

# U.P. State Fair Authority Board Meeting

## Minutes

UPCAP  
Escanaba, MI

January 20, 2017

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### Members Present:

William Menge, *Baraga Cty*  
Jake Campbell, *Chippewa Cty*  
Dave Rivard, *Delta Cty*  
Ed McBroom, *Dickinson Cty*  
Dan Siirila, *Gogebic Cty* ~ By phone  
Gene Momont, *Iron Cty*  
Joe Langdon, *Keweenaw Cty*  
Janis Linderoth, *Menominee Cty*  
Richard Bourdeau, *Ontonagon Cty* ~ By phone  
Ann Harrington, *Schoolcraft Cty*  
Dave Anthony, *Hannahville*

### Members Absent:

Micky Rondeau, *Alger Cty*  
Steven Palosaari, *Houghton Cty*  
Phyllis French, *Luce Cty*  
Calvin McPhee, *Mackinac Cty*  
Chuck Bergdahl, *Marquette Cty*

### Others Present:

Vickie Micheau, *Delta Chamber ~ Mgmt Agent*  
Jonathan Mead, *UPCAP*  
Tracy Lektzian, *UPCAP*  
Sheila Krueger, *Delta Chamber*  
Joe Cilc, *Steam & Gas*  
Skip DuFour, *Steam & Gas*  
Lori Branstrom, *Delta Chamber*  
Kelly Tovar, *Delta Chamber*  
David Wislowski, *Soo Tribe Community Health*

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### 1. Call to Order

Chairman Rivard called the meeting to order at 12:08 p.m. ET. Roll call is recorded above. Welcome Jake back to the board and new Authority Board Member for Dickinson County, Ed McBroom.

### 2. Public Comment

Mr. David Wislowski, Soo Tribe Community Health addressed the Authority. Promoting and bring awareness to smoke free fair and offer "free" advertising for midway. In past, they provided signage on midway for free.

### 3. Adoption of Agenda

**Motion by Langdon, supported by McBroom, to approve the agenda as presented. Motion carried.**

### 4. Approval of Minutes from November, 2017 Meeting

**Motion by Momont, supported by Menge, to approve the minutes of the November 18, 2016 Meeting and place on file. Motion carried.**

### 5. Treasurer's Report ~ Ann Harrington

Ms. Harrington reported on Profit & Loss (October through December 2016). Noted sponsorships and grant income appear to be down. The casino sponsorship and beef show arena grant is not reflected in numbers yet. Automation expense is new POS system. Ms. Krueger gave overview on POS system.

Ms. Harrington reported on Balance Sheet. Overall assets are up.

**Motion by Linderoth, supported by Menge, to accept Profit & Loss and Balance Sheet through December 31, 2016 and place on file. Motion carried.**

### 6. Management Report ~ Vickie Micheau

Ms. Micheau reported on the following:

- Schneider, Larche and Haapala currently working on audit.
- Working with Anderson, Tackman and Northern Insurance on work comp audit.
- MSU compiling and analyzing economic data for events.
- Maintenance ~ Several events being held on fairgrounds.
- Meeting with EO Savings on evaluating electric usage and ways to save money with LED lighting.
- Entertainment lineup.
- Letter will be sent to horse exhibitors regarding gate admission charge. Ed McBroom will write letter.
- Will be doing fireworks again this year for same rate as last year. Total cost is \$6,200 and Skerbeck's will sponsor \$5,000 of this cost.
- Hog Barn incident.
- MAFE Convention wrap-up. May look at Wisconsin Convention next year.

### 7. Old Business / New Business

Sponsorship Packets - Sheila Krueger

Have new logo for this year – "Michigan's 906 State Fair. Spreading smiles across the miles"

**Motion by Momont, supported by Anthony, to approve Sponsorship Packet for 2017. Motion carried.**

GLTPA Proposal - Vickie Micheau

Great partnership with Great Lakes Timber Producers Assn. The GLTPA would like to plant a tree and landscape area near chapel to honor Earl St. John.

