. Motorsports-Modified Truck and Tractor Pull Contract; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest***

Voss reported on the following:

- N.E.W. Motorsports – contract has been reduced to \$8,400 which is a \$100 increase over the 2022 contract. NEW needs to be contacted regarding their expectation of free admission of (2) people per pulling team. Approval of the contract has been tabled until next meeting so this final issue can be clarified.
- Event Working Group Updates – Grandstand meeting is scheduled for April 5 at 5:00pm.

E. Marketing & Advertising Subcommittee

1. ***Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event***

J. Zipperer reported there was no meeting and no report.

Review, Discussion and Possible Action on Fair Matters

- A. ***Beer and Soda Vendor Meeting – March 15; Time***

Beer and Soda Vendor meeting set for March 15 at 5:30pm.

- B. ***Manitowoc County Historical Society Request***

The MCHS has requested free indoor vendor space to promote the history of the Manitowoc county fair and their organization, as they did at the 2022 county fair. Motion by Behnke, seconded by Hawig to approve a free indoor booth provided there is available space. Motion passed unanimously.

- C. ***Fair Update***

Pollen reported on the possible donation of a diorama of the “old” Manitowoc County fair site and that he and Chairman Vetting will be looking into the display and will report back to the Board at the next meeting.

Comptroller's Financial Report – Review; Capital Projects Update

Neuser reported on the Financial Report and Capital projects provided in the board packet.

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

- A. ***District 4 Meeting – April 11***

Hawig reported the meeting is scheduled to be held at the State Fair Grounds and to contact the office if anyone is planning on attending so a County vehicle can be reserved.

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

Staff reported on upcoming events.

Adjournment

Motion was made by Voss, seconded by J. Zipperer to adjourn at 7:19pm. Motion carried unanimously.

Minutes taken by Neuser

Signed by Pawlowski



MANITOWOC COUNTY EXPO and ICE CENTER BOARD MEETING NOTICE

DATE: Wednesday, April 5, 2023
TIME: 7:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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 - B. Roll Call
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 - A. FINANCE SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update
 - B. OPERATIONS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show
 - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
 1. N.E.W. Motorsports – Modified Truck and Tractor Pull Contract; Raul Bustamente – Vendor Request; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
 - D. MARKETING-ADVERTISING SUBCOMMITTEE
 1. No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event
4. Review, Discussion, and Possible Action on Fair Matters
 - A. Beer and Soda Vendor Meeting Update
 - B. Sunday Church Service – 9am – Ice Center
 - C. Fair Update
5. Finance Director's Financial Report – Review; Capital Projects Update
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. District 4 Meeting – April 11
 - B. Rummage-A-Rama – 2023-2024 Season
 - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: March 28, 2023

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 5, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Present: J. Vetting, D. Pollen, J. Zipperer, B. Palzewicz, M. Lentz, PJ Albert, K. Winkel, K. Kohlman, J. Hawig, M. Plate, P. Soukup, M. Pawlowski, K. Sitkiewitz, K. Behnke, R. Voss, T. Dvorak, R. Zipperer, N. Newberg, S. Binversie

Absent & Excused: R. Kohlbeck

**County Board
Supervisors
Present:**

Others Present: C. Breit, G. Neuser, J. Shelton

Pledge of Allegiance

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

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

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

Review & Act on Subcommittee Recommendations:

A. Finance Subcommittee

1. ***No Committee Meeting; Committee Update***

Hawig reported that financials were received from the Ant Hill Mob and Newton Sno-Sports has decided not to provide financials.

B. Operations Subcommittee

1. ***No Committee Meeting; Committee Update; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show***

Operations and Working Group Updates:

- Ice Center Operations – Ice is out and meeting in two weeks to discuss the 2023-2024 season.
- AG Adventureland Tent – Gogurts and milk have been donated by Dairy Promotion Committee as well as ice cream coupons for the scavenger hunt.
- Brew Competition – meeting to be scheduled. Manty Malters would like to take a more active role in the event.
- Dairy Cattle (Ice Center) Show Ring – no report.
- Exhibition Building – meeting to be scheduled.
- King Arthur Baking Contest – meeting to be scheduled.
- Market Animal Committee – no report.
- Parking Layout-Parking Attendants-Civic Groups – signs to be placed once warmer temps.
- Youth Art Show – meeting to be scheduled.

C. Entertainment/Vendors Subcommittee:

1. ***N.E.W. Motorsports-Modified Truck and Tractor Pull Contract; Raul Bustamente – Vendor Request; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest***
Voss reported on the following:

- N.E.W. Motorsports – recommend contract approved at \$8,400 and admission includes two pit passes per vehicle; additional is at \$10 per person.
- Raul Bustamente – Vendor Request – recommend to deny the vendor request.
- Event Working Group Updates included Grandstand report including standard operating procedures to be created and kits for each day's event.

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

E. Marketing & Advertising Subcommittee

1. ***No Committee Meeting; Committee Report; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event***

J. Zipperer reported on the following:

- Fairest of the Fair Working Group – meeting to discuss the summer plans.
- Social Media-Marketing – discussion regarding the Rock Your Putter hole sponsorship. Motion was made by Sitkiewitz, seconded by Binversie to approve the Rock Your Putter hole sponsorship of \$500. Motion carried unanimously.
- Woman's Day – meeting to be scheduled.

Review, Discussion and Possible Action on Fair Matters

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

Voss reported on the Beer and Soda meeting noting that Miracle Splash is planning to do the grandstand tent, Just Orthodontics has donated water and Coca Cola is doing the same as 2022.

- B. ***Sunday Church Service – 9am – Ice Center***

Discussion included keeping the same date and time as 2022 and to confirm the layout at least a day or two prior to the service.

- C. ***Fair Update***

Shelton provided a fair update.

Comptroller's Financial Report – Review; Capital Projects Update

Neuser reported on the Financial Report and Capital projects provided in the board packet.

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

- A. ***District 4 Meeting – April 11***

District 4 meeting will be held on April 11 with two in attendance.

