

**Langlade County  
Fairgrounds Advisory Committee Minutes**

**Date of Meeting:** April 22, 2013 at 4:00 p.m.

**Place:** Conference Room, Forestry Office, Fairgrounds

**Members Present:** Chairman Jeffrey Zalewski, Ronn Krueger, Angie Close, Shane Lund, and Rhonda Klement

**Members Absent:** None

**Others Present:** Robin Stowe, Gerry Olson, Ora Monegar, Lynn Hendricks, Mary Winski, Dennis Mattmiller, and Pam Jankowski

**Agenda Item #1 Call the Meeting to Order:** The meeting was called to order by Chairman Jeff Zalewski at 4:00 p.m., in the Conference Room, Forestry Office.

**Agenda Item #2 Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Agenda Item #3 Approve Minutes of the March 26, 2013 meeting:** Ora Monegar was present and would like the minutes amended to reflect her offer from Antigo Stock Car Association to Gerry Olson regarding the conflict for racing July 4<sup>th</sup>. Her offer was to have Mr. Olson pick up the garbage in grandstands, parking lot and the pit area and they would take care of grading of the track and split the costs. Motion by Ronn Krueger to amend the minutes to reflect Ora Monegar's offer on behalf of ASCA. Motion to amend the minutes to reflect that Jeff Zalewski offered Gerry Olson's phone number to Ora Monegar to work out a solution regarding the July 4<sup>th</sup> race. Motion to approve the minutes from the March 26, 2013 and to include the above amendments by Angie Close, seconded by Ronn Krueger, all ayes, Motion carried.

**Agenda Item #4 Citizen Comment:** Lynn Hendricks and Mary Winski were present to discuss reserving the Fairgrounds for the St. Johns Fall Festival to be held on September 8<sup>th</sup>. They are requesting the Multi Purpose Building, Kitchen, Clover Room and Stage. The Committee sees no conflict and advises them to send their deposit to confirm their date.

Rhonda Klement advised the Committee that a Circus would like to address them regarding scheduling on the grounds, an attempt was made to contact them by phone and the person was not available.

**Agenda Item #5 Fairgrounds Use Policy:**

- a. **Fairgrounds Budget – Gary Olsen** - Mr. Olsen not present. This item will be carried over for next month.

Robin Stowe discussed the Fairgrounds Use Policy – He is recommending that this Committee be able to make decisions regarding scheduling, requests, etc. and that

they not have to go to Public Property for approval of these types of issues. He would like to see the Public Property Committee delegate authority to act upon these types of requests. As long as this committee does not make any financially binding decisions they should be making these types of decisions.

With regard to the current policy that is on-line, this policy is being worked on and changes are being made monthly. The minutes are to clearly reflect the new policy changes and should be posted online with the policy and also attached to the monthly minutes. The goal of this Committee is to have a completely new and accurate policy for 2014.

Stowe stated the Committee should also adopt a policy regarding the Detention Pond. Spring racing may not always be happening due to weather conditions. Users need to know that they may be reserving a date for the track but it will all depend on the detention pond.

Ora Monegar explained their procedure for pumping the detention pond.

The Maintenance department needs to be informing users and the committee the status of the pond.

A Sanitation Policy for the barn needs to be completed and adopted. Signage regarding sanitation needs to be posted. Motion to approve the Sanitation Policy as drafted by Ron Barger, Director of the Health Department, with corrections that were discussed. Also included in the motion is the approval of the signage for the barn with regard to sanitation by Angie Close, Seconded by Shane Lund, all ayes, Motion carried (see attachment for policy)

Ronn Krueger stated we need to advise the public about this Committee and the changes they are making in marketing this facility. People need to be educated about our new and ongoing changes to understand some of the decisions being made by this Committee. Stowe will contact the Antigo Daily Journal to publish and ad regarding this.

**Agenda Item #6 New User Introduction:**

- a. Humane Society- No one present
- b. St. Johns Fall Festival – previously under Item #4 Citizen Comments
- c. The Chamber of Commerce will be contacting Pam Jankowski to be put on a future Agenda.

**Agenda Item #7 Discuss checklist or scoring sheet for new users or new uses:** Angie previously emailed the Committee members for input for this list. This list will consist of emergency contacts, non-profit groups, persons in the community that may help a new user have a successful event. This list will be sent with the initial information to all users. Scoring sheet – Stowe stated that we need to have flexibility in preferring one event over another, and a scoring sheet will help make that decision.

**Agenda Item #8 Status report on detention pond:** Zalewski stated that presently the detention pond is at the 7.5 foot mark. This pond is now 100% the responsibility of the County and we do

have a management plan intact. The Maintenance Department has been monitoring the pond. Unless the pond was pumped, racing is not available to anyone.

**Agenda Item #9 Fairgrounds Advisory Membership:** Jeff Zalewski advised that Public Property mentioned changing members from time to time on this Committee. Shane Lund is our newest member replacing Nick Salm. This Committee has no actual terms established.

**Agenda Item #10 Events:**

- a. **Discuss Scheduling of the Fairgrounds & Multi-User Deposits:**  
Discussion presented regarding charges for Flea Market. Bob Zurko is to be informed of policy changes and invited to a future meeting. The Committee decided that the fees for the June and July Flea Market will remain but the Fall events need to be adjusted to the new rates. The Committee is discussing looking into section rates for users who just use a section of the grounds for an outside event. This will be added the next months Agenda. The RV Group that will be camping on the grounds will be using the Multi Purpose Building and will be charged \$550.00 per day as the policy states. Angie stated she met with Trail Con and they will be here along with the Rib Mountain Riders for a multi-user event in August.
- b. **Discuss New Procedure regarding confirmation process for events by Committee:** A Motion was made by Lund that a deposit of one days rent is required to confirm a date on the calendar and that all refunds of a deposit shall require a written letter of cancellation 60 days prior to the event or the deposit will be forfeited. Along with this motion, the policy is to read that your deposit will be applied to your final bill. Motion seconded by Krueger, all ayes, Motion carried.
- c. **Update Advertising on Electronic Sign & Sign Policy:** Capability has not been transferred to the Maintenance Department yet.
- d. **Any other event comments:** Badgerland Classics & Customs Car show has not sent a letter of cancellation for return of their deposit. The deposit will not be refunded without this documentation. The Chamber of Commerce would like to be put on the agenda to lower their fee for rent on an upcoming event. They are to contact Pam Jankowski to be added to a future agenda.

**Agenda Item #11 Discuss Cattle Barn:**

- a. **Rental Rates:** Dennis Mattmiller presented discussion regarding the rental rates for the barn. Ideas were mentioned regarding winter rental storage rates and user rates for events. This will be discussed further and put on the Agenda for next month.