**Motion by Anthony, supported by Momont, to accept proposal from GLTPA. Motion carried.**

MDARD Grant Application - Vickie Micheau

Management would like to propose submitting a letter of support from Authority to submit a rural development grant application for \$45,000 to upgrade the Growing U.P. Forests exhibit. Exhibit sponsors have committed to funding the 30% match requirement. Donna LaCount from MDARD is very supportive. Convention and Visitors Bureau is writing the grant. Mr. McBroom suggested including Farm Bureau with grant coordination.

**Motion by Anthony, supported by Harrington, to prepare a letter of support for grant application on behalf of Authority. Ed McBroom will write the letter. Motion carried.**

DAC Recommendations – Lori

Lori discussed changes to Premium Book.

- Recommend to add a sanctioned Midwest Highland Cattle Association Show.

**Motion by McBroom, supported by Momont, to add Highland Cattle to show. Motion carried.**

- Couch Cattle discussion. Consensus is not to allow “couches”
- Cattle Stall Fee increase from \$6 to \$10 in beef barn (open and junior breed only).

**Motion by McBroom, supported by Linderoth, to support increase in beef barn on open and junior breed only to \$10. Motion carried.**

Ms. Krueger proposed possibility of having “hot cakes” machine fundraiser either before fair or during fair and use proceeds for building improvements. More information will be coming on this in future.

## **8. Committee Comments**

Skip DuFour gave a recap of Steam & Gas activities. Added \$3,000 to budget to update people movers. Would also like to upgrade the horse drawn people mover. Would like to make motorized and use inside fairgrounds perimeter for older adults.

Discussion on Facilities Manager Position, current employees and outsourcing some of bigger jobs on fairgrounds.

Ms. Micheau noted that buildings and grounds needs to get together next month regarding building improvements and other expenses so we can finalize budget. Make sure to include residing speed barn, replacing fascia/soffit and replacing the roof in discussion

Mr. McBroom noted establishing a strategic plan to help deal with hot weather at fair i.e. if hot weather, to shut off air during day. There will be language included in all camping reservation forms.

Mr. Rivard showed a "draft" overview of fairgrounds from GIS which has been done by CUPPAD. There was no cost to authority. The maps will be included in premium book this year.

Ms. Micheau showed off the privacy banner donated to fairgrounds from Steve Masters parents. Can look at getting others too.

# U.P. State Fair Authority Board Meeting

## Minutes

UPCAP  
Escanaba, MI

March 17, 2017

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### Members Present:

Micky Rondeau, *Alger Cty*  
William Menge, *Baraga Cty*  
Jake Campbell, *Chippewa Cty*  
Dave Rivard, *Delta Cty*  
Ed McBroom, *Dickinson Cty*  
Steven Palosaari, *Houghton Cty*  
Phyllis French, *Luce Cty*  
Calvin McPhee, *Mackinac Cty*  
Chuck Bergdahl, *Marquette Cty*  
Janis Linderoth, *Menominee Cty*  
Richard Bourdeau, *Ontonagon Cty*  
Ann Harrington, *Schoolcraft Cty*

### Members Absent:

Dan Siirila, *Gogebic Cty*  
Gene Momont, *Iron Cty*  
Joe Langdon, *Keweenaw Cty*  
Dave Anthony, *Hannahville*

### Others Present:

Vickie Micheau, Delta Chamber ~ Mgmt Agent  
Jonathan Mead ~ UPCAP  
Tracy Lektzian ~ UPCAP  
Sheila Krueger, Delta Chamber  
Joe Cilc, Steam & Gas  
Skip DuFour, Steam & Gas  
Lori Branstrom, Delta Chamber  
Jim Groleau, UPIR  
Stacey Welling Haughey ~ DNR  
John Spielas ~ DNR

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### 1. Call to Order

Chairman Rivard called the meeting to order at 12:16 p.m. ET Roll call is recorded above.

### 2. Public Comment

There was no public comment.

