

COMMITTEE: **Oneida County Fair Planning Committee**

PLACE: **Curran Professional Park – Room 104
315 South Oneida Avenue, Rhineland**

DATE: **Wednesday, July 21, 2010** Meeting Time: **5:15 p.m.**

Committee Members Present: Patricia Broukal, Denise Rheaume-Brand, Cindy Eckardt, Theresa Seabloom, Jenny Talley, Lisa Kuczmarski, Bill Bell, Craig Mandli, Nancy Gehrig, Tina Werres, Melanie Ostermann. Absent: Freda Waalkens.

Others Present: Tom Swearingen, Barry Eckardt, Jan Juedes, Marilyn Riggs, Romelle Vandervest (Representing UW Extension Ag), and Jim Lillis (representing media).

Call to order and President's announcements. The meeting was called to order by President Craig Mandli at 5:20 p.m. The meeting has been properly noticed and the facility is handicap accessible.

No announcements were made.

Approve agenda for today's meeting: Lisa Kuczmarski motioned to approve the agenda, with the order of the agenda items at the discretion of the President. Seconded by Nancy Gehrig. All ayes. Motion carried.

Approve minutes of July 14, 2010. Secretary Melanie Ostermann advised the committee she found some minor typing errors after she sent minutes out. She advised what corrections she made. They were:

- Page 1: Others Present: Misspelled Barry Eckardt's last name. Corrected Eckert to ECKARDT
- Under "Approve minutes" Correct first EHBITOR to EXHIBITOR
- Review correspondence: corporate council should be noted as county corporation counsel
- Page 3: Requests. Typed extra word "if". Deleted "if."
- Back porch: inclimate should be spelled inclement. Corrected spelling.
- Page 5: Misc. change word sell to see; Also Diane Jacobsen name corrected to Dianne Jacobson (2 n's in her name).; Paige Mahner last name corrected to MAHNER.
- In paragraph with Pat Dineen's name, change of corporate attorney to count corporation counsel attorney.
- Page 6: Change Rommell Vandervest first name to Romele. Change Wilber to Wilbur, after AG - add "and Extension", Changed Cindy Eckardt's name from Cindi to CINDY Eckardt.

Jenny Talley motioned to accept the minutes as amended.
Denise Rheaume-Brand seconded the motion. All ayes except from Bill Bell and Jenny Talley who abstained as not present at that meeting. Motion carried.

Approve committee member applications/resignations. No applicants, but several people interested per Tina.

Financial reports.

- **Budget changes.** Not ready per Bill Bell. Bill indicated the committee had a surplus included in the budget, however, the expenses had stayed within projected boundaries.
- **Itemized categories report.** Nothing sent.
- **Expenses.** Nothing new.
- **Requests.** None submitted.
- **Purchases.** None submitted, however Tina announced that she had to purchase heavier stakes for signs to replace the ones broken in the 70 mph wind last Wednesday's storm.

Approve contracts. Tina reported all submitted items to the County Board were approved at the Tuesday, July 20 County Board meeting. Also approved were all submitted judging and entertainment projections for the upcoming fair. Nothing to approve at this meeting.

Review correspondence. None at this time.

RSC rental agreement. Tina reported the County Board had passed the motion of approval to rent a tent from RCS with the option to purchase after the fair, as approved by the UW Extension office. The fair planning committee was also approved to rent a stage, 2 diesel powered lights, and a \$10 wicker chair. The chair was for the Fairest of the Fair to have a "princess" chair. The diesel powered lights will be used to illuminate an especially dark area where people need to walk.

NRA vendor request. As request was actually submitted the "Friends of the NRA" the committee must put this on the agenda for the next meeting. The NRA is a major contributor (through the "Friends of the NRA") to events such as the fair. There is some confusion as to who approves the display of a firearm at the fair event. It is believed the Parks and Recreation Director of the City of Rhinelander have to approve the booth. This will be discussed at their next committee meeting Tuesday, July 26, at the 4:15 meeting of the city. Since we are unable to discuss this until next meeting, this will be put on the agenda.

Safety issue recommendations. Tina Werres met with the PPP committee (Parks,) The black powder musket display and the cannon display was approved because neither have a projectile. The area needs to be

secured and the public must be kept at a safe distance during the “tom throwing” demonstration. It is also necessary that the neighborhood close to the south end of the park be advised when the demonstrations will occur prior to the event.

Tina advised that she has a meeting with Ken Kortenhof tomorrow to discuss Emergency Weather conditions should they occur during the fair event. She advised the committee the storm shelters last year were Calvary Baptist Church and the Old St Mary’s Hospital, and she believes they will be the same this year. Should the hospital need to be entered the Fire Department will unlock the building if emergency procedures are required. Her discussion with Ken should further clarify the issue of “no back entry” to the park this year due to all the construction in that area. Tina also advised the committee there will be a snow fence installed on the back area of Family Land to create a visual barrier near an area that needs to be partitioned off. There will also be a visual separation snow fence between Family Land and the Main Stage area.

