

St. Joseph County Grange Fair

Board Meeting Minutes

August 8, 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, Deb Cupp, Deborah Davis, Lisa DeLeo, Bill Lindsley, John Tate, Mark Trowbridge, Barb Weston, Ron Weston, Charlie Carpenter and Fair Manager Christina Yunker.

Excuse any absent Directors:

MOTION by: Lisa DeLeo, Second by: Kris Kirsch

Motion was made to excuse Bill Younts from being absent, was made by: Lisa DeLeo and the second was made by: Kris Kirsch

Motion Passed 14-0.

Yes – 14

No - 0

Review and Approval of the Agenda:

MOTION by: Kris Kirsch, Second by: Angie Mingus

Motion was made to approve the presented agenda, was made by: Kris Kirsch and the second was made by: Angie Mingus.

Motion passed 14-0.

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 14-0.

MOTION by Mark Trowbridge, Second by: Lisa DeLeo

Motion was made to sell ice to 4-H for the Milk Barn at \$6.00 per bag. Ice can also be purchased through the milk barn.

Motion was made by: Mark Trowbridge and the second was made by: Lisa DeLeo.

Motion passed 14-0

Yes – 14

No – 0

Abstain-

4-H Update – Kayla Mitchell:

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

Dairy will be updated by Kris Kirsch. Kayla Mitchell asked when they would be able to set up pens in the barns. When is Spraying taking place? Chris Yunker said spraying will take place on August 28 and 29th. Kayla Mitchell has scheduled updates and painting of the milk barn on August 24, 2024. Kayla Mitchell will share the Fair Borad/Association workdays with the 4-H members and families. Kayla stated there was a broken area on the fence of the arena. Scott Miracle will be putting up the Margie Tien arena on September 7th @ 1:00 pm.

Recognition of Visitors:

Visitors at the meeting were: Kevin Yeager, Diana Yeager, David Miracle, Hunter Miracle, Kelsey Kulpinski, Steve Trattles, Kayla Mitchell, Pam Cook, Norma Switalski, Tricia Ulsh, Scott Miracle and Connie Miracle.

Public Comment:

David Miracle, Centreville Fire Chief, told the fair board Centreville Fire Department will only be on grounds during motorized events. Incident calls or 911 calls will be responded to as normal. Chris Yunker noted that the fair is required by insurance to have fire coverage for all motorized events. Angie Mingus asked if the subject of fire coverage during non-motorized fair events would be discussed again with Centreville Fire Department volunteers. David Miracle said it would be discussed at the next department meeting.

Kevin Yeager asked if the maintenance to swine buildings and wash rack should be pushed to 2025 due to not being able to access the buildings with electrical issues. Chris Yunker let Kevin Yeager know electrical was hoping to bring the entire crew to resolve and fix issues beginning August 12, 2024. Kevin would like to know by August 15th. Chris Yunker told him he would let him know. Angie asked how long it would take and Kevin Yeager said it would depend on how many helpers and power washers were available to help and how long for the barn to dry before painting.

Tricia Ulsh asked for clarification on the first paragraph of the liability policy. Angie Mingus read the waiver.

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 July 31, 2024, and Statement of

Financial Position as of July 31, 2024.

MOTION by: Angie Mingus, Second by: Mark Trowbridge

Motion to place on the record the Treasure's report that was presented to the Fair Board.

Motion was made by: Angie Mingus and the second was made by: Mark Trowbridge.

Motion passed 14-0.

Yes – 14

No – 0

Abstain

Correspondences:

United Way requested to sell Mega Raffle Tickets in the United Way barn during the fair. The event takes place on October 10th and tickets are \$100.00 each. The United Way also requested to sell Meijer Gift Card Raffle Tickets in the United Way barn during fair week. The winner will be drawn on September 21st at 2:00 pm. Tickets are \$5.00 each or 5 tickets for \$25.00.

