

# U.P. State Fair Authority Board Meeting

## Minutes

January 19, 2018

Escanaba, MI

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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*  
Dan Siirila, *Gogebic Cty ~ by phone*  
Gene Momont, *Iron Cty*  
Joe Langdon, *Keweenaw Cty*  
Phyllis French, *Luce Cty*  
Calvin McPhee, *Mackinac Cty*  
Chuck Bergdahl, *Marquette Cty*  
Janis Linderoth, *Menominee Cty*  
Richard Bourdeau, *Ontonagon Cty ~ by phone*  
Ann Harrington, *Schoolcraft Cty*  
Dave Antony, *Hannahville*

### Members Absent:

Steven Palosaari, *Houghton 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 Groleau, UPIR

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#### 1. Call to Order

Chairman Rivard called the meeting to order at 12:00 p.m. ET Roll call is recorded above.

#### 2. Public Comment

There was no public comment.

### 3. Adoption of Agenda

**Motion by Linderoth, supported by Campbell, to accept the Agenda and place on file. Motion carried.**

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

**Motion by Menge, supported by McPhee, to approve the Minutes of the November 17, 2017 Meeting. Motion carried.**

### 5. Election of Officers

Mr. Rivard stated that the Nominating Committee met and the following nominations were made to the Executive Committee:

Dave Rivard	Phyllis French
Ann Harrington	Chuck Bergdahl
Jake Campbell	Janis Linderoth
Ed McBroom	

Mr. Rivard asked for any other nominations from the floor three times.

**Motion by Anthony, supported by Menge, to approve the slate of nominees to the Executive Committee.**

Mr. Rivard stated the following nominations were made for officers. The positions of Chair and Vice Chair can only be for one two year term.

Phyllis French, Chair	Ed McBroom, Vice Chair
Ann Harrington, Treasurer	

Mr. Rivard asked for any other nominations from the floor three times.

**Motion by Anthony, supported by McPhee, to approve the officers as follows: Phyllis French, Chair; Ed McBroom, Vice Chair; Ann Harrington, Treasurer; Jake Campbell, Trustee; Chuck Bergdahl, Trustee and Janis Linderoth, Trustee. Motion carried.**

### 6. Treasurer's Report

Ms. Harrington reviewed the Profit & Loss/Balance Sheet through December, 2017.

- Money Manager Acct (\$100,000) moved to Capital Improvement Fund .
- Noted we already have deposits for 2018 Fair (over \$10,000 received to date)

**Motion by Linderoth, supported by French, to accept Profit & Loss/Balance Sheet through December, 2017 and place on file. Motion carried.**

## 7. Management Agent Report ~ Vickie Micheau

- Preparing for Audit with Schneider, Larche. This should be ready by April 6<sup>th</sup> at the latest.
- DNR Grant ~ Almost completed
- Sponsorship Packet has been updated
- National Trappers Event – July 26-28
- Skerbecks bringing in a “larger than life” spectacular ride this year. May have to do an up charge
- MAFE Convention wrap up. Looking for “theme” for 2018 Fair
- MDARD Grants for 2018 are higher (\$40,000 – dollar for dollar match)
- Maintenance Department discussion
- Zone 6 Meeting wrap up.
  - Discussion on underwriting an award that would be presented during MAFE on behalf of all the UP Fairs. Authority would be supporting the local county fairs.

**Motion by Momont, supported by Anthony, for UP State Fair Authority to look into sponsoring an award at MAFE. Motion carried.**

- Changes to Showmanship ~ Lori Branstrom / Ed McBroom

Ms. Branstrom discussed Beef Exhibitors Mtg and changes to showmanship:

- All fitting, clipping, grooming, blow drying, and applying product to the exhibit while on the fairgrounds **shall** be done the exhibitor.
- Each exhibitor may have one adult helper to instruct **verbal only** with the fitting of the animal.
- All Junior Beef Exhibitors may receive assistance from another Jr. Beef Exhibitor, that is participating in Section 1 or Section 3 of Department 4. However, the exhibitor must be actively participating in the grooming as well.
- All Fitting, clipping, grooming, blow drying and applying product to the exhibit while on the fairgrounds must be completed in the designated fitting area.
- If needed, the exhibitor is allowed one person to assist with moving the animal to and from the grooming area and the show ring for safety reason.