Tom Swearingen will talk with Sue Bessert of Downtown Rhinelander Inc. to firm up the loan of Christmas lights which will need to be inspected before they can be used. Nancy Gehrig volunteered her father to check out the condition of the lights. Tom will also borrow 2 stages from DRI and a small tent cover in exchange for a tent that the Fair Committee owns and DRI needs to borrow.

Tina announced if people wanted to know height requirements for the carnival rides children have to be at least 30” tall to ride a children’s ride. A child must be at least 42” in height to ride an adult ride. She suggested this information be made available to those who are purchasing wristbands.

Tina also announced there should be two different inflatable bouncing enclosures for little children in Family Land.

Tina reminded the committee anything that has anything to do with the Oneida County Fair from January 1, 2010 through and including June 9th must be submitted per an Open Records Request received recently. The County Corporation Counsel is required to be compliant, and it is necessary that members of the fair planning committee also comply. Those members who have not submitted their emails were asked to do so.

Team Leader Reports.

Tina announced that there is a new committee for **Organization**, and that Melanie Ostermann will be heading that area. Each team leader was given a 3 ring binder and asked to write anything down that might be helpful to know in their specific area. After the fair the notebooks will be collected and later returned and made available to those who take the Team leader positions for the next fair. It is hoped that this will simplify and assist all of us as we grow in our knowledge of planning the county

fair. Melanie and Tina will work together to make this information available.

Wristbands. Lisa Kuczarski reported the Minocqua Chamber does not yet have the wristbands because they close at 4:30 p.m. She is hoping to leave work early in the near future to get them to where they need to go. Lisa is scheduled to be on Channel 12 Tuesday. Both she and Dan Kuzlik have a brief appearance on the "Live at 5" broadcast.

Tina advised the committee that "Teen Court" has been assigning the requirement of civic time working at the fair set up as a penalty to an offense. These children will be given wristbands after their "service" is complete providing it was done in a willing manner. The actual decision will be made by the person who will be assigned to work with the child.

Animal Alley / Arena. Cindy Eckardt is working on the stall and cage numbers for the animal areas. The cages must be moved from Bekins and they are going to be washed by 4-H members prior to the fair. Cindy suggested that it might be a good idea to do some sort of selling or swapping of cages at the next "critter swap." There are an excess number of cages in storage at the Bekins location, and there is a storage fee for what is stored there at this time. Serious thought in how we can reduce storage fees will be discussed more after the fair. A goat pen needs to be sold as well.

Trolley. The lights on the trolley are repaired. Currently it is at East Side Auto, and it will be delivered to the park in the near future. It will probably be stored in the "new used fair garage." Tina mentioned there were two holes put in it to move it to the current location. The holes are being mended. Jim Winkler has scheduled a cleaning day with 4-H participants on July 28 and 29. The garage area will be cleaned as well as animal pens, and miscellaneous pre-fair chores that can be done.

Gazebo. Jenny Talley reported she is still working on getting volunteers for the gazebo area. The gazebo still needs to be moved to the fair grounds.

Jenny also advised the committee that the Martial Arts Leisure Academy from Minocqua would like to do a demonstration during the fair. It is hoped there is a stage available and that something can be arranged. Tina suggested the academy would require a \$0.00 contract, similar to the contract the bowling alley has been given. Both want to share their sport in hopes of gaining new participants at a later date.

Volunteers. Nancy Gehrig is continuing to get volunteers. She needs to find out more about the back gate entrance as it appears construction

delays will prevent it's creation. She also needs more people for the 8:00 p.m. to 12:00 p.m. time slots.

Romelle suggested her husband might be available to assist in driving the tractor during the fair. Ken Hardtke gave Don Roelser the names of Bob Evich, Abby Bruyette, and Mary _____ as other possibilities of those interested in driving the tractor. Tina and Tom both reminded that there needed to be lights on the back of the tractor this year.

Public Safety Sanctuary. Tina will ask Ken Kortenhof about the Smoke House and if it will be available for the fair. There is some concern because the response has been low for assistance in this area. Last year the fair had two full time officers, but with budget cuts they will not be available this year. Perhaps there are some Boy Scouts who would be able to assist in the first aid area, and some first responders hopefully will volunteer to assist as well. Options are still being investigated and further reported on.

Main Stage. Tom Swearingen said everything is pretty much ready. He had to resend contracts for some of the bands, but he has tentative approval from the UW Extension personnel. He and Tina currently re-hanging fair signs around the area that were damaged in the storm.

