

U.P. State Fair Authority Board Meeting

January 27, 2023

Escanaba, MI

Members Present:

Gale Eilola, **Zoom**, Baraga Cty
Jake Campbell, Chippewa Cty
Robert Petersen, Delta Cty
Ed McBroom, Dickinson Cty
Daniel Hinch, Iron Cty
Joe Langdon, Keweenaw Cty
Phyllis French, **Zoom**, Luce Cty
Dan Litzner, **Zoom**, Mackinac Cty
Chuck Bergdahl
Richard Bourdeau, Ontonagon Cty
Ann Harrington, **Phone**, Schoolcraft

Members Absent:

Micky Rondeau, Alger Cty
Jim Lorensen, Gogebic Cty
Steven Palosaari, Houghton Cty
Connie Wells, Menominee Cty
Ken Meshigaud, Hannahville

Others Present:

Jonathan Mead, UPCAP/Admin Agent
Vickie Micheau, Mgmt Agent
Sheila Krueger, Mgmt Agent
Robbie Nord, Building & Ground/Maintenance
John Stapleton, Building & Grounds/Beef
Rep.
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas
Tom Dubord, Maintenance
Robert Micheau, CVB
Matt Valiquette, Mgmt Agent
Kelly Zellar, Mgmt Agent
Tracy Lektzian, UPCAP

1. Call to Order / Roll Call

Mr. McBroom called the meeting to order at 12:15 p.m. Roll call is recorded above. Due to lack of quorum, there will not be any motions/decisions made at this meeting.

2. Public Comment

Robert Micheau, Convention and Visitors Bureau, presented their 2022 Annual Report.

3. Adoption of Agenda - none

4. Approval of Minutes from the October 2022 Meeting – none

5. Appointments to Governing Board

Authority welcomes new Board Members: Robert Petersen, Delta County and Dan Litzner, Mackinac County.

6. Election of Officers – Executive Board

Tabled until the March meeting due to lack of quorum. Nominating Committee: Steve Palosaari, Chair; Ed McBroom, VC; Ann Harrington, Treasurer; Trustees: Phyllis French, Chuck Bergdahl and Robert Petersen.

7. Treasurer’s Report

Ms. Krueger and Ms. Harrington gave an overview of the Profit & Loss / Balance Sheet through December 2022. Ms. Harrington submitted a report for review summarizing both reports.

Ms. Micheau noted working towards losses due to absence of fair during covid and also identifying investment options. Looking at increasing fees for vendors and grandstand entertainment.

8. Management Report

Ms. Micheau submitted her management report and discussed the following:

- Grant updates
- 2021 Audit status
- MAFE Convention reports
- 2023 Fair
- Status of Management Agreement – renewal with COVID?

Mr. McBroom reported on the following:

- Will be sending a Thank you to outgoing board members.
- Updated the Board on contractor issues with Roy Ness and UP Engineers. Mr. Mead discussed conversation with Ms. DeSalvo and suggestion to have an agreement with Authority & Prosecutor. Ms. Micheau will be meeting with UP Architects.

9. Committee Reports

Buildings & Grounds ~

Mr. Nord reported on the following from the Buildings & Grounds Committee:

- Updates on grounds maintenance
- Mr. McBroom asked about Miracle of Life Bathrooms and mold problem. Mr. Nord is working on getting those painted.

Department Advisory Committee ~

Mr. McBroom reported on the following:

- Welcome Kelly as the new Exhibitor Manager
- Will be moving forward with all DAC recommendations.

10. Old Business/ New Business ~ Vickie Mlcheau

- Approval of 120-day Report – tabled till March meeting
- Signature Card – tabled until March. UPCAP can sign for now.
- Organizational Chart – will add Operations Manager

11. Public Comment ~ None

12. Next Meeting ~ March 17th

13. Adjournment

Motion by McBroom, supported by Peterson, to adjourn. Motion carried.

The time was 1:09 p.m.

U.P. State Fair Authority Board Meeting

March 31, 2023

Escanaba, MI

Members Present:

Micky Rondeau, Alger Cty ~ **Zoom**
Gale Eilola, Baraga Cty
Jake Campbell, Chippewa Cty
Robert Petersen, Delta Cty
Senator Ed McBroom, Dickinson Cty
Jim Lorensen, Gogebic Cty
Steven Palosaari, Houghton Cty
Daniel Hinch, Iron Cty
Joe Langdon, Keweenaw Cty
Dan Litzner, Mackinac Cty
Richard Bourdeau, Ontonagon Cty
Ann Harrington, Schoolcraft Cty

Others Present:

Jonathan Mead, UPCAP/Admin Agent
Vickie Micheau, Mgmt Agent
Sheila Krueger, Mgmt Agent
Tracy Lektzian, UPCAP
Matt Valiquette, Operations Mgr
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas
Kelly Zellar, Exhibitors Mgr – **Zoom**
John Stapleton, DAC Rep.

