

**St. Joseph County Grange Fair**

**Board Meeting Minutes**

March 14, 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 6:00 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.

***Virtual Attended Directors:*** Kristine Kirsch, via Microsoft teams on Mindy Timm's laptop.

***Excuse any absent Directors:*** All Fair Board Directors were present. There were no absent Fair Board Directors.

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

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

Motion was made to approve the presented agenda with adding the following items under new business; d.) Ron Weston, and e.) Personnel Issue – Debbie Davis, was made by: Angie Mingus and the second was made by: Mark Trowbridge

**Motion passed 14-0.**

***Adopting of the Minutes:***

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

Motion was made to approve the January 27, 2024, Fair Board Meeting minutes with the suggested changes, was made by: Kristine Kirsch and the second was made by: Angie Mingus

**Motion passed 14-0.**

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

Motion was made to approve the February 8, 2024, Fair Board Meeting minutes, was made by: Mark Trowbridge and the second was made by: Angie Mingus

**Motion passed 14-0.**

***4-H Update – Kayla Mitchell:***

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

491 members enrolled, 100 clover buds, 195 volunteers, and 131 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. Kayla has been in 5<sup>th</sup> and 6<sup>th</sup> grade classrooms in Centreville doing presentations on 4-H. Camp counselor interviews have been going on for Cass and St. Joseph Counties.

***Recognition of Visitors:***

Visitors at the meeting were: Steve Trattles, Chuck Zinsmaster, Nancy Mangus, John Mangus, Ella Yunker,, Kayla Mitchell, Ryan Waltke, Debbie Adamski, Kevin Yeager, Diana Yeager, Dave Jansen, Tarina Jansen, Chuck Myers, Connie Myers, Derek Maystead, Amy Maystead, David Marvin, Brain Decker, Derick Mostrom, Natalie Swift, Doug Brazo, Darlene Tate, Nik Yunker, Sue Eickhoff, Norma Switalski, Jim Susemihl, Tricia Ulsh, Renee Loucks, Sydney Kirby, Jeremiah Koller, Hailey Peck, Emily Redmond, Greg Redmond, Katlyn McCollough, and Harry Pollett.

***Appointing/Election of Fair Board Treasurer***

**MOTION** by: Mindy Timm, Second by: Debbie Davis

Motion to nominate Kristine Kirsch to the position of Fair Board Treasurer was made by: Mindy Timm and second was made by: Debbie Davis.

**Motion passed 14-0.**

**MOTION** by: Mark Trowbridge, Second by: Stacey Bower

Motion to close nominations for the position of Fair Board Treasurer, was made by: Mark Trowbridge and second was made by: Stacey Bower.

**Motion passed 14-0.**

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

Motion to elect with unanimous consent, Kristine Kirsch to the position of Fair Board Treasurer, was made by: Mark Trowbridge and second was made by: Stacey Bower.

**Motion passed 14-0.**

**MOTION** by: Mindy Timm, Second by: Bill Younts

Motion to add Kristine Kirsch to all bank accounts and to add Kristine Kirsch as a signer on all bank accounts, was made by: Mindy Timm and second was made by: Bill Younts.

**Motion passed 14-0.**

***Public Comments:***

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

- Tricia Ulsh – Tricia asked regarding camping prices increasing if we are going to allow people to sleep in the barns.
- Jim Susemihl – Jim stated, on March 11, 2024, Jeff Brazo sent an email to the Policy and by-Law and Executive Committee. Jeff hopes there is discussion regarding Jeff Brazo’s email.

***Treasurer’s Report:***

Christina Yunker, Fair Board Manager, presented the Fair Board with the following financial documents; Statement of Financial Position as of February 29, 2024, and the Statement of Activity from January – February 2024.

