

**St. Joseph County Grange Fair**

**Board Meeting Minutes**

February 8, 2023

Fair Office

St. Joseph County Grange Fair

316 East Charlotte Street

Centreville, MI 49032

President Keith Bower called the St. Joseph County Grange Fair Association Fair Board Meeting to order at 6:00 p.m. in the Fair Office located on the Fairgrounds of the St. Joseph County Grange Fair in Centreville Michigan.

***Pledge of Allegiance:*** The St. Joseph County Grange Fair Association Fair Board Directors stated the Pledge of Allegiance at 6:01 p.m.

***Present:*** The St. Joseph County Grange Fair Board Members that were present; Keith Bower, Angie Mingus, Mindy Timm, Stacey Bower, Charlie Carpenter, Deb Cupp, Deborah Davis, Kristine Kirsch, Bill Lindsley, John Tate, Mark Trowbridge, Barb Weston, Ron Weston, and Fair Manager Christina Yunker.

***Absent Directors:*** Bill Younts, he is in Florida.

***Excuse any absent Directors:***

**MOTION** by: Kristine Kirsch, Second by: Angie Mingus

Motion to excuse Bill Younts was made by: Kristine Kirsch and second was made by: Angie Mingus.

**Motion passed 13-0.**

***Review and Approval of the Agenda:***

**MOTION** by: Kristine Kirsch, Second by: Charlie Carpenter

Motion was made to approve the presented agenda, was made by: Kristine Kirsch and the second was made by: Charlie Carpenter

**Motion passed 13-0.**

***Adopting of the Minutes:***

**There were no meeting minutes to approve. The January 27, 2024, all day Fair Board Meeting Minutes will be available on the March 14, 2024, Fair Board Meeting.**

***4-H Update – Kayla Mitchell:***

Kayla Mitchell provided the following 4-H update to the Fair Board.

464 members enrolled, 95 clover buds, 166 volunteers, and 67 outstanding members that have not enrolled since last year. May 1, 2024, is the deadline to sign up for 4-H, for the 2024 year. 4-H had officer training last week with 4-H. Openings for 4-H camp have begun.

***Recognition of Visitors:***

Visitors at the meeting were: Nik Yunker, Steve Trattles, Jim Susemihl, Marcus Finnerman, Ella Yunker, Cindy Mingus, Danielle Sackrider, Lisa DeLeo, Kayla Mitchell, Connie Miracle, Scott Miracle, Ryan Waltke, and Blake Groves.

***Appoint a Fair Association Member for the Open Fair Board Seat/Position***

- a. Association Member we received letters of interest from:***  
***a. Lisa DeLeo***

**MOTION** by: Angie Mingus, Second by: Stacey Bower

Motion to appoint Lisa DeLeo to the current open seat/position on the Fair Board was made by: Angie Mingus and second was made by: Stacey Bower.

**Motion passed 12-1.**

***Public Comments:***

The following individuals stood up and spoke for 3 minutes per person during public comment.

- Lisa DeLeo – Lisa thanked the Fair Board for voting her on to fill the open seat/position on the Fair Board
- Jim Susemihl – Jim stated that the St. Joe Valley Old Engines Club “the tractor club” is interested in displaying at the 2024 Fair. He is the club’s spokesperson. There is discussion there will be 60 to 80 tractors displayed.

***Treasurer’s Report:***

Christina Yunker, Fair Board Manager, presented the Fair Board with the following financial documents; Statement of Financial Position as of January 31, 2024, the Grange Fair Association Statement of Financial Position as of January 31, 2024, and the Statement of Activity from January 2024.

**MOTION** by: Kristine Kirsch, Second by: Mark Trowbridge

Motion to place on the record the Treasure’s report that was presented to the Fair Board was made by: Kristine Kirsch and the second was made by: Mark Trowbridge.

**Motion passed 14-0.**

***Correspondences:***

There was no correspondence.

## ***Director Reports and updates for the Committee's each Director Heads-up***

- ***Bill Younts – Absent from the meeting.***
  - *Finance and Budget Committee -*
  - *Grants/Legacy Committee -*
  - *Birthing Tent Committee -*
  
- ***Debbie Davis***
  - *4-H Extension Liaison* – Debbie has talked with Kayla Mitchell regarding the contract to use the Fairgrounds for events. Debbie has concerns regarding the contract. Debbie will work with Fair Manager Christina Yunker on the contract and wording changes.
  