Members Absent:

Jim Lorensen, Gogebic Cty
Phyllis French, Luce Cty
Chuck Bergdahl, Marquette Cty
Connie Wells, Menominee Cty
Ken Meshigaud, Hannahville

1. Call to Order / Roll Call

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

2. Public Comment

There was no public comment.

3. Adoption of Agenda

Ms. Harrington asked to add the following to the agenda: Budget approval and Formal Protest Policy.

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

4. Approval of Minutes from the October 2022 Meeting and January 27, 2023

Motion by Palosaari, supported by Hinch, to approve the Minutes from the October 21, 2022 Meeting. Motion carried.

Motion by Eilola, supported by Litzner, to approve the Minutes from the January 27, 2023 Meeting. Motion carried.

5. Appointments to Governing Board

Welcome Mr. Litzner, Mackinac County.

6. Election of Officers – Executive Board

Chair McBroom noted that per the bylaws, the nominating committee met and recommended the following: Steve Palosaari, Chair; Ed McBroom, VC; Ann Harrington, Treasurer and UPCAP, Secretary.

Motion by Eilola, supported by Petersen, to close nominations for Chair and accept Steve Palosaari. Motion carried.

Motion by Eilola, supported by Litzner, to close nominations for VC and accept Ed McBroom. Motion carried.

Motion by Eilola, supported by Campbell, to close nominations for Treasurer and accept Ann Harrington as Treasurer. Motion carried.

Trustees: Phyllis French, Connie Wells, Gale Eilola and Robert Petersen.

Motion by Harrington, supported by McBroom, to nominate and accept Connie Wells, Phyllis French, Gale Eilola and Robert Petersen as Trustees. Motion carried.

7. Treasurer's Report

Ms. Harrington reviewed the Profit & Loss / Balance Sheet through February, 2023.

Motion by Campbell, supported by Eilola, to accept the treasurer's report as presented. Motion carried.

2023 Proposed Budget

Ms. Micheau presented the proposed 2023 Budget. The audit is not included under UPCAP's line item. Hoping to have audit done in May. There may be two years billed once completed.

Motion by Harrington, supported by Eilola, to approve the 2023 proposed budget and place on file. Motion carried.

8. Management Report

Ms. Micheau reported on the following (handout):

- Financial updates
- Fair Planning
- AmeriCorps Team

Motion by Petersen, supported by Harrington, to approve the Management Report as presented. Motion carried.

9. Committee Reports

DAC Recommendations

Senator McBroom presented DAC recommendations from the November 19, 2022 meeting, January 7, 2023 meeting and March 11, 2023 meeting.

- DAC recommendations to the Authority – November 19, 2022 Meeting
Motion by McBroom, supported by Harrington, to approve all recommendations. Motion carried.

Motion by Campbell, supported by Eilola, to amend prior motion to allow for overweight animals to go into designated area to be re-weighed when they do not make weight. Motion carried.

- DAC recommendations to the Authority – January 7, 2023 Meeting
Motion by McBroom, supported by Petersen, to approve all recommendations. Motion carried.
- DAC recommendations to the Authority – March 11, 2023 Meeting
Motion by McBroom, supported by Harrington, to approve all recommendations. Motion carried.

Building & Grounds Committee

Mr. Valiquette reviewed the Buildings & Grounds Committee report and discussed the Purchase Requisition Form.

Discussion on selling steel from Marble Arms Building to the highest bidder.
Currently there is a offer for \$17,000.

Motion by Campbell, supported by McBroom, to sell the steel from Marble Arms Building to the highest bidder and remove said steel from property this spring. Motion carried.

10. Old Business / New Business

Formal Protest Policy ~ Ms. Harrington reviewed the policy (handout).
Discussion on protest board being made up of ONLY Authority members or the Authority being appeals board. ** This is tabled until the next meeting **

120 Day Report - Ms. Micheau stated this report has to be submitted to the State of Michigan within 120 days of the fair to be eligible for grants.

Motion by Eilola, supported by Hinch, to accept the 120 day report that was submitted. Motion carried.