- B. ***Rummage-A-Rama – 2023-2024 Season***

Discussion included holding two or three rummage sales as well as table cost. Staff has been given flexibility to host an event up until October 1 with sales being done in open dates for December, February and March. Motion was made by Sitkiewitz, seconded by Palzewicz to raise the table rate to \$15 per table. Motion carried unanimously.

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

Staff reported on upcoming events.

Adjournment

Motion was made by Plate, seconded by Hawig to adjourn at 7:39pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski



MANITOWOC COUNTY

EXPO and ICE CENTER BOARD

MEETING NOTICE

DATE: Wednesday, May 3, 2023
TIME: 6:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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

1. Regular business
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on Subcommittee Recommendations
 - A. FINANCE SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update
 - B. OPERATIONS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show
 - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
 - D. MARKETING-ADVERTISING SUBCOMMITTEE
 1. No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event
4. Review, Discussion, and Possible Action on Fair Matters
 - A. Gatekeeper Request – Merchants Gate Ticket Booth Hours
 - B. Raul Bustamante – Vendor Request
 - C. Variety Tent Request – Karaoke
 - D. Fair Update
5. Finance Director's Financial Report – Review; Capital Projects Update
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. District 4 Meeting Update
 - B. Breakfast on the Farm – One Day Passes; Gertie; June 11 – Twin Cities Vue Dairy Farm – 3416 Stone Rd – Volunteer Schedule
 - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: April 25, 2023

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 3, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Present: J. Vetting, D. Pollen, J. Zipperer, B. Palzewicz, M. Lentz, PJ Albert,
K. Kohlman, J. Hawig, M. Plate, P. Soukup, M. Pawlowski, K. Sitkiewicz,
K. Behnke, R. Voss, T. Dvorak, R. Zipperer, N. Newberg, S. Binversie

Absent & Excused: R. Kohlbeck, S. Schuette, K. Winkel

**County Board
Supervisors
Present:**

Others Present: C. Breit, G. Neuser, J. Shelton

Pledge of Allegiance

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

Minutes Minutes were reviewed from the previous meetings. Motion was made by R. Zipperer, seconded by Hawig to approve meeting minutes with corrections. Motion carried unanimously.

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

Review & Act on Subcommittee Recommendations:

A. Finance Subcommittee

1. **No Committee Meeting; Committee Update**
Hawig reported that there will be a meeting in June.

B. Operations Subcommittee

1. **No Committee Meeting; Committee Update; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show**
Operations and Working Group Updates:
 - Ice Center Operations – Ice is out, meeting with user groups to review projects, user groups requested an extended season for 2025, and meeting in two weeks to discuss the 2023-2024 season.
 - AG Adventureland Tent – next meeting is May 15 at 5:30pm.
 - Brew Competition – meeting held and working on logistics.
 - Dairy Cattle (Ice Center) Show Ring – no report.
 - Exhibition Building – meeting held and working on logistics.
 - King Arthur Baking Contest – meeting held and judges secured.
 - Market Animal Committee – entries were due last Sunday and \$16,000 in scholarships awarded.
 - Parking Layout-Parking Attendants-Civic Groups – signs being placed.
 - Youth Art Show – meeting held and judges secured.

C. Entertainment/Vendors Subcommittee:

1. **No Committee Meeting; Committee Update; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest**
Operations and working group updates:
 - Celebrity Cream Puff Eating Contest – Sound system secured as well as bakery. Will be scheduling a meeting.
 - Grandstand Shows – Working on list of equipment.
 - Outdoor Layout – no report.
 - Parade-Fireworks – Sound system secured. Show will be at 9pm.

D. Marketing & Advertising Subcommittee

1. *No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event*

Marketing & Advertising and working group updates:

- Fairest of the Fair Working Group – Summer scheduled completed, three judges confirmed and working on the FOF poster.
- Social Media-Marketing – posts are up and running.
- Woman's Day – MC is secured along with speakers.

Review, Discussion and Possible Action on Fair Matters

A. *Gatekeeper Request – Merchants Gate Ticket Booth Hours*

Discussion included adding barricades at 4pm along with Expo Board members and sheriff personnel to keep trailers from coming in until 5pm as well as have gatekeeper onsite to sell tickets until 5pm per the contract. Motion was made by Plate, seconded by Hawig to include barricades at 4pm and have Expo Board members and sheriff personnel to keep trailers from coming in until 5pm and have gatekeepers staff until 5pm for foot traffic. Motion carried unanimously.

B. *Raul Bustamente – Vendor Request*

Discussion included concerns and issues that will be addressed at a meeting with Raul Bustamente. Meeting to be scheduled.

C. *Variety Tent Request – Karaoke*

Shoto Conservation requested to host karaoke in the Variety Tent with age restrictions of possibly 16 and under. Discussion. Motion was made by Behnke, seconded by Hawig to deny the request to allow time for the Ant Hill Mob and Shoto Conservation can work out logistics. Motion carried unanimously.

D. *Fair Update*

Shelton provided a fair update.

Comptroller's Financial Report – Review; Capital Projects Update

Neuser reported on the Financial Report and Capital projects provided in the board packet.

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

A. *District 4 Meeting Update*

Dvorak provided an update on the District 4 meeting.

B. *Breakfast on the Farm – One Day Passes; Gertie; June 11 – Twin Cities Vue Dairy Farm – 3416 Stone Rd – Volunteer Schedule*

Volunteer schedule was distributed. Motion was made by J. Zipperer, seconded by Albert to approve the twenty one day passes for Breakfast on the Farm. Consensus not to bring Gertie.

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

Staff reported on upcoming events.

