



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

**DATE:** Wednesday, January 3, 2024  
**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. Election of Officers
4. 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; 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
5. Review, Discussion, and Possible Action on Fair Matters
  - A. Subcommittee and Working Group Assignments
  - 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 10; 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
8. Adjourn

Date: December 26, 2023

Dick Pollen, BOARD VICE-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, January 3, 2024

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

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

**Absent & Excused:** K. Behnke, S. Schuette, K. Sitkiewitz

**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 Plate to approve meeting minutes with corrections. Motion carried unanimously.

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

## Election of Officers

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

Jeremy Hawig was nominated by Mike Plate as the Board Vice Chairperson. After three calls for other nominations a motion was made by Plate, seconded by Pawlowski, that nominations be closed and unanimous ballot be cast for Hawig 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 Hawig, 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

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; Youth Art Show**  
No report.

### 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; Social Media-Marketing; Woman's Day Event**  
No report.

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

**A. Subcommittee and Working Group Assignments**

Reminder to review board member current subcommittee and working group assignments to staff by January 26.

**B. 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 – February 10; 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. Reminder that Jerome Vetting will receive a proclamation at the County Board meeting on January 16 at 6pm.

**Adjournment**

Motion was made by Hawig, seconded by R. Zipperer to adjourn at 6:27pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Pawlowski



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

**DATE(S):** Monday, January 8, 2024  
Tuesday, January 9, 2024

**TIME:** 12:10 p.m.

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

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

1. Regular business
  - a. Roll Call
2. Public Comment
3. Review, discuss, and possible action on events, acts and other issues and items related to the 2024 Fair and provide recommendations to the Expo Board
  - a. New Attendee Orientation/Comments
  - b. Updates on the Following:
    - i. Carnival Night Reception
    - ii. Workshops-Round Table
    - iii. Fairest of the Fair Competition
    - iv. Entertainment Ideas
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: December 26, 2023

Dick Pollen, BOARD VICE-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.

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## MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Monday, January 8, 2024

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

**Present:** D. Pollen, J. Zipperer, R. Kohlbeck, J. Hawig, M. Pawlowski, M. Plate, R. Voss, PJ Albert, S. Binversie, B. Palzewicz, R. Zipperer

**Absent & Excused:** K. Behnke, S. Schuette, K. Sitkiewitz, P. Soukup, T. Dvorak, K. Kohlman, M. Lentz, N. Newberg, K. Winkel, M. Lentz

### County Board Supervisors

**Present:**

**Others Present:** J. Shelton

### Pledge of Allegiance

**Called to Order** Meeting called to order – 12:10pm.

**Minutes** Minutes were reviewed from the previous meetings. Motion was made by R. Zipperer, 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, Discussion and Possible Action on Events, Acts and Other Issues and Items Related to the 2024 Fair and Provide Recommendations to the Expo Board

**A. *New Attendee Orientation/Comments***

Discussion on the New Attendee Orientation noting that the orientation was not done well and feedback would be provided to the state.

**B. *Updates on the Following:***

**i. *Carnival Night Reception***

Report on the Carnival Night Reception.

**ii. *Workshops-Round Table***

Report on the workshops and round table discussions and signup sheet for the next day's events.

**iii. *Fairest of the Fair Competition***

Report on the Fairest of the Fair Competition and Emma Dvorak.

**iv. *Entertainment Ideas***

Reminder to look at potential 2025 entertainment ideas.

### Other Fair Projects and Issues Update – No Action

No report.

### Adjournment

Motion was made by Albert, seconded by Kohlbeck to adjourn at 12:30pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Pawlowski

**NOTE:** A quorum was not present for the Tuesday, January 9, 2024 EXPO-ICE CENTER BOARD meeting at the State Fairs Conference, therefore there are no minutes available.



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

**DATE(S):** Monday, January 8, 2024  
Tuesday, January 9, 2024

**TIME:** 12:10 p.m.

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

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

1. Regular business
  - a. Roll Call
2. Public Comment
3. Review, discuss, and possible action on events, acts and other issues and items related to the 2024 Fair and provide recommendations to the Expo Board
  - a. New Attendee Orientation/Comments
  - b. Updates on the Following:
    - i. Carnival Night Reception
    - ii. Workshops-Round Table
    - iii. Fairest of the Fair Competition
    - iv. Entertainment Ideas
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: December 26, 2023

Dick Pollen, BOARD VICE-CHAIRPERSON  
By: Jennell Shelton, Facility Manager

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

**DATE:** Wednesday, February 7, 2024  
**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. Election of Officers; Convention Policy – Convention Budget; Woman’s Day Request; Season Passes – Retired Board Members; Manure Fees; 2024 Budget
  - B. OPERATIONS SUBCOMMITTEE:
    1. Election of Officers; Manitowoc County 4-H Silent Auction Request; Confirm 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; Youth Art Show
  - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
    1. Election of Officers; Approval of Contracts: Bulitz Carriage Rides-Petting Zoo; N.E.W. Motorsports-Modified Truck & Tractor Pull; Schnell Bros-Tractor Pull; Fireworks; Horse Pullers; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
  - D. MARKETING-ADVERTISING SUBCOMMITTEE
    1. Election of Officers; Advertising-Media Budget; Working Group Updates-Fairest of the Fair; Social Media-Marketing; Woman’s Day Event
4. Review, Discussion, and Possible Action on Fair Matters
  - A. Miss Wisconsin Booking
  - B. TA Motorsports
  - C. Beer and Soda Vendor Meeting – March 20; Time
  - D. Subcommittee and Working Group Assignments
  - 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. Expo-Ice Center Board Opening
  - B. Rummage-A-Rama – February 10; Volunteer Sign Up
  - C. WI Association of Fairs Convention Update
  - D. Expo or Professional Attire – Fairest of the Fair Picture
  - E. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: January 30, 2024

Dick Pollen, 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.

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# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, February 7, 2024

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

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

**Absent & Excused:** K. Winkel

**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 R. Zipperer, seconded by Voss to approve meeting minutes. 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; Convention Policy – Convention Budget; Woman's Day Request; Season Passes – Retired Board Members; Manure Fees; 2024 Budget**

Plate reported on the following:

- Election of Officers – Albert – Vice Chair; Palzewicz – Secretary.
- Discussion on the Convention Policy, Season Passes, and Manure Fees and will be on the next meeting agenda for further discussion and possible action.
- Woman's Day Request – recommend approval of \$500 for the Woman's Day event.

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

### B. Operations Subcommittee

**1. Election of Officers; Manitowoc County 4-H Silent Auction Request; Confirm 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; Youth Art Show**

Dvorak reported on the following:

- Election of Officers – Pawlowski – Vice Chair; Kohlmann – Secretary.
- Manitowoc County 4-H Silent Auction Request – recommend approval of the 4-H Silent Auction Request.
- Confirm Special Olympics Date and Route – recommend approval of the Special Olympics event on Wednesday, August 21 at 6pm with same route as 2023.

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

### C. Entertainment/Vendors Subcommittee:

**1. Election of Officers; Approval of Contracts: Bulitz Carriage Rides-Petting Zoo; N.E.W. Motorsports-Modified Truck & Tractor Pull; Schnell Bros-Tractor Pull; Fireworks; Horse Pullers; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest**

Voss reported on the following:

- Approval of Contracts: Recommend approval of the following contracts – Bulitz Carriage Rides; N.E.W. Motorsports; Schnell Bros; Fireworks; and Horse Pullers.

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

**D. Marketing & Advertising Subcommittee**

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

J. Zipperer reported on the following:

- Election of Officers – Strouf – Vice Chair; Binversie – Secretary.
- Working Group Updates.

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

**A. Miss Wisconsin Booking**

Motion was made by Hawig, seconded by R. Zipperer to approve the Miss Wisconsin Booking. Motion carried unanimously.

**B. TA Motorsports**

Rich Rothmund, TA Motorsports, attended and spoke at the meeting regarding issues with unloading on the last day of fair and noted that he would recommend ending the fair earlier. Discussion to send to Operations – Parking Working Group for further review.

**C. Beer and Soda Vendor Meeting – March 20; Time**

Beer and Soda Vendor meeting scheduled for March 20 at 5pm.

**D. Subcommittee and Working Group Assignments**

Reminder to send in changes-updates for working group assignments.

**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. Expo-Ice Center Board Opening**

Reminder of vacancy on the board and potential postings on Facebook.

**B. Rummage-A-Rama – February 10; Volunteer Sign Up**

Volunteer list was distributed.

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

Reports on the WI Association of Fairs conference including the sessions and meetings as well as the 2023 Manitowoc County Fairest of the Fair Emma Dvorak placing in the top 10 and auction basket sold for \$2,900.

**D. Expo or Professional Attire – Fairest of the Fair Picture**

Picture taken with the 2024 Fairest of the Fair.

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

Staff reported on upcoming events.

**Adjournment**

Motion was made by R. Zipperer, seconded by J. Zipperer to adjourn at 8:00pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Pawlowski



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

DATE: Wednesday, February 7, 2024  
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 at the meeting:

1. Regular Business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Election of Officers
4. Review, Discussion, and Possible Action on the following items for the 2024 Fair:
  - A. Approval of Contracts
    1. Bulitz Carriage Rides – Petting Zoo
    2. N.E.W. Motorsports – Modified Truck and Tractor Pull
    3. Schnell Bros – Tractor Pull
    4. Fireworks
    5. Horse Pullers
  - B. Event Working Group Updates
    1. Celebrity Cream Puff Eating Contest
    2. Grandstand Shows
    3. Outdoor Layout
    4. Parade-Fireworks
    5. Teeny Weeny Donut Contest
5. Other Fair Projects and Issues Update – No Action
6. Adjourn

Date: January 30, 2024

Rob Voss, SUB-COMMITTEE CHAIRPERSON  
By: Jennell Shelton, Facility Manager

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

Held Wednesday, February 7, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, R. Zipperer, P. Strouf, PJ Albert, J. Hawig, R. Kohlbeck,  
K. Kohlmann, M. Lentz, B. Palzewicz, M. Pawlowski, M. Plate,  
K. Sitkiewitz, J. Zipperer

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, S. Schuette, S. Binversie

**Absent & Excused:**

**Absent:**

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

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

**Public Comment** Committee chair called for public input three times. No public input given.

**Election of Officers**

Russ Zipperer was nominated by Justin Zipperer as the committee vice chairperson. After three calls for other nominations a motion was made by J. Zipperer, seconded by Kohlbeck, that nominations be closed and unanimous ballot be cast for R. Zipperer as committee vice chair. Motion carried unanimously.

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

**Review, Discussion, and Possible Action on the following items for the 2024 Fair:**

**A. Approval of Contracts**

**1. Bulitz Carriage Rides – Petting Zoo**

Motion was made by Plate, seconded by R. Zipperer to recommend approval to the board the Bulitz Carriage Rides contract. Motion carried unanimously.

**2. N.E.W. Motorsports – Modified Truck and Tractor Pull**

Motion was made by Plate, seconded by R. Zipperer to recommend approval to the board the N.E.W. Motorsports contract. Motion carried unanimously.

**3. Schnell Bros – Tractor Pull**

Motion was made by J. Zipperer, seconded by Strouf to recommend approval to the board the Schnell Bros contract. Motion carried unanimously.

**4. Fireworks**

Motion was made by Albert, seconded by Pawlowski to recommend approval to the board the Fireworks contract. Motion carried unanimously.

**5. Horse Pullers**

Motion was made by Plate, seconded by Sitkiewitz to recommend approval to the board the Horse Pullers contract. Motion carried unanimously.

***B. Event Working Group Updates***

No report.

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

Motion made by R. Zipperer, seconded by Strouf to adjourn at 6:17pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Strouf





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

**DATE:** Wednesday, February 7, 2024  
**TIME:** 5:00 p.m.  
**PLACE:** Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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1. Regular Business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Election of Officers
4. Review, Discussion, and Possible Action on the following items for the 2024 Fair:
  - A. Convention Policy – Convention Budget
  - B. Woman’s Day Request
  - C. Season Passes – Retired Board Members
  - D. Manure Fees
  - E. 2024 Budget
5. Update and Possible Action on Other Fair Operation Projects and Issues
6. Adjourn

Date: January 30, 2024

Michael Plate, SUB-COMMITTEE CHAIRPERSON  
By: Jennell Shelton, Facility Manager

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

Wednesday, February 7, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** M. Plate, PJ Albert, B. Palzewicz, K. Behnke, J. Hawig, R. Kohlbeck, K. Sitkiewitz

**Absent & Excused:**  
**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, R. Voss

**Others Present:** J. Shelton, C. Breit

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

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

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

**Election of Officers**

PJ Albert was nominated by Jeremy Hawig as the committee vice chairperson. After three calls for other nominations a motion was made by Hawig, seconded by Sitkiewitz, that nominations be closed and unanimous ballot be cast for Albert as committee vice chair. Motion carried unanimously.

Barb Palzewicz was nominated by Jeremy Hawig as the committee secretary. After three calls for other nominations a motion was made by Hawig, seconded by Sitkiewitz, that nominations be closed and unanimous ballot be cast for Palzewicz as committee secretary. Motion carried unanimously.