Removal of Patrick Johnson as signatory

Motion by Campbell, supported by McBroom, to remove Patrick Johnson (former Delta County Rep) as signatory at Embers Credit Union and replace with Robert Petersen. Motion carried.

Organizational Chart

Motion by Eilola, supported by Campbell, to add Operations Manager to the Organizational Chart. Motion carried.

Pig Barn insulation discussion - Senator McBroom led discussion on spray insulation and asked if board could approve amount ahead of time?

Motion by McBroom, supported by Eilola, for Mr. Valiquette to research options for building and bring to the next meeting. Motion carried.

11. Public Comment

John Stapleton noted a good time to invest in CD's with high rates now. Check out Michiganclass.org.

12. Next Meeting – May 12th, 2023

13. Adjournment

Motion by McBroom, supported by Eilola, to adjourn. Motion carried.
The time was 2:10 p.m.

U.P. State Fair Authority Board Meeting

May 12, 2023

Escanaba, MI

Members Present:

Micky Rondeau, Alger Cty ~ Zoom
Gale Eilola, Baraga Cty
Robert Petersen, Delta Cty
State Senator Ed McBroom, Dickinson Cty
Steve Palosaari, Houghton Cty ~ Chair
Daniel Hinch, Iron Cty
Joe Langdon, Keweenaw Cty
Phyllis French, Luce Cty
Dan Litzner, Mackinac Cty
Connie Wells, Menominee Cty ~ Zoom
Richard Bourdeau, Ontonagon Cty ~ Zoom
Ann Harrington, Schoolcraft Cty

Others Present:

Vickie Micheau, Mgmt Agent
Sheila Krueger, Mgmt Agent
Tracy Lektzian, UPCAP
Emily DeSalvo, UPCAP
Matt Valiquette, Operations Mgr
Kelly Zellar, Exhibitors Mgr
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas
Karen Meiers, CPA ~ Schneider, Larche,
Haapala & Co

Members Absent:

Jake Campbell, Chippewa Cty
Jim Lorensen, Gogebic Cty
Chuck Bergdahl, Marquette Cty
_____, Hannahville

1. Call to Order / Roll Call

Chair Palosaari 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

Mr. Palosaari asked to have "DAC discussions without approval" added to Old Business/New Business.

Motion by Linch, supported by Eilola, to approve the agenda with the above noted change. Motion carried.

4. Approval of Minutes from March 31, 2023 Meeting

Motion by Eilola, supported by Harrington, to approve the minutes from the March 31, 2023 Meeting Motion carried.

5. Approval of Minutes from the April 28, 2023 Executive Meeting

Ms. Harrington noted error with spelling of Jodi Spaude in minutes.

Motion by Harrington, supported by Petersen, to approve the minutes from the April 28, 2023 Executive Meeting with above noted change. Motion carried.

6. FY 2021 Audit ~ Karen Meiers

Ms. Meiers presented the 2021 Audit to the Authority.

Motion by Harrington, supported by Petersen, to accept the FY2021 Audit and place on file. Motion carried.

7. Treasurer's Report ~ Ann Harrington

Ms. Harrington presented the Treasurer's Report (Profit & Loss / Balance Sheet)

Motion by Harrington, supported by Hinch to move 25% of income (before capital contributions) from the 2021 audit in the amount of \$82,787.75 to the designated Capital Improvement Fund. Motion carried.

Motion by Langdon, supported by French, to raise the threshold from \$2,000 to \$5,000 to capitalize an asset for depreciation. Motion carried.

Motion by Harrington, supported by Litzner, to move \$250,000 from checking account into a CD investment account for 12 months at the highest rate the chamber (Vickie) can find. Motion carried.

8. Management Report

Ms. Micheau provided the Management Report to the Authority (handout)

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

9. Committee Reports

DAC Report ~ Ed McBroom and Kelly Zellar

Discussion on Miracle of Life Exhibit and the ewes and lack of babies at the fair.

Motion by McBroom, supported by Petersen, for Mr. Palosaari to meet with Dr. Coyer and present a letter on behalf of the Authority regarding future of ewes. Motion carried.

Discussion on DAC having authority to make decisions without Authority involvement.

Buildings & Grounds Report ~ Matt Valiquette

Mr. Valiquette provided a report on fairgrounds activities (handout). Discussion on Marble Arms Building and Dream Weaver Museum.

Motion by Harrington, supported by French, to move forward with discussions on Dream Weaver having temporary location with Growing Up Foresters. Motion carried.