Family Land. Bill Bell said the schedule is mostly firm for Family Land. Craig will e-mail the schedule to Tina and Melanie later this evening.

Schools and Open Classes. Denise Rheaume-Brand announced the photo entries are going to be judged at the UW Extension Office next week because there is a significant increase and time issues. The dragon is to be on exhibit only. Currently there are 523 junior exhibits, 49 school children involved; 17 senior exhibits, and 197 open exhibits.

Back Porch Stage. Theresa Seabloom reported all contracts for the back porch stage are firm and approved. She managed to get all the paperwork that is required to be filled out prior to payment taken care of, and suggested that next year this be made available when contracts are initially mailed.

Theresa expressed concern about the ground area for the stage. It still needs to be leveled and more wood chips placed to prevent puddles. She asked Bill Bell to investigate how this could be done in time for the fair as it had been requested, and to date has not been done. Bill said he would look into this concern.

Vendors. Pat Broukal said all vendors have been sent confirmation and set up times. A few more requests from vendors came today and she is working to add them to the fair. She said there is a good representation of nonprofit vendors at the fair as well.

Food Vendors. Tina said people are calling and requesting food booths for similar items that have been contracted for this year. She is now taking names for next year. The Rhinelander Girl's Softball Team has requested to sell out of the concession stand. Tina will follow up with this and report on this further.

State Convention. There are three rooms available for the state convention that will be held at the Chula Vista in Wisconsin Dells, January 9 through 13th, 2011. There is a 2 bedroom suite that will accommodate 5 people. Those who are interested in attending should let Tina Werres know.

Barry and Cindy Eckardt went to the Merrill Fair and said the parking was excellent there. They talked to some planning participants there, who suggested that the fair carry at least \$1 million dollars liability, but better would be \$2 million.

Tina said posters still need to be distributed for this year's poster. Hopefully many of the committee members will help to distribute them throughout the next week. There are also sponsor brochures that need to be passed out. Dan Kuzlik is speaking at an "All Town Chairman's Meeting" dinner next week. He will also speak on behalf of the fair and the UW Extension.

Lisa Kuczarski asked about the status of the programs for the fair. This was one of Pat Dineen's projects, and one of the items that seemed to indicate more discussion had been desired. Last year the City of Rhinelander had printed 2,000 color programs, and Office Max printed an additional 2,000 on colored paper, but in black print. Tina said there would be an insert in the Daily News on the July 31 edition. The paper has a distribution of 4,500 and they will do a 1,500 overrun to distribute programs at the fair. There are plans to create additional programs through the UW Extension office. Jan Juedes said the Daily News planned to include 8 pages with much historic content in the insert pages. If someone wanted to include entertainment pictures in the insert, those photos must be at the Daily News office by 10:00 a.m. Concern was expressed regarding the quantity amount of programs needed. There was also concern expressed regarding the program itself, however time constraints did not permit a lengthy discussion. It is something that will have to be discussed in more detail at the planning of next year's fair.

Schedules for events were handed in at this meeting. Tina and Melanie are to compile a timeline piece and submit it by Friday as well. Discussion was held as several members wanted to proofread the schedule, and arrangements were made to make this possible. These schedules will be included in the program that is to be printed.

V.I.P. Reception. Between 5:00 p.m. and 6 p.m., Thursday, August 5, following the opening ceremonies a reception will be held to acknowledge those who sponsored the fair. There will be a separate tent available where wine and cheese will be served. Lana Dettlaff, a harpist, has agreed to play music during the event. Invitations to this event will also be issued to all fair planning members, 4-H leaders, the city council, and city personnel, chamber directors, local media, legislative contacts, all UWEX office staff, all Oneida County Board members, Town Supervisors and Chairs. Also invited will be representatives of the American armed forces. They will be encouraged to participate during the events of Thursday night.

Senior Rest Area. There will be a cribbage tournament sponsored by the Oneida County Department on Aging.

Date of future meeting. The next meeting will be **Wednesday July 28**, at the old Curran School building. It will begin at **5:15 p.m.** Bill Bell will not be able to attend.

Public Comment/Communications. Melanie announced Jenny Talley has a new last name of Zeir and corrected her email address to those who might need it.

Items to be included on the next agenda.

- Budget changes
- Itemized categories report
- Expenses
- Requests
- Purchases
- Team Leader Reports
- “Friends of the NRA” request to sell raffle tickets

Adjournment. Jenny Zeir motioned to adjourn. Seconded by Denise Rheaume-Brand. All ayes. Motion Carried.

Committee adjourned to the back step of Curran School where a group photo was taken by Jan Juedes of the Rhinelander Daily News.

Respectfully submitted by Melanie Ostermann, Fair Secretary.