**Agenda Item #12 Old Business:**

- a. **Equipment Inventory:** 4-H and Maintenance will work on inventory. Becky Knight will be notified to provide a list of inventory for everything that 4-H owns on the grounds that is not attached to the property by the next committee meeting. (May 6<sup>th</sup>)

**Agenda Item #13 Marketing Update:**

- a. **Fairgrounds Map:** Angie provided a map of the grounds and discussion was presented regarding changes showing certain areas of the grounds. Angie will have those changes made.
- b. **Community Calendar:** Pam advised the Committee that the Community Calendar is on the home page of the Langlade County Website and the Fairgrounds Availability Calendar is found under the Fairgrounds Department and also under the Maintenance Department pages. We further have a link under "Area Links" located under the Fairgrounds picture on the Langlade County home page under Fairgrounds – Fairgrounds Events.

**Agenda Item #14 Next Meeting:** The next meeting will be May 23, 2013 at 4:00 p.m. at the Forestry Office Conference Room.

**Agenda Item #15 Adjournment:** Motion by Ronn Krueger, Seconded by Angie Close to adjourn at 6:20 p.m. all ayes, motion carried.

Respectfully submitted,

Pamela Jankowski  
Recording Secretary

LANGLADE COUNTY FAIRGROUNDS  
CATTLE BARN SANITATION POLICY

1) WHEN LIVESTOCK AND/OR SIMILAR ANIMALS ARE PRESENT IN THE FACILITY: NO FOOD OR DRINK IS ALLOWED WITHIN A DISTANCE OF 100 FEET OF THE CATTLE BARN. The Fairgrounds User is responsible to comply with the terms of this sanitation policy and to undertake efforts to ensure compliance with this policy (such as, to erect signs and barriers to provide clear instructions and boundaries for event attendees). This food and drink restriction also applies to non-food stuffs that are intended to be placed in the mouth, such as baby pacifiers.

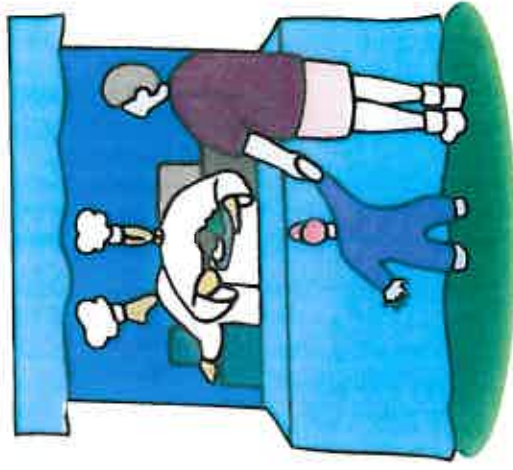
2) AFTER LIVESTOCK AND/OR SIMILAR ANIMALS ARE PRESENT IN THE FACILITY, THEN THE CATTLE BARN MUST BE SANITIZED. At a minimum, all animal-related materials must be removed (such as, animal waste, bedding, food, etc.) and the animal storage area must be pressure-washed with hot soapy water. The approval of the County is required prior to applying any chemical disinfectants.

3) TEN (10) DAYS AFTER THE CATTLE BARN HAS BEEN PROPERLY SANITIZED, THEN FOOD OR DRINK IS ALLOWED IN THE CATTLE BARN. During this time, food and drink cannot be prepared inside the facility (i.e., cooked, grilled), but can be kept warm and served in the cattle barn.

4) ALL FOOD SERVICE AT THE FAIRGROUNDS MUST COMPLY WITH THE FOOD SAFETY REGULATIONS FOR TEMPORARY RESTAURANTS (FOOD STANDS). These regulations are set forth in Chapter 254 of Wisconsin Statutes and by rules promulgated by the Wisconsin Department of Health Services (DHS), the Department of Agriculture, Trade and Consumer Protection (DATCP), or the Local Public Health Department. These guidelines are summarized in a pamphlet entitled "A FOOD SAFETY BOOKLET, GUIDELINES FOR OPERATING A TEMPORARY RESTAURANT" Department of Health Services, Division of Public Health Bureau of Environmental and Occupational Health Food Safety and Recreational Licensing, P-47019 (Rev. 5/2012). Each food service location at the fairgrounds requires a designated hand washing or hand sanitation area.

# A FOOD SAFETY BOOKLET

## GUIDELINES FOR OPERATING A TEMPORARY RESTAURANT



Department of Health Services  
Division of Public Health  
Bureau of Environmental and Occupational Health  
Food Safety and Recreational Licensing  
P-47019 (Rev. 5/2012)

### Definition of a temporary restaurant

A temporary restaurant is a food establishment that operates at a fixed location for a period of no more than 14 days in conjunction with a single event or

celebration such as a fair, carnival, circus, public exhibition, anniversary sale or occasional sales promotion.

The Wisconsin Department of Health Services (DHS), the Department of Agriculture, Trade and Consumer Protection (DATCP), or a Local Public Health Department, acting as an Agent to the State, hereby referred to as the *regulatory authority*, may limit or modify the nature of the food service or the food being served to protect the health and safety of the general public. Temporary food stand operators may be limited in terms of the type of food served, method of preparation and storage, number of persons served or type of utensils.

### **Why is a permit necessary?**

The requirement of the permit and/or inspection is to ensure that the public is receiving the safest food possible and to prevent food borne outbreaks.

Chapter 254 of the Wisconsin State Statutes requires that any person(s) operating a food service establishment have a valid permit issued by the Department and/or Agent health department. **Permits are not transferable from one location to another. A separate permit is now required for each location.**

A valid permit shall be noticeably posted in every food service concession.

### **Where do I get a permit?**

This will depend on whether the event is located in an Agent health department's jurisdiction or in an area that is under the State's jurisdiction. If you are unsure where to obtain your temporary permit, please contact the Food Safety and Recreational Licensing Section at 608-266-2835.

### **Who does the inspection? DHFS or DATCP?**

A facility that is all retail food is licensed and inspected by DATCP or its agent. A facility that is a restaurant is licensed and inspected by DHFS or its agent.

If the facility is both retail food and restaurant (meals), then either contact the State of Wisconsin or its agent.

## **Temporary Food Stand Requirements**

### **1. Food Stand Construction**

**Cooking/Serving Areas:** All cooking and serving areas shall be protected from contamination. Cooking/grill areas shall be effectively segregated from the public, by roping or taping off the area, or otherwise restricting the access.

**Roof and Sidewalls:** No food stand may operate without a roof and sidewalls unless otherwise approved by regulatory authority. The roof and sidewalls serve to provide protection from splash, dust, and inclement weather. Examples of approved materials include wood, canvas, plastic, etc.

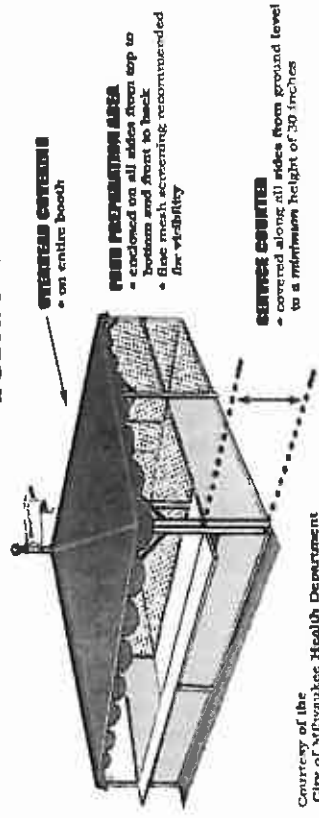
**Screening:** All food preparation and utensil washing areas must be fully enclosed with fine mesh fly screening, unless approval to operate without screening has been granted by regulatory authority. Effective air curtains are also allowed.