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

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

**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* – No report to give.
  - *Grants/Legacy Committee* – The MDARD Grant was sent in and today we received notice that the Grant has been received. We will be applying for the Anderson Grant. Bill needs to look at the due date for the grant. This grant will be going for money for roofs. There is an emergency grant, but it is not due until August. This grant is for improvements of safety on the Fairgrounds. The Board will have to discuss this grant before August. Barb Weston requested to get the AARP grant. You have to put in a request before you can apply. Mark Trowbridge is looking into a grant from T-Mobile. This would be a technology grant; it is a \$50,000 grant. The Fair Board had discussion on this grant.

**MOTION** by: Stacey Bower, Second by: Deb Cupp

Motion to allow Mark Trowbridge to do research and price items for the technology/T-Mobile Grant, was made by: Stacey Bower and the second was made by: Deb Cupp.

**Motion passed 14-0.**

- *Birthing Tent Committee* – Bill Younts is waiting on Steve Wolf to get back from vacation and then they will have a Birthing Tent Committee Meeting.

- **Debbie Davis**
  - *4-H Extension Liaison* – MSUE has not approved the wording on the contract. As everyone knows the proposed exhibitor policy was not well received. Debbie Davis does not support the proposed exhibitor policy as it states now. There is not a clear direction on this and why are we needing an exhibitor policy. Debbie Davis asked for discussion from the Fair Board Directors on this. The Fair Board Directors had discussion on this topic. Kayla Mitchell mentioned that there is a way around youth signing up for 4-H as a FFA member and not showing as a 4-H member.

**MOTION** by: Mark Trowbridge, Second by: Angie Mingus  
 Motion to table the proposed exhibitor policy to a special meeting at a future date after the By-Law and Policy committee has time to look into the matter was made by: Mark Trowbridge and the second was made by: Angie Mingus.

**Motion passed 14-0.**

- **Keith Bower**
  - *Entertainment Committee*- No report to give.
  - *Ice Committee*- No report to give.
  - *Antique Tractors in Heritage Park* – We had a Heritage Park committee meeting today.
  - *Parking Lot* –No report to give.
- **Charlie Carpenter** –
  - Fair Week Maintenance – No report to give.
- **Angie Mingus**
  - Buildings and Grounds Committee – No report to give.
  - *Machinery Dealers/Tractors Committee*- No report to give.
  - *Beer Tent*- No report to give.
  - *Heritage Park/Hall Committee* – We had the Heritage Park committee meeting today to discuss layout of the park and the Farm to Table project in the old garden area. Angie Mingus has been having email communication with Jim Susemihl from the Old Engine Club regarding the club participating in the open class antique tractor display. Angie Mingus also stated, please make sure everyone is using all of their committee members.
  - *Marquee/New Digital Sign* – No report to give.
  - *Fundraising and Sponsorship Committee* – No report to give.
- **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* – The Heritage Park committee met today to discuss the layout of the park. Looking into a mint display this year, along with the sawmill and blacksmith coming back.
  
- **Mindy Timm**
  - *Fair Advertising and Marketing Committee* –
    - **Marketing Committee**
      - The Marketing Committee is busy working on items for off-season events and Fair Week. Mindy Timm is working with the local radio stations to advertise for the Centreville Garage Sale and Vintage Market and the Reverse Raffle coming up in April.
    - **Fair Association**
      - Mindy Timm started a new mass email marketing program called STREAK; it is a google mass emailing program. It is working great, and we will be using this program moving forward.
  
- **Kristine Kirsch**
  - *First Aid Station* – No report to give. The First Aid Station will be ready for Fair Week.
  
- **Deb Cupp**
  - *Courtesy Carts* – Deb Cupp asked to get a list of the 2024 committee members.
  
- **Ron Weston**
  - *Heritage Hall* – No report to give.
  
- **Stacey Bower**
  - *Harness Racing* – No report to give.
  - *Personnel Committee* – Christina Yunker and Stacey Bower created an employee review document. They are also working on an employee handbook. If you have pop cans you are wanting to get rid of, we are still taking them for the Farm To Table project.
  - *Nominating and Elections Committee* – No report to give.
  
- **Mark Trowbridge**
  - *Technology Committee* – No report to give.
  - *Farm to Table Project in Heritage Park* – The Heritage Park committee had their meeting today. We are working on the layout of the Farm to Table Project.
  - *Policy and By-Laws Committee* – No report to give.

