

St. Joseph County Grange Fair
Board Meeting Minutes
December 2, 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 6:01 p.m.

Present: The St. Joseph County Grange Fair Board Members that were present; Keith Bower, Angie Mingus, Kristine Kirsch, Mindy Timm, Stacey Bower, Deborah Davis, Blake Groves, Bill Lindsley, John Tate, Steve Trattles, Mark Trowbridge, Tricia Ulsh, Barb Weston, Ron Weston, Bill Younts, and Manager Christina Yunker (by phone)

Excuse any absent Directors:

There were no Fair Board Directors absent from the meeting. Everyone attended the meeting.

Election of Executive Board Members. Four (4) positions need to be filled.

a. President

-Keith Bower was nominated by: Kristine Kirsch and second was made by: Angie Mingus.

-Ron Weston was nominated by: Tricia Ulsh and second was made by: Debbie Davis

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

Motion was made to close the nominations for President was made by: Kristine Kirsch and the second was made by: Angie Mingus.

Motion passed 14-0

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

Motion was made to have ballot votes for the executive committee positions was made by: Kristine Kirsch and the second was made by: Mark Trowbridge

Motion passed 11-3

Yes – 11

No – 3

The Fair Board of Directors casted their ballots for President of the Fair Board. Keith Bower had 9 votes and Ron Weston had 6 votes. Keith Bower is the President of the Fair Board

b. Vice President

-Angie Mingus was nominated by: Kristine Kirsch and second was made by: Stacey Bower.

- Debbie Davis was nominated by: Steve Trattles and second was made by: Barb Weston.

The Fair Board of Directors casted their ballots for Vice President of the Fair Board. Angie Mingus had 7 votes and Debbie Davis 8 had votes. Debbie Davis is the Vice President of the Fair Board

c. Treasurer

-Steve Trattles was nominated by: Debbie Davis and second was made by: Barb Weston.

-Kristine Kirsch was nominated by: Angie Mingus and second was made by: Mindy Timm.

MOTION by: Mark Trowbridge, Second by: Mindy Timm.

Motion was made to close the nominations for Treasurer was made by: Mark Trowbridge and the second was made by: Mindy Timm.

Motion passed 14-0

The Fair Board of Directors casted their ballots for Treasurer of the Fair Board. Kristine Kirsch had 10 votes and Steve Trattles had 5 votes. Kristine Kirsch is the Treasurer of the Fair Board

d. Secretary

-Tricia Ulsh was nominated by: Debbie Davis and second was made by: Kristine Kirsch.

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

Motion was made to close the nominations for Secretary was made by: Mark Trowbridge and the second was made by: Stacey Bower.

Motion passed 14-0

Tricia Ulsh is the Secretary of the Fair Board.

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

Motion was made to destroy the executive committee ballots, which was made by: Mark Trowbridge and the second was made by: Angie Mingus.

Motion passed 14-0

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

Review and Approval of the Agenda:

- Angie Mingus add to new business the insurance approval
- Debbie Davis wanted to add non-profit reporting issues brought up by association member.

MOTION by: Mark Trowbridge, Second by: Angie Mingus

Motion was made to approve the presented agenda with adding the items above to New Business.

Motion passed 14-0.

Adopting of the Minutes:

- Kris Kirsch wants the statement in the November 7th Old Business meeting minutes in section (a) redacted stating she inquired about the email regarding Jeff Brazo.

MOTION by: Kris Kirsch, Second by: Angie Mingus
Motion was made to approve the minutes as corrected.

Motion passed 14-0.

4-H Update-Kayla Mitchell:

- There are 157 4-H volunteers registered for 2025
- There are 318 4-H club members signed up for 2025
- There are 46 Cloverbuds signed up for 2025
- Dec. 15th is the deadline for returning members and leaders for the 2025 fair
- May 1st is the deadline for new member enrollment for the 2025 fair
- Kris Kirsch asked if background checks were done each year. Kayla stated they were done each year.
- Kayla started a partnership with Three River's Mentoring to get more participation in the inter-city.
- Kayla was asked about enrollment numbers being down and she had seen participation vs. enrollment down last year, which Bill Younts said they had seen it in the fair with the ride company also.

Recognition of Visitors:

- Diane Zinsmaster, Chuck Zinsmaster, Diana Yeager, Kevin Yeager, Lisa Frohnapfel, Jeremy Groves, Edward Klein, Kayla Mitchell

Public Comment:

- Lisa Frohnapfel questioned issues that had been brought up in previous meetings to the board. She feels the board is taking it as her being confrontational. She has stated she is here to offer her resources. She has been the CEO of credit unions and banks for 30 years, and she is currently the CEO of the BBB in Michigan. Lisa wanted to make clear that in the By-Laws there is an indemnification that doesn't protect the board members personally from being sued. Lisa would like to be on committees and be a resource to the board and fair as a whole. She brought up that she has some severe concerns from just sitting in a few meetings and the few documents she has seen. Lisa stated she has no personal agenda, she is only here to help in any way she can.