10. Old Business / New Business

Ms. Harrington/Senator McBroom presented the Formal Protest Policy and Form to the Authority for review/discussion (handout).

Motion by Harrington, supported by McBroom, to accept Policy. The Formal Protest Board will consist of a minimum of 3 Authority Board Members (to be determined by the Board Chair) who will be present on grounds during the fair. Motion carried.

Senator McBroom stated he is working on changes to Open Meeting Act which will give more liberty for remote meetings.

11. Adjournment

Motion by McBroom, supported by Petersen, to adjourn. Motion carried. The time was 2:25 p.m. ET

U.P. State Fair Authority Board Meeting

July 28, 2023

Escanaba, MI

Members Present:

Gale Eilola, Baraga Cty
Jake Campbell, Chippewa Cty
Robert Petersen, Delta Cty
Senator Ed McBroom, Dickinson Cty - VC
Steve Palosaari, Houghton Cty – Chair
Daniel Hinch, Iron Cty
Joe Langdon, Keweenaw Cty
Phyllis French, Luce Cty ~ ZOOM
Dan Litzner, Mackinac Cty ~ ZOOM
Chuck Bergdahl, Marquette Cty
Connie Wells, Menominee Cty
Ann Harrington, Schoolcraft Cty - Treasurer

Others Present:

Vickie Micheau, Mgmt Agent
Sheila Krueger, Mgmt Agent
Tracy Lektzian, UPCAP
Matt Valiquette, Operations Mgr
Kelly Zellar, Exhibitors Mgr
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas

Members Absent:

Micky Rondeau, Alger Cty
Jim Lorensen, Gogebic Cty
Richard Bourdeau, Ontonagon Cty
Ken Meshigaud, Hannahville

1. Call to Order / Roll Call

Chair Palosaari 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. Micheau asked to have Management Agreement renewal added to agenda.

Motion by Eilola, supported by Petersen, to approve the agenda with the above noted change. Motion carried.

4. Approval of Minutes from May 12, 2023 Meeting

Motion by Harrington, supported by Wells, to approve the minutes from the May 12, 2023 Meeting Motion carried.

5. Treasurer's Report ~ Ann Harrington

Ms. Harrington presented the Treasurer's Report (Profit & Loss / Balance Sheet)

- 25% of income from Audit to Capital Improvement Fund
- 250,000 CD – looking into interest rates from area businesses
- SBA loan is paid
- Income up in midway, rental and sponsorships

Motion by Campbell, supported by Hinch, to approve the Profit & Loss/ Balance Sheets. Motion carried.

6. Management Report ~ Vickie Micheau

Ms. Micheau reported on the following regarding upcoming Fair:

- Ann will check into sawdust shavings
- The need to update sign nightly. Matt will assign someone to this task
- Miracle of Life- no piglets but maybe lambs
- Public safety will help with traffic
- Need volunteers !!
- Staffing – Mark Cowan new employee for exhibits
- Commissioner tickets will be going out this week
- Lunch with Governor – contact UPCAP if need a ticket

Ms. Micheau reviewed the liability/property insurance which is up for renewal. Agency that manages Delta County plan is \$11,000 less than current provider.

Motion by Petersen, supported by Harrington, to approve policy. Motion carried.

Ms. Micheau noted the Northern Lights Music Festival had over 12,000 people on the grounds. Visit Escanaba did a great job promoting the festival.

7. Committee Reports

DAC & Exhibitors ~ Kelly Zellar

Ms. Zellar noted swine flu has been reported down state. MSU gave two IPADS to use for entries and show results.

Draft Horse Show ~ Currently only have 2 horses. Would like to cancel due to lack of participation.

Motion by Wells, supported by Petersen, to cancel the Draft Horse Show. Motion carried.

Discussion on special tribute awards for exhibitors. This was done in the past and would like to bring this back (\$20/\$30 per award). Will start small this year and continue into next year.

Motion by McBroom, supported by Wells, to start a longevity recognition program. Motion carried.

Ms. Harrington noted there have been no applications yet for scholarships. Currently give out 2 for \$1,000 each.

Building & Grounds Report ~ Matt Valiquette

Mr. Valiquette gave a recap of the last 6 months on fairgrounds and upcoming events.

Ms. French asked about having an AED in Exhibitor office/barn area? Ms. Micheau stated there were 10 given to fairgrounds from the Community Foundation but can only find 3 currently.