**Review, Discussion, and Possible Action on the following items for the 2024 Fair:**

**A. *Convention Policy – Convention Budget***

Discussion regarding Convention Policy and Convention Budget for the 2025 and future convention dates with more discussion and possible recommendation at the next subcommittee meeting.

**B. *Woman’s Day Request***

Motion was made by Palzewicz, seconded by Hawig to recommend to the board approval of \$500 for the Woman’s Day event. Motion carried unanimously.

**C. *Season Passes – Retired Board Members***

Discussion regarding Season Passes for Retired Board members including number of years of service and type of pass issued with more discussion and possible recommendation at the next subcommittee meeting.

**D. *Manure Fees***

Hawig reported on the 2023 manure fees incurred at fair and the increase in tipping fees for 2024 and future fairs. Discussion included market animal committee and dairy promotion committee donations towards the fees with more discussion and possible recommendation at the next subcommittee meeting.

**E. *2024 Budget***

Fair Budget included in packet.

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

No report.

**Adjourn**

Motion made by Sitkiewitz, seconded by Kohlbeck to adjourn at 5:29pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Palzewicz



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

DATE: Wednesday, February 7, 2024  
TIME: 5:30 p.m.  
PLACE: Expo Office – 4921 Expo Drive, Manitowoc, WI 54220

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1. Regular business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Election of Officers
4. Review, Discussion, and Possible Action on the following items for the 2024 Fair:
  - A. Advertising-Media Budget
  - B. Working Group Updates
    - a. Fairest of the Fair
    - b. Social Media-Marketing
    - c. Woman's Day Event
5. Other Fair Projects and Issues Update – No Action
6. Adjourn

Date: January 30, 2024

Justin Zipperer, SUB-COMMITTEE 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  
MARKETING-ADVERTISING SUBCOMMITTEE**

Held Wednesday, February 7, 2024

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

**Present:** J. Zipperer, P. Strouf, S. Binversie, K. Behnke, T. Dvorak, R. Kohlbeck,  
S. Schuette, R. Voss, R. Zipperer

**Absent & Excused:** K. Winkel, N. Newberg  
**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, J. Hawig, M. Plate, M. Pawlowski, B. Palzewicz, K. Sitkiewitz, PJ Albert

**Others Present:** J. Shelton, C. Breit

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

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

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

**Election of Officers**

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

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

**Review, Discussion and Possible Action on the following items for the 2024 Fair:**

**A. Advertising-Media Budget**

J. Zipperer reported on the Advertising-Media Budget included in the committee packet highlighting some of the potential new media options. Discussion with agenda item to be included on the next subcommittee meeting.

**B. Working Group Updates**

J. Zipperer reported on the working groups including Fairest of the Fair meetings, sponsor thank you cards from previous fairest, and social media posts. Palzewicz reported on the Woman's Day Event including the Lakeshore Quilters quilt, demonstrations, and speakers.

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

Motion made by Voss, seconded by Dvorak to adjourn at 5:53pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Binversie



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

**DATE:** Wednesday, February 7, 2024  
**TIME:** 6:30 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 at the meeting:

1. Regular business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Election of Officers
4. Review, Discussion, and Possible Action on the following items for the 2024 Fair:
  - A. Manitowoc County 4-H Silent Auction Request
  - B. Confirm Special Olympics Date and Route
  - C. Ice Center Operations
  - D. Contests and Exhibits Working Group Updates:
    - a. AG Adventureland Tent
    - b. Brew Competition
    - c. Dairy Cattle (Ice Center) Show Ring
    - d. Exhibition Building
    - e. King Arthur Baking Contest
    - f. Market Animal Committee
    - g. Parking Layout-Building Hours, Release, and Load-Unload Location
    - h. Youth Art Show
5. Other Fair Projects and Issues Update – No Action
6. Adjourn

Date: January 30, 2024

Tonya Dvorak, SUB-COMMITTEE CHAIRPERSON  
By: Jennell Shelton, Facility Manager

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

Held Wednesday, February 7, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, M. Pawlowski, K. Kohlmann, K. Behnke, S. Binversie, J. Hawig,  
M. Lentz, N. Newberg, B. Palzewicz, S. Schuette, P. Strouf

**Absent & Excused:** K. Winkel  
**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, M. Plate, R. Kohlbeck, PJ Albert, K. Sitkiewitz, J. Zipperer, R. Zipperer

**Others Present:** J. Shelton, C. Breit

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

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

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

**Election of Officers**

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

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

**Review, Discussion and Possible Action on the following items for the 2024 Fair:**

**A. Manitowoc County 4-H Silent Auction Request**

Motion was made by Newberg, seconded by Binversie to recommend approval to the board the Manitowoc County 4-H Silent Auction request. Motion carried unanimously.

**B. Confirm Special Olympics Date and Route**

Motion was made by Binversie, seconded by Newberg to recommend approval to the board the Special Olympics run on Wednesday at 6pm with the same route. Motion carried unanimously.

**C. Ice Center Operations**

Pollen reported on the hockey tournament, the fundraising efforts for the Zamboni, which is already on order, and the upcoming Figure Skating Ice Show.

**D. Contests and Exhibits Working Group Updates**

- AG Adventureland – meeting held and meeting scheduled for March 18 at 5:15pm.
- Brew Competition – competition is registered.
- Dairy Cattle (Ice Center) Show Ring – no report.
- Exhibition Building – no report.
- King Arthur Contest – will be adding recipe to the rules.
- Market Animal Committee – meeting scheduled for Sunday.
- Parking Layout – no report.
- Youth Art Show – no report.

**Other Fair Projects and Issues Update – No Action**

Dvorak reported on the ribbon idea for the tiny tot exhibitors.

**Adjournment**

Motion made by Hawig, seconded by Soukup to adjourn at 6:56pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Kohlmann



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

**DATE:** Wednesday, March 6, 2024  
**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. Convention Policy – Convention Budget; Season Passes – Retired Board Members; Manure Fees; 2024 Budget
  - 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-TA Motorsports; 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; Advertising-Media Budget; Working Group Updates-Fairest of the Fair; Social Media-Marketing – Schedule; Woman’s Day Event
4. Review, Discussion, and Possible Action on Fair Matters
  - A. Beer and Soda Vendor Meeting – March 20; 5pm
  - B. Polka Music
  - 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. Expo-Ice Center Board Appointment Recommendation
  - B. District 4 Meeting – West Bend
  - C. Rummage-A-Rama – 2024-2025 Season – Table Rate
  - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: February 27, 2024

Dick Pollen, 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.

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

Held Wednesday, March 6, 2024

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

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

**Absent & Excused:** R. Voss

**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 J. Zipperer to approve meeting minutes. 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. Convention Policy – Convention Budget; Season Passes – Retired Board Members; Manure Fees; 2024 Budget**

Plate reported on the following:

- Convention Policy – Motion was made by Plate, seconded by Sitkiewitz to approve the following motion – Board members interested in attending annual convention must submit registration by first meeting in September and any registrations after the first meeting will be accommodated if funds are available. Board members’ annual conference expenses for lodging and registration shall not exceed the lower of the following two amounts: the combined cost of three nights’ lodging and conference registration along with banquet tickets and one night’s stay for fairest of the fair parents or the county budget for board members expenses at the annual convention with any overages calculated on a percentage basis. Board members will be notified by the first meeting in November of any anticipated out-of-pocket expenses associated with lodging and registration for attending the annual convention with confirmation of attendance along with acceptance of any out-of-pocket expenses will be required from by board members by the first meeting in November with cancelation by November 14. Any cancelation after November 15, may result in the board member responsibility of registration fees. Motion carried unanimously.
- Convention Budget – Motion was made by Plate, seconded by Dvorak to recommend to public works a budget increase to \$4,000. Motion carried unanimously.
- Season Passes – Retired Board Members – Motion was made by Behnke, seconded by Albert to approve a single, season pass each year to retired board members with fifteen years or more of service retroactive to December 31, 2023. Motion carried. Plate, Palzewicz, Newberg voted no.



**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-TA Motorsports; Youth Art Show**

Dvorak reported on the following:

- Ice Center Operations – two weeks away from concluding the ice season with the Ice Show being held on March 16 and 17.
- AG Adventureland Tent – meeting on March 18 at 5:15pm.
- Brew Competition – no report.
- Dairy Cattle – no report.
- Exhibition Building – need to schedule a meeting to discuss superintendents.
- King Arthur Baking Contest – recipe submitted to staff.
- Market Animal Committee – met with committee and they are working on a wash rack proposal.
- Parking Layout-TA Motorsports – release times to stay the same and not amending to accommodate TA Motorsports. Report on radios and shuttle bus hours.
- Youth Art Show – Valders is looking forward to participating and seeking other schools as well.

Motion was made by Dvorak, seconded by Plate 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**

No report.

**D. Marketing & Advertising Subcommittee**

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

J. Zipperer reported on the following:

- Advertising-Media Budget – scheduling a meeting.
- Fairest of the Fair – bio is now online.
- Social Media-Marketing – working on posts. There are over 12,900 followers.
- Woman's Day Event – working on speakers.

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

- A. **Beer and Soda Vendor Meeting – March 20; 5pm**

Beer and Soda Vendor meeting scheduled for March 20 at 5pm.

- B. **Polka Music**

Motion was made by J. Zipperer, seconded by Pawlowski to approve the polka music contract. Motion carried unanimously.

- C. **Fair Update**

Discussion on wine at the fair.

**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. *Expo-Ice Center Board Appointment Recommendation***

Motion was made by Hawig, seconded by Plate to recommend to the Public Works committee the Expo-Ice Center Board Appointment recommendation of Amber Schneider. Motion carried unanimously.

**B. *District 4 Meeting – West Bend***

Meeting will be held on April 10. Binversie and Dvorak plan to attend.

**C. *Rummage-A-Rama – 2024-2025 Season – Table Rate***

Motion was made by Behnke, seconded by R. Zipperer to increase the table rate to \$15 per table for the 2024-2025 season. Motion carried unanimously.

**D. *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 8:07pm. Motion carried unanimously.

Minutes taken by Shelton.

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Signed by Pawlowski



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

**DATE:** Wednesday, March 6, 2024  
**TIME:** 6:15 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 at the meeting:

1. Regular Business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2024 Fair:
  - A. Convention Policy – Convention Budget
  - B. Season Passes – Retired Board Members
  - C. Manure Fees
  - D. 2024 Budget
4. Update and Possible Action on Other Fair Operation Projects and Issues
5. Adjourn

Date: February 27, 2024

Michael Plate, SUB-COMMITTEE CHAIRPERSON  
By: Jennell Shelton, Facility Manager

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

Wednesday, March 6, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** M. Plate, PJ Albert, B. Palzewicz, K. Behnke, J. Hawig, R. Kohlbeck, K. Sitkiewitz

**Absent & Excused:**

**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, M. Pawlowski, P. Strouf, R. Zipperer

**Others Present:** J. Shelton, C. Breit

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

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

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

**Review, Discussion, and Possible Action on the following items for the 2024 Fair:**

**A. *Convention Policy – Convention Budget***

Motion was made by Albert, seconded by Behnke to recommend approval to the board that all board members interested in attending the annual convention must submit their registration to the Expo office by the first meeting in September of each year to receive budget funding and registrations received after the first meeting will only be accommodated if funds are available. Motion carried unanimously.

Motion was made by Albert, seconded by Kohlbeck to recommend approval to the board that board members' annual conference expenses for lodging and registration shall not exceed the lower of the following two amounts: the combined cost of three nights' lodging and conference registration along with banquet tickets and one night's room for fairest parents or the county budget for board member expenses at the annual conference with any overages calculated on a percentage basis. Motion carried unanimously.

Motion was made by Albert, seconded by Palzewicz to recommend approval to the board that board members will be notified by the first meeting in November of each year of any anticipated out-of-pocket expenses associated with lodging and registration for attending the annual conference and confirmation of attendance along with acceptance of any out-of-pocket expenses will be required by board members by first meeting in November with cancelation by November 14. Any cancelation after November 15, may result in board member responsibility of registration fees. Motion carried unanimously.

Motion was made by Behnke, seconded by Sitkiewitz to recommend approval to the board to recommend an increase in the budget to \$4,000. Motion carried unanimously.

**B. *Season Passes – Retired Board Members***

Motion was made by Behnke, seconded by Kohlbeck to recommend approval to the board to annual season passes to board members serving fifteen (15) years retroactively back to December 31, 2023. Motion carried unanimously.

**C. *Manure Fees***

Discussion on manure fees with more research and possible recommendations at next meeting.

**D. *2024 Budget***

No report.

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

No report.

