

U.P. State Fair Authority Board Meeting

March 18, 2022

Escanaba, MI

Members Present:

Micky Rondeau, **Zoom** Alger Cty
Gale Eilola, Baraga Cty
Jake Campbell, Chippewa Cty
Patrick Johnson, Delta Cty
Senator Ed McBroom, Dickinson Cty
Steve Palosaari, Houghton Cty
Joe Langdon, Keweenaw Cty
Phyllis French, Luce Cty
Calvin McPhee, **Zoom**, Mackinac Cty
Chuck Bergdahl, Marquette Cty
Janis Linderoth, Menominee Cty
Richard Bourdeau, Ontonagon Cty
Ann Harrington, Schoolcraft Cty
Ken Meshigaud, Hannahville

Others Present:

Vickie Micheau, Mgmt Agent
Sheila Krueger, Mgmt Agent
Tracy Lektzian, UPCAP/Admin. Agent
Jeff Wood, Building & Ground/Maintenance
Jon Stapleton, Beef Rep.
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas
Connie Wells, DAC
Karen Meiers, Schneider Larche
Emma Cook, Enbridge
Heather DuRoy, Enbridge
Vickie LaFave, Mgmt Agent
Peter Kleiman, Exhibitor
Andrea Sorenson, DAC

Members Absent:

Jim Lorensen, Gogebic Cty
Tim Aho, Iron Cty
Jonathan Mead, UPCAP/Admin Agent

1. Call to Order / Roll Call

Mr. McBroom called the meeting to order at 12:08 p.m. ET Roll call is recorded above.

2. Public Comment

Emma Cook, Enbridge, presented the Authority with a sponsorship check for \$10,000.

Ken Meshigaud, Hannahville Representative, presented the Authority with a sponsorship check for \$55,000.

3. Adoption of Agenda

Noted to add Building & Grounds Recommendation to agenda under New Business.

Motion by Palosaari, supported by Bergdahl, to approve the Agenda with above noted change. Motion carried.

4. Approval of Minutes from the November 6, 2021 Meeting

Ms. Harrington asked to have “motion carried” to DAC recommendations.

Motion by Harrington, supported by Johnson, to approve the minutes of the November 6, 2021 with above noted change. Motion carried.

5. Approval of FY2020 Audit ~ Karen Meiers, Schneider Larche

Ms. Meiers presented the FY2020 Audit.

Motion by Meshigaud, supported by Harrington, to accept the FY2020 Audit and place on file. Motion carried.

6. Treasurer’s Report ~Ann Harrington

Ms. Harrington presented the Profit & Loss / Balance Sheets through December, 2021.

- Question on % of net income going to Building Fund?
- Question on looking into solar panels? Jeff will look into this for the next mtg

Motion by French, supported by Linderoth to accept reports and place on file. Motion carried.

7. Management Agent Report ~ Vickie Micheau

Ms. Micheau reported on the following:

- Small Business Assn EIDL Loan. Need a resolution from the Authority.
- Looking for a Veterinarian for Fair
- Community Arts Position opening
- Online ticketing system up and running – Skerbecks also online
- Switching software to Microsoft Teams

Motion by Johnson, supported by Linderoth, to accept and place on file the Management Agent Report. Motion carried.

8. Committee Reports

DAC Recommendations ~ Ed McBroom

Discussion on DAC recommendations from January 8, 2022 Meeting and March 12, 2022 Meeting – taken from DAC minutes:

- 1) Market animal’s entry fee \$20.00 which includes showmanship, recordkeeping & stall fee
- 2) DNA fee \$12.00 for original animal only

- 3) All animals registered in Junior Market Livestock classes for steers, swine, lambs and goats must be owned by Exhibitor for the entirety of the project (from pre-registration to sale day) and may not be sold at any time during the project.
- 4) 8 year old minimum age limit for junior & open breeding sheep and goats
- 5) Add class for Best Three Heifers in open dairy show
- 6) Add meat chicken classes to the poultry show, and add a meat chicken and egg auction. (See Andrea's subcommittee report for the entire proposal).