8. Old Business / New Business

Skerbeck Contract extension~ Vickie Micheau

Ms. Micheau presented the Skerbeck request for contract extension. Requesting 10-year contract extension with added considerations (handout)

Motion by McBroom, supported by Petersen, to accept contract extension with added considerations provided in handout with amendment noting adding additional security starting in 2023. Motion carried.

Management Agreement renewal ~ Vickie Micheau

Ms. Micheau provided the Management and asked for extension of contract. Mr. McBroom asked to have agreement reviewed before renewing.

Motion by McBroom, supported by Harrington, to extend contract 120 days to allow sub committee to meet and review terms. Motion carried.

Subcommittee will be made up of:

Ed McBroom, Vickie Micheau, Ann Harrington, Robert Petersen, Connie Wells, Steve Palosaari and Dan Litzner. Ms. Micheau will coordinate meeting with Mr. Petersen being the chair.

Ed McBroom discussed purchasing Ewes for the fair. Ms. Harrington noted Farm Bureau offered to buy four new ones. This will be on the agenda for the next meeting.

9. Next Meeting ~ October 27th

10. Adjournment

Motion by Eilola, supported by McBroom, to adjourn. Motion carried.
The time was 2:04 p.m.

U.P. State Fair Authority Board Meeting

October 27, 2023

Escanaba, MI

Members Present:

Micky Rondeau, Alger Cty **Zoom**
Gale Eilola, Baraga Cty **Zoom**
Robert Petersen, Delta Cty
Senator Ed McBroom, Dickinson Cty - VC
Steve Palosaari, Houghton Cty – Chair
Daniel Hinch, Iron Cty
Joe Langdon, Keweenaw Cty
Phyllis French, Luce Cty ~ **Zoom**
Dan Litzner, Mackinac Cty
Connie Wells, Menominee Cty
Richard Bourdeau, Ontonagon Cty
Ann Harrington, Schoolcraft Cty - Treasurer

Others Present:

Vickie Micheau, Mgmt Agent
Sheila Krueger, Mgmt Agent
Tracy Lektzian, UPCAP
Matt Valiquette, Operations Mgr
Kelly Zellar, Exhibitors Mgr
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas

Members Absent:

Jake Campbell, Chippewa Cty
Jim Lorensen, Gogebic Cty
Chuck Bergdahl, Marquette Cty
Ken Meshigaud, Hannahville
Jonathan Mead, UPCAP

1. Call to Order / Roll Call

Chairman Palosaari called the meeting to order at 12:13 p.m. Roll call is recorded above.

2. Public Comment

There was no public comment.

3. Adoption of Agenda

Ms. Harrington asked to have the Treasurer's report moved up before the budget on the agenda.

Motion by Petersen, supported by Wells, to approve the agenda with the above noted change. Motion carried.

4. Approval of Minutes from July 28, 2023 Meeting

Motion by Hinch, supported by Harrington, to approve the Minutes from the July 28, 2023 Meeting. Motion carried.

5. Approval of 2024 Meeting Schedule (handout)

Motion by Litzner, supported by McBroom, to approve the 2024 Meeting Schedule.

6. Treasurer's Report (handout)

Ms. Harrington presented the Treasurer's Report (Profit & Loss / Balance Sheet) and answered questions from Authority members.

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

7. Approval of 2024 Proposed Budget (handout)

Ms. Micheau presented the 2024 Budget and answered questions from Authority members. Also noted the reporting year begins in January now (calendar year).

Mr. McBroom suggested increasing staff maintenance budget. Mr. Valiquette will take a look at staffing and needs and present at the next Authority meeting.

Discussion on MAFE Conference held in January. This is an informative event and open to all. Discussion on increasing MAFE budget up to \$9,000 to allow for others to attend.

Motion by McBroom, supported by Wells, to approve the proposed Budget with an increase to the MAFE budget up to \$9,000. Motion carried.

8. Management Report (handouts)

Ms. Micheau reported on the following:

- Grant updates
- 2024 Planning Document
- Jackie Hurley, equine dept superintendent will be retiring. UPSF will nominate her for the Heritage Award which is presented at convention.
 - **Motion by McBroom, supported by Petersen, to send letter to Jackie thanking her for years of service. Motion carried.**
- Sandy Groleau memorial. Discussion on raffle tickets sold for hot tub to be used to memorialize Sandy. After talking to her family, it was decided to put something in the Beef Arena. Possibly a bench.
- CD Quotes (handout). Discussion on best rate.
 - **Motion by Harrington, supported by Litzner, to move \$250,000 into a CD at UP State Bank for 12 months @ 5.25%. Motion carried.**

Ms. Krueger reported on the following:

- 2022/2023 Event held on fairgrounds (handout)
- Ms. Krueger asked UPCAP about status of fiscal year change. UPCAP will follow up on this request.