Treasurer Report:

- No Treasurers Report. To close to month end

Correspondence:

- We received a thank you letter from Family Bound thanking us for the Fair tickets, so that foster family's were able to come to the fair.
- We received another letter from Firefighters for Santa asking for monetary donations.

Directors Reports and Updates for the Committee's each Director heads-up:

- *Bill Younts* –
 - ◆ Birthing tent committee – All wrapped up, will get volunteer hours in for 120 day report.

- *Debbie Davis* –
 - ◆ Discuss Contract with 4-H – Debbie wanted to go with the same contract as last year with 2025 fair so that we would be able to do beef weigh in March.

MOTION by: Debbie Davis, Second by: Steve Trattles

Motion passed 10-4.

Yes-10

No-4

Abstain-0

- ◆ Inventory – Christina Yunker is looking at past minutes for purchases of gates and other supplies in the hopes of having answers in the next month or so.

- *Keith Bower* –
 - ◆ Entertainment Committee – Now that we have a new executive board, we need to work on getting the new committees put together.

- *Angie Mingus*-
 - ◆ Building and Grounds Committee –
 1. Paint and supplies for the volunteers that paint buildings on the grounds, we will supply the paint in all circumstances, the organization volunteering will supply all other supplies unless the fairgrounds has direct supervision at all times
 2. Painting on the grounds by volunteers; no metal painted, no concrete painted, no painting ANY unpainted wood surfaces (walls, rafters, etc), painted rafters only to be painted by hand, overspray will not be tolerated
 3. Mold in 4-H Office is in storage section, need to rip out a couple of walls to start to see where things are coming from and get a plan, walls aren't studded properly amongst other structural shortcomings
 4. Perma Columns for barn 31 posts, replacing them to preserve the building
 5. Stove gas line – going to do **\$200 to run a gas line, then buy a gas stove, does not require a hood per code**
 6. Pressure testing in-floor heat in barn 53 **decide if we want to abandon in-floor heat and go to overhead heat, estimated price is \$25K for both bathrooms; must have heat in the bathrooms for moisture control or mold will get out of control**
 7. Duck Pond **restructure; working on quotes and plan, removing the old storage shed – repurpose**
 8. Convert rabbit barn to pavilion **working on quotes and a plan**

9. Move rabbit barn **which barn? Emailing back and forth suggestions to look at; ventilation is a must**
10. Chicken Barn **move from out back, next to current rabbit pavilion, working on quotes and a plan; find a place for wire and stuff to go**
11. Barn 8 electric and water meter put on hold since it isn't being used
12. Ice-house water meter is being recorded to see use, checking with Tech to get an electric meter to see if expensive, investigating ice company stocking us to start
13. Barn 6 on hold, need to put up a maintenance barn and then move the stuff in barn 6 to it and then tear down barn 6 and make that area handicapped parking
14. 5320 forks, not getting, don't need since we got the teleskid
15. Sign bases, make 20ish bases
16. Bleachers, get pricing on 6 row benches bleachers, 14', 4 sets for 10 years
17. Horse arena water, mini traveler, we will water the three arenas, putting in gates between north and south arena
18. Water truck hook up, a second location at the end of barn 6, possibly buy a backflow preventer
19. Drag arenas – maintenance will drag 1 time per week, arenas need more use if we want the grass kept at bay, arenas will be sprayed for weeds and grass as needed at our expense
20. Unisex bathrooms available for use as long as 4-H keeps them clean, there will be a \$100 charge if maintenance is requested to clean it
21. Putting cameras outside barn 53 bathrooms to monitor use, \$500
22. Getting pricing for overhead door openers in barn 53 – quantity 6
23. Internet – hardwire H row? And back side of stage to crows nest?
24. PA system – Mark Trowbridge and Corey Keesler are looking into the entire system on the grounds, pricing, grants, etc...
25. Peaceful corners camping electrical upgrade still in the works pending MDARD grant, need to build matching funds. Working on strategy to restructure and eliminate commercial camping.
26. Ride company camper row electrical needs upgrade, getting with Tech
27. Behind the barns camping tabled until next year to see what happens with peaceful corners and commercial camping
28. Perimeter fence – getting quotes, looking to be similar, \$35kish, maintenance keeping fence row cleaned out
29. Gates closed at night currently 7pm-7am, summer hours are 10pm-7am, if we are closed over the holiday's, the gate will be closed all week, do we want to close the grounds starting at 4pm and the days the office is closed?
30. Barn 49 & 52 refurbish, they don't meet the historic building qualifications, that would limit funding options anyway – Chuck Zinsmaster got pricing to repair bricks on barn 52 at

approximately \$3500 (\$2000 labor, \$1500 materials), he also is working on getting a plan on barn 49 repairs; to repair concrete blocks that are damaged/worn, won't know until getting into the project how long it will take, looking to approve \$10K for a progressive repair