- ***Keith Bower***
  - *Entertainment Committee*- Working on signing contracts for Free and Grandstand Entertainment.
  - *Ice Committee*- No report to give.
  - *Antique Tractors in Heritage Park* – I am glad that the tractor club is coming back to the Fair.
  - *Parking Lot* –No report to give.
  
- ***Charlie Carpenter*** –
  - Fair Week Maintenance – No report to give.
  
- ***Angie Mingus***
  - Buildings and Grounds Committee – The Buildings and Grounds Committee had a meeting. The following were discussed at the meeting.
    1. Electric and Water Meters
      - a. Barn 8
        - Putting on electric meter and water meter to find out usage, less than \$500.
        - Look into replacing skylights when the roof is replaced.
      - b. Icehouse
        - Putting on electric meter and water meter to find out usage, less than \$500.
    2. Duck Pond
      - Remove small buildings behind duck pond next to barn 34 to the north, possibly use in the farm to market area. Leave the duck cover area the same and shift the fenced area to the east and a bit to the north for the actual duck cover. This will open up that congested area between current fenced pond area and barn 27.
    3. Barn 6
      - Remove old Barn 6 and make that handicapped parking, eliminate handicapped parking around the track due to the angle of the ground in that area. Put barn 6 up behind the maintenance barn as drawn. The excavation of old building and the new building with concrete is \$110,000. We would also need professional drawings and electric added for approximately \$10,000. This brings the total

to \$120,000 for the barn 6 removal and rebuild. We would like to use the investment money to put this barn up.

4. 5320 Forks

- Hold on pallet forks for this right now. 60” pallet forks cost approximately \$900. We need to wait until we see if we end up with forks when we purchase a skid steer. We have one set to share between the Kubota and the John Deere, we need a second set but not three sets.

5. Sign Bases

- In process, maintenance will continue to work on these until they are done.

6. Bleachers

- Any bleachers over 4 seats high must have handrails and backs. We need to purchase a couple of sets a year with the proper railing and slowly update to them having backs and handrails if they are over 4 seats.

7. Horse Arenas

a. Water

- Looking into adding sprinklers to each arena. Possibly stand alone or on the rail. Chuck is looking into our best simple option. Then the horse council can run the sprinklers if they want them watered.

b. Dragging for 4-H workouts

- Maintenance will drag the arenas 1 time per week as they see fit. The horse council can drag it more frequently if they get with the manager to schedule it with a 24-hour notice, equipment must be picked up before 4:00.

c. Bathroom Usage

- Unisex bathroom available for use as long as the horse council keeps it clean. There will be a \$100 charge if maintenance is requested to clean it.

8. Carpet - Office

- Constantine Carpet will do carpet and vinyl per their quote.

9. Lighting Office & Maintenance Shop

- Tech Inc will replace lighting per their quote.

10. Camping Electric Upgrades / Camping Restructure

- Deric Mostrom will lay out the camping in peaceful corner, on the fence, dump station, and thunder alley. Mark Trowbridge and Angie Mingus will present the idea to the board. Looking to remove commercial camping, reconfigure peaceful corner, on the fence, dump station, and thunder alley. They will present this and the projection long term for behind the barns north and south, as well as row I and row J. Talking about upgrading ride company row in 2025, then possibly adding row I and row J in 2026.

11. Skid Steer
  - Looking at quotes for a skid steer as opposed to a telehandler so we can add attachments as we want. Maintenance would like a broom attachment to clean up the grounds.
12. Barn Roofs
  - Shetler to do per their quote.
13. Barn Siding
  - Shetler to do per their quote.
14. Perimeter Fence
  - Entire south line to be excavated by Detweiler per his quote. East fence section to be installed by Yoder & Son Fencing per their quote. Maintenance will keep the entire fence row cleaned up. We will then look to fence the west fence section in 2025.
15. Gate Closed at Night
  - Implement a plan to close the gates every night based on our need not random people running around here causing problems. Put in an automatic gate, parts for automation \$3000, rolling gate around \$8,000.