Adjournment

Motion was made by J. Zipperer, seconded by Plate to adjourn at 7:14pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski



MANITOWOC COUNTY EXPO and ICE CENTER BOARD MEETING NOTICE

DATE: Wednesday, June 7, 2023
TIME: 7:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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

1. Regular business
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on Subcommittee Recommendations
 - A. FINANCE SUBCOMMITTEE:
 1. Waiver of Fees-Music Pavilion Vendors
 - B. OPERATIONS SUBCOMMITTEE:
 1. Market Animal Release Time; Committee Update; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show
 - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
 - D. MARKETING-ADVERTISING SUBCOMMITTEE
 1. No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event
4. Review, Discussion, and Possible Action on Fair Matters
 - A. Raul Bustamente – Vendor Request
 - B. Personal Golf Carts and ATV/UTVs
 - C. Ant Hill Mob 50-50 Raffle Request
 - D. Board Member Fair Camping
 - E. Billboard - Judges
 - F. Fair Update
5. Finance Director's Financial Report – Review; Capital Projects Update
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Fairest of the Fair Proclamation
 - B. WI Association of Fairs Conference – January 7-10, 2024
 - C. Breakfast on the Farm –June 11 – Twin Cities Vue Dairy Farm – 3416 Stone Rd – Volunteer Schedule
 - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: May 31, 2023

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, June 7, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Present: D. Pollen, B. Palzewicz, M. Lentz, PJ Albert, K. Kohlman, J. Hawig, M. Plate, P. Soukup, M. Pawlowski, K. Sitkiewitz, K. Behnke, R. Voss, T. Dvorak, R. Zipperer, S. Binversie, R. Kohlbeck, K. Winkel

Absent & Excused: J. Vetting, J. Zipperer, S. Schuette, N. Newberg

**County Board
Supervisors
Present:**

Others Present: C. Breit, G. Neuser, J. Shelton

Pledge of Allegiance

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

Minutes Minutes were reviewed from the previous meetings. Motion was made by Plate, seconded by R. Zipperer to approve meeting minutes with corrections. Motion carried unanimously.

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

Review & Act on Subcommittee Recommendations:

A. Finance Subcommittee

1. ***Waiver of Fees-Music Pavilion Vendors***

Motion was made by Hawig, seconded by Sitkiewitz to approve the discount of \$500 for each of the four clubs providing entertainment during the week of the fair as a one-time credit post fair and will be reviewed each year for consideration. Motion carried unanimously.

B. Operations Subcommittee

1. ***Market Animal Release Time; Committee Update; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show*** Operations and Working Group Updates:

- Market Animal Release Time – recommend approval of the Market Animal Release Time for Contract Haulers to 4:30pm.
- Ice Center Operations – New resurfacer and funding for flooring.
- Brew Competition – issues with software.
- Youth Art Show – meeting held and judges secured.

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

C. Entertainment/Vendors Subcommittee:

1. ***No Committee Meeting; Committee Update; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest***

Entertainment and Vendors and working group updates:

- Outdoor Vendor working group met prior to the subcommittee meeting.

D. Marketing & Advertising Subcommittee

1. No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event

Marketing & Advertising and working group updates:

- Fairest of the Fair Working Group – schedule is all complete and ads will be done soon.
- Social Media-Marketing – posts are up and running.
- Woman's Day – MC is secured along with speakers.

Review, Discussion and Possible Action on Fair Matters

A. Raul Bustamante – Vendor Request

Motion was made by Behnke, seconded by Hawig to approve Raul Bustamante music pavilion agreement for this year's fair. Motion carried unanimously.

B. Personal Golf Carts and ATV/UTVs

Neuser reported on communication from Corporation Counsel pertaining to personal Golf Carts and ATV/UTVs prohibiting the personal use of such equipment during the week of fair. Discussion.

C. Ant Hill Mob 50-50 Raffle Request

Voss reported that the Ant Hill Mob will not be conducting a 50-50 Raffle at this year's fair.

D. Board Member Fair Camping

Reminder to board members to inform staff of camping during week of fair. List contains: Behnke, Hawig, Voss, Soukup, Kohlman, Schuette.

E. Billboard-Judges

Judges for Billboard contest – Kohlman, Pawlowski, Binversie, J. Zipperer.

F. Fair Update

Shelton provided a fair update.

Comptroller's Financial Report – Review; Capital Projects Update

Neuser reported on the Financial Report and Capital projects provided in the board packet.

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

A. Fairest of the Fair Proclamation

Motion was made by Sitkiewitz, seconded by Plate to recommend to the Public Works committee approval of the Fairest of the Fair Proclamation included in the board packet. Motion carried unanimously.

B. WI Association of Fairs Conference – January 7-10, 2024

Reminder to inform staff participation at the WI Association of Fairs Conference including arrival and departure dates and any additional guests.

C. Breakfast on the Farm – One Day Passes; Gertie; June 11 – Twin Cities Vue Dairy Farm – 3416 Stone Rd – Volunteer Schedule

Volunteer schedule was distributed.

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

Staff reported on upcoming events.

Adjournment

Motion was made by Voss, seconded by J. Zipperer to adjourn at 7:40pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski



MANITOWOC COUNTY EXPO and ICE CENTER BOARD MEETING NOTICE

DATE: Wednesday, July 5, 2023
TIME: 6:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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

1. Regular business
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on Subcommittee Recommendations
 - A. FINANCE SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update
 - B. OPERATIONS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show
 - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
 - D. MARKETING-ADVERTISING SUBCOMMITTEE
 1. No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event
4. Review, Discussion, and Possible Action on Fair Matters
 - A. Recommendation to the Public Works Committee in Support of 6-Year Capital Outlay Plan
 - B. Board Member Fair Camping
 - C. Billboard – Judges
 - D. Volunteer and Liaison Sign Up
 - E. Fair Update
5. Finance Director's Financial Report – Review; Capital Projects Update
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Rock Your Putter Event – August 13 – Volunteers
 - B. Breakfast on the Farm Update
 - C. WI Association of Fairs Conference – January 7-10, 2024
 - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: June 27, 2023

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 5, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Present: J. Vetting, D. Pollen, B. Palzewicz, M. Lentz, PJ Albert, M. Plate, P. Soukup, K. Sitkiewitz, K. Behnke, R. Voss, T. Dvorak, S. Binversie, K. Winkel, J. Zipperer, S. Schuette N. Newberg

Absent & Excused: R. Kohlbeck, K. Kohlman, J. Hawig, M. Pawlowski, R. Zipperer

**County Board
Supervisors
Present:**

Others Present: J. Shelton

Pledge of Allegiance

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

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

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

Review & Act on Subcommittee Recommendations:

A. Finance Subcommittee

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

B. Operations Subcommittee

1. ***No Committee Meeting; Committee Update; Market Animal Release Time; Committee Update; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show***
Operations and Working Group Updates:
 - Flowers donated by Domnitz.

