

St. Joseph County Grange Fair

Board Meeting Minutes

June 13, 2024

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, Kristine Kirsch, Stacey Bower, Charlie Carpenter, Deb Cupp, Deborah Davis (arrived at 6:03 p.m. and left at 7:01 p.m.), Lis DeLeo, Bill Lindsley, John Tate, Barb Weston, Ron Weston, Bill Younts, and Fair Manager Christina Yunker.

Excuse any absent Directors:

MOTION by: Kristine Kirsch, Second by: Stacey Bower

Motion was made to excuse Mark Trowbridge from being absent, was made by: Kristine Kirsch and the second was made by: Stacey Bower.

Motion failed 4-8.

Yes – 4

No - 8

Review and Approval of the Agenda:

MOTION by: Kristine Kirsch, Second by: Lisa DeLeo

Motion was made to approve the presented agenda, was made by: Kristine Kirsch and the second was made by: Lisa DeLeo.

Motion passed 12-0.

Adopting of the Minutes:

MOTION by: Kristine Kirsch, Second by: Angie Mingus

Motion was made to approve the May 9, 2024, Fair Board Meeting minutes, was made by: Kristine Kirsch and the second was made by: Angie Mingus.

Motion passed 12-0.

4-H Update – Kayla Mitchell:

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

4-H Camp just ended, there were forty-three campers. MSU Exploration Days is next Wednesday – Friday. Nineteen youth will be attending. The 4-H contract is good to sign. Sara Trattles will be signing the contract on behalf of 4-H. Kayla Mitchell stated that there is a 60-day window for the influenza affecting lactating cattle. Poultry has a 30 day window.

Recognition of Visitors:

Visitors at the meeting were: Ella Yunker, Doug Brazo, Natalie Swift, Danielle Sackrider, Kayla Mitchell, Sara Trattles, Tricia Ulsh, Scott Miracle, Connie Miracle, and Taya Bower.

Public Comment:

Danielle Sackrider stood up and said thank you to the maintenance crew for keeping up the horse arenas. The arenas look great, and everyone is happy with them.

Treasurer’s Report:

Kristine Kirsch, Fair Board Treasurer., presented the Fair Board with the following financial documents; Statement of Activity vs 2024 Budget Accrual through June 10, 2024, and Statement of Financial Position as of May 31, 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 12-0.

Correspondences:

There were no correspondence.

Director Reports and updates for the Committee’s each Director Heads-up

- ***Bill Younts –***
 - *Grants/Legacy Committee* – No report to give.
 - *Birthing Tent Committee* – The committee had a meeting. They will be getting crates from H&H Farms. H&H Farms will be paying for half and the Birthing Tent Committee will be covering the other half.

- ***Debbie Davis***
 - *4-H Extension Liaison* – Debbie is glad the 4-H Contract will be signed and taken care of. Debbie still has questions on the insurance regarding off season (non-fair) tagging. The Fair Board of Directors had discussions on this.

- **Keith Bower**
 - *Entertainment Committee*- KOI Dirt Drags will be our Thursday evening event in the Grandstands Fair Week.
 - *Ice Committee*- We will need to start making ice soon.
 - *Antique Tractors in Hertiage Park* – There will be a meeting soon with the antique tractor club.
 - *Parking Lot* –No report to give.
- **Charlie Carpenter** –
 - *Fair Week Maintenance*- No report to give.
- **Angie Mingus**
 - Buildings and Grounds Committee – August 28th and 29th, 2024, barn cleaning/spraying will happen. We have trees that need to come down after the fire. Two out of the three need to be taken down.

MOTION by: Angie Mingus, Second by: Debbie Davis

Motion to have George Wolfinger at Wolfinger Tree Service remove five trees per the attached quote for \$5,300.00 with booth rental and banner sponsor for a total of \$3,800.00, was made by: Angie Mingus and the second was made by: Debbie Davis.

Motion passed 10-2

Yes – 10

No – 2

- Buildings and Grounds Committee continue – The 5300 tractors have had some repairs done to it. \$2,200 for injectors rebuilt. Hog Barns, 4-H will power wash and paint the barn. We, the Fair, will supply the paint and we will be putting new spickets on all water lines. We, the Fair has replaced the lights by the flag poles out by the fountain at the Main M86 gate for \$1,258, this came out of the maintenance budget. We will be floating on the harness racing track. Doug Brazo sprayed the pulling pad. Barn#42 – see Fair Managers report for all the quotes provided in the Fair Board Director packets.

MOTION by: Angie Mingus, Second by: Mindy Timm

Motion to have Leon Shetler at Shelter Roofing build a barn equal to or bigger as allowed by permits to replace Barn #42 for up to \$383,250.00, was made by: Angie Mingus and the second was made by: Mindy Timm.