**MOTION** by: Mindy Timm, Second by: Kristine Kirsch

Motion to approve and proceed with putting in an automatic gate at the Franklin Street Gate Entrance and the clearing/excavating of the east fence line project was made by: Mindy Timm and the second was made by: Kristine Kirsch.

**Motion passed 14-0.**

16. Titles on Barn 49 & 52
  - Maintenance to locate titles to look into grants to refurbish barn 49 & 52.
17. Gator or Equivalent
  - We have 3 gators, 2 are aged with a lot of hours. Looking into quotes to replace both now and not replace the zero turn.

Old Business

- Lights in 53 will be left for now, Tech Inc has looked into different options that have not worked.
- Talked about moving barn 12 to the farm to market project area. We will leave barn 13 up, it has a nice concrete floor.
- Posse barn roof replaced. Some leaks need to be addressed.
- Bees in barns and beams and floors.
- 4' lights given to us by Tech Inc are not being used, we need to put them in the garage sale.
- Barn 7 pens are not being removed any further at this time (stuff was supposed to be moved out of 6, 13, and 33B originally, 33B was emptied and came down, 13 is a good building, 6 still needs to come down).
  - *Machinery Dealers/Tractors Committee*- No report to give.
  - *Beer Tent*- No report to give.
  - *Heritage Park/Hall Committee* – No report to give.

- *Marquee/New Digital Sign* – No report to give.
- *Fundraising and Sponsorship Committee* – Everyone needs to be involved in fundraising. All forms will be in the office and on the website.
  
- ***Bill Lindsley***
  - No report to give.
  
- ***John Tate***
  - No report to give.
  
- ***Barb Weston***
  - *Community Stage* – No report to give.
  - *Fair T-Shirt* – No report to give.
  - *Educational Area in Heritage Park* – Farm Grant available, saw it in the MAFE Newsletter.
  
- ***Mindy Timm***
  - *Fair Advertising and Marketing Committee* –
    - **Marketing Committee**
      - The Marketing Committee had a meeting and went over everyone’s duties on the committee and plan for Marketing for all events not just Fair Week.
    - **Fair Association**
      - February 2024 Fair Association Newsletter inquiries due. Newsletter and information being sent out to all Association Members.
  
- ***Kristine Kirsch***
  - *First Aid Station* – No report to give.
  - *Ribbons* – Will be repurposing the ribbons that are currently in the basement and ordering more if needed.
  - *Draft Horses and Ponies* – Looking at Wednesday night Draft Horse Pulls at 6 p.m. and Thursday night Pony Pulls at 6 p.m. both in Horse Arena. Cost is \$5,000 for both nights.
  
- ***Deb Cupp***
  - *Courtesy Carts* – No report to give.
  
- ***Ron Weston***
  - *Heritage Hall* – Looking for two iPads for Heritage Hall.
  
- ***Stacey Bower***
  - *Personnel Committee* – The committee will be getting together to work on an employee handbook.
  - *Nominating and Elections Committee* – No report to give.

- **Mark Trowbridge**
  - *Technology Committee* – No report to give.
  - *Farm to Table Project in Heritage Park* – No report to give.
  - *Policy and By-Laws Committee* – Mark Trowbridge would like to have a legal review done on our By-Laws.

**MOTION** by: Mark Trowbridge, Second by: Angie Mingus

Motion to spend \$5,000 to have our By-Laws reviewed by an attorney was made by: Mark Trowbridge and the second was made by: Angie Mingus.

**Motion passed 7-6.**

The Policy and By-Law Committee will be reviewing the ear tag issue and letter the Fair Board of Directors received at the all-day Fair Board Meeting on January 27, 2024. The committee will respond to all parties once a decision has been made.

Mark Trowbridge presented the Fair Board Directors with a proposed exhibitor policy per the Fair Board's vote at the January 27, 2024, all day Fair Board Meeting. Mark also presented the 2024 Exhibitor Committee list. The Fair Board of Directors had discussion on this topic.