C. Entertainment/Vendors Subcommittee:

1. ***No Committee Meeting; Committee Update; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest***
Entertainment and Vendors and working group updates:
 - Working group meetings to be set after board meeting.

D. Marketing & Advertising Subcommittee

1. ***No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event***
Marketing & Advertising and working group updates:
 - Social media posts have been posted.
 - Working group meetings to be set after board meeting.

Review, Discussion and Possible Action on Fair Matters

A. *Recommendation to the Public Works Committee in Support of 6-Year Capital Outlay Plan*

Motion was made by J. Zipperer, seconded by Sitkiewitz to recommend approval to the Public Works Committee in Support of the 6-Year Capital Outlay Plan. Motion carried unanimously.

B. *Board Member Fair Camping*

Reminder to board members to inform staff of camping during week of fair.

C. *Billboard-Judges*

Judging date set for July 20 with times to be determined to include a day and evening time.

D. *Volunteer and Liaison Sign Up*

Reminder to sign up.

E. *Fair Update*

Shelton provided a fair update.

Shelton reported on a request to provide free entertainment with tips from Larry Tollefson. Board consensus to forward to the clubs for review and possible entertainment in the pavilions.

Comptroller's Financial Report – Review; Capital Projects Update

Shelton reported on the Financial Report and Capital projects provided in the board packet.

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

A. *Rock Your Putter Event – August 13 – Volunteers*

Volunteer sheet distributed.

B. *Breakfast on the Farm Update*

J. Zipperer reported the event went well and pick a duck a hit.

C. *WI Association of Fairs Conference – January 7-10, 2024*

Reminder to inform staff participation at the WI Association of Fairs Conference including arrival and departure dates and any additional guests.

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

Staff reported on upcoming events.

Adjournment

Motion was made by Plate, seconded by J. Zipperer to adjourn at 6:34pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski



MANITOWOC COUNTY

EXPO and ICE CENTER BOARD

MEETING NOTICE

DATE: Wednesday, August 2, 2023
TIME: 6:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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

1. Regular business
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on Subcommittee Recommendations
 - A. FINANCE SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update
 - B. OPERATIONS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show
 - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
 - D. MARKETING-ADVERTISING SUBCOMMITTEE
 1. No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event
4. Review, Discussion, and Possible Action on Fair Matters
 - A. Exhibitor Request – Late Entry
 - B. Outdoor and Indoor Vendor Refund Request
 - C. Junior Fair Exempt Request – Judging Day
 - D. Special Olympics Race Route
 - E. Music Pavilion Escorts
 - F. Board Member Fair Camping
 - G. Billboard Update
 - H. Volunteer and Liaison Sign Up
 - I. Fair Update
5. Finance Director's Financial Report – Review; Capital Projects Update
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Rock Your Putter Event – August 13 – Volunteers
 - B. WI Association of Fairs Conference – January 7-10, 2024
 - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: July 25, 2023

Jerome Vetting, BOARD CHAIRPERSON
By: Jennell Shelton, Expo Facility Manager

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

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

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, August 2, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Present: J. Vetting, D. Pollen, B. Palzewicz, PJ Albert, M. Plate, P. Soukup, K. Sitkiewitz, K. Behnke, R. Voss, T. Dvorak, S. Binversie, K. Winkel, J. Zipperer, S. Schuette N. Newberg, R. Kohlbeck, K. Kohlman, J. Hawig, M. Pawlowski, R. Zipperer

Absent & Excused: M. Lentz

**County Board
Supervisors
Present:**

Others Present: J. Shelton, C. Breit

Pledge of Allegiance

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

Minutes Minutes were reviewed from the previous meetings. Motion was made by R. Zipperer, seconded by Hawig to approve meeting minutes with corrections. Motion carried unanimously.

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

Review & Act on Subcommittee Recommendations:

A. Finance Subcommittee

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

B. Operations Subcommittee

1. **No Committee Meeting; Committee Update; Market Animal Release Time; Committee Update; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show**

Operations and Working Group Updates:

- Dairy Cattle (Ice Center) Show Ring – Soukup reported on the sand and shavings noting that an email will be sent to staff on the timeline.
- AG Adventureland – going good.
- Brew Competition – entries are coming in with judging on Saturday only. 60 entries this year.
- Exhibition Building – Superintendent meeting next week Wednesday. Need help on Monday and Tuesday.
- King Arthur – Entries up – 5 youth and 9 adults. Need gloves.
- Market Animal Committee – moving along.
- Parking Layout – no civic groups this year. Information received on escorting of band needs.
- Youth Art – entries are in.

C. Entertainment/Vendors Subcommittee:

1. **No Committee Meeting; Committee Update; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest**

Entertainment and Vendors and working group updates:

- Celebrity Cream Puff – invites will be going out.
- Parade – discussion on cars needed.
- Grandstand – reviewing equipment after meeting. Need workers at the gate.
- Outdoor Layout – scheduling meeting.
- Teeny Weeny – good to go.

D. Marketing & Advertising Subcommittee

1. *No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event*

Marketing & Advertising and working group updates:

- Fairest of the Fair – meeting last night. Contest flowing well.
- Social Media – posts are received for August. FOF request to do friendship bracelets during fair with consensus to move forward.
- Discussion of fairest posting on personal FB with understanding that Expo is a Manitowoc County entity and not allowed to post.
- Woman's Day – all ready with donations coming in.

Review, Discussion and Possible Action on Fair Matters

A. *Exhibitor Request – Late Entry*

Bill Meulemans was present with Ava Meulemans to communicate with board on late entry request and letter included in board packet. Discussion. Motion was made by Dvorak, seconded by Binversie to approve Ava Meulemans showing at this year's fair with not premiums awarded and the auction to be determined by Market Animal Committee. Motion carried unanimously.