**Adjourn**

Motion made by Hawig, seconded by Kohlbeck to adjourn at 6:55pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Palzewicz



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

**DATE:** Wednesday, April 3, 2024  
**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. Season Passes – Retired Board Members; Manure Fees; Fairest of the Fair Scholarship; Display Boards; AG Adventureland Budget Request; Capital Budget Review; 2024 Budget
  - 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; Youth Art Show
  - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
    1. Keys Koncessions – Karaoke; TA Motorsports-2024 Contract Submission; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest
  - D. MARKETING-ADVERTISING SUBCOMMITTEE:
    1. Advertising-Media Budget; Little Showmanship Ribbons; Working Group Updates-Fairest of the Fair; Social Media-Marketing – Schedule; Woman’s Day Event
4. Review, Discussion, and Possible Action on Fair Matters
  - A. Beer and Soda Vendor Meeting Update
  - B. Wine Update
  - C. Working Group Meeting Attendance – Meeting Notices
  - D. Fair Sponsorships – Meijer; WI Aluminum Foundry; Major
  - 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. District 4 Meeting – West Bend – April 10
  - B. Breakfast on the Farm – One Day Passes; June 9 – Libertyland Farms – 11431 Newton Road, Valders
  - C. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: March 26, 2024

Dick Pollen, 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.

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# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, April 3, 2024

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

**Present:** D. Pollen, J. Hawig, M. Pawlowski, PJ Albert, K. Behnke, S. Binversie, R. Voss, K. Kohlmann, M. Lentz, N. Newberg, B. Palzewicz, M. Plate, S. Schuette, K. Sitkiewitz, P. Strouf, K. Winkel, J. Zipperer

**Absent & Excused:** T. Dvorak, R. Kohlbeck, R. Zipperer

**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 J. Zipperer, seconded by Voss to approve meeting minutes. 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. ***Season Passes – Retired Board Members; Manure Fees; Fairest of the Fair Scholarship; Display Boards; AG Adventureland Budget Request; Capital Budget Review; 2024 Budget***

Plate reported on the following:

- Season Passes – Retired Board Members – recommended approval of a Retired ID card for those board members with fifteen total years of service.
- Manure Fees – recommend approval of manure removal by Nate Farms of up to \$1,850 cost to remove for Thursday through Sunday plus \$500 to the Hackmann Farms, receiving farm. Total cost of no more than \$2,350.
- Manure Fees – recommend approval to increase manure fees \$2 for all manure fees.
- Display Boards – recommend approval to purchase four display boards for a total of \$400.
- AG Adventureland Budget Request – recommend approval of \$2,500 budget.

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

### 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-TA Motorsports; Youth Art Show***

Pawlowski reported on the following:

- Ice Center Operations – ice is out.
- AG Adventureland Tent – bees and butterfly exhibits scheduled. Next meeting is April 22.
- Brew Competition – meeting to be scheduled in May.
- Dairy Cattle – no report.
- Exhibition Building – need to post superintendent-assistant superintendent vacancies.
- King Arthur Baking Contest – no report.
- Market Animal Committee – committee is working on a wash rack proposal.
- Parking Layout – working on signs.
- Youth Art Show – there are two schools committed to date.

**C. Entertainment/Vendors Subcommittee:**

**1. Keys Koncessions - Karaoke; TA Motorsports-2024 Contract Submission; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest**

Voss reported on the following:

- Keys Koncessions-Karaoke – recommend approval of the request by Keys Koncessions to have a Karaoke vendor spot paid for based on footage similar to the Outdoor Vendor spaces.
- TA Motorsports-2024 Contract Submission – email was sent to TA Motorsports outlining the contract rules and regulations and release information.
- Celebrity Cream Puff Eating Contest – going fine.
- Grandstand Shows – meeting to be scheduled.
- Outdoor Layout – will be working on determining vendor locations and striping.
- Parade-Fireworks – in progress.
- Teeny Weeny Donut Contest – working on.
- AG Adventureland Tent – bees and butterfly exhibits scheduled. Next meeting is April 22.

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

**D. Marketing & Advertising Subcommittee**

**1. Advertising-Media Budget; Little Showmanship Ribbons; Working Group Updates-Fairest of the Fair; Social Media-Marketing-Schedule; Woman’s Day Event**

J. Zipperer reported on the following:

- Advertising-Media Budget – recommend approval of the \$23,000 as allocated in the board packet.
- Little Showmanship Ribbons – recommend approval of the purchase of ribbons with Little Showman as the generic ribbon name.
- Fairest of the Fair – no report.
- Social Media-Marketing – Schedule – no report.
- Woman’s Day Event – no report.

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

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

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

Voss reported that the meeting went well and prices will remain the same.

**B. Wine Update**

Shelton provided information obtained from the City of Manitowoc regarding wine sales at the fair.

**C. Fair Sponsorships – Meijer; WI Aluminum Foundry; Major**

Shelton provided a report on sponsorships including working on obtaining a “Presented by” sponsor for the fair.

**D. 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. *District 4 Meeting – West Bend***

Meeting will be held on April 10. Binversie plans to attend.

**B. *Breakfast on the Farm – One Day Passes; June 9 – Libertyland Farms – 11431 Newton Road Valders***

Consensus to allocate twenty (20) one day passes for the Breakfast on the farm. Volunteer sheet distributed.

**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 7:50pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Pawlowski





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

DATE: Wednesday, April 3, 2024  
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 at the meeting:

1. Regular Business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2024 Fair:
  - A. Keys Koncessions – Karoake
  - B. TA Motorsports – 2024 Contract Submission
  - C. Event Working Group Updates
    1. Celebrity Cream Puff Eating Contest
    2. Grandstand Shows
    3. Outdoor Layout
    4. Parade-Fireworks
    5. Teeny Weeny Donut Contest
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: March 26, 2024

Rob Voss, SUB-COMMITTEE 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  
ENTERTAINMENT AND VENDORS SUBCOMMITTEE**

Held Wednesday, April 3, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, P. Strouf, PJ Albert, J. Hawig, K. Kohlmann, B. Palzewicz,  
M. Pawlowski, M. Plate, K. Sitkiewitz, J. Zipperer

**Absent & Excused:** R. Zipperer, R. Kohlbeck, M. Lentz

**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, S. Schuette, S. Binversie

**Called to Order** Meeting called to order – 6:05pm

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

**Public Comment** Committee chair called for public input three times. No public input given.

**Review, Discussion, and Possible Action on the following items for the 2024 Fair:**

**A. Keys Koncessions – Karaoke**

Motion was made by J. Zipperer, seconded by Plate to recommend approval to the board the Keys Koncessions request to have a Karaoke trailer with vendor paying for front footage space based on an outdoor vendor space. Motion carried unanimously.

**B. TA Motorsports – 2024 Contract Submission**

Pollen reported that contract was sent and TA Motorsports was informed of release day as well as providing TA Motorsports with the rules and regulations.

**C. Event Working Group Updates**

- 1. Celebrity Cream Puff Eating Contest** – brief update provided.
- 2. Grandstand Shows** – meeting to be scheduled.
- 3. Outdoor Layout** – brief update provided.
- 4. Parade-Fireworks** – fireworks set.
- 5. Teeny Weeny Donut Contest** – no report.

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

Motion made by Plate, seconded by J. Zipperer to adjourn at 6:22pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Strouf



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

**DATE:** Wednesday, April 3, 2024  
**TIME:** 5:15 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 at the meeting:

1. Regular Business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2024 Fair:
  - A. Season Passes – Retired Board Members
  - B. Manure Fees
  - C. Fairest of the Fair Scholarship
  - D. Display Boards
  - E. AG Adventureland Budget Request
  - F. Capital Budget Review
  - G. 2024 Budget
4. Update and Possible Action on Other Fair Operation Projects and Issues
5. Adjourn

Date: March 26, 2024

Michael Plate, SUB-COMMITTEE CHAIRPERSON  
By: Jennell Shelton, Facility Manager

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

Wednesday, April 3, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** M. Plate, PJ Albert, B. Palzewicz, K. Behnke, J. Hawig, K. Sitkiewitz

**Absent & Excused:** R. Kohlbeck

**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, M. Pawlowski, P. Strouf, R. Voss

**Others Present:** J. Shelton, C. Breit

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

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

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

**Review, Discussion, and Possible Action on the following items for the 2024 Fair:**

**A. Season Passes – Retired Board Members**

Motion was made by Albert, seconded by Sitkiewitz to recommend approval to the board a retired pictured ID pass for those members serving fifteen (15) years total. Motion carried unanimously.

**B. Manure Fees**

Motion was made by Behnke, seconded by Hawig to recommend approval to the board to spend up to \$1,850 to Nate Farms for removal of the manure and a \$500 payment to Hackmann Farms for receiving manure. Motion carried unanimously.

Motion was made by Hawig, seconded by Sitkiewitz to recommend approval to the board to increase all manure fees \$2. Motion carried unanimously.

**C. Fairest of the Fair Scholarship**

Discussion regarding increasing the Scholarship amount. Research to be done on other Fairs and the Fairest of the Fair payments.

**D. Display Boards**

Motion was made by Behnke, seconded by Albert to recommend approval to the board to purchase four display boards for \$400 total. Motion carried unanimously.

**E. AG Adventureland Budget Request**

Motion was made by Behnke, seconded by Sitkiewitz to recommend approval to the board the AG Adventureland Budget request of \$2,500.

**F. Capital Budget Review**

Discussion included Capital Budget items and allocation of the budget noting that the Expo-Ice Center Board is advisory to the Public Works Committee.

**G. 2024 Budget**

No report.

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

No report.

**Adjourn**

Motion made by Hawig, seconded by Behnke to adjourn at 6:05pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Palzewicz



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

DATE: Wednesday, April 3, 2024  
TIME: 6:30 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 at the meeting:

1. Regular business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2024 Fair:
  - A. Advertising-Media Budget
  - B. Little Showmanship Ribbons
  - C. Working Group Updates
    - a. Fairest of the Fair
    - b. Social Media-Marketing – Schedule
    - c. Woman’s Day Event
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: March 26, 2024

Justin Zipperer, SUB-COMMITTEE CHAIRPERSON  
By: Jennell Shelton, Facility Manager

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

Held Wednesday, April 3, 2024

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

**Present:** J. Zipperer, P. Strouf, S. Binversie, K. Behnke, S. Schuette, R. Voss, K. Winkel, N. Newberg

**Absent & Excused:** T. Dvorak, R. Kohlbeck. R. Zipperer  
**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, J. Hawig, M. Plate, M. Pawlowski, B. Palzewicz, K. Sitkiewitz, PJ Albert, K. Kohlman

**Others Present:** J. Shelton, C. Breit

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

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

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

**Review, Discussion and Possible Action on the following items for the 2024 Fair:**

**A. Advertising-Media Budget**

Motion was made by Newberg, seconded by Binversie to recommend approval to the board the allocation of the 2024 Advertising-Media Budget as outlined in the committee packet. Motion carried unanimously.

**B. Little Showmanship Ribbons**

Motion was made by Newberg, seconded by Voss to recommend approval to the board the purchase of ribbons with Little Showman as the generic ribbon name. Motion carried unanimously.

**C. Working Group Updates**

**a. Fairest of the Fair** – fairest will be attending events soon.

**b. Social Media-Marketing – Schedule** – working on posts.

**c. Woman's Day Event** – speaker D'Ann Schaeffer has been scheduled and Community First Credit Union is sponsoring the event.

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

Motion made by Voss, seconded by Strouf to adjourn at 6:47pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Binversie



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

DATE: Wednesday, May 1, 2024  
TIME: **6:30 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 and Introduction of New Board Member
  - C. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on Subcommittee Recommendations
  - A. FINANCE SUBCOMMITTEE:
    1. No Committee Meeting; Committee Update; 2024 Budget
  - 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; Youth Art Show
  - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
    1. Review and Recommendations of 2024 Asphalt Proposals; 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 – Schedule; Woman’s Day Event
4. Review, Discussion, and Possible Action on Fair Matters
  - A. Special Olympics 2 Mile Walk
  - B. Dairy Assistant Superintendent
  - C. Marketing Video Material
  - D. Merchants Gate Sunday Closing Time
  - E. Fairest of the Fair Scholarship
  - F. Clover Café – Exhibition Building – Vacancy
  - G. Billboard - Judges
  - H. Board Member Fair Camping
  - 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. County Board Members – Expo-Ice Center Board
  - B. District 4 Meeting Update
  - C. Breakfast on the Farm – June 9 – Libertyland Farms – 11431 Newton Road, Valders
  - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: April 23, 2024

Dick Pollen, BOARD CHAIRPERSON  
By: Jennell Shelton, Facility Manager

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# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, May 1, 2024

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

**Present:** D. Pollen, J. Hawig, M. Pawlowski, PJ Albert, K. Behnke, S. Binversie, R. Voss, K. Kohlmann, M. Lentz, N. Newberg, B. Palzewicz, M. Plate, S. Schuette, K. Winkel, J. Zipperer, T. Dvorak, A. Schneider

**Absent & Excused:** R. Kohlbeck, R. Zipperer, P. Strouf

**County Board  
Supervisors  
Present:**

**Others Present:** J. Shelton, C. Breit

## Pledge of Allegiance

**Called to Order** Meeting called to order – 6:30pm. Introduction of new board member Amber Schneider.

**Minutes** Minutes were reviewed from the previous meetings. Motion was made by Plate, seconded by Voss to approve meeting minutes. 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; 2024 Budget**  
No report.

