

U.P. State Fair Authority Board Meeting

Minutes

April 26, 2019

Escanaba, MI

Members Present:

Mickey Rondeau, *Alger Cty*
William Menge, *Baraga Cty*
Jake Campbell, *Chippewa Cty*
Dave Rivard, *Delta Cty*
Ed McBroom, *Dickinson Cty*
Jim Lorensen, *Gogebic Cty*
Gene Momont, *Iron Cty*
Phyllis French, *Luce Cty*
Chuck Bergdahl, *Marquette Cty*
Janis Linderoth, *Menominee Cty*
Richard Bourdeau, *Ontonagon Cty*
Ann Harrington, *Schoolcraft Cty*

Members Absent:

Steve Palosaari, *Houghton Cty*
Joe Langdon, *Keweenaw Cty*
Calvin McPhee, *Mackinac Cty*
Tammy Sagataw, *Hannahville*

Others Present:

Jonathan Mead, *UPCAP Admin. Agent*
Vickie Micheau *Chamber Mgmt Agent*
Lori Branstrom, *Chamber*
John Stapleton
Joe Cilc, *Steam & Gas*
John Spielous, *DNR*
Karen Meiers, *Schneider Larche*
Sarah Pearson, *Schneider Larche*

1. Call to Order

Chairman French called the meeting to order at 12:01 p.m. ET Roll call is recorded above. Welcome to new board member, Jim Lorensen.

2. Public comment

There was no public comment.

3. Approval of Agenda

**Motion by Momont, supported by Rivard, to approve agenda as presented.
Motion carried.**

4. Approval of Minutes

Motion by McBroom, supported by Bergdahl, to approve the Minutes of the January 18, 2019 Meeting. Motion carried.

5. FY 2018 Audit ~ Schneider Larche

Karen Meiers and Sarah Pearson presented the FY2018 Audit. During audit, they noted the following:

- Capitalization Policy needed. Rick Aird will work with board on a proposed policy.
- Capital Improvement Fund. Board wanted to contribute 25% of net income every year to this balance. Need to clarify what “net income” includes

Motion by McBroom, supported by Lorensen, to approve the FY 2018 Audit. Motion carried.

6. Pocket Park Project Update ~ John Spielous, DNR

Mr. Spielous manages educational programs around the state. Received \$150,000 in appropriations for pocket park. Looking for any ideas from the Board to meet the mission of both UPSF and DNR.

7. Treasurer’s Report ~ Ann Harrington

Ms. Harrington presented the Balance Sheet and Profit & Loss Statement through March 31, 2019. Also reviewed the Building Fund Report with income and expenses on new building.

On Profit & Loss noted property insurance expense is higher. Ms. Micheau will check on insurance for new building with Roy Ness.

Also noted at last meeting, there was question on bond amount going from \$100,000 to \$200,000 for a \$50 cost.

Motion by Rivard, supported by Momont, to increase bond amount to \$200,000. Motion carried.

Noted Management Fee increased substantially (\$30,000) due to grant income with new building. In addition, need to start thinking about rental agreement with all individuals in new building.

Motion by Menge, supported by Linderoth, to accept Treasurer’s Report and place on file. Motion carried.

8. Management Report ~ Vickie Micheau

MAFE Mtg: May 11th

Projected move-in date: July 15th

Donor Reception date: July 24th from 5-7 p.m. @ Fairgrounds

Ribbon cutting/Grand opening: 3 p.m. on Monday before fair opens

Ms. Micheau reported on the following:

- DNR Grant – submitted on April 1st. Award announcements will be later this year.
- Buildings and Grounds - Currently hiring department employees.
- Grants and Sponsorships – Not eligible for MDARD Grant this year.
- Grandstand Entertainment – Budgeted \$20,000 for gold circle seating. Only need to sell 200 more seats to hit budget amount.
- Fireworks – sponsorship from Skerbeck
- Logging Congress – 2019/2020
- Fair week – soliciting proposals for provider for tent rentals and restroom cleaning services
- Americorp Teams coming in – Cedar 6 helping with campground and Northcoast Building. They will be here in May. Hoping to get another team in August
- Donor Tree

**** Change May meeting date and reschedule**

Next meeting date – July 13th @ Fairgrounds

Motion by Momont, supported by Linderoth, to cancel May meeting and reschedule the next meeting for Saturday, July 13th @ Fairgrounds. Motion carried.

9. Committee Reports

Building & Grounds Committee – Lori

Lori reviewed DAC Minutes from March 2, 2019 Meeting.

Vickie reviewed Electrical Infrastructure Bid. RFP's were sent out for infrastructure including water, electric, communication and sewer. Received two bids (Dynamic Design and Bittner). Building & Grounds recommend Bittner for analysis of infrastructure for \$12,000. ** Will check with Jeff to confirm that bid is for entire infrastructure. Bid looks like only "electrical" Discussion to ask Bittner to resubmit bid for entire infrastructure.

Motion by Momont, supported by McBroom, to allow Executive Committee to act upon RFPs once received and clarify what the proposal covers and move forward. Motion carried.

10. Old / New Business

Discussion on ventilation issues in bathrooms. A commercial cleaner will be brought in prior to the fair to clean all bathrooms. Obtaining bids for cleaners during fair week. Ryno lining will be put on walls/floors.

McBroom discussed board considering making donation to building project. Board members check with individual counties to suggest donations in their names as well.

Motion by Lorenson, supported by Momont, to make a \$1,000 donation to new building. Treasurer will take from appropriate fund. Motion carried.

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