Discussion also included the board's recommendation to the Market Animal Committee with consensus determining that the Market Animal Committee should make the decision along with their own entity on allowing Meulemans to participate in the sale or not participate that Expo has no jurisdiction on this matter.

B. *Outdoor and Indoor Vendor Refund Request*

Motion was made by Voss, seconded by Dvorak to approve the refund or carryover of Jeff Yee's outdoor vendor payment due to damage incurred to J's Wok N Roll trailer and inability to participate at this year's fair due to damage. Motion carried unanimously.

Motion was made by J. Zipperer, seconded by Voss to approve a \$250 cancelation refund for 2023 or carryover the full amount of \$500 to 2024 fair with no refund to Country Satellite. Motion carried. Plate voted no.

C. *Junior Fair Exempt Request – Judging Day*

Motion was made by Dvorak, seconded by J. Zipperer to approve the request by Dominic Thiele for a family member to represent him on judging day. Motion carried unanimously.

D. *Special Olympics Race Route*

Race route was discussed and confirmed with start and end at Horse Barn C.

E. *Music Pavilion Escorts*

Discussion on emails received on number of cars and entry times of the bands. Emails to be forwarded.

F. *Board Member Fair Camping*

Reminder to board members to inform staff of camping during week of fair.

G. *Billboard Update*

Judging went great with nine boards and the following placements of the top four: Maribel Mighty Kids, Star Splitters, Tannery Stars and Liberty Go Getters.

H. *Volunteer and Liaison Sign Up*

Reminder to sign up.

I. *Fair Update*

Shelton provided a fair update.

Comptroller's Financial Report – Review; Capital Projects Update

Shelton reported on the Financial Report and Capital projects provided in the board packet.

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

A. Rock Your Putter Event – August 13 – Volunteers

Volunteer sheet distributed.

B. WI Association of Fairs Conference – January 7-10, 2024

Reminder to inform staff participation at the WI Association of Fairs Conference including arrival and departure dates and any additional guests.

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

Staff reported on upcoming events.

Discussion that occurred with Behnke and RVA noting that there have been issues at other fairs with gangs and youth. Staff reported on the ramped up security and cameras.

Adjournment

Motion was made by J. Zipperer, seconded by Plate to adjourn at 7:35pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski



MANITOWOC COUNTY

EXPO and ICE CENTER BOARD

MEETING NOTICE

DATE: August 23-27, 2023

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
2. Public Comment
3. Review, discuss, and possible action on items related to the 2023 Fair
 - a. Prior Day's Activities Recap and Issues
 - b. Daily Recap:
 1. Liaison Report
 2. Current Day Activities
 3. Judging Results
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 2023 fair.
5. Other Fair Projects and Issues Update – No Action
6. Adjourn

Date: August 15, 2023

Jerome Vetting, BOARD CHAIRPERSON
By: Jennell Shelton, Facility Manager

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

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

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, August 23, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Present: D. Pollen, M. Plate, J. Zipperer, K. Behnke, B. Palzewicz, S. Binversie, S. Schuette, M. Lentz, PJ Albert, N. Newberg, T. Dvorak, R. Kohlbeck, R. Zipperer, K. Winkel, P. Soukup, R. Voss, K. Kohlman, J. Hawig, M. Pawlowski, K. Sitkiewitz

County Board

Supervisors

Present-

Others Present:

Absent & Excused: J. Vetting

Pledge of Allegiance

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

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

Review, Discussion and Possible Action on items to the 2023 Fair

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

- Board discussed prior day's activities.

B. *Daily Recap:*

- Board discussed current day's activities.

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 2023 Fair

Other Fair Projects and Issues Update – No Action

No report.

Adjournment

Motion was made by R. Zipperer, seconded by Soukup to adjourn after touring the grounds at 5:00pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Thursday, August 24, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Present: J. Vetting, D. Pollen, M. Plate, J. Zipperer, K. Behnke, B. Palzewicz, S. Binversie, S. Schuette, M. Lentz, PJ Albert, N. Newberg, T. Dvorak, R. Kohlbeck, R. Zipperer, K. Winkel, P. Soukup, R. Voss, K. Kohlman, J. Hawig, M. Pawlowski

County Board

Supervisors

Present-

Others Present:

Absent & Excused: K. Sitkiewitz

Pledge of Allegiance

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

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

Review, Discussion and Possible Action on items to the 2023 Fair

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

- Board discussed prior day's activities.

B. *Daily Recap:*

- Board discussed current day's activities.

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 2023 Fair

Other Fair Projects and Issues Update – No Action

No report.

Adjournment

Motion was made by R. Zipperer, seconded by Voss to adjourn after touring the grounds at 5:00pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Friday, August 25, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Present: J. Vetting, D. Pollen, M. Plate, J. Zipperer, K. Behnke, B. Palzewicz, S. Binversie, S. Schuette, M. Lentz, PJ Albert, N. Newberg, T. Dvorak, R. Kohlbeck, R. Zipperer, K. Winkel, P. Soukup, R. Voss, K. Kohlman, J. Hawig, M. Pawlowski

County Board

Supervisors

Present-

Others Present:

Absent & Excused: K. Sitkiewitz

Pledge of Allegiance

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

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

Review, Discussion and Possible Action on items to the 2023 Fair

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

- Board discussed prior day's activities.

B. *Daily Recap:*

- Board discussed current day's activities.

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 2023 Fair

Other Fair Projects and Issues Update – No Action

No report.

Adjournment

Motion was made by R. Zipperer, seconded by Newberg to adjourn after touring the grounds at 5:00pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Saturday, August 26, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Present: D. Pollen, M. Plate, J. Zipperer, K. Behnke, B. Palzewicz, S. Binversie, S. Schuette, M. Lentz, PJ Albert, N. Newberg, T. Dvorak, R. Kohlbeck, R. Zipperer, K. Winkel, P. Soukup, R. Voss, K. Kohlman, J. Hawig, M. Pawlowski

County Board

Supervisors

Present-

Others Present:

Absent & Excused: J. Vetting, K. Sitkiewitz

Pledge of Allegiance

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

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

Review, Discussion and Possible Action on items to the 2023 Fair

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

- Board discussed prior day's activities.

