

U.P. State Fair Authority Board Meeting

Minutes

January 18, 2019

Escanaba, MI

Members Present:

Mickey Rondeau, *Alger Cty*
William Menge, *Baraga Cty*
Dave Rivard, *Delta Cty*
Ed McBroom, *Dickinson Cty*
Steve Palosaari, *Houghton Cty*
Gene Momont, *Iron Cty*
Joe Langdon, *Keweenaw Cty*
Phyllis French, *Luce Cty*
Calvin McPhee, *Mackinac Cty*
Chuck Bergdahl, *Marquette Cty*
Janis Linderoth, *Menominee Cty*
Ann Harrington, *Schoolcraft Cty*

Members Absent:

Jake Campbell, *Chippewa Cty*
Dan Siirila, *Gogebic Cty*
Richard Bourdeau, *Ontonagon Cty*
Tammy Sagataw, *Hannahville*

Others Present:

Jonathan Mead, *UPCAP Admin. Agent*
Vickie Micheau, *Chamber Mgmt Agent*
Lori Branstrom, *Chamber*
Sheila Kruger, *Chamber*
John Stapleton
Robert Micheau, *CVB*
Jeffrey Wood, *UPSF Facilities &
Ground Manager*
Skip DuFour, *Steam & Gas*
Joe Cilc, *Steam & Gas*

1. Call to Order

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

2. Public comment

There was no public comment.

3. Adoption of Agenda

Add the appointments to UPSF Board to the agenda and Buildings & Grounds Reports.

Motion by Bergdal, supported by Palosaari to adopt the agenda with noted changes. Motion carried.

4. UPSF Board Appointments

Chairman French welcomed all Board Members who were reappointed for another two-year term.

Motion by Langdon, supported by Bergdahl, to approve the UPSF Board Appointments as presented. Motion carried.

5. Approval of Minutes from the November, 2018 Meeting

Discussion on changes to November minutes.

- Instead of "Change #10 stating "Individual payments..." - **should read Change #16 a (2)**
- Add: Take out "unsolicited donations will not be included" under #23

Motion by Palosaari, supported by Momont, to approve the minutes of the November, 2018 Meeting with above-noted changes. Motion carried.

Discussion on question #19 – Bond of \$100,000. Is this enough? UPCAP will follow up with insurance to make sure this is enough.

6. Treasurer's Report

Ms. Harrington reviewed the Balance Sheet through December, 2018. Question on moving some funds into a CD after the audit.

The new building fund (under cash) will eventually become a depreciated asset.

Motion by Momont, supported by Linderoth, to accept the Profit & Loss/Balance Sheets as presented. Motion carried.

7. Management Report

Ms. Micheau reviewed the following information:

- MAFE Annual Meeting wrap up. Lots of positive comments from staff who attended meeting.
 - H2B Work Visa Program. Very expensive. Will work with Skerbecks on lending their Carnival workers during fair week. Will also work with Nichole Smith on recruitment.

- MDARD Grant Session
 - Not eligible for Capital Improvement grant because we received one last year. There is a Livestock grant that we could apply for in the amount of \$25,000. This would help pay premiums or promote new classes.
 - Master Plan for Fairgrounds
 - Skerbeck Pricing – no changes for 2019 schedule
 - Zone 6 Meeting – Spring meeting in May
 - Volunteer of Year Awards Banquet
 - Vickie appointed to MAFE Board
-
- News Release coming out today announcing county music act, Carly Pearce
 - Planning Document for Fairgrounds (handout)
 - Under Camping (page 1) – need to add Highland Parking area
 - Restrooms (page 3) – add “and clean showers”
 - Sponsorship packets went out (handout)
 - Meijer Recap (handout)
 - MAFE Board Members (handout)

Motion by Bergdahl, supported by Momont, to accept the Management Report and place on file. Motion carried.

8. Committee Reports

Robert Micheau, Director of Visit Escanaba, presented the 2018 Marketing Report (handout)

Ms. Micheau noted “Holtbossi” Marketing campaign mailer. This will be going out soon. Fire & Ice Fundraiser will be auctioning off one of the tree branches for building fund.

Jilbert Dairy Donation? Make sure we recognize them

Dennis Pace (donator for Marble Arms Museum) will be here on the 31st.