Motion passed 9-4

Yes – 9

No – 4

- *Machinery Dealers/Tractors Committee*- No report to give.
- *Heritage Park/Hall Committee* – We will be having a committee meeting next month.
- *Marquee/New Digital Sign* – No report to give.
- *Fundraising and Sponsorship Committee* – Been meeting with people regarding sponsorships.
- *Beer Tent*- No report to give.

- *Blanket Wheel* – Blanket Wheel will be in area 52, grass area in front of Gilmore Car Museum. There will be the blanket wheel and Kid’s games.
- **Bill Lindsley**
 - No report to give.
- **John Tate**
 - *Grange Building* – Kristine Kirsh gave the Grange Building report. Kristine Kirsch stated that there is a handout in each Fair Board Director packet to review the changes to the Grange Building for the 2024 Fair. Wendy Guess is stepping down from the Grange Building. We are working on getting judges for no pay and giving them 2 day passes or food vouchers.
- **Barb Weston**
 - *Community Stage* – The schedule is ninety percent complete. We also have sponsors committed for the Community Stage.
 - *Fair T-Shirt* – Started making calls and the Fair Office will be taking over the Fair T-shirt design, coloring, and ordering.
 - *Educational Area in Heritage Park* – No report to give.
- **Mindy Timm**
 - *Fair Advertising and Marketing Committee* –
 - **Marketing Committee**
 - Off- Season Marketing
 - Show & Shine and 4x4 Jamboree will be July 12 & 13. We will be running radio ads for this event.
 - **2024 Fair Marketing**
 - Early Bird Special, Grandstand Event tickets, and Flex-Passes go on sale July 1, 2024.
 - All items for the 2024 Fair Brochure are due July 8, 2024.
- **Kristine Kirsch**
 - *First Aid Station* – We are good with supplies for Fair Week and Nurse Betty Meyer is on board to work the First Aid Station. We will clean the First Aid Station the week before Fair.
 - *Finance and Budget Committee* – Gave report during Treasurers Report. Our Federal 990 Form was sent in on time.
 - *Open Class Superintendent* – All horse judges have been secured. Working on Emergency Action Plan for the 2024 Fair. We will have increase in handwashing stations. We will need an animal response team.
- **Deb Cupp**
 - *Courtesy Carts* – Working on courtesy cart sponsors and drivers for the 2024 Fair.

- **Ron Weston**
 - *Heritage Hall* – The town of Mendon backed out for the 2024 Fair because of all the BS issues going on with 4-H.

- **Stacey Bower**
 - *Harness Racing* – Gate training on Saturday, May 25, 2024, went really well. Thank you to Gary Clark, Charlie Carpenter, and Bill Lindsley for all their help with the track. Also a big thanks to Keith Bower, Angie Mingus, and Mindy Timm. We had \$290.00 in entry fees collected.
 - *Personnel Committee* – Stacey looked into the letter that the Fair Board received regarding a personnel issue with our Fair Manager. A few Fair Board Members reached out to people that were at the meeting in question regarding the issue that was presented. Stacey has letters/statements from the individuals that were at the meeting if anyone would like to read them.
 - *Nominating and Elections Committee* – No report to give.

- **Mark Trowbridge**
 - *Technology Committee* – Absent from meeting.
 - *Farm to Table Project in Heritage Park* – Absent from meeting.
 - *Policy and By-Laws Committee* – Absent from meeting.

- **Lisa DeLeo**
 - Lisa stated that she is willing to help Mindy Timm with whatever she needs to help lighten her workload with everything she is doing. Lisa also stated that all documents need to be kept in the office if they are property of the Fair.

Manager's Report:

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

1. Grounds/Improvements/Repairs

- a. **Roofs on Barns 40-41:** Materials have been delivered and Leon is waiting for the debris clean up to finish. He will do soffit repairs on Barn 41 & 43 when he's here for the roofs.
- b. **Franklin Street Gate** – Installed, waiting on Mark to put the controls in.
- c. **Barn 42** – Finally to confirm our conversation regarding the Statement of Values (SOV), you were aware that Building #42 has a reported value of \$365,000. Referring to the Margin Clause on page 114 of the policy, the maximum we would pay to replace Building #42 is \$365,000 times the Margin Clause percentage of 105%, which equals \$383,250.00. Motion was made earlier in the meeting under Angie Mingus's Building and Grounds Committee Report.