B. *Daily Recap:*

- Board discussed current day's activities.

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 2023 Fair

Other Fair Projects and Issues Update – No Action

No report.

Adjournment

Motion was made by R. Zipperer, seconded by Hawig to adjourn after touring the grounds at 5:00pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Sunday, August 27, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Present: D. Pollen, M. Plate, J. Zipperer, K. Behnke, B. Palzewicz, S. Binversie, S. Schuette, M. Lentz, PJ Albert, N. Newberg, T. Dvorak, R. Kohlbeck, R. Zipperer, K. Winkel, P. Soukup, R. Voss, K. Kohlman, J. Hawig, M. Pawlowski

County Board

Supervisors

Present-

Others Present:

Absent & Excused: J. Vetting, K. Sitkiewitz

Pledge of Allegiance

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

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

Review, Discussion and Possible Action on items to the 2023 Fair

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

- Board discussed prior day's activities.

B. *Daily Recap:*

- Board discussed current day's activities.

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 2023 Fair

Other Fair Projects and Issues Update – No Action

No report.

Adjournment

Motion was made by Plate, seconded by R. Zipperer to adjourn after touring the grounds at 5:00pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski



MANITOWOC COUNTY EXPO and ICE CENTER BOARD MEETING NOTICE

DATE: Wednesday, September 6, 2023
TIME: 6:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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

1. Regular business
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on Subcommittee Recommendations
 - A. FINANCE SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update
 - B. OPERATIONS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; 2023 Theme-Colors; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show
 - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
 - D. MARKETING-ADVERTISING SUBCOMMITTEE
 1. No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event
4. Review, Discussion, and Possible Action on Fair Matters
 - A. Release Day Issue
 - B. Indoor Vendors
 - C. Fair Update
5. Finance Director's Financial Report – Review; Capital Projects Update
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Reappointment of Board Members
 - B. District 4 Meeting
 - C. WI Association of Fairs Conference – January 7-10, 2024
 - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: August 29, 2023

Jerome Vetting, BOARD CHAIRPERSON
By: Jennell Shelton, Public Works Director

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

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

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, September 6, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Present: J. Vetting, D. Pollen, B. Palzewicz, PJ Albert, P. Soukup, K. Sitkiewitz, K. Behnke, T. Dvorak, S. Binversie, K. Winkel, J. Zipperer, S. Schuette R. Kohlbeck, K. Kohlman, J. Hawig, M. Pawlowski

Absent & Excused: M. Plate, M. Lentz, N. Newberg, R. Zipperer, R. Voss

**County Board
Supervisors
Present:**

Others Present: J. Shelton, C. Breit

Pledge of Allegiance

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

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

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

Review & Act on Subcommittee Recommendations:

A. Finance Subcommittee

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

B. Operations Subcommittee

1. ***No Committee Meeting; Committee Update; 2023 Theme-Colors; Committee Update; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show***
Operations and Working Group Updates:
 - Move theme-colors to marketing and advertising.
 - Brief reports on the working groups.

C. Entertainment/Vendors Subcommittee:

1. ***No Committee Meeting; Committee Update; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest***
Entertainment and Vendors and working group updates:
 - Paul Tittl Cream Puff winner and Reed Propson Teeny Weeny Donut winner.
 - Grandstand issues were discussed including Demo Derby layout and pit gate entrance/admissions.

D. Marketing & Advertising Subcommittee

1. ***No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event***
Marketing & Advertising and working group updates:
 - Fairest of the Fair – Great week for Emma with bracelets and fair favorites a hit.
 - Brief reports on the working groups.

Review, Discussion and Possible Action on Fair Matters

A. *Release Day Issue*

Discussion included minor issues with vendors and exhibitors specifically on release day as well as a vendor parking in staff parking.

B. *Indoor Vendors*

Discussion included review of indoor vendor cost and seeking additional vendors and review of rules and regulations.

C. *Fair Update*

Shelton provided a fair update.

Comptroller's Financial Report – Review; Capital Projects Update

Shelton reported on the Financial Report and Capital projects provided in the board packet.

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

A. *Reappointment of Board Members*

Motion was made by Hawig, seconded by Pollen to recommend to Public Works reappointments of Kohlbeck, Pawlowski, Schuette, Soukup, J. Zipperer, and Winkel. Motion carried unanimously.

B. *District 4 Meeting*

District 4 meeting set for October 4 at Washington County. Dvorak and Binversie plan to attend.

C. *WI Association of Fairs Conference – January 7-10, 2024*

Reminder to inform staff participation at the WI Association of Fairs Conference. Discussion included providing feedback at the February meeting.

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

Staff reported on upcoming events.

Adjournment

Motion was made by Hawig, seconded by Pollen to adjourn at 7:35pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski



MANITOWOC COUNTY EXPO and ICE CENTER BOARD MEETING NOTICE

DATE: Wednesday, October 4, 2023
TIME: 7:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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

1. Regular Business
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on Subcommittee Recommendations
 - A. FINANCE SUBCOMMITTEE:
 1. Indoor Vendor Fees
 - B. OPERATIONS SUBCOMMITTEE:
 1. Indoor Vendor Rules and Regulations; Jr. Fair-Open Class Rules & Regulations-Schedule Review Date; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout; Youth Art Show
 - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; 2024 Entertainment Options; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
 - D. MARKETING-ADVERTISING SUBCOMMITTEE
 1. 2023 Fair Pictures-Convention; 2024 Theme-Colors; Working Group Updates-Fairest of the Fair-Competition Update- Appreciation Dinner and Fairest of the Fair Celebration-Convention 2024-Auction Item-Centerpiece; Social Media-Marketing; Woman's Day Event
4. Review, Discussion, and Possible Action on Fair Matters
 - A. Trailer Parking Permit 2024-Shuttle Bus Hours
 - B. Fair Update
5. Finance Director's Financial Report – Review; Capital Projects Update
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Rummage-A-Rama – December 9 and February 10
 - B. District 4 Meeting Update
 - C. WI Association of Fairs Conference – January 7-10, 2024
 - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: September 26, 2023

Jerome Vetting, BOARD CHAIRPERSON

By: Jennell Shelton, Facility Manager

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 4, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Present: J. Vetting, D. Pollen, B. Palzewicz, P. Soukup, K. Behnke, T. Dvorak, S. Binversie, K. Winkel, J. Zipperer, S. Schuette R. Kohlbeck, K. Kohlman, J. Hawig, M. Pawlowski, M. Plate, M. Lentz, N. Newberg, R. Voss

Absent & Excused: R. Zipperer, PJ Albert, K. Sitkiewitz

**County Board
Supervisors
Present:**

Others Present: J. Shelton, C. Breit

Pledge of Allegiance

Called to Order Meeting called to order – 7:02pm.