MOTION by: Kris Kirsch, Second by Mark Trowbridge

Motion was may by Kris Kirsch to allow United Way to sell Mega Raffle Tickets and Meijer Gift Card tickets at the United Way barn during the fair.

Motion was made by Kris Kirsch, and the second was made by Mark Trowbridge

Motion passed 14-0

Yes – 14

No – 0

Abstain-

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

- ***Bill Younts –***
 - *Grants/Legacy Committee –*
 - *Birthing Tent Committee –* The dairy farmer will not be providing animals for the birthing tent due to the HPAI virus. There will be educational videos, literature and stand-in fake dairy cow. Fainting goats, pigs, sheep, chickens are all on target per Steve Wolf.

- ***Debbie Davis***
 - *Nothing to report*

- ***Keith Bower***
 - *Entertainment Committee-* Nothing to report
 - *Ice Committee-*Need to start ice production prior to fair
 - *Antique Tractors in Hertiage Park –* Nothing to report
 - *Parking Lot –* Nothing to report

- **Charlie Carpenter** –
 - *Fair Week Maintenance*- Nothing to report

- **Angie Mingus**

Buildings and Grounds Committee- The 5320 & 997 need to be assessed and possibly replaced with a large mower to help with mowing. The 5320 and 5300 have been repaired and are back at work. The duck pond won't be replaced this year. Looking at possibly turning it into a sitting area and moving the old chicken barn by the current rabbit barn.

MOTION by: Angie Mingus, Second by Kris Kirsch

Motion was may by Angie Mingus to remove the two sheds next to the duck pond building.

Motion was made by Angie Mingus, and second was made by Kris Kirsch

Motion passed 14-0

Yes – 14

No – 0

Abstain-

- *Machinery Dealers/Tractors Committee*-
- *Heritage Park/Hall Committee* –
- *Marquee/New Digital Sign* – No report to give.
- *Fundraising and Sponsorship Committee* –
- *Beer Tent*- Meeting scheduled to go over needs for fair
- *Blanket Wheel* –
- *Garden Area*-
-

Fire Department Meeting – Angie met with the Centreville Fire Department, and they had a good conversation about coverage during the fair. She noted in past years Tom Miller had taken care of coordinating fire department volunteers for coverage from noon until the evening events. She apologized for them feeling overlooked and unappreciated for the coverage and efforts and noted it will be corrected. Debbie Davis thanked them for their service.

Angie has coordinated a Fire Department tent for fire department use during fair week. This will be located southeast of the harness track and have designated parking for all local fire departments that are interested in volunteering their services for daytime coverage during fair week.

MOTION by: Angie Mingus, Second by Stacey Bower

Motion was may by Angie Mingus to allow fair employees to get free ice, up to 20 bags, for their personal events at no cost.

Motion was made by Angie Mingus, and second was made by Stacey Bower

Motion passed 14-0

Yes – 14

No – 0

Abstain-

MOTION by: Angie Mingus, Second by Mark Trowbridge

Motion was may by Angie Mingus to approve the updated exhibitor waiver.

Motion was made by Angie Mingus, and second was made by Mark Trowbridge

Motion passed 14-0

Yes – 14

No – 0

Abstain-

- **Bill Lindsley**
 - No report to give.

- **John Tate**
 - *Grange Building* – No report to give.

- **Barb Weston**
 - *Community Stage* – Jim assured that all will be the same IPM
 - *Pioneer/ Corteva* will be a sponsor for the Community Stage.
 - *Fair T-Shirt* – T-shirts are in and available in sizes small-3XL for \$20.00 each. Information will be posted on the fair website and Facebook page.
 - *Educational Area in Heritage Park* – No report to give.

