

MINUTES

COMMITTEE: Oneida County Fair Planning Team

PLACE: Curran Professional Park – Basement Conference Room
315 S. Oneida Avenue, Rhinelander

DATE: Thursday, July 7, 2011 **TIME:** 5:30 p.m.

MINUTES:

**

1. Call to order and President's announcements.

Craig Mandli called the meeting to order at 5:50 pm. The meeting was properly noticed and the facility is handicap accessible.

2. Roll call.

Committee Members Present: Eric Britton, Nancy Gehrig, Sue Glentz, Craig Mandli, Mark Pelliter, Melanie Ostermann, Tom Peterson, Denise Rheaume-Brand, Tina Werres, Michelle Wich, Jenny Zier.

Excused: Bill Bell, LeRoy Eades, Jim Perlberg, Theresa Seabloom, Freda Waalkens.

3. Approve agenda for today's meeting (order of agenda items at discretion of President).

Jenny Zier made the motion to approve the agenda for today's meeting with the order of agenda at the discretion of the President. It was seconded by Nancy Gehrig. All ayes. Motion passed.

4. Mission statement.

Tina Werres read the mission statement.

5. Approve minutes of 6/16/11 and 6/30/11.

Copies of the June 16, 2011 meeting had been emailed to committee members, however not everyone had a chance to read them and there were not copies printed. Craig Mandli made the motion to table approval of the minutes until the next meeting. Jenny Zier seconded the motion. All ayes. Motion passed.

Jenny Zier made the motion to accept the minutes of the June 30, 2011 meeting with the correction that Eric Britton was not present at the time of the official meeting. It was seconded by Tom Peterson. All ayes. Motion passed. (Eric was present, but after the meeting had opened and closed.)

6. Correspondence (specifically addressed to the Committee).

Nothing at this time.

7. Committee changes.

Discussion held as the committee is aware Bill Bell's last day as City Administrator of Rhinelander is next Friday. He has been the city representative on the fair committee.

Craig Mandli made the motion to make Mark Pelletier the city representative for the committee. Eric Britton seconded the motion. All ayes. Motion passed.

8. Administrative report.

a. Contracts.

Tina read names of four judges for the Exhibit Court whose contracts were being submitted to the Ag committee meeting. Michelle Wich made the motion to accept the contracts of the judges. It was seconded by Nancy Gehrig. All ayes. Motion passed. Craig Mandli signed the request on the Committee's behalf.

b. Financial reports and approval of expenses

Jenny Zier reported that Victory Janitorial's sanitation system is quite popular at many fair locations and is the best price from the various options she has looked at. A short discussion was held. Michelle Wich made the motion to purchase the system and the 2 cases of supply for \$660.00. Nancy Gehrig seconded the motion. All ayes motion passed.

Several additions were added to the invoices submitted for approval on July 7

Additions included the fees for the 4 judges, the fee for William Jamerson, Derrick Dupler, Peter Sturgis, lodging for the musicians, stamps for office expense, petty cash fund during the fair, the city permit for the fair, an invoice from Martech for tags needed for the Exhibit Court exhibitors, some printing expenses, and the purchase of a hand sanitation system and supplies as requested by 4H. The committee also wished to include a gift certificate for the Eckardt family as a thank you for 20 years of fair service. The end total of expenses submitted for approval prior to the fair, and for acceptance by the Ag Committee was \$13,575.19.

Denise Rheume-Brand made the motion to approve the expenses of \$13,575.19 as presented. Michelle Wich seconded the motion. All ayes. Motion passed.

9-10. Various leader reports/handouts.

Team Leader Report for July 7, 2011

Melanie Ostermann:

Tina and I have been compiling a list of vendors who have responded to the invitation to participate in the fair. LeRoy is assisting in the process and has met with Gaber Electric several times and hopefully problems have been corrected that caused outage problems last year.

I am currently working on the time line which is also part of the program process. I need to know what is happening in your area and when. Please keep us informed.

Please don't forget to get the volunteer form filled out for your people. It is important that the data base is current and any obsolete information is removed. Data based entries are being tabled until after the fair.

I attended an exhibit court meeting with the 4H people last night. It appears they are moving forward with what they need to do. It sounds like they have a great deal more entries than last year and more families are participating.

At the last meeting we briefly set July 12 as a date to bring over the green gate/fencing that is stored at the Mahner farm. It has been rescheduled for July 29. Both Tina and I believe this should be done by those with no health issues. This means anyone with a heart condition, or physical limitations, or a health issue is NOT expected to participate in this endeavor. I was unable to find a group of people who fit this category. Dan Kuzlik has been informed of this. We requested that perhaps the OC Maintenance crew could assist us, and Dan said he would check to see if that is possible. Currently Jenny Zier is trying to arrange with 4H families for help. If you know any strong men who are capable of assisting and would make themselves available to do so, it will be appreciated.