**MOTION** by: Mark Trowbridge, Second by: Angie Mingus

Motion to move to accept the presented proposed Exhibitor Policy was made by: Mark Trowbridge and the second was made by: Angie Mingus.

**Motion failed 4-8.**

**Yes – 4**

**No – 8**

**MOTION** by: Kristine Kirsch, Second by: Angie Mingus

Motion that Mark Trowbridge and the committee take this proposed Exhibitor Policy back to the committee to make changes per the issues that were brought up tonight and bring the revised Exhibitor Policy to the Fair Board for the March Fair Board Meeting, made by: Mark Trowbridge and the second was made by: Angie Mingus.

**Motion passed 11-1.**

- **Lisa DeLeo**
  - No report to give.

***Manager's Report:***

**Fair Manager, Christina Yunker, presented the Fair Board with the following Manager's Report.**

- **Grounds/Improvements/Repairs**
  - **Metal (sides) on Barns 40 – 44:** Metal has been delivered and is being stored in one of the barns. Leon hopes to start this project in the next few weeks.
- **Report**
  1. Pricing for Security and Cleaning Company
    - The Fair Board Directors received pricing for security and cleaning company in packets. Christina Yunker stated she is waiting for the quote from the Sheriff's department.
  2. Conflict of Interest forms needed from:
    - a. Angie Mingus
    - b. Mindy Timm
    - c. Charlie Carpenter
    - d. Bill Younts
    - e. Ron Weston

***Old Business:***

**a. *Barn #8 Rental***

Remove from agenda. Cannot decide until we have information back from the electric and water meters.

**b. *\$15,000 Donation to 4-H***

**MOTION** by: Mark Trowbridge, Second by: Kristine Kirsch  
Motion to table the discussion regarding the \$15,000 donation to 4-H for the March Fair Board Meeting, was made by: Mark Trowbridge and the second was made by: Kristine Kirsch.

**Motion passed 9-4.**

**\*\*Charlie Carpenter left the meeting at 8:05 p.m.**



*New Business:*

*a. Potential to re-organize barns to fit animal and exhibitor needs –  
Kristine Kirsch*

Kristine Kirsch presented the Fair Board with a handout of proposed draft to re-organize the animal and exhibitor barns. The Fair Board of Directors had discussion on this.

**MOTION** by: Kristine Kirsch, Second by: Stacey Bower

Motion to set a special committee to review this re-organized barn proposal for animal and exhibitors was made by: Kristine Kirsch and second was made by: Stacey Bower.

**Motion passed 12-0.**

**\*\*Barb and Ron Weston left the meeting at 8:38 p.m.**

*b. White Board Topics*

The Fair Board Directors reviewed and discussed the following topics that were on the white board in the Fair Office.

a. Dogs on Fairgrounds during Fair Week.

The Fair Board of Directors had discussion on this and decided to create an S.O.P. on how to handle these issues and discuss with the security team.

b. Marijuana use on the grounds

The Fair Board of Directors had discussion on this, and the decision was to have signage, create an S.O.P for security and discuss how to handle the issue with the security teams.

c. Radios

The Fair Board of Directors had discussion on this and getting new radios. Christina Yunker will work on this.

d. Animal Release Times

The Fair Board of Directors had discussion on this and it was decided to add this to the committee working on the exhibitor policy.

e. Theme Days

The Fair Board of Directors had discussion on removing and adding a theme day.

**MOTION** by: Kristine Kirsch, Second by: Angie Mingus

Motion to approve to make Tuesday during Fair Week Hometown Hero Day. Hometown Hero's include firefighters, EMT, Dispatch, Victim Services, Medical, Law Enforcement. Admission would be \$5.00 for Hometown Hero's on Tuesday of Fair Week. The motion was made by: Kristine Kirsch and the second was made by: Angie Mingus

**Motion passed 10-0.**

***Adjournment of Meeting:***

The meeting was adjourned at 9:05 p.m.

**MOTION** by: Kristine Kirsch, Second by: Debbie Davis

Motion to adjourn the meeting was made by: Kristine Kirsch and the second was made by: Debbie Davis.

**Motion passed 10-0.**

**Meeting Minutes taken and prepared by: Mindy Timm – Fair Board Secretary**