**Motion by Bergdahl, supported by McBroom, to accept Management Report and place on file. Motion carried.**

## 8. Old Business / New Business

Code of Ethics / Conflict of Interest Policy ~ Jonathan Mead

Mr. Mead reminded board members to sign the Code of Ethics / Conflict of Interest Policies.

By-law Changes ~ Jonathan Mead

Mr. Mead noted that Bylaws currently state in Section 4.3 Regular Meetings: "The Board shall convene no less than two (2) meetings each calendar year." Discussion to change to say: "The Board shall **meet at least quarterly.**"

**Motion by Linderoth, supported by Campbell, to make above noted change to By-laws. Motion carried.**

**9. Committee Comments**

Buildings & Grounds Committee Recommendations

- MDARD Grant ~ To apply for \$40,000 Grant (\$ for \$ Match for \$80,000 total) to relocate campsites to NorthCoast Area. There will be about a 100 new campsites.

**Motion by McBroom, supported by Momont, to apply for \$40,000 MDARD Grant to relocate campsites to NorthCoast Area. Motion carried.**

- PA System / Electrical Lines ~ Apply for a loan for PA System and get cost estimates to work with NMU Line School on burying electrical in Midway with Capital Fund money. Approximate cost of \$95,000.

**Motion by Anthony, supported by McBroom, to pursue development and financing of public address system at fairgrounds which covers burying electrical lines. Motion carried.**

- Maintenance Crew ~ Proposing that during winter months, we keep 2 maintenance crew on staff to get projects done.
- UPIR Racing Schedule ~ Approve lifting restriction on racing to allow more than 8 races per year, event permitting and with management approval.

**Motion by McBroom, supported by Campbell, to remove restriction on races and to allow UPIR to hold more than 8 races per year, event permitting and with prior management approval. Motion carried.**

Veteran's Museum / Multipurpose Building

Mr. Rivard and Ms. Micheau discussed grant and multipurpose building. Have a commitment for \$1M. Waiting to sign the documents. Mr. Rivard stated committee is asking for permission to sign contract, accept money and continue to make it a reality. Contract to be reviewed by Executive Committee prior to signing. Delta County will also need to approve having building on property.

**Motion by McBroom, supported by Momont, for multi-purpose committee, which consists of Dave Rivard, Dave Anthony, Vicki Micheau, Skip DuFour, Joe Cilc, Tina Jensen, Matt Jensen and Bill Isetts to be a formal sub-committee of the Building & Grounds Committee. Motion carried.**

**Motion by Momont, supported by Anthony, to allow Executive Committee to review contract and then to allow (with approval of Executive Committee) the Authority to sign contract and accept grant to make the building a reality. Motion carried.**

# U.P. State Fair Authority Board Meeting

## Minutes

April 6, 2018

Escanaba, MI

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### Members Present:

Micky Rondeau, *Alger Cty*  
William Menge, *Baraga Cty*  
Dave Rivard, *Delta Cty*  
Ed McBroom, *Dickinson Cty*  
Dan Siirila, *Gogebic Cty ~ by phone*  
Steven Palosaari, *Houghton Cty*  
Gene Momont, *Iron Cty*  
Phyllis French, *Luce Cty*  
Chuck Bergdahl, *Marquette Cty*  
Ann Harrington, *Schoolcraft Cty*

### Members Absent:

Jake Campbell, *Chippewa Cty*  
Joe Langdon, *Keweenaw Cty*  
Calvin McPhee, *Mackinac Cty*  
Janis Linderoth, *Menominee Cty*  
Richard Bourdeau, *Ontonagon Cty*  
Dave Anthony, *Hannahville*

### 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  
Karen Meyers ~ Schneider Larche  
Sarah Pearson ~ Schneider Larche  
Rick Aird ~ CFO, UPCAP

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### 1. Call to Order

Chairman French called the meeting to order at 12:15 p.m. ET. Roll call is recorded above.

### 2. Public Comment

There was no public comment.

