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**WASHINGTON COUNTY  
EDUCATION AND CULTURE COMMITTEE**

Public Agency Center  
West Bend, WI

May 1, 2012  
2:00 p.m.

Present: Marilyn H. Merten, Raymond W. Heidtke, Donald A. Kriefall, Timothy C. Michalak,  
and Michael J. Parsons.

Also Present: Finance Director Susan M. Haag, County Board Chairperson Herbert J. Tennes,  
County Clerk Brenda Jaszewski, UWEX Community Development Educator Paul Roback, Fair  
Park Executive Director Tera Greenland, Associate Fair Park Manager Sandy Lang, Assistant  
Facilities Manager Debbie Martz, Convention & Visitors Bureau Director Elaine Motl,  
Historical Society Executive Director Patricia Lutz, and County Clerk Assistant Gina Duck.

County Board Chairperson Tennes called the meeting to order and read the Affidavit of Posting.

**ELECT CHAIRPERSON**

Mr. Heidtke nominated Ms. Merten as Chairperson. Moved by Mr. Heidtke, seconded by Mr.  
Kriefall to close the nominations and cast a unanimous ballot for Ms. Merten as Chairperson.  
Motion carried.

**ELECT VICE-CHAIRPERSON**

Ms. Merten nominated Mr. Heidtke as Vice-Chairperson. Moved by Mr. Parsons, seconded by  
Mr. Kriefall to close the nominations and cast a unanimous ballot for Mr. Heidtke as **Vice-**  
Chairperson (**corrected on June 12, 2012**). Motion carried.

**MINUTES**

Moved by Mr. Heidtke, seconded by Mr. Parsons to approve the minutes of April 3, 2012, as  
presented. Motion carried.

One correction was noted on Page 1, Line 35 of the April 4, 2012, minutes: **... candidate**  
**Brianna Stapleton Welch**... Moved by Mr. Heidtke, seconded by Ms. Merten to approve the  
minutes of April 4, 2012, as corrected. Motion carried.

**COMMITTEE DUTIES**

Following an introduction of County staff to new committee members, Ms. Haag, liaison  
between the Committee and the staff, reviewed the duties of the committee, and organizational  
structure and requirements of the departments/organizations over which the Committee serves as  
the County liaison.

**HISTORY OF AGRICULTURE AND INDUSTRIAL SOCIETY AND RELATIONSHIP  
TO THE COUNTY**

Ms. Greenland presented a history of Fair Park and Agriculture and Industrial Society, and their  
past and current relationships with the County. She explained the value of the County Fair as an  
economic boost for the area.

**1 AIS FIRST QUARTER FINANCIAL STATEMENTS**

2 Ms. Greenland distributed and discussed the AIS 2012 first quarter financial statements. She  
3 described the financial structure and condition of the organization.

4  
5 Moved by Mr. Michalak, seconded by Mr. Parsons to accept the AIS first quarter financial  
6 statements. Motion carried.

**7**  
**8 APPROVAL OF LEASEHOLD IMPROVEMENTS AT FAIR PARK – NO COUNTY**  
**9 FUNDING REQUIRED**

10 Ms. Greenland requested approval to purchase and install an electrical upgrade for a clothes  
11 dryer, at no cost to the County. The committee suggested that Ms. Greenland consider installing  
12 the washer and dryer next to one another instead of at opposite ends of the building, as is  
13 currently proposed. Ms. Greenland also requested approval to install rolling beverage counter  
14 shutters in sides A and B of the Ziegler Building, and a beverage area gate in side B, both at no  
15 cost to the County.

16  
17 Moved by Mr. Michalak, seconded by Mr. Heidtke to approve the electric upgrade for  
18 installation of the dryer at Fair Park in consultation with Facilities Management. Motion carried.

19  
20 Moved by Mr. Michalak, seconded by Mr. Kriefall to approve the installation of three rolling  
21 beverage counter shutters and one beverage area gate in the Ziegler Building. Motion carried.

**22**  
**23 DRAFT OF THE 2013-2018 FAIR PARK CAPITAL PLAN**

24 Ms. Haag described the purpose, functions, and funding sources of the Fair Park Capital  
25 Improvement Plan. Ms. Martz distributed the draft plan and explained recent and upcoming  
26 improvement projects, many of which are parking lot repairs and upgrades. Ms. Martz will  
27 distribute a site map at the next meeting before seeking approval on the final plan from the  
28 Committee.

**29**  
**30 TRANSFER SWITCH/GENERATOR INSTALLATION ON THE ZIEGLER FAMILY**  
**31 CENTER – HOMELAND SECURITY FUNDS**

32 Ms. Martz distributed and discussed a site plan with the location of the proposed generator for  
33 the Ziegler Family Exposition Center, and sought approval on the location of the generator.  
34 Funds from a \$100,000 Homeland Security grant obtained by Rob Schmid of Emergency  
35 Management, if assigned to this project, could cover the estimated \$55,000 cost of the project.  
36 Fair Park is considered a regional disaster site.

37  
38 Moved by Mr. Michalak, seconded by Mr. Heidtke to authorize a transfer switch/generator  
39 installation for the Ziegler Family Exposition Center with a minimum 200 kW generator.  
40 Motion carried.

**41**  
**42 UPDATE ON 4-H YOUTH DEVELOPMENT EDUCATOR AND FAMILY LIVING**  
**43 EDUCATOR**

44 After explaining UW-Extension's background, department functions, and relationship to County  
45 government, Mr. Roback shared that incoming 4-H Youth Development Educator Brianna  
46 Stapleton Welch will start on June 1, 2012. He also described the process in place to fill the

1 Family Living Educator position which will become available when Marma McIntee retires. Mr.  
2 Roback expects interviews for the position to take place in August, 2012.

3

4 **WISCONSIN NUTRITION EDUCATION PROGRAM ANNUAL AGREEMENT**

5 Mr. Roback introduced the program, stressed its value to the community, and will seek approval  
6 at the June, 2012 meeting. The Nutrition Education Program and the salaries of program staff  
7 are fully funded by a federal grant. While no County funds support the program, office space  
8 and IT support are indirectly funded by the County.

9

10 **WISCONSIN ASSOCIATED COUNTY EXTENSION COMMITTEES (WECAC)**  
11 **CONFERENCE**

12 Mr. Roback distributed the conference overview and agenda, and invited committee members to  
13 attend. Registration is due by May 24, 2012.

14

15 **COMMUNITY DEVELOPMENT EDUCATOR APPEARANCE**

16 Mr. Roback distributed and discussed UW-Extension Community Development Programming.  
17 He explained the four major areas in which he provides service to the community, including  
18 community and organizational development, local government education, entrepreneurship and  
19 business development, and demographic information. Mr. Roback also serves as department  
20 head.

21

22 **UW-EXTENSION EDUCATORS' MONTHLY REPORT**

23 Mr. Roback distributed and reviewed "Program Highlights" of May 2012. Program areas  
24 addressed include agriculture/agribusiness, family living education, 4-H youth development,  
25 nutrition education, and community development.

26

27 **NEXT MEETING DATES AND TIMES**

28 The Education and Culture Committee is tentatively scheduled to meet on Tuesday, June 12,  
29 2012, at 2:00 p.m. at Fair Park.

30

31 **ADJOURNMENT**

32 Ms. Merten adjourned the meeting at 4:10 p.m.

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Brenda J. Jaszewski, County Clerk