### 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; Youth Art Show**

Working Group reports on the following:

- Ice Center Operations – ice is out.
- AG Adventureland Tent – next meeting is May 11 for demo of milk parlor changing area for storage.
- Brew Competition – meeting to be scheduled in May.
- Dairy Cattle – no report.
- Exhibition Building – distributing poster and reference books.
- King Arthur Baking Contest – no report.
- Market Animal Committee – purchasing new show ring panels for fair, value of \$4,000.
- Parking Layout – working on signs.
- Youth Art Show – there are two schools committed to date.



**C. Entertainment/Vendors Subcommittee:**

**1. Review and Recommendations of 2024 Asphalt Proposals; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest**

Voss reported on the following:

- Review and Recommendations of 2024 Asphalt Proposals – recommend approval of the Asphalt Work including Center Driveway by Rides - \$24,200; Exhibition Building Driveway - \$21,300; and Water Main Patch by Horse Arena - \$800.
- Celebrity Cream Puff Eating Contest – secured cream puffs.
- Grandstand Shows – reviewed equipment needs and volunteer help.
- Outdoor Layout – no report.
- Parade-Fireworks – in progress.
- Teeny Weeny Donut Contest – no report.

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

**D. Marketing & Advertising Subcommittee**

**1. Advertising-Media Budget; Little Showmanship Ribbons; Working Group Updates-Fairest of the Fair; Social Media-Marketing-Schedule; Woman's Day Event**

J. Zipperer reported on the following:

- Fairest of the Fair – brief report on upcoming appearances.
- Social Media-Marketing – looking for photographer during week of fair.
- Woman's Day Event – have a speaker secured and meeting to be scheduled.

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

**A. Special Olympics 2 Mile Walk**

Staff reported that the Special Olympics will only be a 2 mile walk.

**B. Dairy Assistant Superintendent**

Interviews to be scheduled.

**C. Marketing Video Material**

J. Zipperer reported on the Marketing Video Material.

**D. Merchants Gate Sunday Closing Time**

Merchants Gate Sunday Closing time confirmed for 4pm for vehicle traffic.

**E. Fairest of the Fair Scholarship**

J. Zipperer reported on the Fairest of the Fair scholarship and board recommended the working group to review and make recommendations.

**F. Clover Café – Exhibition Building – Vacancy**

Staff reported that the 4-H will not be in the Exhibition Building due to lack of volunteers. Discussion included staff to contact Farm Bureau.

**G. Billboard – Judges**

Judges will be Binversie, Palzewicz, Pawlowski, Newberg and Hawig.

**H. Board Member Camping**

Board members confirmed are Behnke, Dvorak, Voss, Kohlmann, Schuette, Hawig, and Strouf.

**I. Fair Update**

No report.

**Comptroller's Financial Report – Review; Capital Projects Update**

Shelton and Breit 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. County Board Members – Expo-Ice Center Board**

Behnke reported on the change to one representative from the county board on the Expo-Ice Center Board.

**B. District 4 Meeting Update**

Binversie reported on the District 4 meeting.

**C. Breakfast on the Farm – June 9 – Libertyland Farms – 11431 Newton Road, Valders**

Volunteer spreadsheet distributed.

**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 7:39pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Pawlowski



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

DATE: Wednesday, May 1, 2024  
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 at the meeting:

1. Regular Business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2024 Fair:
  - A. Review and Recommendations of 2024 Asphalt Proposals
  - B. Event Working Group Updates
    1. Celebrity Cream Puff Eating Contest
    2. Grandstand Shows
    3. Outdoor Layout
    4. Parade-Fireworks
    5. Teeny Weeny Donut Contest
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: April 23, 2024

Rob Voss, SUB-COMMITTEE CHAIRPERSON  
By: Jennell Shelton, Facility Manager

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

Held Wednesday, May 1, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, PJ Albert, J. Hawig, K. Kohlmann, B. Palzewicz, M. Pawlowski,  
M. Plate, J. Zipperer, M. Lentz

**Absent & Excused:** P. Strouf, R. Zipperer, R. Kohlbeck

**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, S. Schuette, S. Binversie, K. Behnke

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

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

**Public Comment** Committee chair called for public input three times. No public input given.

**Review, Discussion, and Possible Action on the following items for the 2024 Fair:**

**A. *Review and Recommendations of 2024 Asphalt Proposals***

Motion was made by J. Zipperer, seconded by Lentz to recommend approval to the board  
Asphalt Work including Center Driveway by Rides - \$24,200; Exhibition Building Driveway -  
\$21,300; and Water Main Patch by Horse Arena - \$800. Motion carried unanimously.

**B. *Event Working Group Updates***

- 1. *Celebrity Cream Puff Eating Contest*** – no report.
- 2. *Grandstand Shows*** – meeting held prior to subcommittee meeting.
- 3. *Outdoor Layout*** – no report.
- 4. *Parade-Fireworks*** – no report.
- 5. *Teeny Weeny Donut Contest*** – no report.

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

Motion made by J. Zipperer, seconded by Plate to adjourn at 6:29pm. Motion carried  
unanimously.

Minutes taken by Shelton

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Signed by Strouf



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

DATE: Wednesday, June 5, 2024  
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; 2024 Budget
  - 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; 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-Scholarship; Social Media-Marketing – Schedule; Woman’s Day Event
4. Review, Discussion, and Possible Action on Fair Matters
  - A. Interview Findings for Open Class Dairy Assistant Superintendent Position
  - B. Update Status of Wine Vendor(s) for 2024 Fair
  - C. Liaison Working Group Sign Up
  - D. Clover Café – Exhibition Building – Farm Bureau Update
  - E. Board Member Fair Camping
  - 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. July Meeting
  - B. Fairest of the Fair Proclamation
  - C. Staff-Subcommittee-Working Group Communication Structure
  - D. Breakfast on the Farm – June 9 – Libertyland Farms – 11431 Newton Road, Valders
  - E. WI Association of Fairs Conference – January 5-9 2025
  - F. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: May 28, 2024

Dick Pollen, 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.

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# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, June 5, 2024

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

**Present:** D. Pollen, M. Pawlowski, PJ Albert, K. Behnke, S. Binversie, R. Voss, K. Kohlmann, M. Lentz, N. Newberg, B. Palzewicz, M. Plate, K. Winkel, J. Zipperer, T. Dvorak, A. Schneider, R. Kohlbeck, R. Zipperer, P. Strouf

**Absent & Excused:** J. Hawig, S. Schuette

**County Board  
Supervisors  
Present:**

**Others Present:** M. Sleik, 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 Lentz to approve meeting minutes. 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; 2024 Budget**  
No report.

**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; Youth Art Show**

Working Group reports on the following:

- Ice Center Operations – new president and vice president selected. Working on compressor #1 rebuild and a quote for the dehumidifier.
- AG Adventureland Tent – working on a butterfly tent
- Brew Competition – working on drop off locations in Green Bay and Milwaukee. Meeting scheduled for Tuesday, June 11 at 6pm.
- Dairy Cattle – sand ordered.
- Exhibition Building – meeting after the expo board meeting to discuss superintendents and assistant superintendents.
- King Arthur Baking Contest – no report.
- Market Animal Committee – looking to use the Ice Center in the future.
- Parking Layout – order submitted for barriers.
- Youth Art Show – no report.

**C. Entertainment/Vendors Subcommittee:**

**1. Review and Recommendations of 2024 Asphalt Proposals; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest**

Voss reported on the following:

- Celebrity Cream Puff Eating Contest – no report.
- Grandstand Shows – contact Pankratz to sing.
- Outdoor Layout – vendors reviewed including Vue's LLC, Antonio's Kettle Corn, Village Tractor and Bruggnik's. Add to July agenda.
- Parade-Fireworks – waiting for confirmation from Festival Foods on the Big Cart, Lincoln High School will perform.
- Teeny Weeny Donut Contest – no report.

**D. Marketing & Advertising Subcommittee**

**1. Advertising-Media Budget; Little Showmanship Ribbons; Working Group Updates-Fairest of the Fair; Social Media-Marketing-Schedule; Woman's Day Event**

J. Zipperer reported on the following:

- Fairest of the Fair – radio ads are written up and discussion on the clothing and mileage for future fairest program.
- Social Media-Marketing – posts are going well. Kohler Midway banner was reviewed previously.
- Woman's Day Event – brief report on donations.

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

**A. Interview Findings for Open Class Assistant Superintendent Position**

Report on the two interviews conducted for the Assistant Dairy Superintendent position including Breanna Glaeser and Amanda Knoener. Motion was made by Strouf, seconded by Voss to approve Amanda Knoener as the Open Class-Junior Fair Dairy Assistant Superintendent. Motion carried unanimously.

**B. Update Status of Wine Vendor(s) for 2024 Fair**

Report and discussion on the possibility of having a wine vendor at the fair and will do more research with possibility of having in 2025. Discussion included research of other fairs, legal issues, licenses/permits, sponsorships, issues or concerns from other vendors.

**C. Liaison Working Group Sign Up**

Signup sheet distributed.

**D. Clover Café – Exhibition Building – Farm Bureau Update**

Report that staff reached out to Farm Bureau and food will be provided by Farm Bureau including a light breakfast from 10am-6pm on both Monday and Tuesday.

**E. Board Member Camping**

Signup sheet distributed.

**F. Fair Update**

No report.

**Comptroller's Financial Report – Review; Capital Projects Update**

Breit 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. July Meeting**

Motion was made by Voss, seconded by R. Zipperer to move the July meeting to July 10. Motion carried unanimously.

**B. Fairest of the Fair Proclamation**

Motion was made by R. Zipperer, seconded by J. Zipperer to recommend approval to the Public Works Committee the Fairest of the Fair Proclamation for Mykayla Bell. Motion carried unanimously.

**C. Staff-Subcommittee-Working Group Communication Structure**

Pollen reported on the Staff-Subcommittee-Working Group communication structure.

**D. Breakfast on the Farm – June 9 – Libertyland Farms – 11431 Newton Road, Valders**

Discussion.

**E. WI Association of Fairs Conference – January 5-9 2025**

Signup sheet distributed.

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

Staff reported on upcoming events.

Discussion on Sea Lion shows and future of securing event, letter drafted for board members with 15 (fifteen) plus years of service.

**Adjournment**

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

Minutes taken by Shelton

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Signed by Pawlowski





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

DATE: Wednesday, July 10, 2024  
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; 2024 Budget
  - 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; 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-Scholarship; Social Media-Marketing – Schedule; Woman’s Day Event
4. Review, Discussion, and Possible Action on Fair Matters
  - A. DATCP – Dairy Cattle
  - B. Special Request – Goat Showmanship
  - C. Liaison Working Group Sign Up
  - 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. Recommendations to the Public Works Committee in Support of the 6-Year Capital Outlay Plan
  - B. Breakfast on the Farm Update
  - C. WI Association of Fairs Conference – January 5-9 2025
  - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: July 2, 2024

Dick Pollen, 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, July 10, 2024

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

**Present:** D. Pollen, J. Hawig, M. Pawlowski, PJ Albert, K. Behnke, R. Voss, K. Kohlmann, M. Lentz, N. Newberg, B. Palzewicz, M. Plate, K. Winkel, T. Dvorak, A. Schneider, R. Zipperer, P. Strouf,

**Absent & Excused:** S. Binversie, R. Kohlbeck, S. Schuette, J. Zipperer

## County Board

### Supervisors

#### Present:

**Others Present:** M. Sleik, 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 Newberg, seconded by Plate to approve meeting minutes. 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; 2024 Budget**  
No report.

### 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; Youth Art Show**

Working Group reports on the following:

- Ice Center Operations – waiting for 2024-2025 contract.
- AG Adventureland Tent – storage being moved to Milk Parlor.
- Brew Competition – two new drop off sites and 18 entries.
- Dairy Cattle – sand and sawdust done on Friday before fair instead of Saturday and waiting on quote for shavings.
- Exhibition Building – requesting cleaning of the building and need additional superintendents.
- King Arthur Baking Contest – 7 entries for Junior Fair.
- Market Animal Committee – no report.
- Parking Layout – looking ahead on painting parking lines.
- Youth Art Show – Valders turned in artwork.

**C. Entertainment/Vendors Subcommittee:**

**1. No Committee Meeting; Committee Report; 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. Modified Truck and Tractor Pull – discussion on issue with insurance requirements for the City of Manitowoc Insurance.
- Outdoor Vendor Update – want to see layout before adding vendors at the Ice Center.
- Celebrity Cream Puff Eating Contest – no report.
- Grandstand Shows – no report.
- Outdoor Layout – no report.
- Parade-Fireworks – Festival Foods card and more people from the Ant Hill Mob and Lincoln Band.
- Teeny Weeny Donut Contest – no report.

**D. Marketing & Advertising Subcommittee**

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

J. Zipperer reported on the following:

- Fairest of the Fair – Fairest of the Fair served ice cream at the board meeting, attended radio shows.
- Social Media-Marketing – waiting on posts for August.
- Woman's Day Event – still getting donations.