Changes to the proposal:

- Minimum age limit 6 years old as of January 1 of fair year.
 - Delete last sentence under #21 Release time
 - Set a pre-registration date of June 15th.
 - Entry fees \$10.00 for each exhibit
- 7) Late fees changed to \$100 plus normal entry fees for any registration received/postmarked from July 16 through July 20.
 - 8) No changes to breeding dairy and beef registration deadlines

Motion by Johnson, supported by Linderoth, to accept recommendations from DAC. Motion carried.

Building & Grounds Recommendations

Buildings & Grounds Committee made the following recommendations:

- Transformer Platform Replacement on fairgrounds by City of Escanaba for no more than \$12,000

Motion by Johnson, supported by Bergdahl, to accept and approve the above mentioned recommendation on replacement of transformer platform. Motion carried.

- Dairy Barn and Speed Barn Roof replacements - \$40,000 from Capital Improvement Fund was approved last year. Currently costs are going up and now will be approximately \$105,000. If Authority receives MDARD Grant, can use that money but either way move forward with roof replacements with building improvement fund.

Motion by French, supported by Campbell, to move forward with replacement of roofs. Management Agent to use MDARD Grant and if this is not received, move forward and pay out of building improvement fund. Motion carried.

- Purchase Beer Trailer from Watertown Trailers for \$15,240 – 8 foot enclosed with four beer tappers.

Motion by Johnson, supported by Bergdahl, to purchase the trailer for no more than \$15,240. Motion carried.

9. Old Business / New Business

Acceptance of SBA EIDL Loan

The Authority needs to pass a resolution to “receive” the grant from SBA and then make repayment arrangements. The resolution would state that the Authority received \$124,900 from the SBA and will be responsible for repayment of the loan.

Motion by Eilola, supported by Harrington, to pass resolution as noted above. Motion carried.

Motion by Harrington, supported by Palosaari, to pay off the SBA loan as soon as possible. Motion carried.

Discussion on the following:

- Verso (Quinnesec) summer investment – lots of people coming to town. Great for the area.
- Senator McBroom event with Rep. Bergman at the Casino – over 12,000 reserved to golf this summer
- MAFE Convention
- Inviting Governor to the Fair
- Outreach to county fairs – MAFE Zone 6 meeting in Escanaba on May 23
- WWI Monument @ Michigan State Fairgrounds. Possibility for Escanaba ?

10. Public Comment

None.

11. Adjournment

Motion by Eilola, supported by Johnson, to adjourn. Motion carried. The time was 2:09 p.m. ET

U.P. State Fair Authority Board Meeting Minutes

May 20, 2022

Escanaba, MI

Members Present:

Micky Rondeau, Alger County
Gale Eilola, Baraga County
Senator Ed McBroom, Dickinson County
Steve Palosaari, Houghton County
Joe Langdon, Keweenaw County
Calvin McPhee, Mackinac County
Chuck Bergdahl, Marquette County
Richard Bourdeau, Ontonagon County
Ann Harrington, Schoolcraft County – Zoom

Members Absent:

Jake Campbell, Chippewa County
Patrick Johnson, Delta County
Phyllis French, Luce County
Ken Michigaud, Hannahville
Jonathan Mead, UPCAP/Admin. Agent

Others Present:

Vickie Micheau, Mgmt Agent
Sheila Krueger, Mgmt Agent
Tracy Lektzian, UPCAP
Melissa Sheedlo, UPCAP CFO
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas

1. Call to Order / Roll Call

Mr. McBroom 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

Discussion on adding the following items to the agenda:

- Audit update
- Updates – Todd Grondine

Motion by Palosaari, supported by Eilola, to approve the agenda with the above noted changes. Motion carried.

4. Approval of Minutes from the March, 2022 Meeting

Motion by Bergdahl, supported by Langdon, to approve the Minutes from the March 18, 2022 Meeting. Motion carried.

5. Treasurer's Report ~Ann Harrington

Ms. Harrington reviewed the P & L and Balance Sheet through April 30, 2022

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

6. Audit Update ~ Melissa Sheedlo

- Schneider Larche will complete 2021 Audit. Melissa will file for an extension
- Looking into Anderson Tackman for future Audit – Escanaba office can work independently. Quoted 10-12,000

Board discussion – UPCAP to decide on future auditors.