- **Mindy Timm**
 - *Fair Advertising and Marketing Committee* –
 - **Marketing Committee**
 - Off- Season Marketing –
 - There will be a marketing committee meeting next week
 - Please get any information to her by Sunday, August 11th.
 - The August garage sale date has been canceled.
 - **2024 Fair Marketing-**
 - The fair brochure is at the printers. 25,000 were ordered and we will need help passing the out within communities.
 - Yard signs are in the office and available for the taking. Please help get these distributed.
 - Skerbeck posters are available. Please take some and post them in the county.
 - Fair Board Apparel Order- A fleece jacket has been added to choices. All orders need to be turned in to Mindy by Sunday, August 18th.
 - Bio Security posters are printed and ready

MOTION by: Mindy Timm, Second by Mark Trowbridge

Motion was may by Angie Mingus to approve spending \$30.00 for fair board directors and fair manager toward their apparel order.

Motion was made by Mindy Timm, and second was made by Mark Trowbridge

Motion passed 13-0

Yes – 13

No – 0

Abstain-

- **Kristine Kirsch**

- *First Aid Station* – Betty is ready for fair
- *Finance and Budget Committee* – No report to give
- *Open Class Superintendent* – Dairy will follow MDARD to “T”. There will be no dairy cows 2 years and up, senior dairy cows or any heifers 2 months from calving. They will keep herds together. Herds will be spread out.
- This will affect 17-20 kids and they are working on a plan for them to complete their project year.
- Handwashing stations have been doubled and there will be lots of signage regarding hygiene.
- Open Class Entry deadline for all projects is September 14th @ 3:00 pm. Kris will be in the fair office beginning of September to assist exhibitors with fair entry.
- Darlene is getting judges for open class
- The red barn will be used for 4-H trophies
- ***Deb Cupp***
 - *Courtesy Carts* – We have 4 carts and a list of 30 people. Ten people have said yes to driving carts for fair. She has scheduled a meeting Tuesday for the cart corral and checking signage for cart stops.
- ***Ron Weston***
 - *Heritage Hall* – All Good
- ***Stacey Bower***
 - *Harness Racing* – Need additional people to help this year if you know someone interested. Two clerks, two timers and 2 for programs and numbers are needed as well.
 - The announcer has been contacted.
 - The Photo Finish has been contacted.
 - Judge John Betz has been contacted.
 - MHHA girls are coming to do programs and blankets
 - Stacey would like to use the t-shirt gun to send shirts to the stands to spectators
 - Personnel Committee – No report to give
 - Nominating and Elections Committee – No report to give.
- ***Mark Trowbridge***
 - *Technology Committee* – The PA is getting repaired.
 - Wi Fi items have been ordered, there are a few things on backorder.
 - Vendors should have a good signal. Tech has a few things to finish before the network can be fixed.
 - The new gate is working and has a schedule to be opened and closed.
 - The 4-H office will be the same number as their off-site office and then extension 4000
 - *Farm to Table Project in Heritage Park* – Absent from meeting.
 - *Policy and By-Laws Committee* – The By-Laws committee has selected a lawyer in Lansing to review our current Policy and By-Laws. We are waiting to hear back from them. Any changed need to be proposed by September 25th @ 5:00 pm. 30 days prior to the annual meeting.
 - There will be credit/debit card readers at entry gates this year.

MOTION by: Mark Trowbridge, Second by: Angie Mingus

Motion to give one free weeklong pass to each 4-H leader and MSU staff with a badge at 100%

discount rate. Youth livestock exhibitors receive one free weeklong pass. Still exhibitors receive one free day pass. Livestock auction bidders and auction staff receive one day pass at half price. All free and discounted passes must have the total number of passes used within the name of each recipient reported back to us by the scheduled October board meeting immediately after fair.

Motion was made by: Mark Trowbridge and the second was made by Angie Mingus

Motion passed 14-0

Yes – 14

No – 0

Abstain-

- **Lisa DeLeo**
 - Hall of Fame Committee- Hall of Fame ceremony will be held Thursday, September 19th at 9:30 am in the Henningson Arena.
 - The photo and nomination have been completed and prepared for the framer.