### 3. Adoption of Agenda

**Motion by Rivard, supported by Palosaari, to approve the agenda as presented and place on file. Motion carried.**

**4. Approval of Minutes from January 2018 Meeting**

**Motion by Menge, supported by Harrington, to approve the minutes of the January 19, 2018 Meeting. Motion carried.**

**5. FY 2017 Audit ~ Karen Meyers & Sarah Pearson, Schneider, Larche**

Ms. Pearson presented the FY 2017 Audit. In their opinion, the financial statements present with a clean opinion which is the best opinion you can get. Noted a couple of recommendations related to undeposited funds and capitalization of fixed assets as noted in Internal control Letter.

**Motion by Rivard, supported by McBroom, to accept the FY2017 Audit and place on file. Motion carried.**

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

Ms. Harrington reviewed the Balance Sheet and Profit & Loss Statements through March 31, 2018.

**Motion by Bergdahl, supported by Palosaari, to accept the Balance Sheet/Profit Loss Statements through March 31, 2018, and place on file. Motion carried.**

**7. Management Report ~ Vickie Micheau**

Ms. Micheau reported on the following:

- DNR Grant Upgrade
- Buildings and Grounds Maintenance Projects
- Grants/Sponsorships
  - Meijer committed to \$15,000 in sponsorships along with \$10,000 in Auction Purchases
  - Will receive the MDARD \$40,000 grant
  - Submitted two grant applications to Hannahville for 2% funds
- Entertainment Announcement
- New Building and RFP requests for architecture
- Summer Projects ~ Campground relocation

**Motion by Rivard, supported by Menge, to accept Management Report and place on file. Motion carried.**

**8. Old Business / New Business**

DAC Recommendations

Lori Branstrom reported on the following DAC recommendations that need approval:

- Changes to Miniature Horse Show. Eliminate class 4000 (weanlings & yearlings) and class 4010 (mares & Fools) and obstacle driving and change the ages in the Open Hunter Class.
- Change to Jr. Show Rules. Rule #5 would read Jr. Dairy Showmanship competitors must also show that animal in a Jr. Dairy Class.
- The Judge's name would not be released to the public prior to the fair which includes social media and verbal communication. An envelope will be included in the Department binder for the Superintendent to look at with the understanding that the Judge's name will not be released prior to the show.

**Motion by Palosaari, supported by Rondeau, to accept and approve the DAC Recommendations as noted above. Motion carried.**

#### Buildings & Grounds ~ Dave Rivard

The committee has been made aware of a possible grant through appropriations that may become available. Submitted a list of items needed i.e. proposed veterans building, blacktop, relocation of the campground, train for fairgrounds, bury power lines, building repairs, etc. to Rep. Beau LaFave.

#### Veteran's/Chamber Building ~ Dave Rivard

Buildings & Grounds Committee met with seven Architects/Engineers for the Veteran's Building Projects and make the following recommendation after narrowing the list to three lowest bidders:

Recommend U.P. Engineers & Architects, Ishpeming, MI

**Motion by Rivard, supported by Harrington, to approve U.P. Engineers & Architects as Engineer on the project and to continue the discussion with them on a future project. Motion carried.**

**Motion by Harrington, supported by Momont, to amend above Motion stating "subject to Authority owning the Building." Motion carried.**

Discussion on who would receive the grant \$\$ - Steam & Gas or State Fair Authority?  
Discussion on what building will house and the need to make sure "Chamber of Commerce" stays in the new building as long as they desire.

**Motion by McBroom, supported by Momont, to state that the Authority desires ownership of the building. Motion carried.**

#### Jilberts Dairy Memorabilia ~ Ed McBroom

Ed McBroom stated John Jilbert has a collection of dairy memorabilia from around the Upper Peninsula. Contains a lot of UP history and would make a nice exhibit at fair. Need to formally accept collection with a commitment to display items.

**Motion by Momont, supported by Rivard to have Ed McBroom pursue Dairy Collection through John Jilbert and to make a commitment to display at the fair. Motion carried.**

**9. Adjournment**

**Motion by Menge, supported by Rondeau, to adjourn. Motion carried. The time was 2:07 p.m. ET**