As you know, we all learned a lot last year and have a better idea of what to expect. We are slowly getting the people we need, but it is a full month of happenings in the area. We hope to have more people in place by next week after the Hodag Festival is finished. We still need volunteers to fill slots for gazebo, wristband, raffle, and gate areas. Nancy Gehrig and I are still looking for someone who will help Al Mancl with trash removal, and a group of teens to assist him.

Tina has been fortunate to have 4 golf carts lined up for use. We still need 1 or 2 utility vehicles for trash removing. This year we plan to utilize a sign up list for each golf cart in an effort to be more responsible for the condition of the cart at the end of the fair. Last year one of the carts was damaged, and it was repaired, but we hope to limit some of the problems this year.

We will compile the supply list and have supplies for you shortly. Hopefully we have most of the supplies you need on hand. We may purchase some items and share them in more than one place. Thank you for providing your lists so we can move forward with this.

Last year there was some confusion as to water and ice distribution. It is my understanding that both will be made available to the volunteers of the fair. However, each area must have a cooler. Please don't forget to borrow a cooler or bring one from home. There will be a small freezer available for ice that will be provided for your individual coolers, but to date that is all I know. We do have to account for the water and ice we use (as part of the accounting process) so we will have an order process in place for each area. As I know more I will keep you advised. The important thing is that each gate or stage area or area where volunteer work is being performed during the week of set up (including tear down and during the fair) have a cooler. Last year I heard it commented many times that the person was not aware of needing a cooler at their location – so I am making sure we ALL KNOW that.

Tina Werres:

The 4th of July parade is behind us now. A big thank you to all of those who participated in preparing the trolley or the parade itself. We made a presence in the Three Lakes parade, the Rhinelander parade, the Lake Tomahawk parade, and the Minocqua parade. Upon further inspection of the trolley, new tires may be needed next year.

Raffle tickets and wristband tickets have been distributed and hopefully we are all working to sell what has been passed out.

As of today, contracts seem to be in place, and are being submitted for approval at the next Ag Committee.

Tom Peterson and I put up all the highway signs and signage last week.

Ellie Pope, a young artist, as been contracted per your approval to make 10 hand-painted freestanding signs for the fair. Each area of the fair will have a sign designating its area. This should add to the character of the atmosphere and help people find their way around the fairgrounds. She looked at the Animal Alley sign that Ginger completed for us last year and seems to have a good understanding of what is needed. This will be the last major sign expense for the fair. She has until August 3 to complete the signs for us.

Our cooperative marketing program with the 9 other fairs is back on track. Several of the employees of Assured have created a new business called 5 Star Production. They have worked out a plan to compensate the various fairs the best they can this year. Included in their plan is assistance next year to complete what has been contracted for.

Sue Glentz and I have been working on a poster and it will be out soon. Marketing print is out, and we are in "Country Today," "the UW Ext Newsletter," and "101 Things to Do" and "Northern Action." There have been some newspaper articles published. TV and radio media is scheduled to start next week. We also handed out fliers at the parade. Social media marketing is on Face Book, and our website is up and running. Don't forget to send the information you want posted. Kim Swisher will update it as you send your request.

Sponsorship is not going as well as other years. Many of the donations have been greatly reduced due to the economy. We are receiving donations from the mailings we did, but many of the people who sponsored us last year have greatly reduced the amount of their contributions. Several significant contributors have declined to participate this year as they have been flooded with requests.

Craig Mandli:

Farmer's Market seems to be going well and they will not need anything special this year. They are looking forward to the Wednesday downtown market which starts next week, July 13, from 2 to 6 pm in the green space part by the Estabrook/Diel Insurance lot.

I am also going to try to contact the organizers of the Logging Museum complex to see if we can get them back on board for the fair. If they choose to be closed during the duration of the fair, it is entirely their loss. It is not the fair planning committee intention to make things difficult for them, but perhaps we may need to accept their position of closure.

Tom Peterson:

Tina and I went around and put up the Fair banners on Friday, July 1. It was hot that day, but we managed to get it done. If you see any problem with a sign please let us know. He put 138 miles on his truck as they went around placing signs that day!

The trams were in the 4th of July parade and thanks to all who helped get them ready and passed out information. (Tom pulled the trams in 2 of the parades.)

Jim Perlberg:

Jim wrote a note advising that he couldn't make the meeting tonight because he is working at Hodag Fest. Raffle tickets have all been distributed and he is planning on contacting Wal-mart to see if he and a friend can sell tickets there for the next 2 weeks. He will let us know at the next meeting. Jim is planning on taking his turn at the Farmer's market the Saturday after Country Fest.

Paul Magnusen

Paul responded that he is planning on bringing tools with him in case they are needed. He is planning on attending the meeting next week.