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

**A. DATCP – Dairy Cattle**

Discussion on the DATCP and Lactating Dairy Cattle at county fairs. Consensus to keep as is and Veterinarians can get tests completed the week prior to fair.

**B. Special Request – Goat Showmanship**

Report and discussion on the Special Request for Goat Showmanship and the exhibitor request to enter into a lower grade division. Goat Superintendent Kevin Stoer in attendance and reported on concerns. Discussion included poultry and rabbit showmanship request and obtaining advice from corporation counsel.

**C. Liaison Working Group Sign Up**

Signup sheet distributed.

**D. Board Member Camping**

Signup sheet distributed.

**E. Billboard – Judges**

Judges are Newberg, Hawig, Pawlowski, Pollen, Pawlzewicz, Binversie, J. Zipperer.

**F. Fair Update**

Report on exhibitor entered into Jr. Fair and Open Class Horses and consensus that exhibitor can enter as long as in different species.

**Comptroller's Financial Report – Review; Capital Projects Update**

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

Motion was made by Voss, seconded by R. Zipperer recommend approval to the Public Works Committee the 6-Year Capital Outlay Plan. Motion carried unanimously.

**B. *Breakfast on the Farm Update***

Report on Breakfast on the Farm.

**C. *WI Association of Fairs Conference – January 5-9 2025***

Signup sheet distributed.

**D. *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 7:25pm. Motion carried unanimously.

Minutes taken by Sleik

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Signed by Pawlowski



## MANITOWOC COUNTY EXPO and ICE CENTER BOARD MEETING NOTICE

DATE: Wednesday, August 7, 2024

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; 2024 Budget
  - 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; 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-Scholarship; Social Media-Marketing – Schedule; Woman’s Day Event
4. Review, Discussion, and Possible Action on Fair Matters
  - A. Special Request – Dairy Cattle Late Arrival
  - B. Security Meeting – Emergency Call Protocol
  - C. Update on Goat-Small Animal Showmanship Request
  - D. Review Updates Related to Division of Animal Health Mandates
  - E. Junior Fair-Open Class Exhibitor Entry Report
  - F. Gators-Tractors – EIS Request
  - G. Expo-Fair Clothing
  - H. Liaison Working Group Sign Up
  - I. Board Member Fair Camping
  - J. Billboard Update
  - K. Board List-Subcommittee List-Working Group List-Fair Job Sign Up List
  - L. 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. WI Association of Fairs Conference – January 5-9 2025
  - B. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: July 31, 2024

Dick Pollen, 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 7, 2024

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

**Present:** D. Pollen, J. Hawig, M. Pawlowski, PJ Albert, R. Voss, K. Kohlmann, M. Lentz, N. Newberg, B. Palzewicz, M. Plate, K. Winkel, A. Schneider, R. Zipperer, P. Strouf, S. Binversie, R. Kohlbeck, S. Schuette, J. Zipperer

**Absent & Excused:** T. Dvorak, K. Behnke

**County Board Supervisors Present:**

**Others Present:** J. Shelton, M. Sleik

## 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 Voss to approve meeting minutes. 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; 2024 Budget***  
No report.

### 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; Youth Art Show***

Working Group reports on the following:

- Ice Center Operations – waiting for 2024-2025 contract.
- AG Adventureland Tent – working on set up and volunteers.
- Brew Competition – brief report.
- Dairy Cattle – brief report.
- Exhibition Building – brief report.
- King Arthur Baking Contest – 10 entries in Open and 7 entries in Junior.
- Market Animal Committee – discussion on additional pens in the swine area with consensus that there is no money in the budget.
- Parking Layout – looking ahead on painting lines.
- Youth Art Show – only one entry and will be looking at the continuation of the program next year.

**C. Entertainment/Vendors Subcommittee:**

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

Voss reported on the following:

- Celebrity Cream Puff Eating Contest – staff working on the contestants.
- Grandstand Shows – insurance worked out for the Modified Truck & Tractor Pull.
- Outdoor Layout – no report.
- Parade-Fireworks – all set.
- Teeny Weeny Donut Contest – discussion on issuing one day passes.

**D. Marketing & Advertising Subcommittee**

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

J. Zipperer reported on the following:

- Fairest of the Fair – two contestants for competition.
- Social Media-Marketing – working on posts for August.
- Woman's Day Event – still getting door prizes.

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

**A. Special Request – Dairy Cattle Late Arrival**

Motion was made by Plate, seconded by Newberg to allow for late entry of Open Class and Junior Fair Dairy who are participating at the State Holstein show. Motion carried unanimously.

Motion was made by Newberg, seconded by Binversie to approve exhibits by the Junior Fair exhibitor to be brought in without face to face judging per the request and brought directly to the department. Motion carried unanimously.

**B. Security Meeting – Emergency Call Protocol**

Pollen reviewed law enforcement protocol for emergency calls and channel.

**C. Update on Goat-Small Animal Showmanship Request**

Motion was made by Hawig, seconded by Albert to allow the requesting exhibitor to have a fellow exhibitor assist the requesting exhibitor with denial of moving the requesting exhibitor to a lower level class and must stay in the correct age category. Motion carried unanimously.

Motion was made by Albert, seconded by Binversie to request written communication from an future exhibitors for special accommodations. Motion carried unanimously.

**D. Review Updates Related to Division of Animal Health Mandates**

No report.

**E. Gators-Tractors – EIS Request**

Staff reported on the EIS Implement request to keep gators clean and not allow to sit idle when stopped or parked as it adds excessive run hours to the machines.

**F. Expo-Fair Clothing**

Staff reported on clothing and requesting the Fair logo when ordering from Lakeshore Screen Printing.

**G. Liaison Working Group Sign Up**

Signup sheet is full.

**H. Board Member Camping**

Signup sheet distributed.

**I. Billboard Update**

Pollen reported on the Billboard Judging.

**J. Board List-Subcommittee List-Working Group List-Fair Job Sign Up List**

Pollen reported on the board lists and updating.

**K. Fair Update**

Staff reported on the Cassidy Critter's request, Hispanic Pavilion issue, Comfort Station location, Wisconsin Aluminum Foundry sponsorship, Nursing Homes, and Work Orders.

**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. WI Association of Fairs Conference – January 5-9 2025**

Signup sheet distributed.

**B. 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 7:31pm. Motion carried unanimously.

Minutes taken by Sleik

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Signed by Pawlowski





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

**DATE:** August 21-25, 2024

**TIME:** 11:00 a.m. Each Day

**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 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 2024 Fair
  - a. Prior Day's Activities Recap and Issues
  - b. Daily Recap:
    1. Liaison Report
    2. Current Day Activities
    3. Judging Results
    4. Working Group Updates
4. Sea Lion Show-Lew-E's Comedy Circus Daily Recap
5. Outdoor Vendor Layout Review and Update
6. 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 2024 fair.
7. Other Fair Projects and Issues Update – No Action
8. Adjourn

Date: August 13, 2024

Dick Pollen, 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 21, 2024

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

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

**County Board Supervisors**

**Present-**

**Others Present:** Shelton, Breit

**Absent & Excused:**

**Pledge of Allegiance**

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

**Public Comment** Eileen Yoder, All American 1930, presented a "Make a Bee Line for the Fair" Pressure Cooker.

**Review, Discussion and Possible Action on items to the 2024 Fair**

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

- Brief report.

**B. *Daily Recap:***

**1. *Liaison Report***

- Brief report.

**2. *Current Day Activities***

- Brief report.

**3. *Judging Results***

- Brief report.

**4. *Working Group Updates***

- Motion by Dvorak, seconded by Binversie to approve the 50/50 raffle by Newton Sno-Sports. Motion carried. Hawig, Plate, Pawlowski voted no.

**C. *Sea Lion Show-Lew-E's Comedy Circus Daily Recap***

Brief report.

**D. *Outdoor Vendor Layout Review and Update***

No report.

**Tour of the Grounds – Expo-Ice Center board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2024 Fair.**

**Other Fair Projects and Issues Update – No Action**

Brief report.

**Adjournment**

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

Minutes taken by Shelton

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Signed by Pawlowski

# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Thursday, August 22, 2024

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

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

**County Board Supervisors**

**Present-**

**Others Present:** Lt. Littlefield, Shelton, Breit

**Absent & Excused:**

**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 2024 Fair**

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

- Brief report.

**B. *Daily Recap:***

**1. *Liaison Report***

- Brief report.

**2. *Current Day Activities***

- Brief report.

**3. *Judging Results***

- Brief report.

**4. *Working Group Updates***

- Brief report.

**C. *Sea Lion Show-Lew-E's Comedy Circus Daily Recap***

Brief report.

**D. *Outdoor Vendor Layout Review and Update***

No report.

**Tour of the Grounds – Expo-Ice Center board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2024 Fair.**

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

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

Minutes taken by Shelton

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Signed by Pawlowski

# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Friday, August 23, 2024

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

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

**County Board  
Supervisors**

**Present-**

**Others Present:** Shelton, Breit

**Absent & Excused:**

**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 2024 Fair**

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

- Brief report.

**B. *Daily Recap:***

**1. *Liaison Report***

- Brief report.

**2. *Current Day Activities***

- Brief report.

**3. *Judging Results***

- Brief report.

**4. *Working Group Updates***

- Brief report.

**C. *Sea Lion Show-Lew-E's Comedy Circus Daily Recap***

Brief report.

**D. *Outdoor Vendor Layout Review and Update***

No report.

**Tour of the Grounds – Expo-Ice Center board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2024 Fair.**

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

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

Minutes taken by Shelton

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Signed by Pawlowski

# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Saturday, August 24, 2024

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

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

**County Board  
Supervisors**

**Present-**

**Others Present:** Shelton, Breit

**Absent & Excused:**

**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 2024 Fair**

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

- Brief report.

**B. *Daily Recap:***

**1. *Liaison Report***

- Brief report.

**2. *Current Day Activities***

- Brief report.

**3. *Judging Results***

- Brief report.

**4. *Working Group Updates***

- Brief report.

**C. *Sea Lion Show-Lew-E's Comedy Circus Daily Recap***

Brief report.

**D. *Outdoor Vendor Layout Review and Update***

No report.

**Tour of the Grounds – Expo-Ice Center board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2024 Fair.**

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

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

Minutes taken by Shelton

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Signed by Pawlowski

# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Sunday, August 25, 2024

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

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

**County Board  
Supervisors**

**Present-**

**Others Present:** Shelton, Breit

**Absent & Excused:**

**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 2024 Fair**

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

- Brief report.

**B. *Daily Recap:***

**1. *Liaison Report***

- Brief report.

**2. *Current Day Activities***

- Brief report.

**3. *Judging Results***

- Brief report.

**4. *Working Group Updates***

- Brief report.

**C. *Sea Lion Show-Lew-E's Comedy Circus Daily Recap***

Brief report.

**D. *Outdoor Vendor Layout Review and Update***

No report.

**Tour of the Grounds – Expo-Ice Center board may meet in the Expo Office after the tour to complete discussion and possible action on issues and concerns related to the 2024 Fair.**

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

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

Minutes taken by Shelton

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Signed by Pawlowski



# MANITOWOC COUNTY

## EXPO and ICE CENTER BOARD

### MEETING NOTICE

DATE: Wednesday, September 4, 2024  
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; 2024 Budget
  - 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; 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-Scholarship; Social Media-Marketing – Schedule; Woman’s Day Event
4. Review, Discussion, and Possible Action on Fair Matters
  - A. Cancellation Policy – Grandstand
  - B. Fair Etiquette – Exhibitors
  - C. North Eastern Wisconsin Invoice
  - D. Nate Farms Invoice
  - E. All American 1930 – Pressure Cooker
  - F. Load Out – T.A. Motorsports
  - G. Appreciation Celebration – September 8
  - H. Camping Issues – Location; Dogs; Parked Cars
  - I. 2024 Fair Pictures – Convention
  - J. 2025 Fair Themes and Colors
  - K. Law Enforcement Report
  - L. 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 – October 8
  - C. WI Association of Fairs Conference – January 5-9 2025
  - D. Expo-Ice Center Month Events; Expo Grounds Update

#### 7. Adjourn

Date: August 27, 2024

Dick Pollen, 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, September 4, 2024

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

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

**Absent & Excused:** A. Schneider, R. Zipperer, M. Plate

**County Board Supervisors Present:**

**Others Present:** M. Sleik, C. Breit, 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 Newberg, seconded by Lentz to approve meeting minutes. 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; 2024 Budget**  
No report.

### 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; Youth Art Show**  
Dvorak reported that working group recap will be at the next meeting.

### C. Entertainment/Vendors Subcommittee:

1. **No Committee Meeting; Committee Report; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks; Teeny Weeny Donut Contest**  
Voss reported that there was a slight issue with the fireworks and looking at moving the fireworks further south in the pits.

### D. Marketing & Advertising Subcommittee

1. **No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair; Social Media-Marketing-Schedule; Woman's Day Event**  
J. Zipperer reported that Eva Salm is the 2025 Fairest of the Fair and a photo shoot to be scheduled and noted a working group update will be providing at the next meeting.