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

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

Review & Act on Subcommittee Recommendations:

A. Finance Subcommittee

1. *Indoor Vendor Fees*

Motion made by Hawig, seconded by Plate to keep the \$250 Indoor Vendor Fee for current vendors and give a discounted fee of \$225 to new indoor vendor applicants. Motion carried unanimously.

Consensus to move forward with business card included in the packet for distribution of potential vendors.

B. Operations Subcommittee

1. *Indoor Vendor Rules and Regulations; Jr. Fair-Open Class Rules & Regulations-Schedule Review Date; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Parking Attendants-Civic Groups; Youth Art Show*

Dvorak reported on the following:

- Indoor Vendor Rules and Regulations – no changes.
- Jr. Fair-Open Class Rules & Regulations – meeting set for Nov 9 at 6pm.
- Working group meetings set.

C. Entertainment/Vendors Subcommittee:

1. *No Committee Meeting; Committee Update; 2024 Entertainment Options; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest*

Reminder at convention to begin looking at 2024 Entertainment options.

D. Marketing & Advertising Subcommittee

1. 2023 Fair Pictures-Convention; 2024 Theme-Colors; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event

Marketing & Advertising and working group updates:

- Fair pictures due Now.
- Working group meetings to be scheduled.
- Themes were reviewed with the following placement:
 - First – Make a Bee Line for the Fair
 - Second – Your Passport to Adventure tied with Follow the Yellow Bale Road
 - Third – Footloose at the Fair

Review, Discussion and Possible Action on Fair Matters

A. Trailer Parking Permit 2024-Shuttle Bus Hours

Discussion will occur at the next working group meeting.

B. Fair Update

Shelton provided a fair update.

Comptroller's Financial Report – Review; Capital Projects Update

Shelton reported on the Financial Report and Capital projects provided in the board packet.

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

A. Rummage-A-Rama – December 9 and February 10

Volunteer list was distributed.

B. District 4 Meeting Update

Dvorak and Binversie provided a report.

C. WI Association of Fairs Conference – January 7-10, 2024

Reminder to inform staff participation at the WI Association of Fairs Conference.

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

Staff reported on upcoming events.

Hawig was given the Chairperson's award by Vetting.

Adjournment

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

Minutes taken by Shelton

Signed by Pawlowski



MANITOWOC COUNTY EXPO and ICE CENTER BOARD MEETING NOTICE

DATE: Wednesday, November 1, 2023
TIME: 6:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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

1. Regular business
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on Subcommittee Recommendations
 - A. FINANCE SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update
 - B. OPERATIONS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; Jr. Fair-Open Class Rules & Regulations-November 9 at 6 p.m.; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Trailer Parking Permit-Shuttle Bus Hours; Youth Art Show
 - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; 2024 Entertainment Options-Sea Lion Show; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
 - D. MARKETING-ADVERTISING SUBCOMMITTEE
 1. No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair-Competition Update-Appreciation Dinner and Fairest of the Fair Celebration-Convention 2024-Auction Item-Centerpiece; Social Media-Marketing; Woman's Day Event
4. Review, Discussion, and Possible Action on Fair Matters
 - A. Cleveland Snow Hawks – Rock Pavilion Request
 - B. Working Group Assignments
 - C. Woman's Day Allocation
 - D. Clipper City Model Railroad
 - E. Fair Update
5. Finance Director's Financial Report – Review; Capital Projects Update
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Rummage-A-Rama – December 9; Volunteer Sign Up
 - B. WI Association of Fairs Conference – January 7-10, 2024; Convention Protocols
 - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: October 26, 2023

Jerome Vetting, BOARD CHAIRPERSON
By: Jennell Shelton, Facility Manager

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 1, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Corrected – November 30, 2023

Present: D. Pollen, B. Palzewicz, P. Soukup, K. Behnke, T. Dvorak, J. Zipperer, R. Kohlbeck, K. Kohlman, J. Hawig, M. Pawlowski, M. Plate, M. Lentz, N. Newberg, R. Voss, **K. Sitkiewitz, PJ Albert, R. Voss**

Absent & Excused: J. Vetting, S. Binversie, K. Winkel, S. Schuette

**County Board
Supervisors
Present:**

Others Present: J. Shelton, C. Breit

Pledge of Allegiance

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

Minutes Minutes were reviewed from the previous meetings. Motion was made by R. Zipperer, seconded by Hawig to approve meeting minutes with corrections. Motion carried unanimously.

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

Review & Act on Subcommittee Recommendations:

A. Finance Subcommittee

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

B. Operations Subcommittee

1. **No Committee Meeting; Committee Update; Jr. Fair-Open Class Rules & Regulations-Schedule – Nov 9 at 6pm; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout-Trailer Parking Permit-Shuttle Bus Hours; Youth Art Show**

There was a report on the following:

- Jr. Fair-Open Class Rules & Regulations – meeting set for Nov 9 at 6pm.
- Ice Center going well with some maintenance items.
- Working groups had meetings with more to be scheduled.
- Parking Layout met and consensus to continue with Trailer Parking Permit and a slight change in shuttle bus hours. Work on changing radio handle name of Parking to Operations.
- Parking Issue discussed noting that the individual is no longer providing the carriage rides and Soukup is the contact now.

C. Entertainment/Vendors Subcommittee:

1. **No Committee Meeting; Committee Update; 2024 Entertainment Options-Sea Lion Show; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest**

Motion was made by J. Zipperer, seconded by R. Zipperer to approve the Sea Lion contract for \$15,400. Motion carried unanimously.