9. Committee Reports

Building & Grounds Report ~ Matt Valiquette

Mr. Valiquette gave a quick overview of the Buildings & Grounds Committee Report.

DAC & Exhibitors ~ Kelly Zellar

Ms. Zellar gave a quick overview of the Exhibitors Report and the YQCA program.

Mr. McBroom presented the following action items from the Department Advisory Committee September 30, 2023 Wrap-up Meeting:

Department Summary Report:

(d) Sheep/Goats: Recommend a 2-year ban for exhibitor with mandatory drug testing on the 3rd year. Motion was amended that mandatory drug testing must be paid for by the exhibitor.

- **Motion by Petersen, supported by Harrington, for a 2-year ban of exhibitor and immediate family with a mandatory drug test when they come back at exhibitor expense. Motion carried.**

(h) Draft Horse:

- **Motion by Harrington, supported by Wells, to recommend a 1-year ban and a mandatory drug test at their expense when they return. Motion carried.**

Mr. McBroom presented the following action items from the DAC September 30, 2023 Organizational Meeting:

(4) Member Representative Elections: Poultry: Pete Kleiman, Jr; Sheep: Sally Ebsch; Goad: Lindsey Kronemeyer; Dairy: Kris Havelka; Beef: Jan Streiter; Hogs: Lee Marciniak; Junior Rep: Sydney Ebsch

- **Motion by Harrington, supported by Petersen, to approve the above Member Elections. Motion carried.**

(5) Officer Elections: Chairman, Ed McBroom; Vice Chairman, Veronica Wallace; Secretary, Ann Harrington. ** Board approval is not needed **

(6) DAC Rep to the Buildings & Grounds: Appointment of John Stapleton as the DAC Rep to the Buildings & Grounds Committee.

- **Motion by Petersen, supported by Wells, to approve appointment of John Stapleton as DAC Rep. to Buildings & Grounds Committee. Motion carried.**

Old Business

(12b) Youth for the Quality Care of Animals (YQCA) Program Annual education and certification program focused on food safety, animal well-being and character awareness. "Recommend implement for all Junior market livestock animals and the poultry market and effs for the 2024 UP State Fair."

- **Motion by Petersen, supported by Wells, to have mandatory training through the YQCA Program for all Junior Livestock Exhibitors including poultry market and eggs. Motion carried.**

New Business:

12(d) Entry Processing Fee: Currently there is a fee for \$3 online fee but not one for manual entries.

- **Motion by Litzner, supported by Harrington, to approve a \$3 processing fee for all manual entries. Motion carried.**

13(e) Changes to the Swine Show: Recommend the Authority research a new building for the hogs.

- **Motion by McBroom, supported by Litzner, for the Operations Manager (Matt Valiquette) to begin the process of researching costs associated with replacing the Swine Barn. Motion carried.**

10. Old Business / New Business

Management Agreement Renewal (handout)

Ms. Micheau noted subcommittee met and reviewed the current agreement and recommended a few minor changes after discussing with the Management Agent which are below:

- a) #4 Management Plan – move to section 17(a) - This information should be received and reviewed annually.
- b) 17a – First sentence to read: At the last meeting prior to year-end, the Management Agent shall prepare a proposed project budget for submission to the Authority. In addition, the last sentence shall read: The Management Agent will also prepare a 10-year long term facility improvement plan that will be updated annually for submission to the Authority.
- c) #16b – Reserve Account – Add verbiage covering insurance for credit unions.
- d) #19 Bond – Update this amount to \$1,000,000
- e) #23 Agent Compensation – Change wording "The agent compensation will be adjusted annually based on the audit statements of revenues, expenses and changes in net position. Agent shall be compensated 5% of gross operating revenue, plus total non-operating revenue plus Capital contributions" In addition, change the last sentence to: Such fees are payable on the 1st day of each month during the term of this agreement"
- f) #24 Term of Agreement: Agreement is in effect for a period of 60 months from the date of the agreement.

Motion by McBroom, supported by Petersen, to adopt the Agreement with changes as discussed with subcommittee. Motion carried.

11.Adjournment

Motion by McBroom, supported by Petersen, to adjourn. Motion carried. The time was 3:30 p.m.

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