Theresa Seabloom (via phone with Melanie)

Theresa is working at Hodag Fest and unable to attend tonight. She has a list of supplies for me, and the quote for "Yesterdayze" accommodations at the Oaken Bucket Resort. She has turned in her list of musician accommodations and the anticipated total for 4 reservations to date is \$820.04.

Eric Britton (per email)

Eric sent a letter to the Manager of Home Depot to see about repairs for the Action Arena. The repairs are to include the main double door, a second single person door to be added, to repair/replace any braces that need replacing, and new paint to make it look fresh. The letter went out this week and it is too soon for a response.

Eric pulled the trolley in 2 parades.

Eric spoke to Glenn Bennett of Northwood's RC Pilots, and they are not interested in participating at this time.

Eric spoke with the President of Mounted Justice. He said the cost would have been attainable, however they have their regional shoot off that same weekend in Minneapolis.

Nancy Gehrig found a person who was willing to run the PD Memorial Daschi Dash, and Eric still needs to know who it is. Her name is Tammy Ice. Her phone is 715-362-7989.

Note: Eric has offered the use of his horse trailer to help move the things from the Mahner farm. Jenny, please let Eric know either way what you would like to do.

Eric has been sidetracked with some personal issues but he is moving forward with Action Arena and has been in touch with Brent Sundby who is in charge of the Water Wars Event. They have not figured out the time for the water wars event yet.

He will have more time to devote to this area after Hodag Fest as he is representing Cell Com this week.

Not in the written report, but announced during the meeting:

Bill Bell (via Lisa Kuczmariski email today)

Bill sent over a partially filled dunk tank schedule. He advised the participants there would be no fee for use of the tank, but he asked that a donation would be made to the fair. The donation is to be something each group can afford, and what they believe is fair and reasonable.

LeRoy Eades

Continuing to work with Gaber and the City regarding the electrical issues. He is going to store the trolley at his house until we need it again.

Nancy Gehrig

Still making lots of calls and has left many voicemails. Both she and Brian are working at Hodag Country Festival this weekend. Brian has much of the Public Safety Sanctuary

people worked out and has asked others trained as EMT or support to our local volunteer fire departments to participate where they are able. It is ongoing for both of them, but they are confident everything will be set in place by the end of the month.

Tom Swearingen and Theresa Seabloom:

Both the Front Porch stage and the Main Stage have contracts ready to be submitted to the Ag Committee. American Inn and Oaken Bucket Cottages are providing accommodations for out of town musicians, and they are finishing up with minor details. There is a wide variety of musical entertainment and they will also be utilizing the Community Band and many local people throughout the fair.

They have drawn up some storage plans that the Job Corp crew are planning on building behind the front porch staging area. It will not be accessible to the general public and should also be a safe and protected area to store sound equipment as bands make changes in between sets. It will be a welcome addition to those musicians who will be utilizing their own sound systems. Theresa has handed in her supply list and is hoping the Job Corp crew will have time to build a small dance platform near the side of the stage. Al Seabloom is making another stand to place band information next to the stage to match the one that Tom made.

Michelle Wich:

Derrick Dupler will board his horse overnight at their horse farm one night. He plans on sleeping in his trailer. She is passing out the committee tee shirts to those who attend the meeting tonight. Some tee shirts are not embroidered with the new fair logo, but they will be done in the near future.

Mark Pelliter and Jim Perlberg are still working behind the scenes and have nothing new to report this week. Dave Hibbard is going to help with the soda and ice distribution and has been working with Melanie to improve on some problems from last year. Jenny Zier has met with Exhibit Court people and they are moving forward as well. Jim Winkler hired judges and is also working with Jenny to assist her as she continues to learn to balance the needs of 4H and the fair committee.

Denise Rheaume-Brand

Denise reports a big increase in people displaying at the Exhibit Court this year. She is pleased to accept the loan of some display from Wal-mart.

Trisha Mandli

Trisha has submitted her supply needs and has put a great deal of effort in planning the Family Land area. She has made arrangements to borrow equipment, and now is working on signage for her various areas. She has also made arrangements for Bob Boehm to provide a preschool show for the 5 and under children. She shared with the committee her disappointment that the Boy Scouts have decided not to participate this year. The YMCA will have a presence this year and will take over the responsibility of some of the relay games. Trisha's enthusiasm for Family Land encouraged us all.

11. **Date(s) of future meetings.** (July 14, 2011 @ 5:30 p.m. @ Curran)

In an attempt to save time at the meeting please send an email that can be compiled as we've done in the last two meetings.

12. **Public comment** (3 minute limit). None.

13. **Items to be included on next agenda.**

Compilation of emails reporting on the area one is assigned

14. **Adjournment.**

Jenny Zier made the motion to adjourn the meeting. It was seconded by Eric Britton.
All ayes. Motion passed and meeting adjourned.

Respectfully submitted by

Melanie Ostermann, Fair Secretary

Craig Mandli, President of OCFPC