2. Report

a. Conflict of Interests forms needed from:

1. Ron Weston

-Angie Mingus asked Ron Weston why he has not signed the conflict-of-interest form. Discussion was had with Ron Weston, Angie Mingus, and Fair Board Directors.

b. Office AED – Kristine Kirsch is working on grants for new AED’s.

c. Proposed Office Hours – see sheet

MOTION by: Kristine Kirsch, Second by: Lisa DeLeo

Motion to approve the proposed Office Hours as presented to be Monday, Tuesday, Thursday, and Friday open 9 a.m. to 4 p.m. and closed on Wednesdays from now until one week before Fair Week, was made by: Kristine Kirsch and the second was made by: Lisa DeLeo.

Motion passed 13-0

d. Verizon tower – Waiting for a “simple consent letter” so they can operate temporarily on the grounds for Fair Week. We need a motion to approve signature when we receive it.

MOTION by: Stacey Bower, Second by: Lisa DeLeo

Motion to approve the Verizon Tower to be on the Fairgrounds for the 2024 Fair Week, was made by: Stacey Bower and the second was made by: Lisa DeLeo.

Motion passed 13-0

e. 4-H Inventory- Have not had the chance to look into this further. This may be an “after the Fair” topic.

f. Hog “work-out” area – See attached drawing for exact area on Fairgrounds.

MOTION by: Kristine Kirsch, Second by: Barb Weston

Motion to approve the hog “work-out” area as presented, was made by: Kristine Kirsch and the second was made by: Barb Weston.

Motion passed 13-0

g. 4X4 Jamboree – July 12 & 13

i. Beer Tent: Friday and Saturday, 2 p.m. to 9 p.m. – need motion for approval.

ii. Gate: Centreville Lions Club will work the gate for percentage of gate revenue.

MOTION by: Angie Mingus, Second by: Kristine Kirsch

Motion to approve having the Beer Tent for the 4X4 Jamboree on Friday, July 12, 2024 and Saturday, July 13, 2024, from 2 p.m. to 9 p.m. on the Fairgrounds, was made by: Angie Mingus and the second was made by: Kristine Kirsch.

Motion passed 13-0

- h. Ag-Citing Parking Area Change
- i. Spring Fling ORV Fundraiser Report
- j. DNR Info: just an FYI
- k. Tree Trunk – 175 years old. Ideas for a project? See pictures attached in Director Packets.
- l. Tree Removal Quotes – Priority set by Arborist here when assessing trees (Buildings and Grounds)
- m. SMB&T Proposal in Director Packets

MOTION by: Angie Mingus, Second by: Kristine Kirsch

Motion to open checking account at Southern Michigan Bank and Trust, was made by: Angie Mingus and the second was made by: Kristine Kirsch.

Motion passed 13-0

MOTION by: Kristine Kirsch, Second by: Angie Mingus

Motion to do investment savings at Southern Michigan Bank and Trust with no penalty, was made by: Kristine Kirsch and the second was made by: Angie Mingus.

Motion Failed – 6-7

Yes – 6

No – 7

- n. Director Golf Carts for Fair Week. Please let Christina Yunker know if you need a Golf Cart for Fair Week.
- o. Waiver for 4-H to include in their registration on Fair Entry.

MOTION by: Angie Mingus, Second by: Stacey Bower

Motion to approve the proposed exhibitor waiver as presented was made by: Angie Mingus and the second was made by: Stacey Bower.

Motion passed 13-0

- p. Play Area – The new play area will be where the Market was last year. There will be a corn pit, straw maze, grain wagon basketball, a small green house, and much more.

Old Business:

a. Fair Board Directors Conflict of Interest Forms – Mark Trowbridge

This was resolved and Ron Weston listed his conflict of interests.

New Business:

a. 4-H storing non-fair related items in the barns – Christina Yunker

The Fair Board of Directors had discussion on this.

b. Use of Barn #43 for vendors for the 2024 Fair – Christina Yunker

The Fair Board of Directors had discussion on this. The Fair Board of Directors also had discussions regarding the Milk Barn.

MOTION by: Kristine Kirsch, Second by: Angie Mingus

Motion to allow Kayla Mitchell to work with a third party for the milk barn for the 2024 Fair and the proceeds go to the Youth Council, made by: Kristine Kirsch and the second was made by: Angie Mingus.

Motion passed 13-0

MOTION by: Ron Weston, Second by: Bill Younts

Motion to provide one camping space for the 4-H coordinator for the 2024 Fair, made by: Ron Weston and the second was made by: Bill Younts.

Motion passed 13-0

c. Show and Shine 4x4 Jamboree Beer Tent Approval – Christina Yunker

This was handled under the Fair Manager's Report.

Adjournment of Meeting:

The meeting was adjourned at 10:00 p.m.

MOTION by: Kristine Kirsch, Second by: Bill Younts

Motion to adjourn the meeting was made by: Kristine Kirsch and the second was made by: Bill Younts.

Motion passed 13-0.

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