**3. Adoption of Agenda**

Add the DAC Recommendations to the Agenda under old business/new business.

**Motion by French, supported by Lindstrom, to approve the agenda as presented with above noted change. Motion carried.**

**4. Approval of 2017 Meeting Schedule**

**Motion by Harrington, supported by Rondeau, to approve the 2017 Meeting Schedule. Motion carried.**

**5. Approval of January 20, 2017 Meeting Minutes**

**Motion by McBroom, supported by Linderoth, to approve the minutes of the January 20, 2017 Meeting. Motion carried.**

**6. Treasurer's Report ~ Ann Harrington**

Ms. Harrington reviewed the Profit & Loss and Balance Sheets through February, 2017.

**Motion by Palosaari, supported by McBroom, to accept and place on file the Profit & Loss/ Balance Sheets through February, 2017. Motion carried.**

**7. Management Report ~ Vickie Micheau**

Ms. Micheau welcomes Stacey Welling-Haughey and John Spielas from DNR. Vickie also reviewed Management Report with Authority members.

**Motion by French, supported by French, to approve the Management Report and place on file. Motion carried.**

Veteran of Year committee request to offer free gate admission to Veterans.

**Motion by Campbell, supported by Menge, to approve the free gate admission to all Veterans on Honored Citizens Day, Thursday, August 17<sup>th</sup> Motion carried.**

**8. Old Business / New Business**

- **Swine Barn Incident**

Mr. McBroom summarized the swine barn incident. Discussion on letter from Attorney Stupak and "draft" response letter written on behalf of Authority.

**Motion by Bergdahl, supported by Menge, to authorize Mr. McBroom to draft response letter to Attorney Stupak. Motion carried.**

- **DNR Pocket Park**

Chairman Rivard introduced DNR Staff and discussed uses of pocket park. The Authority and DNR would like to continue working towards utilizing facility to full capacity.

- **DAC Recommendations \* See minutes from DAC Meeting 2/4/17**

- Barn Closure Time: Recommendation to close doors at 11:00 p.m. to general public and 12:00 to exhibitors.
- Recommendation for Beef Breeding Stock be checked in on Sunday.
- Recommendation on Egg Production Classes.

**Motion by McBroom, supported by Harrington, to approve all DAC Recommendations as noted above and referenced in DAC Minutes dated February 4, 2017. Motion carried.**

- **DAC Recommendations \* See minutes from DAC Meeting 3/4/17**

- Recommendation of Premium Book Changes regarding Veterinarian Procedures.
- Recommendation on Gate fees for Draft & Pony Pull Exhibitors.
- Recommendation on adding Rabbit Family Classes.

**Motion by McBroom, supported by Bergdahl, to approve all DAC Recommendations as noted above and referenced in DAC Minutes dated March 4, 2017. Motion carried.**

## 9. Committee Comments

**Steam & Gas Update** ~ Skip gave update on projects on fairgrounds. Waiting for weather to finish up some projects i.e. chapel. Currently working on people movers.

Chairman Rivard stated there is a meeting at fairgrounds immediately after this meeting today to discuss electricity/wiring needs on fairgrounds. All are welcome to attend.

Ms. Micheau noted that Linda Peters is looking for potato recipes to include in cookbook from Authority Members.

# U.P. State Fair Authority Board Meeting

## Minutes

May 24, 2017

Island Resort ~ Harris, MI

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### Members Present:

Jake Campbell, *Chippewa Cty*  
Dave Rivard, *Delta Cty*  
Ed McBroom, *Dickinson Cty*  
Steven Palosaari, *Houghton Cty*  
Gene Momont, *Iron Cty*  
Joe Langdon, *Keweenaw Cty*  
Phyllis French, *Luce Cty*  
Chuck Bergdahl, *Marquette Cty*  
Janis Linderoth, *Menominee Cty*  
Ann Harrington, *Schoolcraft Cty*  
Dave Anthony, *Hannahville*