D. Marketing & Advertising Subcommittee

1. ***No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair Competition Update-Appreciation Dinner and Fairest of the Fair Celebration-Convention 2024-Auction Item-Centerpiece; Social Media-Marketing; Woman's Day Event***

J. Zipperer reported on the following:

- Woman's Day will be held on Saturday of fair from noon-1:30pm with coordination in the Exhibition Building, benefiting Peters Pantry, speakers. Request was made for \$500 budget and will be on the next Finance subcommittee agenda.
- Centerpiece is being worked on for convention.
- Pawlowski will be leading the social media group.
- Fairest is being scheduled for upcoming parades.

Review, Discussion and Possible Action on Fair Matters

- A. ***Cleveland Snow Hawks – Rock Pavilion Request***

Discussion on the Cleveland Snow Hawks Rock Pavilion request included in the board packet. Motion was made by J. Zipperer, seconded by Plate to deny the request. Motion carried unanimously.

- B. ***Working Group Assignments***

Pollen reported on the working group assignments.

- C. ***Woman's Day Allocation***

Motion was made by Palzewicz, seconded by Voss to approve the Woman's Day allocation of \$300 to Peters Pantry. Motion carried unanimously.

- D. ***Clipper City Model Railroad***

Discussion included charges during the week of fair, lease of building, utilities, and revenue during week of fair.

- E. ***Fair Update***

No report.

Comptroller's Financial Report – Review; Capital Projects Update

Shelton reported on the Financial Report and Capital projects provided in the board packet.

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

- A. ***Rummage-A-Rama – December 9; Volunteer Sign Up***

Volunteer list was distributed.

- B. ***WI Association of Fairs Conference – January 7-10, 2024***

Reminder to inform staff participation at the WI Association of Fairs Conference. Convention protocols were also discussed.

Behnke reported on the conference budget noting the budget is \$3,650 and currently the estimated total cost is at \$6,060 exceeding the budget. Motion was made by Behnke, seconded by Plate to exceed the budget and send to Finance subcommittee for discussion and development of procedures for future conventions. Motion carried unanimously.

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

Staff reported on upcoming events.

Adjournment

Motion was made by J. Zipperer, seconded by R. Zipperer to adjourn at 6:50pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski



MANITOWOC COUNTY EXPO and ICE CENTER BOARD MEETING NOTICE

DATE: Wednesday, December 6, 2023
TIME: 7:00 p.m.
PLACE: Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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

1. Regular business
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on Subcommittee Recommendations
 - A. FINANCE SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update
 - B. OPERATIONS SUBCOMMITTEE:
 1. Jr. Fair-Open Class Rules & Regulations; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout; Youth Art Show
 - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
 1. No Committee Meeting; Committee Update; 2024 Entertainment Options; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
 - D. MARKETING-ADVERTISING SUBCOMMITTEE
 1. No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman's Day Event
4. Review, Discussion, and Possible Action on Fair Matters
 - A. Working Group Assignments
 - B. Clipper City Model Railroad
 - C. MIA Booth
 - D. Fair Update
5. Finance Director's Financial Report – Review; Capital Projects Update
6. Update and Possible Action on Other Fair, Expo Buildings and Grounds Projects and Issues
 - A. Rummage-A-Rama – December 9; Volunteer Sign Up
 - B. WI Association of Fairs Conference – January 7-10, 2024; Auction Item-Centerpiece
 - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: November 28, 2023

Jerome Vetting, BOARD CHAIRPERSON
By: Jennell Shelton, Facility Manager

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

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

MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, December 6, 2023

Location: Expo Merchant's Building – 4921 Expo Drive, Manitowoc WI

Present: J. Vetting, D. Pollen, P. Soukup, K. Behnke, T. Dvorak, J. Zipperer, R. Kohlbeck, K. Kohlman, J. Hawig, M. Pawlowski, M. Plate, M. Lentz, N. Newberg, R. Voss, K. Sitkiewitz, PJ Albert, S. Binversie, K. Winkel, S. Schuette

Absent & Excused: R. Voss, B. Palzewicz

**County Board
Supervisors
Present:**

Others Present: J. Shelton, C. Breit

Pledge of Allegiance

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

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

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

Review & Act on Subcommittee Recommendations:

A. Finance Subcommittee

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

B. Operations Subcommittee

1. **Jr. Fair-Open Class Rules & Regulations-Schedule; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking Layout; Youth Art Show**
Motion was made by Dvorak, seconded by Hawig to approve the Jr. Fair and Open Class Rules and Regulations changes for the 2024 fair. Motion carried unanimously.

C. Entertainment/Vendors Subcommittee:

1. **No Committee Meeting; Committee Update; 2024 Entertainment Options-Sea Lion Show; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest**
No report.

D. Marketing & Advertising Subcommittee

1. **No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair Competition Update-Appreciation Dinner and Fairest of the Fair Celebration-Convention 2024-Auction Item-Centerpiece; Social Media-Marketing; Woman's Day Event**
J. Zipperer reported that social media will be underway with the addition of Instagram and the fairest of the fair is out networking and preparing for convention.

Review, Discussion and Possible Action on Fair Matters

A. Working Group Assignments

Reminder to review board member current working group assignments.

B. Clipper City Model Railroad

Shelton reported on the current Clipper City Model Railroad contract that expires 2027. Discussion included reviewing the contract specifics for the week of fair before the contract expiration date.

C. Fair Update

No report.

Comptroller's Financial Report – Review; Capital Projects Update

Shelton reported on the Financial Report and Capital projects provided in the board packet.

Update and Possible Action on Other Fair, Expo Buildings, and Grounds Projects and Issues**A. Rummage-A-Rama – December 9; Volunteer Sign Up**

Volunteer list was distributed.

B. WI Association of Fairs Conference – January 7-10, 2024

No report.

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

Staff reported on upcoming events.

Adjournment

Motion was made by Plate, seconded by Hawig to adjourn at 7:19pm. Motion carried unanimously.

Minutes taken by Shelton

Signed by Pawlowski