7. Management Agent Report ~ Vickie Micheau

Ms. Micheau reported on the following:

- Sign – pole is up and sign will be going up Wednesday
- Grant updates
- Interviews for 2 individuals scheduled for next week
- Zone Meeting tomorrow in Escanaba
- Sponsorships
- Software updates to rentals
- Jason Grenchen will handle online bookings

8. Committee Reports

Buildings & Grounds Update ~ Skip DuFour

Mr. DuFour reported on the following:

- Lift station pump issues. Approx. \$15 to \$16,000 to fix. Have option to replace the pump or try to fix old one.
 - **Motion by Palosaari, supported by Eilola, to complete project using Capital Improvement Fund. Authorized to use up to \$16,000 to complete repairs.**

- Bishop Noa is remodeling and would like to relocate 12 garages. They have 4 right now. They are FREE but need to pay to move them. Discussion on where to move them.

DAC Recommendations ~ Ed McBroom

Discussion on the following items from the April 9, 2022 DAC Meeting:

- Showmanship requirement – Exhibitor may choose the animal to show in showmanship and their must still own the animal.

Motion by Rondeau, supported by Eilola, to accept recommendation to showmanship requirement. Motion carried.

- Draft Horse age change – Reduce age to 8 years old in Dept 14 and anyone age 8 to 13 yrs. must be accompanied by an adult in all classes.

Motion by Harrington, supported by Bergdahl, to continue same age limits that currently exists (same as 2021 fair) of age 9. Motion carried. Ed McBroom voted no.

- Herdmanship Policy - Discussion on applying this procedure to all livestock departments – consequence for third warning is dismissal from the fair. Recommended to have two signatures on the written warnings.

Changes to handout noted in red:

3rd warning “The Group or youth and their livestock exhibits will be immediately released from the Fair and will lose all prize money or awards won. A report detailing the three warnings will be filed with the UPSF Management. UPSF Management may recommend further disciplinary actions.

Motion by Rondeau, supported by Eilola, to approve the updated Herdmanship Policy warning as noted above. Motion carried.

9. Old Business / New Business

Ms. Micheau reported on the following regarding buildings and grounds:

Todd Grondine, S & T General Contractors, offered to help with the following while he is here (handout) - proposals for Swine, Dairy and Beef Barns. Currently there is \$10,000 in maintenance budget for these.

Motion by Palosaari, supported by Eilola, to move forward with S & T Contractors on proposals to barns. Motion carried.

Mr. Palosaari noted the maintenance issue for Highland Wash Rack – Midwest will give \$2,000 to help w/ updates.

10. Public Comment

None.

11. Adjournment

Motion by Eilola, supported by Palosaari, to adjourn. Motion carried. The time was 1:30 p.m. ET

U.P. State Fair Authority Board Meeting Minutes

July 15, 2022

Escanaba, MI

Members Present:

Gale Eilola, Baraga Cty
Patrick Johnson, Delta Cty
Senator Ed McBroom, Dickinson Cty
Steven Palosaari, Houghton Cty
Daniel Hinch, Iron Cty
Joe Langdon, Keweenaw Cty
Phyllis French, Luce Cty
Chuck Bergdahl, Marquette Cty
Connie Wells, Menominee Cty
Richard Bourdeau, Ontonagon Cty
Ann Harrington, Schoolcraft Cty

Members Absent:

Jake Campbell, Chippewa Cty
Ken Meshigaud, Hannahville
Micky Rondeau, Alger Cty
Jim Lorensen, Gogebic Cty
Calvin McPhee, Mackinac Cty

Others Present:

Vickie Micheau, Mgmt Agent
Jonathan Mead, Admin Agent/UPCAP
Sheila Krueger, Mgmt Agent
Tracy Lektzian, UPCAP
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas
Robbie Nord, Maintenance

1. Call to Order / Roll Call

Mr. McBroom called the meeting to order at 12:02 p.m. ET Roll call is recorded above.

2. Public Comment

There was no public comment.

3. Adoption of Agenda

Ms. Harrington asked to have DAC appointment added to agenda; Ms. French asked to have status of problems at building added to agenda

Motion by Bergdahl, supported by Johnson, to adopt agenda with above noted additions. Motion carried.