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

***Manager's Report:***

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

**1. Grounds/Improvements/Repairs**

a. **Metal (sides) on Barns 40 – 44:** Metal has been finished. Final invoice came in \$3,000 less than originally quoted.

b. **Roofs on Barns 40 – 42:**

**MOTION** by: Angie Mingus, Second by: Barb Weston

Motion to approve \$75,400 to put roofs on Barns 40, 41, and 42, was made by: Angie Mingus and the second was made by: Barb Weston.

**Motion passed 14-0.**

c. **Franklin Street Gate:** Received the estimate and scheduled for the first of May or so. We will have to discuss times when we want it opened and not open, this will need to be discussed after the gate is installed.

d. **South Fence Line:** Progress is being made, once cleared, and ground settled a bit, we will schedule the fence installation. Debbie Davis asked questions regarding Nottawa Gas issues with the property line. The Fair Board had discussion on this.

e. Electric upgrades in camping: Transformers need 48 – 52 months of lead time for production. We will need construction permits for water, electric, and sewers (if done) for project. Panels and transformers had been ordered.

**2. Report**

a. Pricing for Security and Cleaning Company

i. Sheriff's department has been contacted, waiting for quote.

ii. Quote from Security and Protection

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

Motion to approve \$54,636 for cleaning services, security protective services, and Sheriff department security, was made by: Angie Mingus and the second was made by: Kristine Kirsch.

**Motion passed 14-0.**

b. Conflict of Interests forms needed from:

i. Ron Weston

ii. Bill Younts

c. 4-H Contract/Youth Council Vendor Agreement

i. Insurance questions; waiting on response from MSU.

The Fairgrounds requires all vendors to sign a contract and give a certificate of insurance of liability. The Fair Board of Directors had discussion on this topic. The Milk Barn was brought up during discussion, March 20, 2020 a motion was made to charge \$400.00 to the 4-H for the use of the Milk Barn with free electricity.

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

Motion to not charge any rent, at this time, unless decided later down the road to 4-H for the use of the Milk Barn was made by: Angie Mingus and the second was made by: Stacey Bower.

**Motion passed 13-1.**

d. Vendor Contracts

e. Office AED – work with Kris Kirsch on replacement of unit when she returns.

f. SOP Guidelines/Committee Reports; see attached.

g. Watering Horse Arenas; waiting on quote from Advanced Farm Supply

Chuck Zinsmaster has been working with Matt Littlefield on a solution. They are thinking of a traveler made for this type of application and has 150-foot span.

h. Radios; see attached handouts. The Fair Board directors received breakdown of pricing for new radios in their Fair Board Director Packets.

**MOTION** by: Angie Mingus, Second by: Lisa DeLeo

Motion to rent 40 radios for the 2024 Fair for \$2,000 was made by: Angie Mingus and the second was made by: Lisa DeLeo.

**Motion passed 14-0.**

i. Skerbeck's Update: Cutoff for wristbands and tickets only.

Ride Wristbands do have a certain cutoff time, we list the ride times in the brochure, online, on social media, and they are also posted on the grounds.

j. Marijuana Signs for entrance gates

- k. ORV Event Flyer – in Fair Board Director packets
- l. Water Hookups on Fairgrounds

Chuck Zinsmaster stated that every spicket needs to have a backflow preventor. This includes spickets that have hoses on them for watering animals at the barns. Chuck is working on adding ball valves with four horse manifolds to every spicket. Every camper needs to be hooked up properly.

- m. Mike Sherman is still undecided on if he is coming back as camping superintendent. He will let Christina Yunker know.
- n. Animals close to food vendors

The Fair Board of Directors had discussion on this.

***Old Business:***

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

The Fair Board of Directors had discussion on this topic.

**MOTION** by: Barb Weston, Second by: Debbie Davis  
Motion to continue for 2024 and make a \$15,000 donation to 4-H for them to use where they see fit and report back to the Fair Board on where the money was spent, was made by: Barb Weston and the second was made by: Debbie Davis.