## Review, Discussion and Possible Action on Fair Matters

### A. Cancellation Policy - Grandstand

Breit provided a brief update on the cancellation policy noting that this will be discussed and added to the 2025 week of fair agenda.

### B. Fair Etiquette – Exhibitors

Pollen reported on issues with exhibitors in the multi-purpose, superintendent had issue with exhibitor, Indoor vendor theft issue. Discussion included developing code of conduct.



**C. North Eastern Wisconsin Invoice**

Motion was made by Hawig, seconded by Pawlowski to approve the \$1,500 payment to North Eastern Wisconsin. Discussion. Motion carried unanimously.

**D. Nate Farms Invoice**

Motion was made by Behnke, seconded by Dvorak to approve the \$5,000 payment to Nate Farms for manure removal services. Discussion. Motion carried unanimously.

**E. All American 1930 – Pressure Cooker**

Consensus is to keep the pressure cooker and display during fair week.

**F. Load Out – T.A. Motorsports**

Discussion included issues with T.A. Motorsports during load out. Discussion including sending to Operations – Parking Working Group and Entertainment and Vendor Subcommittee.

**G. Appreciation Celebration – September 8**

J. Zipperer reported approx. 60 people will be in attendance.

**H. Camping Issues – Location; Dogs; Parked Cars**

Discussion including staff getting information from corporation counsel.

**I. 2024 Fair Pictures - Convention**

Reminder to get 2024 fair pictures to J. Zipperer and place on Marketing-Advertising Subcommittee agenda.

**J. 2025 Fair Themes and Colors**

Reminder to bring themes and color ideas to next meeting.

**K. Law Enforcement Report**

Pollen reported on the Law Enforcement report provided in the board packet.

**L. Fair Update**

Discussion included issues with Jan-Pro, IAFE report, DATCP audit, shuttle bus, Indoor Vendor parking

**Comptroller's Financial Report – Review; Capital Projects Update**

Breit 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 Boards Members**

Motion was made by J. Zipperer, seconded by Pawlowski to recommend approval to the Public Works committee the reappointment of board members. Motion carried unanimously.

**B. District 4 Meeting – October 8**

Dvorak, Binversie, Newberg attending meeting.

**C. WI Association of Fairs Conference – January 5-9 2025**

Signup sheet distributed with confirmation needed at this meeting.

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

Staff reported on upcoming events.

**Adjournment**

Motion was made by J. Zipperer, seconded by Newberg to adjourn at 7:28pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Pawlowski



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

**DATE:** Wednesday, October 2, 2024  
**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. 2025 Merchants Gate Parking Permit; Carryover of Unused Grandstand Funds to 2025; 2026 Fair Camping Rate; 2026 Admission Pricing; 2024 and 2025 Fair Budget
  - B. OPERATIONS SUBCOMMITTEE:
    1. Code of Conduct; Load Out-T.A. Motorsports; Load Out-Exhibition Building; 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; Youth Art Show
  - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
    1. Miss Wisconsin; Load Out-T.A. Motorsports; Carryover of Unused Grandstand Funds to 2025; Sea Lion Contract; Cassidy's Critters Contract; Event Working Group Updates-Celebrity Cream Puff Eating Contest; Grandstand Shows; Outdoor Layout; Parade-Fireworks-Location; Teeny Weeny Donut Contest
  - D. MARKETING-ADVERTISING SUBCOMMITTEE
    1. 2024 Fair Pictures-Convention; 2025 Fair Theme and Colors; Working Group Updates-Fairest of the Fair-Convention 2025-Auction Item-Centerpiece; Social Media-Marketing; Woman's Day Event
4. Review, Discussion, and Possible Action on Fair Matters
  - A. Appreciation Celebration Update
  - 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. Expo-Ice Center Appointment of New Board Member
  - B. Rummage Sale Dates – Hockey Tournament Request – January 24 and 25; March 8 and 9
  - C. District 4 Meeting – October 8
  - D. WI Association of Fairs Conference – January 5-9 2025
  - E. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: September 24, 2024

Dick Pollen, 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.

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# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, October 2, 2024

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

**Present:** D. Pollen, J. Hawig, PJ Albert, R. Voss, K. Kohlmann, M. Lentz, N. Newberg, B. Palzewicz, K. Winkel, S. Binversie, R. Kohlbeck, S. Schuette, J. Zipperer, K. Behnke, A. Schneider, R. Zipperer, M. Plate

**Absent & Excused:** M. Pawlowski, P. Strouf, T. Dvorak

**County Board Supervisors Present:**

**Others Present:** J. Shelton, M. Sleik, 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 R. Zipperer, seconded by Newberg to approve meeting minutes. 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. **2025 Merchants Gate Parking Permit; Carryover of Unused Grandstand Funds to 2025; 2026 Fair Camping Rate; 2026 Admission Pricing; 2024 and 2025 Fair Budget**

Plate reported on the following:

- 2025 Merchants Gate Parking Permit – recommend approval of increasing the Merchants Gate Parking permit to \$15 for 2024 fair.
- Carryover of Unused Grandstand Funds to 2025 – recommend to leave as is.
- 2026 Camping Rate – recommend approval to increase 2026 Camping Rate to \$60/night.
- 2026 Admission Pricing – meeting to be held on October 17 at 6pm.
- 2024 and 2025 Fair Budget – was review.

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

### B. Operations Subcommittee

1. **Code of Conduct; Load Out-T.A. Motorsports; Load Out-Exhibition Building; 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**

Kohlmann reported on the following:

- Public Comment – Jodi Kautzer provided a brief comment on issues in the market goats department.
- Code of Conduct – staff to work on.
- Load Out-T.A. Motorsports and Exhibition Building – both deferred to parking working group.
- Jr. Fair-Open Class Rules & Regulations-Schedule Review Date – recommended changes no later than November 1.
- Working Groups provided brief reports.

**C. Entertainment/Vendors Subcommittee:**

1. **Miss Wisconsin; Load Out-T.A. Motorsports; Carryover of Unused Grandstand Funds to 2025; Sea Lion Contract; Cassidy's Critters 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:

- Miss Wisconsin – recommend approval to have Miss Wisconsin at the fair dependent on cost and date.
- Load Out-T.A. Motorsports – recommend not to renew AG vendor contract.
- Carryover of Unused Grandstand Funds to 2025 – no action.
- Sea Lion Contract – staff to obtain contract for review and approval
- Cassidy's Critters Contract – tabled.
- Working Groups provided brief reports.

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

**D. Marketing & Advertising Subcommittee**

1. **2024 Fair Pictures-Convention; 2025 Fair Theme and Colors; Working Group Updates-Fairest of the Fair; Social Media-Marketing-Schedule; Woman's Day Event**

J. Zipperer reported on the following:

- 2024 Fair Pictures-Convention – pictures were distributed for voting. Recommend approval of \$400 for the rights to pictures for advertising and other purposes.
- 2025 Fair Theme and Colors – 2025 Fair Theme is Let's Rock N' Roll; 2<sup>nd</sup> – Dancing with the Steers; 3<sup>rd</sup> – Barn in the USA.
- Woman's Day Event – went well and garnered \$330 for Peters Pantry. Recommend approval to donate the \$330 to Peters Pantry.
- Working Groups provided brief reports.

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

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

- A. **Appreciation Celebration Update**

J. Zipperer reported that the event was well attended.

- B. **Fair Update**

Sleik provided a brief report.

**Comptroller's Financial Report – Review; Capital Projects Update**

Breit 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. **Expo-Ice Center Appointment of New Board Member**

Motion was made by Hawig, seconded by J. Zipperer to recommend approval to the Public Works committee the appointment of Tamma Loritz to the Expo-Ice Center Board. Motion carried unanimously.

- B. **Rummage Sale Dates – Hockey Tournament Request – January 24 and 25; March 8 and 9**

Motion was made by J. Zipperer, seconded by Schuette to discontinue the Rummages Sales after the December 14, 2024 sale. Motion carried. Newberg voted no.

- C. **District 4 Meeting – October 8**

Dvorak, Binversie, Newberg attending meeting.

- D. **WI Association of Fairs Conference – January 5-9 2025**

Signup sheet distributed with confirmation needed on attending convention and banquet by end of the week.

- E. Expo-Ice Center Month Events; Expo Grounds Update**  
Sleik reported on upcoming events.

**Adjournment**

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

Minutes taken by Shelton

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Signed by Pawlowski



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

DATE: Wednesday, October 2, 2024  
TIME: 5:30 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 at the meeting:

1. Regular Business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2024 and 2025 Fair:
  - A. Miss Wisconsin
  - B. Loud Out – T.A. Motorsports
  - C. Carryover of Unused Grandstand Funds to 2025
  - D. Sea Lion Contract
  - E. Cassidy’s Critters Contract
  - F. Event Working Group Updates
    1. Celebrity Cream Puff Eating Contest
    2. Grandstand Shows
    3. Outdoor Layout
    4. Parade-Fireworks – Location
    5. Teeny Weeny Donut Contest
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: September 24, 2024

Rob Voss, SUB-COMMITTEE 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.

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

Held Wednesday, October 2, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, R. Zipperer, PJ Albert, J. Hawig, R. Kohlbeck, M. Lentz,  
B. Palzewicz, M. Plate, J. Zipperer

**Absent & Excused:** P. Strouf, M. Pawlowski, K. Kohlmann  
**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, K. Behnke, S. Binversie

**Others Present:** J. Shelton, M. Sleik, C. Breit

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

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

**Public Comment** Committee chair called for public input three times. No public input given.

**Review, Discussion, and Possible Action on the following items for the 2024 Fair:**

**A. *Miss Wisconsin***

Motion was made by R. Zipperer, seconded by Kohlbeck to recommend approval to the board to host Miss Wisconsin at the 2025 fair. Motion carried unanimously.

**B. *Load Out – T.A. Motorsports***

Motion was made by Albert, seconded by Plate to recommend non-approval to the board for T.A. Motorsports participation at next year's fair. Motion carried unanimously. Discussion included that the Parking Working Group will be making their recommendation at the next meeting.

**C. *Carryover of Unused Grandstand Funds to 2025***

No report.

**D. *Sea Lion Contract***

Consensus to proceed with the contract.

**E. *Cassidy's Critters Contract***

Tabled.

**F. *Event Working Group Updates***

- 1. *Celebrity Cream Puff Eating Contest*** – no report.
- 2. *Grandstand Shows*** – graded, looks good.
- 3. *Outdoor Layout*** – no report.
- 4. *Parade-Fireworks – Location*** – need to move the fireworks back (south).
- 5. *Teeny Weeny Donut Contest*** – event went great.

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

Motion made by J. Zipperer, seconded by R. Zipperer to adjourn at 5:54pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Strouf



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

**DATE:** Wednesday, October 2, 2024  
**TIME:** 5:00 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 at the meeting:

1. Regular Business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2024 and 2025 Fair:
  - A. 2025 Merchants Gate Parking Permit
  - B. Carryover of Unused Grandstand Funds to 2025
  - C. 2026 Fair Camping Rate
  - D. 2026 Admission Pricing
  - E. 2024 and 2025 Fair Budget
4. Update and Possible Action on Other Fair Operation Projects and Issues
5. Adjourn

Date: September 24, 2024

Mike Plate, SUB-COMMITTEE 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.

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

Wednesday, October 2, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** M. Plate, PJ Albert, B. Palzewicz, K. Behnke, J. Hawig, R. Kohlbeck

**Absent & Excused:**  
**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, R. Voss, M. Lentz

**Others Present:** J. Shelton, M. Sleik, C. Breit

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

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

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

**Review, Discussion, and Possible Action on the following items for the 2024 and 2025 Fair:**

**A. 2025 Merchants Gate Parking Permit**

Motion was made by Hawig, seconded by Pawzlewicz to recommend approval to the board the increase of the 2025 Merchants Gate Parking Permit to \$15. Motion carried unanimously.

**B. Carryover of Unused Grandstand Funds to 2025**

Motion was made by Hawig, seconded by Kohlbeck to recommend approval to the board not recommend approval to the board the Carryover of Unused Grandstand Funds. Motion carried unanimously.

**C. 2026 Fair Camping Rate**

Motion was made by Behnke, seconded by Kohlbeck recommend approval to the board to increase the 2026 Fair Camping rate to \$60 per night. Motion carried unanimously.

**D. 2026 Admission Pricing**

Meeting to be scheduled on Thursday, October 17 at 6pm.

**E. 2024 and 2025 Fair Budget**

Breit reported on the 2024 and 2025 Fair Budget included in the packet.

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

No report.

**Adjourn**

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

Minutes taken by Shelton

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Signed by Palzewicz



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

DATE: Wednesday, October 2, 2024  
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 at the meeting:

1. Regular business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2024 and 2025 Fair:
  - A. 2024 Fair Pictures – Convention
  - B. 2025 Fair Theme and Colors
  - C. Little Showmanship Ribbons
  - D. Working Group Updates
    - a. Fairest of the Fair
      - A. Convention 2025
      - B. Auction Item
      - C. Centerpiece
    - b. Social Media-Marketing
    - c. Woman’s Day Event
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: September 24, 2024

Justin Zipperer, SUB-COMMITTEE 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.