### Members Absent:

Micky Rondeau, *Alger Cty*  
William Menge, *Baraga Cty*  
Dan Siirila, *Gogebic Cty*  
Calvin McPhee, *Mackinac Cty*  
Richard Bourdeau, *Ontonagon Cty*

### Others Present:

Vickie Micheau, Delta Chamber ~ Mgmt Agent  
Tracy Lektzian ~ UPCAP  
Sheila Krueger, Delta Chamber  
Joe Cilc, Steam ~ Gas  
Skip DuFour ~ Steam & Gas  
Lori Branstrom ~ Delta Chamber  
Attorney Jessie Viau, Tribal Admin.

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### 1. Call to Order

Chairman Rivard called the meeting to order at 12:38 p.m. ET. Roll call is recorded above.

### 2. Public Comment

Mr. Anthony introduced Jessie Viau, Attorney with Tribal Administration.

### 3. Adoption of Agenda

**Motion by McBroom, supported by Momont, to approve the agenda.  
Motion carried.**



#### 4. Approval of Minutes

**Motion by French, supported by Linderoth, to approve the minutes of the March, 2017 Meeting. Motion carried.**

#### 5. Treasurer's Report

Ms. Harrington presented the Profit & Loss / Balance Sheet through April 30, 2017. Suggested keeping "Rainy Day" labeled on balance sheet. Noted that sponsorships are up which does not include Meijer \$25,000. Still working on new POS system.

**Motion by Palosaari, supported by Linderoth, to accept the Profit & Loss / Balance Sheet through April 30, 2017 and place on file. Motion carried.**

#### 6. Management Agent Report

Ms. Micheau gave a summary of the following as noted on report:

- Dairy Barn Maintenance – Ed McBroom
- Hiring of Bob Hawkins to fill temp. position of Building & Grounds Mgr
- Bathroom updates to Beef Barn ~ Lori Branstrom
- Storm Drain in Beef Barn ~ Skip DuFour
- Airstream coming July 22-29<sup>th</sup>
- Audit. Discussion on asking this to be completed by January 31<sup>st</sup>
- Entertainment/Media. Discussion on announcing acts sooner.

**Motion by Palosaari, supported by Anthony, to announce all future UP State Fair Acts as they are booked instead of waiting for media event. Motion carried.**

#### 7. Old Business / New Business

Berube Letter ~ Discussion on letter received from Ms. Berube. Board will remain resolute in previous decision. Ed McBroom will draft a response letter on behalf of the board and send to Attorney Stupak.

**Motion by French, supported by Anthony, to authorize Ed McBroom to draft letter on behalf of Authority denying Ms. Berube request to show her Swine. Motion carried by unanimous vote.**

Hermanaba Trail ~ Discussion on proposed Hermanaba Trail.

**Motion by Campbell, supported by McBroom, to table discussion until there is more information from counties. Motion carried.**

# U.P. State Fair Authority Board Meeting

## Minutes

June 30, 2017

Escanaba, MI

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### Members Present:

William Menge, *Baraga Cty*  
Dave Rivard, *Delta Cty*  
Ed McBroom, *Dickinson Cty*  
Steven Palosaari, *Houghton Cty*  
Joe Langdon, *Keweenaw Cty*  
Phyllis French, *Luce Cty*  
Calvin McPhee, *Mackinac Cty ~ by phone*  
Chuck Bergdahl, *Marquette Cty*  
Janis Linderoth, *Menominee Cty*  
Ann Harrington, *Schoolcraft Cty*  
Dave Anthony, *Hannahville*

### Members Absent:

Micky Rondeau, *Alger Cty*  
Jake Campbell, *Chippewa Cty*  
Dan Siirila, *Gogebic Cty*  
Gene Momont, *Iron Cty*  
Richard Bourdeau, *Ontonagon Cty*

### Others Present:

Vickie Micheau, Delta Chamber ~ Mgmt Agent  
Tracy Lektzian ~ UPCAP  
Sheila Krueger, Delta Chamber  
Joe Cilc, Steam & Gas  
Skip DuFour ~ Steam & Gas  
Lori Branstrom ~ UPSF  
Bob Hawkins ~ UPSF  
John Spielas ~ DNR  
Megan Micheau ~ UPSF/Chamber

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### 1. Call to Order

Chairman Rivard called the meeting to order at 12:06 p.m. Roll call is recorded above.