**Floors:** Floors shall be maintained in sanitary condition. Dirt floors shall be covered with approved material to provide protection from contamination. Approved materials include concrete, asphalt, wood racks or duct boards, plywood,, etc. The use of saw dust or similar dust producing material is prohibited.

**Location:** No food stand may be located within 100 feet of an area where animals are housed. It is important to remember to keep animals and food separated. Animal waste should not run off or drain towards food areas. The slope and accessibility from the potential contamination source is as important as the separation distance.

See page 4 for an example of proper food stand setup. Also see below for an example of proper tent setup for food preparation areas.

### **PROPER TENT SETUP FOR FOOD PREPARATION**



## **Food Stand Set up-Example**

*Source:* All foods must be from an approved source. Documentation as to where food is purchased shall be available upon request. Food must be prepared at the temporary food stand or at an approved facility. **Food prepared at home is not allowed.**

*Potentially Hazardous Food:* An animal food that is raw or heat treated; a food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, or garlic-in-oil mixtures capable of supporting growth of infections or toxigenic micro-organisms. Examples included are hamburgers, hotdogs, chickens, custard, cooked rice, cut melons, etc.

*Cooking:* All parts of potentially hazardous foods must reach the required internal temperature found in the Wisconsin Food Code (WFC). For example, poultry and stuffed meats must reach 165°F, ground meats like hamburgers and brats, 155°F; and other potentially hazardous foods, 135°F - 145°F.

*Game Animals:* Wild game animals shall not be served to the general public. Examples of wild game animals are venison, emu, ostrich, etc.

*Dry Storage:* All food, equipment, utensils, and single service items shall be stored in a clean, dry location above the floor/ground on pallets or shelving, and protected from contamination.

*Cold Storage:* Mechanical refrigeration units shall be provided to keep **potentially hazardous foods at 41°F or below.** Regulatory authority must approve ice storage of potentially hazardous foods in an effectively insulated container. Store all potentially hazardous raw foods below ready-to-eat foods. If using an ice chest, store raw product in a separate cooler from ready- to-eat foods.

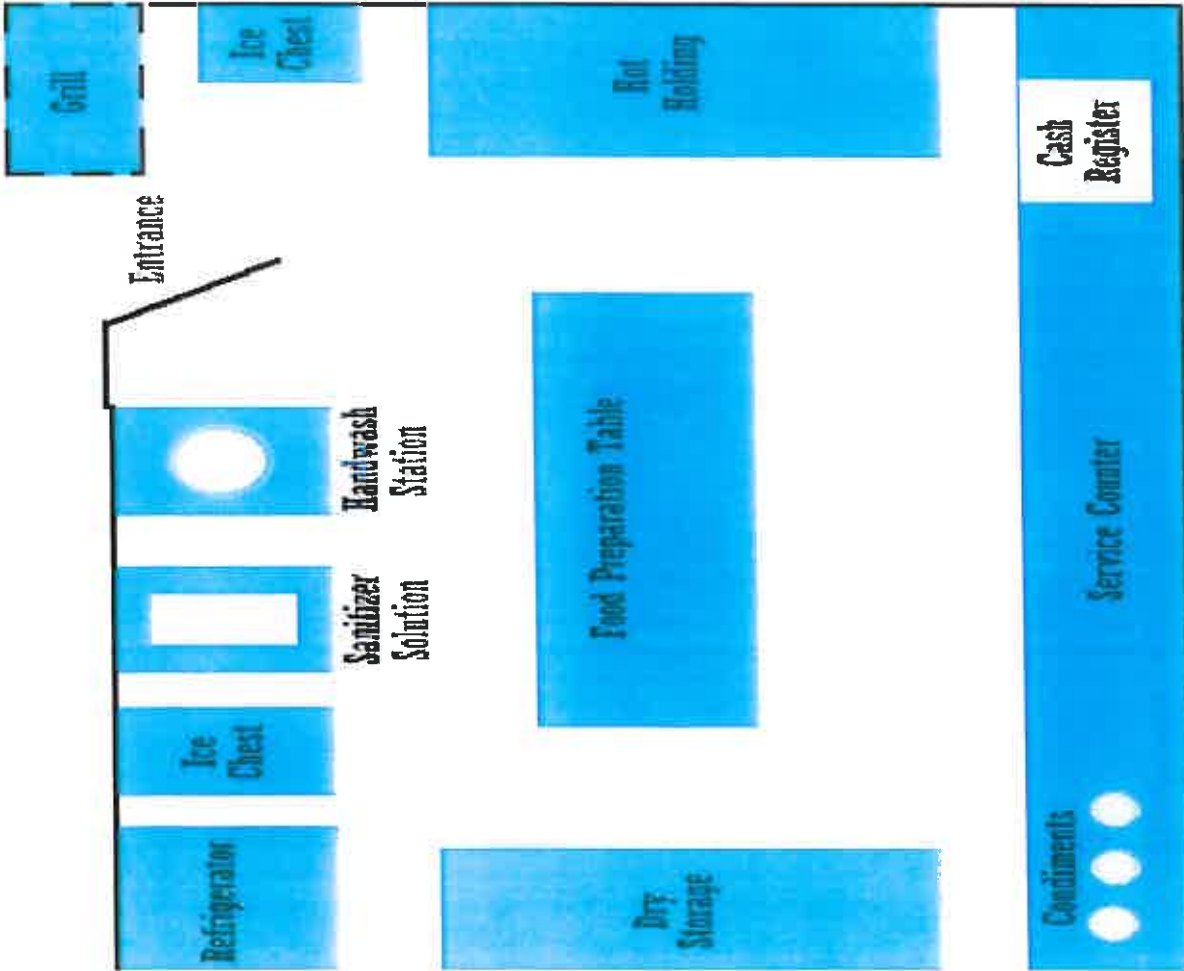


*Hot Holding:* **Potentially hazardous foods shall be kept at 135°F or above.** Only approved hot holding equipment shall be used. Nesco roasters, pizza ovens, steam tables, or other NSF-approved hot holding equipment, for example.



*Reheating:* Previously cooked and refrigerated potentially hazardous food must be rapidly heated to a temperature of 165°F within two hours before serving. Steam tables and crock-pots are not authorized to reheat potentially hazardous food.

*Date Marking:* Ready-to-eat potentially hazardous food stored for more than 24 hours must be labeled with the date of preparation and used or discarded



**Front**



within 7 days. Discard undated ready-to-eat, potentially hazardous refrigerated food when held for more than 24 hours after opening or preparing.