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:** Nothing to report
- b. **Franklin Street Gate** – The gate is working and will be open at 7 am and close at 9 pm.
- c. **Barn 42** – The permit has been signed and work will begin August 12th. Trusses will start being set on August 19th.
- d. **Tree Removal Report**-Trees have been removed. The stump by barn 6 needs to be ground down again. Grass seed has been planted.
- e. **Office AED** – We received a \$3,000 grant from Sturgis Community Foundation. This will allow us to purchase one unit and Tom with the AED company has donated. They are a Stryker Life Pak CR-2. This is the same unit Life Care uses. There are no child pads. The pads are all the same. AED's will be in maintenance, fair office and one in a yellow case to travel where needed.
- f. **Tree Project**- Ron and Barb might be interested in coordinating a person to work on the project. The trunk will be moved behind the maintenance barn for now.
- g. **Standard Operating Procedures** – Please **complete these ASAP** for tasks and turn them in to Chris Yunker.
- h. There is a work order form that will be used for any issues during fair.
- i. **Golf Cart Policy**-Cart use form 6 am to 8 am is the same for feeding.

MOTION by: Angie Mingus, Second by: Stacey Bower

Motion to change golf cart liability policy from the current \$250,000.00 to \$1,000,000.00.

Motion was made by: Angie Mingus and the second was made by Stacey Bower.

Motion passed 14-0

Yes – 14

No – 0

Abstain-

- j. There is a new emergency action plan. Please add it to your director binder. Reminder NOT to share the listing of directors, superintendents and 4-H staff.
- k. Work Days- Work days are set for August 17th and 24th. Chris Yunker has a list of item to take care of.
 - 1. Hang signage, move cases from 49 to the grange barn, clean grange barn, paint wheelchair ramps, gaga ball pit construction, fix the counter in harness office, clean the crows nest and wash grandstand.
 - 2. 4-H will clean out the horse arena entry booth.
 - 3. Draft horse booth will be cleaned per Kris Kirsch.
 - 4. Tricia Ulsh will clean the milking parlor.
 - 5. Harness barns 7 & 8 will have added gravel and be flattened.
 - 6. Chris Yunker will text Steve Trattles when the beef barn can be accessed.
 - 7. The practice pen for livestock will be set up the first week in September (September 7th) after carcass class is held. Please note to have that area mowed.
 - 8. Harker Excavating will dig the pond on August 26th or 27th.

MOTION by: Kris Kirsch, Second by: Angie Mingus

Motion to rent the telehandler from Charlie Carpenter for the month of September for \$100.00 per day.

Motion was made by: Kris Kirsch and the second was made by Angie Mingus.

Motion passed 13-0

Yes – 13

No – 0

Abstain-1 Charlie Carpenter

Old Business:

- a. Barb Weston said the Ruff's will not be able to come this year. Their camping space is available. Please roll over their credit and continue to hold their spot for the 2025 fair.

New Business:

- a. Kris Kirsch reviewed the new Emergency Management Plan. She also asked directors to add it to their binder and review the changes. Suicide was added to page 8. MDARD guidelines were also added to the emergency information.
- b. Kayla Mitchell-
 - 1. Kayla Mitchell asked board members not to share her cell phone number.
 - 2. Kayla Mitchell asked to have the emergency plan sent to her for the 4-H superintendents. Kayla Mitchell asked if there would be a pocket

version this year. Chris Yunker stated she will try to get that done and ask Superior Receipt Book if they are able to print them.

Adjournment of Meeting:

The meeting was adjourned at 7:46 p.m.

MOTION by: Charlie Carpenter, Second by: Mark Trowbridge

Motion to adjourn the meeting was made by: Charlie Carpenter and the second was made by: Mark Trowbridge.

Motion passed 14-0.

Yes – 14

No-0

Abstain-0

Meeting Minutes taken and prepared by: Lisa DeLeo – St. Joseph County Grange Fair Director.