**Motion passed 14-0.**

***New Business:***

***a. Mini Pulls Tuesday at 6 p.m. Fair Week - \$1, 500.00 – Kristine Kirsch***

Kristine Kirsch presented the Fair Board with information regarding the mini horse pulls and draft horse pulls for the 2024 Fair Week. Mini Pulls for Fair week will be \$1,500 and that guarantees 15 teams but could be 20 teams. The draft horse pulls would be Thursday Fair Week for \$2,500 and mini pulls would be Wednesday Fair Week for \$2,500.

**MOTION** by: Angie Mingus, Second by: Mindy Timm  
Motion to approve \$6,500 for Kristine Kirsch to use to get both the draft horse pulls and the mini pulls for the 2024 Fair Week, was made by: Angie Mingus and second was made by: Mindy Timm.

**Motion passed 14-0.**



**b. 4-H Contract – Debbie Davis**

Debbie Davis asked about verbiage on the 4-H contract. Christina Yunker stated that she is waiting on some clarification from the insurance company. The Fair Board of Directors had discussion on this topic.

**c. 2024 Fair Theme Image – Mindy Timm**

Mindy Timm presented the Fair Board with two images/designs to choose from for the 2024 Fair Theme Image. The Fair Board had discussion on this.

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

Motion to approve image number 1 as our 2024 Fair Theme image with the removal of the second silo, was made by: Angie Mingus and the second was made by: Stacey Bower.

**Motion passed 14-0.**

**d. Ron Weston**

Ron Weston stated that he contacted Dr. Goodrich from MDARD regarding the sheep scrapie tag issue in 2023 and where the Fair has responsibility. Dr. Goodrich told Ron Weston, the purpose of the tags are for MDARD to be able to point the origin of the animal and for transportation purposes for disease problems and where the animal has crossed. Ron Weston went on to discuss in detail the conversation he had with Dr. Goodrich and the way the Fair handled the scrapie tag issue at the 2023 Fair. The Fair Board of Directors had discussion on this topic.

**MOTION** by: Ron Weston, Second by: Bill Younts

Motion that the St. Joseph County Grange Fair Board and its employees will cease any discussion or planning of the discontinuation, “take over”, and/or absorption of the St. Joseph County 4-H program and associated livestock association, of the duties, volunteers, and their finances unless in the future either of the entities governing bodies approach the “Fair Board” asking for assistance, was made by: Ron Weston and second was made by: Bill Younts.

The Fair Board had discussion on this motion.

**\*\*Amendment to the Motion\*\***

**MOTION** by: Mark Trowbridge, Second by: Stacey Bower

Motion to remove cease any discussion and replace with will not talk about or discuss the planning of the discontinuation, “take over”, and/or absorption of the St. Joseph County 4-H program and associated livestock association, of the duties, volunteers, and their finances unless in the future either of the entities governing bodies approach the “Fair Board” asking for assistance, made by: Mark Trowbridge and second was made by: Angie Mingus.

**Motion passed 14-0.**

**MOTION** by: Ron Weston, Second by: Bill Younts

Motion that the St. Joseph County Grange Fair Board and its employees will not talk about or discuss the planning of the discontinuation, “take over”, and/or absorption of the St. Joseph County 4-H program and associated livestock association, of the duties, volunteers, and their finances unless in the future either of the entities governing bodies approach the “Fair Board” asking for assistance, made by: Mark Trowbridge and second was made by: Angie Mingus.

**Motion passed 14-0.**

*e. Personnel Issue – Debbie Davis*

Debbie Davis decided not to bring up this issue at this meeting, as it was getting late.

***Adjournment of Meeting:***

The meeting was adjourned at 9:21 p.m.

**MOTION** by: Debbie Davis, Second by: Mark Trowbridge

Motion to adjourn the meeting was made by: Debbie Davis and the second was made by: Mark Trowbridge.

**Motion passed 14-0.**

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