**Consumer Advisory:** When any animal product is served raw, undercooked or otherwise not prepared to eliminate pathogens in a ready-to-eat form, the operator shall inform the consumer. A notice can be posted at a visible location on the food stand or with the menu.

**Wet Storage:** Unpackaged food may not be stored in direct contact with ice. Packaged food may be stored in ice or water if the food is enclosed to prevent permeation of the ice or water. Wet storage of canned or bottled non-hazardous beverages is acceptable when the water is clean and contains at least 50 ppm of available chlorine.

**Thawing:** Foods must be thawed in refrigeration units, completely submerged under running water, or in the microwave as part of the cooking process.

**Food Display:** All foods and condiments shall be protected from contamination by the use of packaging, food shields, display cases, or other effective means.

**Condiment Dispensing:** Condiments (i.e. sugar, cream, relish, onions, pickles, mustard, ketchup, etc.) shall be served from individual packages or approved, easily cleanable dispensers, unless served by employees.

**Preparation of Fruits and Vegetables:** Carefully and thoroughly wash surfaces of raw fruits and vegetables.

### 3. Person in Charge

**Demonstration of Knowledge:** The person in charge shall demonstrate to the inspector, upon request, knowledge of foodborne disease prevention as it relates to their specific food processes and general food code requirements. There shall be a designated person in charge at all times the food stand is operating.

### 4. Water Supplies

**Approved source:** Water shall be from an approved potable source. Hot and cold (or tempered) water for utensil washing and handwashing must be provided.

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**Water Under Pressure:** Food stands preparing potentially hazardous foods shall have water under pressure unless otherwise approved by regulatory authority. Food stands shall have an ample supply of water available.

**Food Source Limitation:** When water under pressure is not available, regulatory authority shall limit foods served to those which require little preparation (i.e., hotdogs, bratwurst, frozen hamburger patties, prepackaged sandwiches).

**Containers:** Food stands without water under pressure shall store the water in food grade containers, which are easily cleanable and have tight-fitting covers. These containers are to be used for water storage only.

**Hot Water:** An adequate supply of hot water shall be available.

**Water Hoses:** All water hoses shall be constructed of food grade material, and elevated off the ground to prevent contamination.

**Backflow/Backsiphonage Protection:** An approved backflow/backsiphonage prevention device shall protect water supplies connected to hoses. Chicago Faucet Co., LDR Industries, and Merrill Manufacturing are a few companies that produce approved backflow devices.

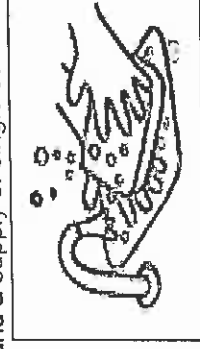
### 5. Utensils and Equipment

**Utensil Use:** Use separate utensils for raw foods and for ready to eat foods. Use separate cutting boards for meat, poultry, raw fruits and vegetables, or wash, rinse and sanitize between uses.

**Construction:** All equipment and utensils, including plasticware, shall be sturdy and durable. Equipment and utensils shall be durable and easily cleanable.

**Cooking Devices:** Barrels and other containers that have been used for the storage of toxic products shall not be used as a cooking device.

6. **Handwashing Soap and Towels:** All employee handwashing facilities shall have hand soap and a supply of single service paper towels **at all times.**



**Frequency:** Hands and exposed portions of arms must be washed:

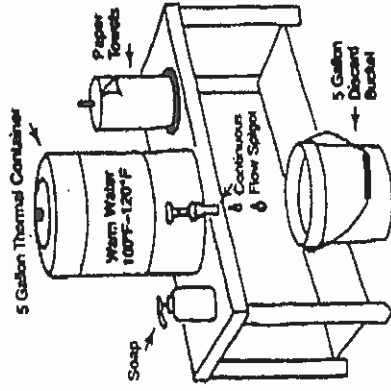
- ◆ before starting work
- ◆ before engaging in food preparation
- ◆ after eating, using tobacco or any other activity that may dirty hands

- ◆ after handling raw meat
- ◆ after coughing, sneezing or using a tissue

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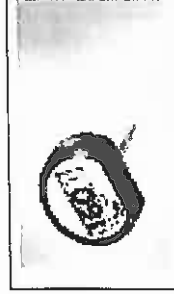
**Required Facilities:** When water under pressure is not available, handwashing facilities shall consist of a covered insulated container of at least a five gallon capacity with a valve that allows a continuous flow of water over the hands. There must be a large enough container to catch the hand washing wastewater

so as not to create a hazard. Waste water shall be properly disposed of in a municipal sewer system or approved septic system.



**No Bare Hand Contact With Ready-to-Eat Foods:** Food employees may not contact ready-to-eat food with their bare hands. Food employees shall use utensils, deli tissue, spatulas, tongs, single-use gloves, etc. when handling ready-to-eat food.

**Hand Sanitizers:** Hand sanitizers shall only be applied to hands that have been thoroughly washed. Hand sanitizers are not an acceptable substitution for thorough handwashing.



## 7. Thermometers

**Refrigerators:** Each cold storage unit for potentially hazardous food shall have a thermometer to accurately measure the air temperature of the unit. Refrigerators must be able to hold potentially hazardous foods at 41°F or below.

**Metal Stem Thermometer:** A metal stem thermometer shall be provided where necessary to check the internal temperatures of both hot and cold food. Thermometers must be accurate and have a range of 0°-220°F.

## 8. Personnel

**Health:** Employees with the below stated symptoms shall be restricted from the preparation or serving of food, however the employee may complete other job

tasks that do not involve the direct handling of food, single-service utensils, clean equipment, or linens.

- ◆ jaundice
- ◆ sore throat with fever
- ◆ a lesion containing pus that is open or draining

An employee diagnosed with one of the following illness listed below must be excluded and not permitted to work at all.

- ◆ E. coli
- ◆ Hepatitis A
- ◆ Shigella species
- ◆ Salmonella spp.
- ◆ Sudden onset of vomiting or diarrhea
- ◆ Any other illness transmissible through food

**Hygiene:** Food preparation employees shall have clean outer garments, effectively restrained hair, maintain a high degree of personal cleanliness and conform to good hygienic practices.

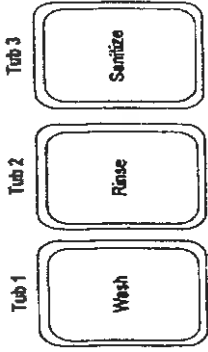
**Eating, drinking and tobacco use:** Areas designated for employees to eat, drink, and use tobacco shall be located so that food, equipment, utensils, etc., are protected from contamination. (i.e., outside the food preparation area)

## 9. Cleaning and Sanitizing

**Sinks Required:** When multi-use utensils are being used, hot and cold water under pressure and a three-compartment sink are required, unless the mobile unit will be returning to its base within 24 hours. Sink compartments must be sized to accommodate 50% of the largest utensil to be cleaned and sanitized in the sink. When utensils are limited to tongs, spatulas, and cutting boards, three dishpans of adequate size may be used for washing, rinsing, and sanitizing.