DAC Recommendations:

- DAC recommendation to show the crossbreed commercial cattle by weight versus age.
Motion by McBroom, supported by Palosaari, to approve DAC recommendation to show crossbreed commercial cattle by weight versus age. Motion carried.
- DAC recommendation on lowering the current age of exhibitors to 8 to show a hog, lamb or market goat.
Motion by McBroom, supported by Harrington, to approve DAC recommendation to lower exhibitors age to 8 in order to show a hog, lamb or market goats. Motion carried.

- DAC recommendation on lowering Department 27 (Jr. Show) Pictures/Paintings, to age 8 based on their age as of January 1st.
Motion by McBroom, supported by Harrington, to approve DAC recommendation to lower Department 27 exhibitors to age 8 based on their age as of January 1st. Motion carried.

- DAC recommendation to make showmanship mandatory for market animals (Steers, hogs, lambs and goats). There will be a superintendent discretion clause if the animal or exhibitor is injured.
Motion by Palosaari, supported by McBroom, to approve DAC recommendation to make showmanship mandatory for market animals (steers, hogs, lambs and goats). Motion carried.

- If exhibitor has both a breeding stock animal (beef, goat or sheep) and a market animal, the market animal must be the animal used in showmanship.
Motion by McBroom, supported by Momont, to approve DAC recommendation to state if exhibitor has both a breeding stock animal (beef, goat or sheep) and a market animal, the market animal must be the animal used in showmanship. Motion carried.

- DAC recommendation to appoint Amanda Steele as the Swine Representative on the DAC Board.
Motion by Momont, supported by McBroom, to appoint Amanda Steele as swine representative on the DAC board. Motion carried.

Buildings & Grounds Committee Recommendations:

Jeff Wood reviewed the Buildings & Grounds Report and suggested the following changes/recommendations:

- The following needs to be submitted to Jeff Wood for approval:
 - Any purchases
 - All employment needs for any side projects
 - Anything taken from maintenance shop needs to be communicated to Steam & Gas.
- Motion by Rivard, supported by McPhee, to adopt recommendations as noted on Building & Grounds Report. Motion carried.**

Ed McBroom will work with Jeff on estimates for Pig Barn ventilation.

9. Old Business / New Business

Approval to submit grants requests to DNR for Recreational Passport / Trust Fund Projects

Ms. Micheau noted grant period is now open. DNR is accepting applications or Recreational Passport and Trust Fund Projects. We need Authority approval to submit

these. If received, will use towards two new bathroom/shower in pocket park and in campsites.

Motion by Rivard, supported by Linderoth, to submit grants for two new bathrooms/showers in pocket park and new campsite.

Mr. Palosaari asked about adding Highland Cattle Show and if he is the superintendent? Mr. Palosaari will be the superintendent and find his own volunteers.

Ms. Micheau noted there is another grant through MDARD. Will need a letter of support from Steve.

10. Adjournment

Motion by McBroom, supported by Momont, to adjourn. Motion carried.
The time was 2:00 p.m.

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

U.P. State Fair Authority Board Meeting

Minutes

July 13, 2019

UP State Fairgrounds
Escanaba, MI

Members Present:

William Menge, *Baraga Cty*
Jake Campbell, *Chippewa Cty*
Dave Rivard, *Delta Cty*
Ed McBroom, *Dickinson Cty*
Jim Lorensen, *Gogebic Cty*
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*
Ann Harrington, *Schoolcraft Cty*
Tammy Sagataw, *Hannahville*

Members Absent:

Mickey Rondeau, *Alger Cty*
Steve Palosaari, *Houghton Cty*

Others Present:

Vickie Micheau *Chamber Mgmt Agent*
Sheila Krueger, *Chamber*
Lori Branstrom, *Chamber*
Tracy Lektzian, *UPCAP*
Joe Cilc, *Steam & Gas*
Jeff Wood, *Maintenance*
Lacy Mitchell, *UPSF/Chamber*

1. Call to Order

Chairman French 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. Approval of Agenda

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

4. Approval of Minutes from the April 26, 2019 Meeting

Motion by Bergdahl, supported by Menge, to approve the minutes from the April 26, 2019 Meeting. Motion carried.

5. Approval of Skerbeck Contract

Ms. Micheau presented the Skerbeck Contract for 2019 – 2024. Recommendation to keep contract the same and extend another 5 years through 2024. Would like to stay with local company who does a great job.