4. Approval of Minutes from the May 20, 2022, Meeting

Motion by Eilola, supported by Johnson, to approve the minutes form the May 20, 2022 Meeting. Motion carried.

5. Treasurer's Report ~Ann Harrington

Ms. Harrington reviewed the Profit & Loss/ Balance Sheet through June 30, 2022.

Motion by Palosaari, supported by French, to accept the Profit & Loss/Balance Sheet and place on file. Motion carried.

6. Management Agent Report ~ Vickie Micheau

Ms. Micheau reported on the following:

- Grant updates
- Sponsorships
- VenueSmart – cleaning during fair week
- Miracle of Life – Need Veterinarians for fair

Mr. Mead asked about accessibility at the fairgrounds and contracting with the Superior Alliance for Independent Living for assistance.

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

7. Committee Reports

Department Advisory Committee ~ Looking for approval on: Allowing draft horses to leave by noon on Sunday and also stay on trailer and show. In addition, extend registration date to July 20th – late entry with no penalty.

Motion by Palosaari, supported by Johnson, to approve the DAC recommendation for Draft Horses. Motion carried.

Buildings & Grounds Committee ~ Robbie Nord

Discussion on the following:

- Renting front end loader for moving manure – check with Delta County
- Will check with City of Escanaba on bleachers
- Trailer backup in midway – discussion on cutting fence for gate. Reviewed Delta Fence Proposal.

Motion by Palosaari, supported by Eilola, to accept the Delta Fence Proposal of \$7,928 and move forward with gate. Motion carried.

8. Old Business / New Business

DAC Appointment

Ms. Harrington noted with the passing of Janis Linderoth, the Authority will need to appoint a new representative.

Motion by Wells, supported by Harrington, to appoint Phyllis French to the Department Advisory Committee. Motion carried.

Multi-use Building Update

Ms. French asked if any of the building repairs have been completed. Discussion on next steps.

Motion by Johnson, supported by Harrington, to write a letter to Delta County Prosecutor to review building issues and seek a resolution. Delta County Representative Johnson will write the letter. Motion carried.

9. Next Meeting ~ October 21, 2022

10. Adjournment

Motion by Eilola, supported by Hinch, to adjourn. Motion carried. The time was 1:27 p.m. ET

U.P. State Fair Authority Board Meeting

October 21, 2022

Escanaba, MI

Members Present:

Micky Rondeau, **Zoom** Alger Cty
Gale Eilola, Baraga Cty
Jake Campbell, Chippewa Cty
Senator Ed McBroom, Dickinson Cty
Steve Palosaari, Houghton Cty
Joe Langdon, Keweenaw Cty
Phyllis French, Luce Cty
Chuck Bergdahl, Marquette Cty
Connie Wells, Menominee Cty
Richard Bourdeau, Ontonagon Cty
Ann Harrington, Schoolcraft Cty
Daniel Hinch, Iron Cty

Others Present:

Jonathan Mead, UPCAP/Admin Agent
Vickie Micheau, Mgmt Agent
Sheila Krueger, Mgmt Agent
Robbie Nord, Building & Ground/Maintenance
Jon Stapleton, Building & Grounds/Beef Rep.
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas
Sue Baumler, Swine
Tom Dubord, Maintenance

Members Absent:

Patrick Johnson, Delta Cty
Jim Lorensen, Gogebic Cty
Calvin McPhee, Mackinac Cty
Ken Meshigaud, Hannahville

1. Call to Order / Roll Call

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

2. Pledge of Allegiance

3. Public Comment

No Public Comment

4. Adoption of Agenda

Motion by Eilola, supported by Bourdeau, to approve the agenda as presented. Motion carried.

5. Approval of Minutes from the July 15, 2022, Meeting

Motion by Bourdeau, supported by Wells, to approve the minutes of the July 15, 2022, meeting. Motion carried.

6. **Approval of 2023 Meeting Schedule** ~ Meeting schedule was reviewed and placed on file.
7. **Treasurer's Report** ~Ann Harrington

Ms. Harrington presented the Profit & Loss / Balance Sheets through September 30, 2022.

Motion by Bergdahl, supported by French to accept reports and place on file. Motion carried.