**Cleaning Procedure:** Utensils and equipment must be washed after each use in the following manner: 1) pre-scrape into a garbage receptacle, 2) wash in an effective detergent, 3) rinse in clean water, 4) immerse in an approved sanitizer at required strength, and 5) an approved air-dry method.

See example setup for dishwashing procedures on next page.



**Wiping Cloths:** Cloths that are used for wiping food spills shall be used for no other purpose. Wet cloths must be stored in a chemical sanitizer at concentrations specified by the manufacturer. Dry cloths must be free of food debris and soil.

**Approved Test Kit:** An approved test kit for the type of sanitizer used must be available and used for checking the concentration of sanitizer solutions.

**10. Single-Service Utensils**

**Storage:** All single-service utensils shall be stored in the original closed container in a clean, dry location protected from dust, rain, insects, and other contamination and be stored off the floor/ground.

**Dispensing:** Single-service items such as straws, knives, forks, spoons, toothpicks, etc., unless dispensed by an employee, shall be displayed and dispensed in a manner that prevents contamination.



**11. Ice Handling/Storage**

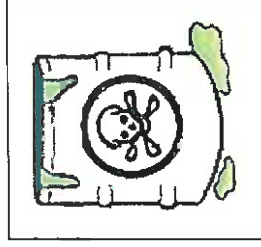
**Drink Ice:** All ice intended for human consumption shall not be used for any other purpose and shall be from an approved source.

**Dispensing:** Ice for human consumption shall be stored in a self-draining approved container. Containers of drink ice shall be covered when ice is not immediately dispensed. Melted water shall be disposed in a location that does not create a nuisance or hazard.

**12. Toxic or Poisonous Products**

**Use:** Poisonous or toxic material may not be used in a way that contaminates food, equipment, or utensils, or in a way that constitutes a hazard to employees or other persons.

**Labeling:** Containers of poisonous/toxic materials shall be prominently and distinctly labeled for easy identification.



**13. Wastewater Disposal**

**Connection to Approved System:** Connection shall be made to an approved sewage system where available.

**Wastewater Storage/Disposal:** When an approved system is not available, each food booth shall provide a container of sufficient size for collection of liquid wastewater. Wastewater storage containers shall be emptied when necessary into a sanitary sewer. If a public sewer is not available, wastewater disposal shall be at a location that will not create a fly, odor, and hazard or nuisance problem. Liquid waste containers shall be maintained in a sanitary condition and emptied as needed to prevent a nuisance.

**14. Garbage and Refuse**

**Storage:** Garbage and recyclables shall be kept in durable or disposable insect-proof containers. Containers used in food protection areas and utensil washing areas shall be kept covered.

**Removal:** Garbage and refuse shall be routinely removed from the immediate area around the food booth to prevent the attraction of flies and the creation of odor and nuisance problems.

LANGLADE COUNTY FAIRGROUNDS  
ADDITIONAL RULES FOR USING THE RACETRACK

1) NOISE GENERATED FROM THE FAIRGROUNDS SHALL NOT EXCEED 85 DECIBELS AS MEASURED AT THE BOUNDARY OF THE FAIRGROUNDS PROPERTY. The fairgrounds are located within the City of Antigo, and therefore the activities conducted at fairgrounds are subject to regulations adopted by the City of Antigo, including the regulation of nuisance activities (such as, noise, dust, odor, etc.). The user shall be responsible to monitor the noise level during the event.

2) THE USER IS RESPONSIBLE TO ABATE (STOP AND CORRECT) ANY ACTIVITIES THAT CREATE A NUISANCE OR THAT CREATE A PUBLIC HEALTH HAZARD. The user must take precautions not to allow dust generated from racing to create a health hazard or to travel outside the confines of the fairgrounds and collect upon private property (without the property owner's consent). The user shall be responsible to clean up all dust and red clay residue that collects in areas outside the fairgrounds (including the area along North Avenue).

3) ALL RACES MUST BE COMPLETED BY 11:00 P.M.

4) PROPER HANDLING OF CLAY. When preparing the track and cleaning up after an event, the user shall ensure that excess clay material is placed only in areas designated by the County.

5) CLEAN-UP. The user shall be granted 48 hours to clean-up after the event. The County may extend this time period due to the existence of conditions outside the user's control (i.e., inclement weather conditions). All surfaces where dust and debris from the race collects must be cleaned, including but not limited to: grandstands, pit area, and North Avenue.

6) GRADING OF THE TRACK. The user is responsible to obtain the equipment necessary for grading the track. With advance notice, arrangements may be made with the County Highway Department to grade the track for a fee.

7) TRACK CLOSURES. All water collecting on the racetrack is drained into an adjacent detention pond. As the detention pond reaches a certain capacity, then the racetrack drain is capped allowing water to accumulate inside the racetrack. In order to properly manage the detention pond, the County reserves the right to close the track at any time without advance notice to the user.

8) PUMPING WATER CONTAINING CLAY PARTICLES. With approval of the County, a user may be allowed to pump water from the detention pond or from inside the race track. The user shall identify the locations where it will release water containing clay particles.

9) SCOPE OF INSURANCE. The user shall not engage in any activities at the racetrack that are not specifically covered by its insurance policy for an event.

Revisions to the Current Lnglade County Fairgrounds Policy (2/23/12)

**The Fairgrounds Advisory Committee has made the following changes on April 22, 2013.**

Sanitation policy for the cattle barn – see attached.

A deposit in the amount of the rental fee for one day is required to confirm a date on the calendar and all refunds of a deposit shall require a written letter of cancellation 60 days prior to the event or the deposit will be forfeited.

Deposits will be applied to your final invoice.

LANGLADE COUNTY FAIRGROUNDS  
CATTLE BARN SANITATION POLICY

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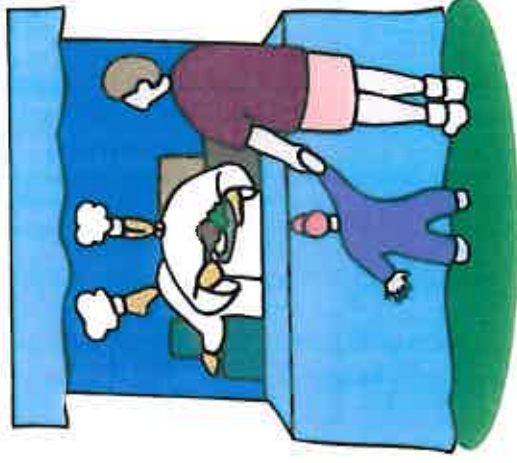
2) AFTER LIVESTOCK AND/OR SIMILAR ANIMALS ARE PRESENT IN THE FACILITY, THEN THE CATTLE BARN MUST BE SANITIZED. At a minimum, all animal-related materials must be removed (such as, animal waste, bedding, food, etc.) and the animal storage area must be pressure-washed with hot soapy water. The approval of the County is required prior to applying any chemical disinfectants.