Motion by Bergdahl, supported by Momont, to approve the extension of the Skerbeck Contract from 2019-2024. Motion carried.

6. Treasurer's Report ~ Ann Harrington

Ms. Harrington presented the Balance Sheet / Profit and Loss Statements through June 30, 2019. Discussion on Capital Contributions and having a Capital Improvement Fund as noted in Audit. Recommend 25% of income goes into capital improvement fund (calculated with income before capital contributions).

Motion by Harrington, supported by Rivard, to authorize 25% of net income goes into capital improvement fund as noted above. Motion carried.

Building Fund Report –

Ms. Harrington reviewed the "Building" Fund Report through July 10, 2019. Noted there will be a shortage of approx \$300 - \$350,000 for building. Ms. Micheau stated there will be more fundraising and the Chamber agreed to take out a loan for one year.

Discussion on questions from prior meeting:

- Ms. Micheau stated Roy Ness carries liability insurance on building.
- The bond amount will be increased to \$200,000
- Capitalization Policy as required by Audit. The Chamber/Hannahville drafted the policy based on recommendations.

Motion by Momont, supported by Linderoth, to adopt the Capitalization Policy as presented. Motion carried.

7. Management Report ~ Vickie Micheau

Ms. Micheau reported on the following:

- Smart Venue submitted RFP for pre and fair-week cleaning. Price was a little high so going to negotiate.
- Campsites
- DNR Grant ~ Jon Spielas would like to purchase digital sign by entrance of new building

4. Approval of Minutes from the April 26, 2019 Meeting

Motion by Bergdahl, supported by Menge, to approve the Minutes from the April 26, 2019 Meeting. Motion carried.

5. Approval of Skerbeck Contract

Ms. Micheau presented the Skerbeck Contract for 2019-2024. Recommendation to keep contract the same and extend another 5 years through 2024. Would like to stay with local company who does a great job.

Motion by Bergdahl, supported by Momont, to approve the extension of the Skerbeck Contract from 2019 – 2024. Motion carried.

6. Treasurer's Report – Ann Harrington

Ms. Harrington presented the Balance Sheet / Profit & Loss Statements through June 30, 2019. Discussion on Capital Contributions and having a Capital Improvement Fund as noted in Audit. Recommend 25% of income goes into capital improvement fund (calculated with income before capital contributions).

Motion by Harrington, supported by Rivard, to recommend 25% of net income before capital contributions as defined in the year-end audit to be deposited annually into a capital improvement fund. Motion carried.

Building Fund Report –

Ms. Harrington reviewed the "Building" Fund Report through July 10, 2019. Noted there will be a shortage of approx \$300-\$350,000 for building. Ms. Micheau stated there will be more fundraising and the Chamber agreed to take out a loan for one year.

Discussion on questions from prior meeting:

- Ms. Micheau stated Roy Ness carries liability insurance on building
- The bond amount will be increased to \$200,000
- Capitalization Policy as required by Audit. The Chamber/Hannahville drafted the policy based on recommendations.

Motion by Momont, supported by Linderoth, to adopt the Capitalization Policy as presented. Motion carried.

7. Management Report – Vickie Micheau

Ms. Micheau reported on the following:

- Smart Venue submitted RFP for pre and fair-week cleaning. Price was a little high – will negotiate.
- Campsites
- DNR Grant – Jon Spielas would like to purchase digital sign by entrance of new building

- July 24th Open House
- Upper Hand Proposal ~ Upper Hand submitted a sponsorship proposal of \$5,000 during fair week.

Motion by Lorensen, supported by McBroom, to decline proposal. Motion carried.

8. Lease ~ Vickie Micheau

Ms. Micheau presented the Lease drafted by Attorney Nastoff. Discussion on lease with Authority Members.

Suggestion on small group meeting with Jon Mead ASAP to review. Will then meet with Attorney and Camber for final review.

Motion by Lorensen, supported by McBroom, to authorize Executive Committee to act on the Lease once reviewed by Authority. Motion carried.

9. Hog Barn Improvements ~ Jeff Wood / Vickie Micheau

Discussion on equipment purchase to improve ventilation system. Need to authorize payment today. Total cost of project will be \$21,351 plus electrical work.

Motion by Harrington, supported by McBroom, to EFT \$15,000 to R. Braun to purchase equipment to improve the ventilation in the Hog Barn. Motion carried.