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

Ms. Micheau submitted a written report and discussed the following:

- Grant Updates
- Upcoming Convention Plans- MAFE & IAFE
- 2022 Fair Wrap Up
- 2023 Planning Document

Motion by Eilola, supported by Hinch, to accept and place on file the Management Agent Report. Motion carried.

9. **Committee Reports**

DAC Recommendations ~ Ed McBroom

Discussion on DAC recommendations from the October 15th, 2022 meeting.

Motion by Palosaari, supported by Eilola to accept the DAC Recommendation for the following *Member Representative Elections: Nominations- Beef Junior-John Stapleton; Swine-Tyler Labadie; Equine-Judy Nelson; Rabbit-Carol Chadwick; Draft-Jim Dalsanto. There were no applications for Junior Representative. Garrett Thompson was nominated for Goat Representative. The goat position is currently vacant, and was not due this year, so Garrett's appointment will expire 10/23.* Motion Carried.

Motion by French, supported by Wells to approve the DAC Recommendation on the following rule: *This rule applies to the market steer, market lamb, market swine and market goat shows: If the Grand Champion is disqualified at the discretion of the U.P. State Fair Authority, the Reserve Grand Champion will become the Grand Champion, if the Reserve Grand Champion is disqualified, no other animals will be advanced.* Motion carried

Building & Grounds Recommendations

Nord reported on the following discussions from the October 21, 2022, B&G Meeting.

- Recap of activities since fair time
- Contractor started on Speed Barn Roof on October 19th, hoping to be completed by the end of the week.
- Top priority is updating the Facility and Equipment planning documents.
- Management will explore plans to help with issue related to un-leashed dogs and pet owners not picking up after their animals. Plan needs to take into consideration fair week, non-fair week, general public and event traffic.
- Plans to update/create Memos of Understanding with fair partners including Advance Tech, Vandermission, Steam & Gas, Equine Users and UPIR.
- After a presentation from Swine Rep- Sue Baumler, the B&G Committee approved a motion to show support/allow for investigation of a beef show ring project to improve safety and animal welfare, to gather pricing and solicit donations. No further action requested at this time.
- French requested additional concrete be added to the weigh building from the cattle scale toward the beef barn and electricity. French offered to donate towards cement expense.
- Nord presented information from the Escanaba Electricity department and requested approval to sell unused transformers.

Motion by French, supported by Campbell, to sell unused transformers. Motion carried.

10. Old Business / New Business

UPSF Fiscal year to a calendar year.

Mr. Mead reported that a change to our reporting year is recommended to make budgeting, auditing, and financial reporting to the Authority more manageable.

Motion by Palosaari, supported by Eilola to change our reporting year to January 1-December 31. Motion carried.

Following the change to the reporting year, a discussion took place regarding 2021 and 2022 audits.

As decided at the May Meeting, Schneider, Larche, Haapala & Co. was chosen to complete the 2021 Audit. Krueger gave access to Authority accounting software to SLH on August 1st, 2022. There has not been any further communication. Mr. Mead had not heard any current status updates but plans to follow up with SLH.

As presented at the May Meeting. Anderson, Tackman, & Co. is available and willing to complete the 2022 Audit, following the completion of the 2021 Audit. Management supports the option to move forward with ATC for the 2022 Audit.

Motion by French, supported by Eilola to complete a Letter of Engagement with Anderson, Tackman & Co. for the 2022 Audit. Motion Carried.

Discussion on the following:

- There was a miscommunication during the Jr. Market Livestock sale regarding the Branstrom Hog that typically brings in additional monies for the Lori Branstrom Memorial Fund with buyers pledging an additional \$1 per pound.
- The previous auction brought in \$9600 towards the fund with the 2022 auction bringing in only \$2200.
- Whereas the program has been very popular and is a great way to give back to fair exhibitors, the board discussed making a one-time donation to make up for the reduced funds collected in 2022.

Motion by Palosaari with support from Bergdahl to donate \$5000 to the Lori Branstrom Memorial Fund. Motion Carried.

11. Public Comment

None.

12. Adjournment

Motion by Eilola, supported by Palosaari, to adjourn. Motion carried.
The time was 2:21 p.m. ET