3) TEN (10) DAYS AFTER THE CATTLE BARN HAS BEEN PROPERLY SANITIZED, THEN FOOD OR DRINK IS ALLOWED IN THE CATTLE BARN. During this time, food and drink cannot be prepared inside the facility (i.e., cooked, grilled), but can be kept warm and served in the cattle barn.

4) ALL FOOD SERVICE AT THE FAIRGROUNDS MUST COMPLY WITH THE FOOD SAFETY REGULATIONS FOR TEMPORARY RESTAURANTS (FOOD STANDS). These regulations are set forth in Chapter 254 of Wisconsin Statutes and by rules promulgated by the Wisconsin Department of Health Services (DHS), the Department of Agriculture, Trade and Consumer Protection (DATCP), or the Local Public Health Department. These guidelines are summarized in a pamphlet entitled "A FOOD SAFETY BOOKLET, GUIDELINES FOR OPERATING A TEMPORARY RESTAURANT" Department of Health Services, Division of Public Health Bureau of Environmental and Occupational Health Food Safety and Recreational Licensing, P-47019 (Rev. 5/2012). Each food service location at the fairgrounds requires a designated hand washing or hand sanitation area.

# A FOOD SAFETY BOOKLET

## GUIDELINES FOR OPERATING A TEMPORARY RESTAURANT



Department of Health Services  
Division of Public Health  
Bureau of Environmental and Occupational Health  
Food Safety and Recreational Licensing  
P-47019 (Rev. 5/2012)

### Definition of a temporary restaurant

A temporary restaurant is a food establishment that operates at a fixed location for a period of no more than 14 days in conjunction with a single event or

celebration such as a fair, carnival, circus, public exhibition, anniversary sale or occasional sales promotion.

The Wisconsin Department of Health Services (DHS), the Department of Agriculture, Trade and Consumer Protection (DATCP), or a Local Public Health Department, acting as an Agent to the State, hereby referred to as the *regulatory authority*, may limit or modify the nature of the food service or the food being served to protect the health and safety of the general public. Temporary food stand operators may be limited in terms of the type of food served, method of preparation and storage, number of persons served or type of utensils.

### **Why is a permit necessary?**

The requirement of the permit and/or inspection is to ensure that the public is receiving the safest food possible and to prevent food borne outbreaks.

Chapter 254 of the Wisconsin State Statutes requires that any person(s) operating a food service establishment have a valid permit issued by the Department and/or Agent health department. **Permits are not transferable from one location to another. A separate permit is now required for each location.**

A valid permit shall be noticeably posted in every food service concession.

### **Where do I get a permit?**

This will depend on whether the event is located in an Agent health department's jurisdiction or in an area that is under the State's jurisdiction. If you are unsure where to obtain your temporary permit, please contact the Food Safety and Recreational Licensing Section at 608-266-2835.

### **Who does the inspection? DHFS or DATCP?**

A facility that is all retail food is licensed and inspected by DATCP or its agent. A facility that is a restaurant is licensed and inspected by DHFS or its agent.

If the facility is both retail food and restaurant (meals), then either contact the State of Wisconsin or it's agent.

## **Temporary Food Stand Requirements**

### **1. Food Stand Construction**

**Cooking/Serving Areas:** All cooking and serving areas shall be protected from contamination. Cooking/grill areas shall be effectively segregated from the public, by roping or taping off the area, or otherwise restricting the access.

**Roof and Sidewalls:** No food stand may operate without a roof and sidewalls unless otherwise approved by regulatory authority. The roof and sidewalls serve to provide protection from splash, dust, and inclement weather. Examples of approved materials include wood, canvas, plastic, etc.

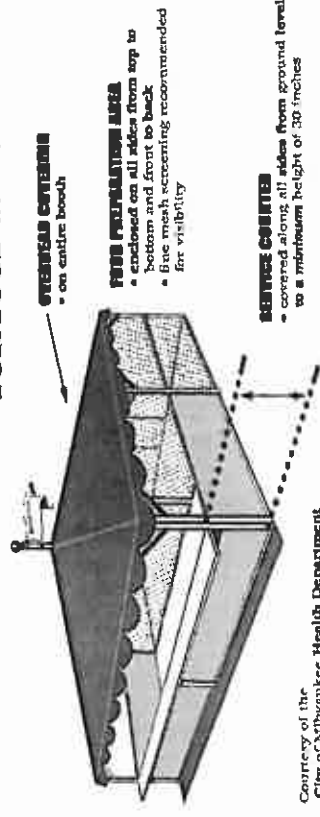
**Screening:** All food preparation and utensil washing areas must be fully enclosed with fine mesh fly screening, unless approval to operate without screening has been granted by regulatory authority. Effective air curtains are also allowed.

**Floors:** Floors shall be maintained in sanitary condition. Dirt floors shall be covered with approved material to provide protection from contamination. Approved materials include concrete, asphalt, wood racks or duct boards, plywood,, etc. The use of saw dust or similar dust producing material is prohibited.

**Location:** No food stand may be located within 100 feet of an area where animals are housed. It is important to remember to keep animals and food separated. Animal waste should not run off or drain towards food areas. The slope and accessibility from the potential contamination source is as important as the separation distance.

See page 4 for an example of proper food stand setup. Also see below for an example of proper tent setup for food preparation areas.

### **PROPER TENT SETUP FOR FOOD PREPARATION**



## **Food Stand Set up-Example**



*Source:* All foods must be from an approved source. Documentation as to where food is purchased shall be available upon request. Food must be prepared at the temporary food stand or at an approved facility. **Food prepared at home is not allowed.**

**Potentially Hazardous Food:** An animal food that is raw or heat treated; a food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, or garlic-in-oil mixtures capable of supporting growth of infections or toxigenic micro-organisms. Examples included are hamburgers, hotdogs, chickens, custard, cooked rice, cut melons, etc.

**Cooking:** All parts of potentially hazardous foods must reach the required internal temperature found in the Wisconsin Food Code (WFC). For example, poultry and stuffed meats must reach 165°F, ground meats like hamburgers and brats, 155°F; and other potentially hazardous foods, 135°F - 145°F.

**Game Animals:** Wild game animals shall not be served to the general public. Examples of wild game animals are venison, emu, ostrich, etc.

**Dry Storage:** All food, equipment, utensils, and single service items shall be stored in a clean, dry location above the floor/ground on pallets or shelving, and protected from contamination.