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

Held Wednesday, October 2, 2024

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

**Present:** J. Zipperer, S. Binversie, K. Behnke, R. Kohlbeck, N. Newberg, S. Schuette,  
R. Voss, K. Winkel, R. Zipperer

**Absent & Excused:** P. Strouf, T. Dvorak, A. Schneider  
**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, J. Hawig, M. Plate, B. Palzewicz, PJ Albert, M. Lentz

**Others Present:** J. Shelton, M. Sleik, C. Breit

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

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

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

**Review, Discussion and Possible Action on the following items for the 2024 Fair:**

**A. 2024 Fair Pictures – Convention**

Pictures were distributed and voted on for the WI Association of Fairs Convention. Motion was made by Behnke, seconded by Voss to recommend approval of \$400 naming rights for pictures taken during the week of fair for advertising purposes. Motion carried unanimously.

**B. 2025 Fair Theme and Colors**

Themes were presented with the following top three to be presented at the board meeting: Barn in the USA, Dancing with the Steers, and Let's Rock N' Roll at the Fair.

**C. Little Showmanship Ribbons**

No report.

**D. Working Group Updates**

**a. Fairest of the Fair**

- a. Convention 2025 – brief report provided.
- b. Auction Item – 2024 Fairest is working on the auction item.
- c. Centerpiece – Pawlowski working on the centerpiece once theme is announced.

**b. Social Media-Marketing – Schedule** – working on media posts.

**c. Woman's Day Event** – event went well.

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

Motion made by Newberg, seconded by Pawlowski to adjourn at 6:24pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Binversie



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

**DATE:** Wednesday, October 2, 2024  
**TIME:** 6:30 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 at the meeting:

1. Regular business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2024 and 2025 Fair:
  - A. Code of Conduct
  - B. Load Out – T.A. Motorsports
  - C. Load Out – Exhibition Building
  - D. Jr. Fair – Open Class Rules & Regulations
    - a. Schedule Review Date
  - E. Ice Center Operations
  - F. Contests and Exhibits Working Group Updates:
    - a. AG Adventureland Tent
    - b. Brew Competition
    - c. Dairy Cattle (Ice Center) Show Ring
    - d. Exhibition Building
    - e. King Arthur Baking Contest
    - f. Market Animal Committee
    - g. Parking
    - h. Youth Art Show
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: September 24, 2024

Tonya Dvorak, SUB-COMMITTEE 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  
OPERATIONS SUBCOMMITTEE**

Held Wednesday, October 2, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** K. Kohlmann, K. Behnke, S. Binversie, J. Hawig, M. Lentz, N. Newberg,  
B. Palzewicz, S. Schuette, K. Winkel

**Absent & Excused:** T. Dvorak, M. Pawlowski, P. Strouf  
**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, M. Plate, R. Kohlbeck, PJ Albert, J. Zipperer, R. Zipperer, R. Voss

**Others Present:** J. Shelton, M. Sleik, C. Breit

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

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

**Public Comment** Jodi Kautzer provided a letter as well as communicated the issues and concerns during the week of fair and the market animal sale.

**Review, Discussion and Possible Action on the following items for the 2024 Fair:**

**A. Code of Conduct**

Staff will prepare and provide a draft at the next meeting.

**B. Load Out – T.A. Motorsports**

Deferred to Parking Working group.

**C. Load Out – Exhibition Building**

Deferred to Parking Working group.

**D. Jr. Fair – Open Class Rules & Regulations – Schedule Review Date**

Deferred to next meeting.

**E. Ice Center Operations**

Pollen reported that ice is in, started practices on Monday and the new Zamboni is working fine.

**F. Contests and Exhibits Working Group Updates**

- AG Adventureland – meeting held in September, Gertie winterized, another meeting to be scheduled in November.
- Brew Competition – no report. October meeting to be scheduled.
- Dairy Cattle (Ice Center) Show Ring – meeting held with superintendents and went well.
- Exhibition Building – meeting to be scheduled in October.
- King Arthur Contest – went well with lots of entries.
- Market Animal Committee – annual meeting held two weeks ago with scholarships distributed.
- Parking Layout – recap meeting scheduled for October 14.
- Youth Art Show – all pictures returned to Valders

**Other Fair Projects and Issues Update – No Action**

Reminder to get all requested supply orders to staff.

**Adjournment**

Motion made by Hawig, seconded by Schuette to adjourn at 6:55pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Kohlmann



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

**DATE:** Thursday, October 17, 2024  
**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 at the meeting:

1. Regular Business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Open Meeting Law Compliance

The Committee shall convene in closed session pursuant to Wis. Stat. § 19.85 par. 1(f) to consider the following matters:

- A. Rainbow Valley Amusements Contract
4. The Committee will reconvene in open session pursuant to Wis. Stat. § 19.83 and 19.85(2)
5. Adjourn

Date: October 8, 2024

Mike Plate, SUB-COMMITTEE 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  
FINANCE SUBCOMMITTEE**

Thursday, October 17, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** M. Plate, PJ Albert, B. Palzewicz, K. Behnke, J. Hawig, R. Kohlbeck

**Absent & Excused:**

**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, T. Dvorak, M. Pawlowski

**Others Present:** J. Shelton, M. Sleik, C. Breit

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

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

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

**Open Meeting Law Compliance**

Motion was made by Behnke, seconded by Kohlbeck to go into closed session pursuant to Wis. Stat. §19.85 par. 1(f) to consider the following matters: Rainbow Valley Amusements Contract. Roll Call on motion: All members voted affirmative. Motion carried. Yes.

Motion was made by Behnke, seconded by Hawig to go into closed session pursuant to Wis. Stat. §19.83 and §19.85(2) to reconvene in open session. Motion carried.

**Adjourn**

Motion made by Albert, seconded by Behnke to adjourn at 7:08pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Palzewicz



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

**DATE:** Wednesday, November 6, 2024  
**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. Rainbow Valley Amusements Contract
  - B. OPERATIONS SUBCOMMITTEE:
    1. Code of Conduct; Load Out-T.A. Motorsports; Load Out-Exhibition Building; Jr. Fair-Open Class Rules & Regulations-Schedule Review Date; Market Animal Sale Auction Hours; 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; Youth Art Show
  - C. ENTERTAINMENT/VENDORS SUBCOMMITTEE:
    1. Miss Wisconsin; Sea Lion Contract; Cassidy's Critters 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-Convention 2025-Auction Item-Centerpiece; Social Media-Marketing; Woman's Day Event
4. Review, Discussion, and Possible Action on Fair Matters
  - A. Subcommittee and Working Groups
  - 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 14; Volunteer Sign Up
  - B. District 4 Meeting Update
  - C. WI Association of Fairs Conference – January 5-9 2025
  - D. Expo-Ice Center Month Events; Expo Grounds Update
7. Adjourn

Date: October 29, 2024

Dick Pollen, 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.

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# MINUTES of EXPO-ICE CENTER BOARD MEETING

Held Wednesday, November 6, 2024

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

**Present:** D. Pollen, J. Hawig, PJ Albert, R. Voss, K. Kohlmann, M. Lentz, N. Newberg, K. Winkel, S. Binversie, R. Kohlbeck, S. Schuette, J. Zipperer, K. Behnke, A. Schneider, R. Zipperer, M. Plate, M. Pawlowski, P. Strouf, T. Dvorak

**Absent & Excused:** B. Palzewicz

**County Board Supervisors Present:**

**Others Present:** J. Shelton, M. Sleik, C. Breit, T. Loritz

**Pledge of Allegiance**

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

**Minutes** Minutes were reviewed from the previous meetings. Motion was made by Newberg, seconded by R. Zipperer to approve meeting minutes. 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. **Rainbow Valley Amusement Contract**  
Next meeting scheduled for Monday, November 11 at 6pm.

### B. Operations Subcommittee

1. **Code of Conduct; Load Out-T.A. Motorsports; Load Out-Exhibition Building; 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**

Dvorak reported on the following:

- Code of Conduct – staff to work on.
- Load Out-T.A. Motorsports and Exhibition Building – recommend to not send a contract for this year's fair due to rules and regulations violations.
- Jr. Fair-Open Class Rules & Regulations-Schedule Review Date – meeting scheduled.
- Market Animal Committee – recommend approval to change auction hour start time to 6:30pm.

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

### C. Entertainment/Vendors Subcommittee:

1. **Miss Wisconsin; Sea Lion Contract; Cassidy's Critters 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:

- Miss Wisconsin – recommend approval to have Miss Wisconsin attend the fair on Friday, 4pm-8pm at \$200.
- Sea Lion Contract – recommend approval at \$15,400.

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

## **Marketing & Advertising Subcommittee**

### **1. *No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair-Convention 2025-Auction Item-Centerpiece; Social Media-Marketing; Woman's Day Event***

J. Zipperer reported on the following:

- Fairest of the Fair – reviewed roles and the program.
- Convention 2025 – seeking donations. Bring to the December meeting.
- Auction Item-Centerpiece – no report.
- Social Media-Marketing – Meeting held end of October. Next meeting scheduled for November 20 at Action Realty.
- Woman's Day – no report.

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

### **A. *Subcommittee and Working Groups***

Pollen reported on the Subcommittee and Working Groups document included in the board packet requesting changes at the next meeting.

### **B. *Fair Update***

Staff provided a brief report.

## **Comptroller's Financial Report – Review; Capital Projects Update**

Breit 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 14; Volunteer Sign Up***

Volunteer sheet distributed.

### **B. *District 4 Meeting Update***

Dvorak provided a brief report.

### **C. *WI Association of Fairs Conference – January 5-9 2025***

Signup sheet distributed with confirmation needed at end of meeting.

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

Staff reported on upcoming events.

Consensus to not hold a January meeting.

## **Adjournment**

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

Minutes taken by Shelton

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Signed by Pawlowski



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

DATE: Wednesday, November 6, 2024  
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 at the meeting:

1. Regular Business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2024 and 2025 Fair:
  - A. Miss Wisconsin
  - B. Sea Lion Contract
  - C. Cassidy's Critters Contract
  - D. Event Working Group Updates
    1. Celebrity Cream Puff Eating Contest
    2. Grandstand Shows
    3. Outdoor Layout
    4. Parade-Fireworks
    5. Teeny Weeny Donut Contest
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: October 29, 2024

Rob Voss, SUB-COMMITTEE 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.

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

Held Wednesday, November 6, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** R. Voss, R. Zipperer, PJ Albert, J. Hawig, R. Kohlbeck, M. Lentz,  
M. Plate, J. Zipperer, P. Strouf, M. Pawlowski, K. Kohlmann

**Absent & Excused:** B. Palzewicz

**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, K. Behnke, S. Binversie, S. Schuette

**Others Present:** J. Shelton, M. Sleik, C. Breit

**Called to Order** Meeting called to order – 6:06pm

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

**Public Comment** Committee chair called for public input three times. No public input given.

**Review, Discussion, and Possible Action on the following items for the 2024 Fair:**

**A. *Miss Wisconsin***

Motion was made by Plate, seconded by Pawlowski to recommend approval to the board to host Miss Wisconsin on Friday from 4pm-8pm for \$200. Motion carried unanimously.

**B. *Sea Lion Contract***

Motion was made by Plate, seconded by R. Zipperer to recommend approval to the board to approve the Sea Lion Contract for \$15,400. Motion carried unanimously.

**C. *Cassidy's Critters Contract***

Staff to contact Cassidy's Critters to request use of tent only for cleanliness.

**D. *Event Working Group Updates***

- 1. *Celebrity Cream Puff Eating Contest*** – no report.
- 2. *Grandstand Shows*** – no report.
- 3. *Outdoor Layout*** – no report.
- 4. *Parade-Fireworks – Location*** – no report
- 5. *Teeny Weeny Donut Contest*** – no report.

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

Motion made by Plate, seconded by R. Zipperer to adjourn at 6:15pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Strouf



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

**DATE:** Wednesday, November 6, 2024  
**TIME:** 5:30 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 at the meeting:

1. Regular Business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Open Meeting Law Compliance

The Committee shall convene in closed session pursuant to Wis. Stat. § 19.85 par. I(f) to consider the following matters;

- A. Rainbow Valley Amusements Contract
4. The Committee will reconvene in open session pursuant to Wis. Stat. § 19.83 and 19.85(2)
5. Adjourn

Date: October 29, 2024

Mike Plate, SUB-COMMITTEE 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.

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

Wednesday, November 6, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** M. Plate, PJ Albert, K. Behnke, J. Hawig, R. Kohlbeck

**Absent & Excused:** B. Palzewicz

**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, M. Pawlowski, P. Strouf, R. Voss, R. Zipperer

**Others Present:** J. Shelton, M. Sleik, C. Breit

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

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

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

**Open Meeting Law Compliance**

Motion was made by Kohlbeck, seconded by Behnke to go into closed session pursuant to Wis. Stat. §19.85 par. 1(f) to consider the following matters: Rainbow Valley Amusements Contract. Roll Call on motion: All members voted affirmative. Motion carried. Yes.