### 2. Public Comment

Mike Bachand, UP Regional Coordinator for Veterans, addressed the Authority. The State of Michigan has grant money available for outreach. If they receive the grant, money will be used to partner with UPSF Authority to help with transportation for Veterans Day at Fair.

### 3. Adoption of Agenda

**Motion by Bergdahl, supported by Menge, to approve the agenda. Motion carried.**

### 4. Approval of Minutes ~ May, 2017 Meeting

**Motion by French, supported by Linderoth, to approve the Minutes of the May 24, 2017 Meeting. Motion carried.**

### 5. FY 2016 Audit ~ Karen Meiers & Sarah Pearson, Schneider Larche & Haapala

Ms. Pearson gave brief overview of financial statements. The Independent Auditors Report states the UPSF received a clean opinion.

Discussion on reconciling year end journal entries/accounts with Anderson Tackman by December 1<sup>st</sup> which would help Schneider Larche complete audit by January.

**Motion by Langdon, supported by Bergdahl, to accept and place on file the FY2016 Audit. Motion carried.**

### 6. Management Agent Report ~ Vickie Micheau

Ms. Micheau introduced Bob Hawkins, Buildings & Grounds.

- Reviewed project updates to date.
- Airstream Rally is coming July 15-22; Fair in August and Logging Congress in September.
- Megan Micheau helping out with Vendor responsibilities. Reviewed some of the new vendors at fair.
- Ed McBroom sent letter to MSP asking for security services at fair.

### 7. Treasurer's Report ~ Ann Harrington

Ms. Harrington reviewed the Treasurer's Report for the Authority through May 31. Noted that the money received from Meier's is not in report yet.

**Motion by McBroom, supported by Linderoth, to approve the Profit & Loss/Balance Sheet thru May 31, 2017 as presented. Motion carried.**

### 8. Old Business / New Business

- Mr. McBroom and Lori Branstrom reviewed the DAC Recommendations regarding allowing Draft Horses in Zones 5 & 6 to leave earlier on Sunday after the fair. Discussion with Authority members.

**Motion by Harrington, supported by Anthony, to allow Draft Horses to leave from Zone 5 & 6 at 4 p.m. on Sunday. Motion carried.**

- Discussion on status of Sasha Berube. Authority members noted she did not meet requirements as set forth in previous letters. Mr. McBroom will write letter on behalf of Authority and will send her DNA check back and state she will not be able to show a steer.

**Motion by Harrington, supported by Anthony, to send letter informing Ms. Berube of violating proposal. Motion carried.**

- Rainy Day Fund Discussion about increasing amount. ***Will revisit this again after the fair.***

## **9. Committee Comments**

Skip DuFour & Joe Cilc updated Authority on projects at fairgrounds.

## **10. Public Comment**

There was no public comment.

## **11. Adjournment**

**Motion by Menge, supported by Bergdahl, to adjourn. Motion carried. The time was 1:53 p.m. ET**

# U.P. State Fair Authority Board Meeting

## Minutes

November 17, 2017

Escanaba, MI

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### Members Present:

Micky Rondeau, *Alger Cty*  
William Menge, *Baraga Cty*  
Dave Rivard, *Delta Cty*  
Ed McBroom, *Dickinson Cty*  
Steven Palosaari, *Houghton Cty*  
Gene Momont, *Iron Cty*  
Joe Langdon, *Keweenaw Cty*  
Chuck Bergdahl, *Marquette Cty*  
Janis Linderoth, *Menominee Cty*  
Ann Harrington, *Schoolcraft Cty*  
Dave Anthony, *Hannahville*