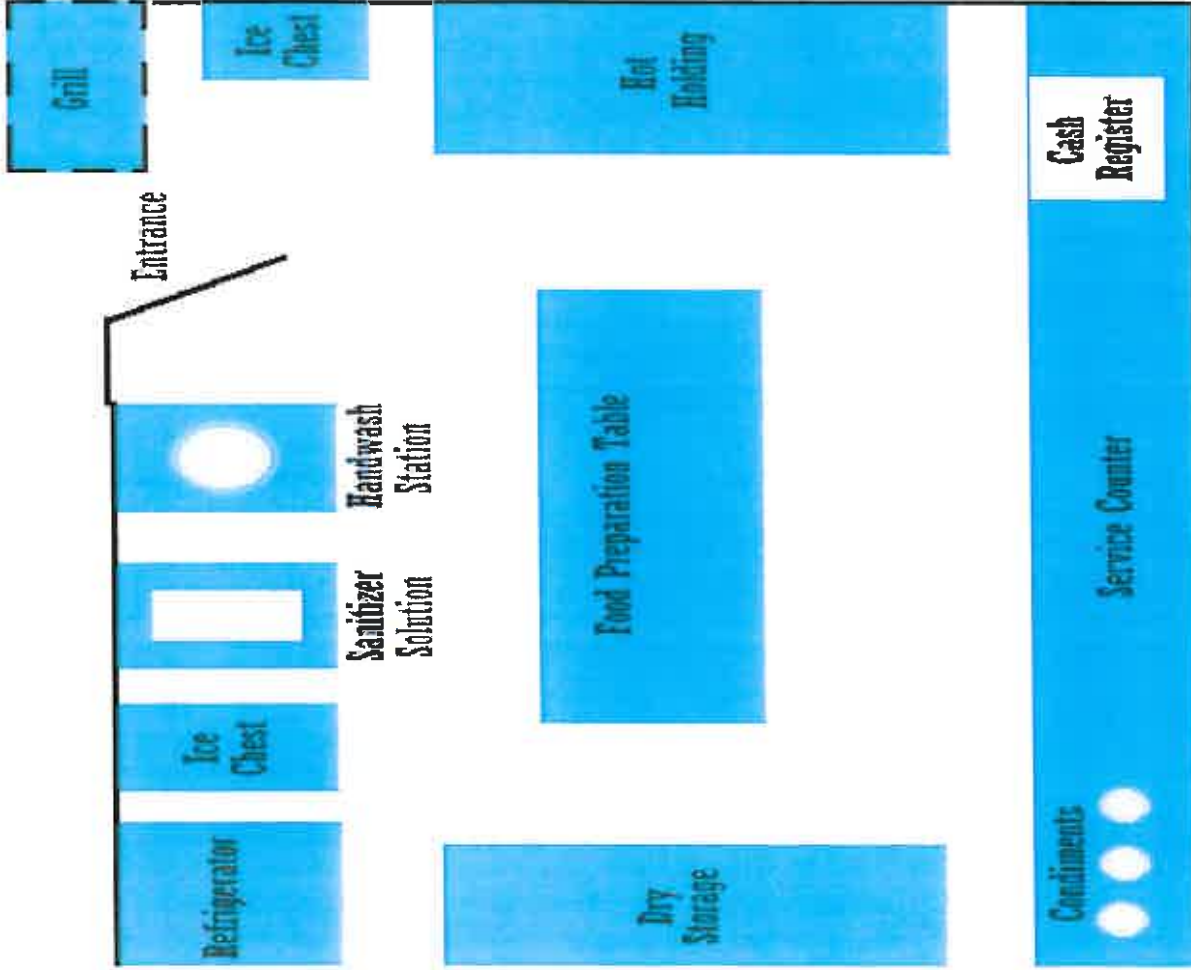
**Cold Storage:** Mechanical refrigeration units shall be provided to keep **potentially hazardous foods at 41°F or below.** Regulatory authority must approve ice storage of potentially hazardous foods in an effectively insulated container. Store all potentially hazardous raw foods below ready-to-eat foods. If using an ice chest, store raw product in a separate cooler from ready- to-eat foods.



**Hot Holding:** **Potentially hazardous foods shall be kept at 135°F or above.** Only approved hot holding equipment shall be used. Nesco roasters, pizza ovens, steam tables, or other NSF-approved hot holding equipment, for example.

**Reheating:** Previously cooked and refrigerated potentially hazardous food must be rapidly heated to a temperature of 165°F within two hours before serving. Steam tables and crock-pots are not authorized to reheat potentially hazardous food.

**Date Marking:** Ready-to-eat potentially hazardous food stored for more than 24 hours must be labeled with the date of preparation and used or discarded



**Front**

within 7 days. Discard undated ready-to-eat, potentially hazardous refrigerated food when held for more than 24 hours after opening or preparing.

**Consumer Advisory:** When any animal product is served raw, undercooked or otherwise not prepared to eliminate pathogens in a ready-to-eat form, the operator shall inform the consumer. A notice can be posted at a visible location on the food stand or with the menu.

**Wet Storage:** Unpackaged food may not be stored in direct contact with ice. Packaged food may be stored in ice or water if the food is enclosed to prevent permeation of the ice or water. Wet storage of canned or bottled non-hazardous beverages is acceptable when the water is clean and contains at least 50 ppm of available chlorine.

**Thawing:** Foods must be thawed in refrigeration units, completely submerged under running water, or in the microwave as part of the cooking process.

**Food Display:** All foods and condiments shall be protected from contamination by the use of packaging, food shields, display cases, or other effective means.

**Condiment Dispensing:** Condiments (i.e. sugar, cream, relish, onions, pickles, mustard, ketchup, etc.) shall be served from individual packages or approved, easily cleanable dispensers, unless served by employees.

**Preparation of Fruits and Vegetables:** Carefully and thoroughly wash surfaces of raw fruits and vegetables.

### 3. Person in Charge

**Demonstration of Knowledge:** The person in charge shall demonstrate to the inspector, upon request, knowledge of foodborne disease prevention as it relates to their specific food processes and general food code requirements. There shall be a designated person in charge at all times the food stand is operating.

### 4. Water Supplies

**Approved source:** Water shall be from an approved potable source. Hot and cold (or tempered) water for utensil washing and handwashing must be provided.

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**Water Under Pressure:** Food stands preparing potentially hazardous foods shall have water under pressure unless otherwise approved by regulatory authority. Food stands shall have an ample supply of water available.

**Food Source Limitation:** When water under pressure is not available, regulatory authority shall limit foods served to those which require little preparation (i.e., hotdogs, bratwurst, frozen hamburger patties, prepackaged sandwiches).

**Containers:** Food stands without water under pressure shall store the water in food grade containers, which are easily cleanable and have tight-fitting covers. These containers are to be used for water storage only.

**Hot Water:** An adequate supply of hot water shall be available.

**Water Hoses:** All water hoses shall be constructed of food grade material, and elevated off the ground to prevent contamination.

**Backflow/Backsiphonage Protection:** An approved backflow/backsiphonage prevention device shall protect water supplies connected to hoses. Chicago Faucet Co., LDR Industries, and Merrill Manufacturing are a few companies that produce approved backflow devices.

### 5. Utensils and Equipment

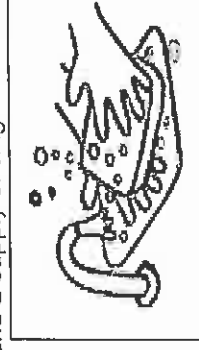
**Utensil Use:** Use separate utensils for raw foods and for ready to eat foods. Use separate cutting boards for meat, poultry, raw fruits and vegetables, or wash, rinse and sanitize between uses.