10. Committee Reports

Buildings & Grounds ~ Jeff Wood

Jeff Wood reported on the following:

- Americorp Volunteers
- Water leaks
- Swine Barn Ventilation
- Camping
- Equipment needs – will prepare for next meeting

11. Adjournment

Motion to adjourn. The time was 1:54 p.m. ET

U.P. State Fair Authority Board Meeting

Minutes

October 25, 2019

UP State Fairgrounds
Escanaba, MI

Members Present:

Micky Rondeau, *Alger Cty*
Jake Campbell, *Chippewa Cty*
Dave Rivard, *Delta Cty*
Ed McBroom, *Dickinson Cty*
Steve Palosaari, *Houghton Cty*
Joe Langdon, *Keweenaw Cty*
Phyllis French, *Luce Cty*
Chuck Bergdahl, *Marquette Cty*
Janis Linderoth, *Menominee Cty*
Richard Bourdeau, *Ontonagon Cty*
Ann Harrington, *Schoolcraft Cty*
Tammy Sagataw, *Hannahville*

Members Absent:

William Menge, *Baraga Cty*
Jim Lorenson, *Gogebic Cty*
Gene Momont, *Iron Cty*
Calvin McPhee, *Mackinac Cty*

Others Present:

Vickie Micheau *Chamber Mgmt Agent*
Sheila Krueger, *Chamber*
Jonathan Mead, *UPCAP*
Tracy Lektzian, *UPCAP*
Joe Cilc, *Steam & Gas*
Jeff Wood, *Maintenance*
Lacy Mitchell, *UPSF/Chamber*
Mason Wallace
Veronica Wallace

1. Call to Order

Chairperson French called the meeting to order at 12:04 p.m. Roll call is recorded above.

2. Public Comment

There was no public comment.

3. Adoption of Agenda

Ms. Harrington asked to have addition under Old Business/New Business – add funds remaining in new building discussion.

Motion by Harrington, supported by Campbell, to approve Agenda with above noted change and place on file. Motion carried.

4. Approval of Minutes from July, 2019 Meeting

Ms. Harrington noted correction to July Minutes:
Motion should read as follows: Motion by Harrington, supported by Rivard, to recommend 25% of net income before capital contributions as defined in the year-end audit to be deposited annually into a capital improvement fund. Motion carried.

Motion by Bergdahl, supported by Campbell, to approve the Minutes of the July 13, 2019 Meeting. Motion carried.

5. Treasurer's Report ~ Ann Harrington

Ms. Harrington presented the two page summary, Profit & Loss and Balance Sheets. Noted Gate receipts, midway and sponsorships were up with an increase of 5% in income. Expenses showed fair costs up a little this year.

Motion by Campbell, supported by Linderoth, to approve the Treasurer's Report and place on file. Motion carried.

6. Management Report ~ Vickie Micheau

Ms. Micheau reported on the following:

- New Logo for 2020
- Planning Document for 2020
- DNR Grant request / digital sign for new building
- New Building fundraising
- Lease Agreement with Authority

Motion by McBroom, supported by Palosaari, to approve the Management Report and Place on file. Motion carried.

7. Committee Reports ~ Ed McBroom

DAC Update

Mr. McBroom reviewed the DAC recommendations that need approval by Authority.

- Nominations for Dept. Advisory Committee
Kris Havelka, Dairy; Kayla Verbeek, Open Beef; Jim Delsanto, Draft Horse Rep., Sally Ebsch, Sheep.

Motion by Rivard, supported by Linderoth, to approve the new DAC Members. Motion carried.

- Nominations for DAC Representative on UPSF Buildings & Grounds committee:
John Stapleton was nominated.
Motion by Rivard, supported by Harrington, to approve the recommendation of John Stapleton for one year as the DAC Rep. on the UPSF Buildings & Grounds Committee. Motion carried.

- Alternate Animals – Beef ONLY
DAC recommendation to allow alternate animals if the original animal does not make weight and the alternate animal must be across the scale before entry deadlines.

DAC recommendation to allow alternate animals only if the original animal is disqualified before it crosses the scale and the alternate animal must be across the scale before entry deadlines.

Motion by Palosaari, supported by Bergdahl, to approve the above recommendations related to alternate animals – beef only. Motion carried.