### Members Absent:

Jake Campbell, *Chippewa Cty*  
Dan Siirila, *Gogebic Cty*  
Phyllis French, *Luce Cty*  
Calvin McPhee, *Mackinac Cty*  
Richard Bourdeau, *Ontonagon Cty*

### Others Present:

Vickie Micheau, Delta Chamber ~ Mgmt Agent  
Tracy Lektzian ~ UPCAP  
Sheila Krueger, Delta Chamber  
Joe Cilc, Steam & Gas  
Skip DuFour ~ Steam & Gas  
Lori Branstrom ~ UPSF  
Jim Moker

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#### 1. Call to Order

Chairman Rivard called the meeting to order at 12:12p.m. Roll call is recorded above.

#### 2. Public Comment

There was no public comment.

#### 3. Adoption of Agenda

Ms. Harrington asked to switch 7 & 8 on agenda.

**Motion by McBroom, supported by Menge, to approve the agenda with above noted changed. Motion carried.**

**4. Approval of Minutes ~ June, 2017 Meeting**

**Motion by Menge, supported by Linderoth, to approve the minutes of the June, 2017 Meeting. Motion carried.**

**5. Approval of 2018 Meeting Schedule**

**Motion by Palosaari, supported by Langdon, to approve the 2018 Meeting Schedule and place on file. Motion carried.**

**6. Treasurer's Report ~ Ann Harrington**

Ms. Harrington reviewed the Profit & Loss/Balance Statements for September/October 2017. Discussion on moving money into the Capital Improvement Fund. There are a lot of big projects to be completed on fairgrounds. Buildings & Grounds Committee will update 10 year plan and bring to next meeting.

**Motion by Momont, supported by Anthony, to move \$100,000 now into the Capital Improvement Fund and 25% a year thereafter. The 25% net income for 2017 Fair will be determined after audit.**

**Motion by McBroom, supported by Momont, to approve the Profit & Loss/Balance Sheets from September/October 2017 and place on file. Motion carried.**

**7. 2018 Budget ~ Vickie Micheau**

Ms. Micheau reviewed 2018 Budget.

**Motion by Menge, supported by Langdon, to accept the FY2018 Budget and place on file. Motion carried.**

**8. Management Agent Report ~ Vickie Micheau**

- 2018 Fair ~ Planning Document for Authority to review
- Hannahville Presenting Sponsor for Grandstand for 2018
- Looking at other grant opportunities – MDARD Grant \$20,000
- Winter Storage
- AmeriCorp Team – will apply for in 2018 to help with clean up
- Opening Day Sponsorship discussions
- Grandstand standing room in pit area
- JoAnne Steffell received Award
- Joe Russell Family – send sympathy card

**Motion by Momont, supported by Linderoth, to prepare letters for JoAnne Steffell and Joe Russell Family. Motion carried.**

## 9. New Business / Old Business

- Approval to submit 120 report to MDARD

**Motion by McBroom, supported by Harrington, to approve submitting the MDARD 120 Report. Motion carried.**

- Jim Moker 5 year review

Authority Members discussion on Mr. Moker ban and time served. Mr. Moker addressed Authority Members.

**Motion by Momont, supported by Langdon, to reinstate Mr. Moker effective immediately.**

- DAC Recommendations for 2018 Fair ~ Lori Branstrom / Ed McBroom

**Motion by McBroom, supported by Bergdahl, to approve all the DAC recommendations from the November 4, 2017 Meeting. (See Attached Minutes). Motion carried.**

- DAC Membership 2017-2018

**Motion by McBroom, supported by Bergdahl to approve the attached list of 2017-2018 DAC Members as presented. Motion carried.**

## 10. Committee Comments

Skip DuFour discussed updates to fairgrounds by Steam & Gas.

Dave Rivard updated Authority on possible grant for Veterans Museum.

## 11. Adjournment

**Motion by McBroom, supported by Menge, to adjourn. Motion carried.**  
The time was 1:46 p.m. ET