**Construction:** All equipment and utensils, including plasticware, shall be sturdy and durable. Equipment and utensils shall be durable and easily cleanable.

**Cooking Devices:** Barrels and other containers that have been used for the storage of toxic products shall not be used as a cooking device.

### 6. Handwashing

**Soap and Towels:** All employee handwashing facilities shall have hand soap and a supply of single service paper towels at all times.



**Frequency:** Hands and exposed portions of arms must be washed:

- ◆ before starting work
- ◆ before engaging in food preparation
- ◆ after eating, using tobacco or any other activity that may dirty hands

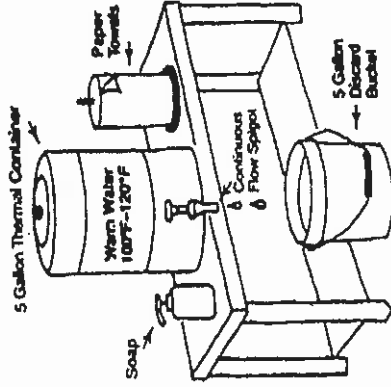
- ◆ after handling raw meat

- ◆ after coughing, sneezing or using a tissue

PAGE 7

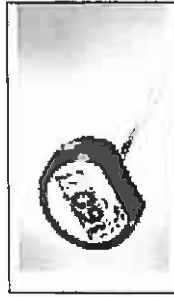
**Required Facilities:** When water under pressure is not available, handwashing facilities shall consist of a covered insulated container of at least a five gallon capacity with a valve that allows a continuous flow of water over the hands. There must be a large enough container to catch the hand washing wastewater

so as not to create a hazard. Waste water shall be properly disposed of in a municipal sewer system or approved septic system.



**No Bare Hand Contact With Ready-to-Eat Foods:** Food employees may not contact ready-to-eat food with their bare hands. Food employees shall use utensils, deli tissue, spatulas, tongs, single-use gloves, etc. when handling ready-to-eat food.

**Hand Sanitizers:** Hand sanitizers shall only be applied to hands that have been thoroughly washed. Hand sanitizers are not an acceptable substitution for thorough handwashing.



### 7. Thermometers

**Refrigerators:** Each cold storage unit for potentially hazardous food shall have a thermometer to accurately measure the air temperature of the unit. Refrigerators must be able to hold potentially hazardous foods at 41°F or below.

**Metal Stem Thermometer:** A metal stem thermometer shall be provided where necessary to check the internal temperatures of both hot and cold food. Thermometers must be accurate and have a range of 0°-220°F.

### 8. Personnel

**Health:** Employees with the below stated symptoms shall be restricted from the preparation or serving of food, however the employee may complete other job

tasks that do not involve the direct handling of food, single-service utensils, clean equipment, or linens.

- ◆ jaundice
- ◆ sore throat with fever
- ◆ a lesion containing pus that is open or draining

An employee diagnosed with one of the following illness listed below must be excluded and not permitted to work at all.

- ◆ E. coli
- ◆ Hepatitis A
- ◆ Shigella species
- ◆ Salmonella spp.
- ◆ Sudden onset of vomiting or diarrhea
- ◆ Any other illness transmissible through food

**Hygiene:** Food preparation employees shall have clean outer garments, effectively restrained hair, maintain a high degree of personal cleanliness and conform to good hygienic practices.

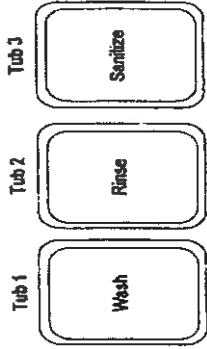
**Eating, drinking and tobacco use:** Areas designated for employees to eat, drink, and use tobacco shall be located so that food, equipment, utensils, etc., are protected from contamination. (i.e., outside the food preparation area)

### 9. Cleaning and Sanitizing

**Sinks Required:** When multi-use utensils are being used, hot and cold water under pressure and a three-compartment sink are required, unless the mobile unit will be returning to its base within 24 hours. Sink compartments must be sized to accommodate 50% of the largest utensil to be cleaned and sanitized in the sink. When utensils are limited to tongs, spatulas, and cutting boards, three dishpans of adequate size may be used for washing, rinsing, and sanitizing.

**Cleaning Procedure:** Utensils and equipment must be washed after each use in the following manner: 1) pre-scrape into a garbage receptacle, 2) wash in an effective detergent, 3) rinse in clean water, 4) immerse in an approved sanitizer at required strength, and 5) an approved air-dry method.

See example setup for dishwashing procedures on next page.



*Wiping Cloths:* Cloths that are used for wiping food spills shall be used for no other purpose. Wet cloths must be stored in a chemical sanitizer at concentrations specified by the manufacturer. Dry cloths must be free of food debris and soil.

*Approved Test Kit:* An approved test kit for the type of sanitizer used must be available and used for checking the concentration of sanitizer solutions.

**10. Single-Service Utensils**

*Storage:* All single-service utensils shall be stored in the original closed container in a clean, dry location protected from dust, rain, insects, and other contamination and be stored off the floor/ground.

*Dispensing:* Single-service items such as straws, knives, forks, spoons, toothpicks, etc., unless dispensed by an employee, shall be displayed and dispensed in a manner that prevents contamination.



**11. Ice Handling/Storage**

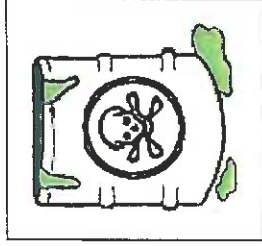
*Drink Ice:* All ice intended for human consumption shall not be used for any other purpose and shall be from an approved source.

*Dispensing:* Ice for human consumption shall be stored in a self-draining approved container. Containers of drink ice shall be covered when ice is not immediately dispensed. Melted water shall be disposed in a location that does not create a nuisance or hazard.

**12. Toxic or Poisonous Products**

*Use:* Poisonous or toxic material may not be used in a way that contaminates food, equipment, or utensils, or in a way that constitutes a hazard to employees or other persons.

*Labeling:* Containers of poisonous/toxic materials shall be prominently and distinctly labeled for easy identification.



**13. Wastewater Disposal**

*Connection to Approved System:* Connection shall be made to an approved sewage system where available.

*Wastewater Storage/Disposal:* When an approved system is not available, each food booth shall provide a container of sufficient size for collection of liquid wastewater. Wastewater storage containers shall be emptied when necessary into a sanitary sewer. If a public sewer is not available, wastewater disposal shall be at a location that will not create a fly, odor, and hazard or nuisance problem. Liquid waste containers shall be maintained in a sanitary condition and emptied as needed to prevent a nuisance.

**14. Garbage and Refuse**

*Storage:* Garbage and recyclables shall be kept in durable or disposable insect-proof containers. Containers used in food protection areas and utensil washing areas shall be kept covered.

*Removal:* Garbage and refuse shall be routinely removed from the immediate area around the food booth to prevent the attraction of flies and the creation of odor and nuisance problems.