Motion was made by Hawig, seconded by Kohlbeck to go into closed session pursuant to Wis. Stat. §19.83 and §19.85(2) to reconvene in open session. Motion carried.

**Adjourn**

Motion made by Hawig, seconded by Kohlbeck to adjourn at 6:05pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Palzewicz



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

**DATE:** Wednesday, November 6, 2024  
**TIME:** 6:30 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 at the meeting:

1. Regular business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2024 and 2025 Fair:
  - A. Code of Conduct
  - B. Load Out – T.A. Motorsports
  - C. Load Out – Exhibition Building
  - D. Jr. Fair – Open Class Rules & Regulations
    - a. Schedule Review Date
  - E. Market Animal Sale Auction Hours
  - F. Ice Center Operations
  - G. Contests and Exhibits Working Group Updates:
    - a. AG Adventureland Tent
    - b. Brew Competition
    - c. Dairy Cattle (Ice Center) Show Ring
    - d. Exhibition Building
    - e. King Arthur Baking Contest
    - f. Market Animal Committee
    - g. Parking
    - h. Youth Art Show
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: October 29, 2024

Tonya Dvorak, SUB-COMMITTEE 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.

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

Held Wednesday, November 6, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, K. Kohlmann, K. Behnke, S. Binversie, J. Hawig, M. Lentz, N. Newberg, S. Schuette, K. Winkel, M. Pawlowski, P. Strouf

**Absent & Excused:** B. Palzewicz  
**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, M. Plate, R. Kohlbeck, PJ Albert, J. Zipperer, R. Zipperer, R. Voss

**Others Present:** J. Shelton, M. Sleik, C. Breit

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

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

**Public Comment** Committee chair called for public input three times. No public input given.

**Review, Discussion and Possible Action on the following items for the 2025 Fair:**

**A. Code of Conduct**

Staff will prepare and provide a draft at the next meeting.

**B. Load Out – T.A. Motorsports**

Motion was made by Pawlowski, seconded by Hawig to recommend non-approval to the board for T.A. Motorsports participation at next year's fair. Motion carried unanimously.

**C. Load Out – Exhibition Building**

Deferred to Parking Working group.

**D. Jr. Fair – Open Class Rules & Regulations – Schedule Review Date**

Meeting scheduled for November 13 at 6pm.

**E. Market Animal Sale Auction Hours**

Motion was made by Hawig, seconded by Soukup to recommend approval to the board the Market Animal Sale Auction start time to 6:30pm on Thursday of fair week.

**F. Ice Center Operations**

Pollen reported that the user groups are preparing to purchase an air handling unit. Discussion.

**G. Contests and Exhibits Working Group Updates**

- AG Adventureland – meeting held and theme will be “manure” and education as well as other educational items. Next meeting scheduled for January 13 at 6pm.
- Brew Competition – meeting scheduled for December 11.
- Dairy Cattle (Ice Center) Show Ring – no report.
- Exhibition Building – meeting scheduled for November 18.
- King Arthur Contest – no report.
- Market Animal Committee – portal created for submission of paperwork.
- Parking Layout – working on parking pass and scheduling meeting with City.
- Youth Art Show – forms submitted to staff for updates.

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

Motion made by Hawig, seconded by Strouf to adjourn at 6:54pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Kohlmann





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

**DATE:** Monday, November 11, 2024  
**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 at the meeting:

1. Regular Business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Open Meeting Law Compliance

The Committee shall convene in closed session pursuant to Wis. Stat. § 19.85 par. I(f) to consider the following matters:

- A. Rainbow Valley Amusements Contract
4. The Committee will reconvene in open session pursuant to Wis. Stat. § 19.83 and 19.85(2)
5. Adjourn

Date: November 7, 2024

Mike Plate, SUB-COMMITTEE 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.

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

Monday, November 11, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** M. Plate, PJ Albert, B. Palzewicz, K. Behnke, J. Hawig, R. Kohlbeck

**Absent & Excused:**

**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, M. Pawlowski

**Others Present:** J. Shelton, M. Sleik

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

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

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

**Open Meeting Law Compliance**

Motion was made by Behnke, seconded by Palzewicz to go into closed session pursuant to Wis. Stat. §19.85 par. 1(f) to consider the following matters: Rainbow Valley Amusements Contract. Roll Call on motion: All members voted affirmative. Motion carried. Yes.

Motion was made by Kohlbeck, seconded by Hawig to go into closed session pursuant to Wis. Stat. §19.83 and §19.85(2) to reconvene in open session. Motion carried.

Motion was made by Behnke, seconded by Hawig to extend a counteroffer to Rainbow Valley Amusements a four (4) year agreement at thirty-six (36) percent each year. Motion carried unanimously.

**Adjourn**

Motion made by Behnke, seconded by Hawig to adjourn at 7:33pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Palzewicz



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

**DATE:** Wednesday, December 4, 2024

**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. Election of Officers
4. Review, Discussion, and Possible Action on Subcommittee Recommendations
  - A. FINANCE SUBCOMMITTEE:
    1. Rainbow Valley Amusements Contract
  - B. OPERATIONS SUBCOMMITTEE:
    1. Code of Conduct; Load Out-Exhibition Building; Jr. Fair-Open Class Rules & Regulations Update; Ice Center Operations; Contests and Exhibits Working Group Updates-AG Adventureland Tent; Brew Competition; Dairy Cattle (Ice Center) Show Ring-Dairy Showcase of Champions; Exhibition Building; King Arthur Baking Contest; Market Animal Committee; Parking; 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
5. Review, Discussion, and Possible Action on Fair Matters
  - A. Subcommittee and Working Groups Designations; Roles
  - B. Staff Responsibilities
  - C. 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 – December 14; Volunteer Sign Up
  - B. WI Association of Fairs Conference – January 5-9 2025; Auction Item-Centerpiece
  - C. January Meeting – Reminder – No Meeting; Expo-Ice Center Board Meeting Time Changes
  - D. Expo-Ice Center Month Events; Expo Grounds Update
8. Adjourn

Date: November 26, 2024

Dick Pollen, 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 4, 2024

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

**Present:** J. Hawig, T. Dvorak, PJ Albert, K. Kohlmann, M. Lentz, N. Newberg, S. Binversie, R. Kohlbeck, S. Schuette, K. Behnke, A. Schneider, M. Plate, P. Strouf, B. Palzewicz, D. Pollen

**Absent & Excused:** R. Voss, K. Winkel, J. Zipperer, R. Zipperer, M. Pawlowski

## County Board Supervisors Present:

**Others Present:** J. Shelton, M. Sleik, C. Breit

## Pledge of Allegiance

**Called to Order** Meeting called to order – 6:07pm.

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

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

## Election of Officers

Pollen reported on the Manitowoc County structure for selection of officers. Hawig reported on his conversation with Tyler Martell and informed the board that we only need one chair and one vice chair, not one chair and two co-chairs. Motion was made by Kohlbeck, seconded by Schuette to approve the selection of only one chair and one vice chair. Motion carried unanimously.

Jeremy Hawig was nominated by Dick Pollen as the Board Chairperson. After three calls for other nominations a motion was made by Pollen, seconded by Dvorak, that nominations be closed and unanimous ballot be cast for Hawig as Board Chair. Motion carried unanimously.

Tonya Dvorak was nominated by Savanna Schuette as Board Vice Chair. After three calls for other nominations a motion was made by Behnke, seconded by Plate, that nominations be closed and unanimous ballot be cast for Dvorak as Board Vice Chair. Motion carried unanimously.

## Review & Act on Subcommittee Recommendations:

### A. Finance Subcommittee

#### 1. *Rainbow Valley Amusement Contract*

Motion made by Plate, seconded by Dvorak to recommend to the Public Works Committee to term the current Rainbow Valley Amusement agreement and enter into a four-year agreement at 36% each year for 2025-2028 with the one day pass starting in 2025 at \$15. Motion carried unanimously.

### B. Operations Subcommittee

#### 1. *Code of Conduct; Load Out-Exhibition Building; Jr. Fair-Open Class Rules & Regulations 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; Youth Art Show*

Dvorak reported on the following:

- Code of Conduct – included in the packet and will be working on to include discussion at the next meeting.
- Jr. Fair-Open Class Rules & Regulations Update – recommend approval.

Motion was made by Dvorak, seconded by Pollen 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**

No report.

**D. Marketing & Advertising Subcommittee**

1. **No Committee Meeting; Committee Update; Working Group Updates-Fairest of the Fair-Convention 2025-Auction Item-Centerpiece; Social Media-Marketing; Woman's Day Event**

No report

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

**A. Subcommittee and Working Groups Designations; Roles**

Hawig reported on the Subcommittee and Working Groups document included in the board packet requesting changes by Friday, December 20. Discussion included ensuring that working groups are informing the subcommittee chairs of meetings and including the working groups in the meeting notices.

**B. Staff Responsibilities**

Staff reported on the staff responsibilities.

**C. Fair Update**

Staff provided a brief report.

**Comptroller's Financial Report – Review; Capital Projects Update**

Breit 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 14; Volunteer Sign Up**

Volunteer sheet distributed.

**B. WI Association of Fairs Conference – January 5-9 2025**

Reminder for board members that will be canceling to email staff no later than December 20 to ensure no hotel charge. Board member still responsible for registration and banquet fees, if applicable.

**C. January Meeting – Reminder – No Meeting; Expo-Ice Center Board Meeting Time Changes**

Discussion included no January meeting, fair meeting time for 10am, and to confirm a time for the convention meetings.

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

Staff reported on upcoming events.

**Adjournment**

Motion was made by Plate, seconded by Strouf to adjourn at 7:03m. Motion carried unanimously.

Respectfully submitted,

Jennell Shelton, Manitowoc County Expo Facility Manager



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

**DATE:** Wednesday, December 4, 2024  
**TIME:** 5:30 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 at the meeting:

1. Regular business
  - A. Roll Call
  - B. Previous Minutes
2. Public Comment
3. Review, Discussion, and Possible Action on the following items for the 2025 Fair:
  - A. Code of Conduct
  - B. Load Out – Exhibition Building
  - C. Jr. Fair – Open Class Rules & Regulations Update
  - D. Ice Center Operations
  - E. Contests and Exhibits Working Group Updates:
    - a. AG Adventureland Tent
    - b. Brew Competition
    - c. Dairy Cattle (Ice Center) Show Ring
      - A. Dairy Showcase of Champions
    - d. Exhibition Building
    - e. King Arthur Baking Contest
    - f. Market Animal Committee
    - g. Parking
    - h. Youth Art Show
4. Other Fair Projects and Issues Update – No Action
5. Adjourn

Date: November 26, 2024

Tonya Dvorak, SUB-COMMITTEE CHAIRPERSON  
By: Jennell Shelton, Facility Manager

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

Held Wednesday, December 4, 2024

Location: Expo Office – 4921 Expo Drive, Manitowoc

**Present:** T. Dvorak, K. Kohlmann, K. Behnke, S. Binversie, J. Hawig, M. Lentz, N. Newberg, S. Schuette, P. Strouf, B. Palzewicz

**Absent & Excused:** K. Winkel, M. Pawlowski

**Absent:**

**Other Expo-Ice  
Center Board**

**Members Present:** D. Pollen, M. Plate, PJ Albert

**Others Present:** J. Shelton, M. Sleik, C. Breit

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

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

**Public Comment** Committee chair called for public input three times. No public input given.

**Review, Discussion and Possible Action on the following items for the 2025 Fair:**

**A. Code of Conduct**

Code of Conduct included in committee packet and reviewed.

**B. Load Out – Exhibition Building**

Dvorak reported on the verbiage to be included in the Open Class rules and regulations.

**C. Jr. Fair – Open Class Rules & Regulations Update**

Dvorak reported on the updated Jr. Fair and Open Class Rules and Regulations. Motion was made by Newberg, seconded by Schuette to recommend approval to the board the Jr. Fair and Open Class Rules and Regulations. Motion carried unanimously.

**D. Ice Center Operations**

No report.

**E. Contests and Exhibits Working Group Updates**

- AG Adventureland – no report.
- Brew Competition – no report.
- Dairy Cattle (Ice Center) Show Ring – no report.
  - Dairy Showcase of Champions – Strouf reported on the Dairy Showcase of Champions noting the times, events, and auction information. Motion was made by Hawig, seconded by Kohlmann to recommend approval to the board the Dairy Showcase of Champions at the fair. Motion carried unanimously.
- Exhibition Building – no report.
- King Arthur Contest – no report.
- Market Animal Committee – no report.
- Parking Layout – no report.
- Youth Art Show – no report.

**Other Fair Projects and Issues Update – No Action**

No report.

**Adjournment**

Motion made by Hawig, seconded by Strouf to adjourn at 6:06pm. Motion carried unanimously.

Respectfully submitted,  
Jennell Shelton, Manitowoc County Expo Facility Manager