- Drenching – Livestock Health Requirements
The Premium Book currently reads the following are prohibited: “injection and/or insertion of any material into an animal for medical or non-medical purposes to modify the conformation or appearance of the animal.”

DAC recommendation “injection and/or insertion including drenching of any material into an animal for medical or non-medical purposes without prior examination and approval of the UPSF veterinarian.

Motion by Campbell, supported by Rivard, to approve DAC recommendation related to drenching as noted above. Motion carried.

- Designated Areas
Discussion on issues with animals being taken to different areas of fairgrounds. Rules currently state: “All livestock are fair exhibits and are to be housed inside appropriate barn for the duration of the fair.”

DAC recommendation “Due to animal wellness and safety concerns, all livestock are restricted to designated areas for that species. Animals found outside of the designated areas, will be immediately disqualified. Each barn must define their designated areas in their section of the premium book and make the information available and clearly displayed at the fair for all exhibitors. Department Superintendent has discretion to approve special circumstances.”

Motion by Palosaari, supported by Harrington, to approve the DAC recommendation related to designated areas as noted above. Motion carried.

- Dairy check in time on Sunday
DAC recommendation to have check in time for dairy moved from Sunday - noon to 7:00 p.m to Sunday - noon to 6:00 p.m.

Motion by Campbell, supported by Rivard, to approve DAC recommendation related to dairy check in time on Sunday as noted above. Motion carried.

Buildings & Grounds UPDATE

Jeff Wood reported on the following Buildings & Grounds committee discussions:

- **Plow Truck concerns.**
Recommendation by Buildings & Grounds to spend up to \$20,000 to purchase vehicle.
Motion by Rivard, supported by Campbell, to spend up to \$20,000 to purchase truck and plow for fairgrounds. Motion carried.
- **Replacing lighting in Ruth Butler Building**
Recommendation by Buildings & Grounds to spend \$9,800 on LED lighting and for maintenance team to install.
Motion by Rivard, supported by Bergdahl, to spend up to \$9,800 on LED lighting and for maintenance team to install. Motion carried.

8. Old Business / New Business

Lease Agreement with Delta County Chamber of Commerce

Discussion on proposed lease with following changes:

Renewal/Termination. No less than 12-months prior to the expiration of this lease, either party may request renewal for a mutually agreed upon term. Furthermore, either party shall have the option, prior to expiration, of terminating said lease without cause upon a minimum written 12-month notice

Motion by Palosaari, supported by Rivard, to accept proposed change to Renewal/Termination as noted above. Motion carried.

Annual Assessment: There will be a restricted fund for the John and Melissa Besse Commerce Center/Multi-Use Complex established by the Lessor for future repairs and maintenance. Lessor will obtain a detailed estimate of costs over the 25 year lease term. Items to include but not limited to: repair/replacing of the furnace, water heater, Lessor owned appliances, parking lot repaving, flooring, etc. There will be an annual special assessment charged to Lessee as determined by the estimate of costs and deposited in the restricted maintenance fund. This assessment will be determined annually and presented at the meeting when the Authority's Annual Budget is approved.

Jeff Wood will work with Roy Ness on the Annual Assessment.

Motion by McBroom, supported by Rivard, to accept proposed change to Annual Assessment as noted above. Motion carried.

Funds remaining on New Building

Ms. Micheau discussed remaining funds owed on new building. Noted there is still approximately \$450,000 owed for building.

The Chamber has been looking into getting a loan and also fundraising opportunities. Discussion on taking cash out of funds to pay off remainder due which will still leave a sufficient amount of cash on hand.

Motion by Rivard, supported by Bergdahl, to authorize \$450,000 to be taken out of Authority "cash" account to pay off building. Motion carried.

Motion by McBroom, supported by Harrington, for Chamber of Commerce to reimburse the authority the \$450,000 which is to be paid to Roy Ness Contracting for the final building payment. The funds are to be reimbursed within 24 months. All funds received by the Chamber for this reimbursement shall be accounted for in a separate Authority account. At the end of the 24 months, there may be a renegotiation of any remaining funds due.

Jilbert's Donation

Mr. McBroom asked if we could possibly store the Jilbert's dairy donation now. He would like to get rid of the collection.

9. Adjournment

Motion by Campbell, supported by Rivard, to adjourn. Motion carried.
The time was 2:25 p.m.