31. Barn 52 infrared heating turbins updated, maintenance to do
32. Add UTV for maintenance fleet \$15K, keep 3 small gators, 2 are aged with a lot of hours, run them to death
33. Sell 5320 cab tractor with loader for \$20K or more, should get \$25K, it isn't used since we got the teleskid
34. Sell 997 zero turn, needs new deck, replace with zero turn w/60" deck, \$15K
35. Lights in 53 will be left for now, Tech Inc has looked into different options
36. Lights installed in 33 were donated by Tech Inc, to be done after winter storage comes out around events
37. Posse barn roof tabled
38. Manure bunkers – looking into replacing one a year in concrete, for \$25K each (\$14,600/each per Chuck Zinsmaster quote)
39. Barn 7 – as time allows, make doors to cover the area that aren't being used as stalls
40. Old marquee – use where? Recycle? Throw away?
41. Fans in 33 – 2 ceiling fans for events, auctions, weddings \$12K installed
42. Barn 33 being power washed, walls and floor
43. Floor scrubber rented to scrub barn floors, for sure 33 and 49
44. Tree removal is complete, nothing needed for upcoming year
45. Hog barns (paint – we will supply and new spickets)
46. Lights on flags by fountain are repaired
47. Speed office, termites were treated, putting in screens and rebuilding threshold, plastic tables were purchased instead of counter tops
48. Barn skylights when barn roof is replaced, tabled until roof is installed and barn is rented out
49. Pipes along track – extend both ways
50. Barn 40 & 41 replace OSB and paint it white, materials only \$4000 – put in vendor policy of what they can and can't do, waiting on pricing for electrical to go into conduit
51. Toilets – sloan valves replaced, one bathroom at a time, approximately \$2200 per bathroom, 2 more need done
52. Portable signs need covers for letters to stay, getting quote
53. Little trailer that holds T posts, replaced deck, repacked wheel bearings, looking at to clean up and paint frame
54. M86 Ticket Booth AC doesn't work, Rusty Baker will look at it in the spring to see what it needs
55. Maintenance AC mini split price from Rusty Baker
56. West Announcer Booth in horse arena – lights being replaced
57. Photo Finish Booth – installing light

- 58. Bench Signs – In spring take inventory and get new vinyl etched for broken ones
- 59. PA system in Barn 52 – getting pricing on new portable PA system, 2 wireless mics and 2 wireless speakers
- 60. Sheriff's Office – getting new microphone

- *Bill Lindsley* –
 - ◆ Nothing to report
- *John Tate* –
 - ◆ Nothing to report
- *Barb Weston* –
 - ◆ Community Stage – Wrote a letter to South Michigan Food Bank from the Pie Eating Contest for the Pack a Backpack Program stating they raised \$1540 to go towards the program. She will be sending a check this week.
- *Mindy Timm* –
 - ◆ Marketing Committee – Mindy and Mark Trowbridge are working on a new website. They are getting quotes for new website. She has reached out to Slick Raven and Hype Brand Management and Mark is getting another quote.
- *Kristine Kirsch* –
 - ◆ First Aid Station- Betty's Report is in from the First Aid station.
 - ◆ Turned hours in for volunteers
 - ◆ Finance and Budget – Had a meeting and put together the proposed budget
 - ◆ Open Class Superintendent – Met with quilt ladies, they want to do a hand's only quilt and a machines only quilt class.
- *Ron Weston* –
 - ◆ Heritage Hall – 2025 town will be Colon, MI and the year will be the 50's
- *Stacey Bower* –
 - ◆ Harness Racing – Working on do's and changes for next year and dates
 - Money is not making sense
 - Possible pony races
 - ◆ Personnel Committee – Turned Christina Yunker's evaluations to Executive Board.
- *Mark Trowbridge* -
 - ◆ Technology Committee – Set up new emails for Fair Directors
 - Get access cards to gates for new Fair Directors
 - Get access cards to gates for fire dept.

- *Blake Groves* –
 - ◆ Nothing to report
- *Steve Trattles* –
 - ◆ Nothing to report
- *Tricia Ulsh* –
 - ◆ Nothing to report

Manager's Report:

- Nothing to report due to Christina Yunker being gone to IAFE Convention

Old Business:

- Letter to Dave Yunker – Kris Kirsch feels we owe him some sort of response.

MOTION by Steve Trattles, Second by: Kris Kirsch (A response letter is to be written)

Motion passed 14-0

- There is to be a checking account opened at Southern Michigan Bank with Christina Yunker, Keith Bower, and Kristine Kirsch as the executors for the St. Joe County Grange Fair Association.

MOTION by Kris Kirsch, Second by: Mark Trowbridge

Motion passed 14-0

- There is to be a savings account opened at Southern Michigan Bank with Christina Yunker, Keith Bower, and Kristine Kirsch as the executors for the St. Joe County Grange Fair Association.

MOTION by Kris Kirsch, Second by: Stacey Bower

Motion passed 14-0

- There is to be a CD opened at Southern Michigan Bank with Christina Yunker, Keith Bower, and Kristine Kirsch as the executors for the St. Joe County Grange Fair Association.

MOTION by Kris Kirsch, Second by: Bill Younts

Motion passed 14-0

New Business:

- Approved Budget with changes

MOTION by Kris Kirsch, Second by: Mark Trowbridge

Motion passed 12-2

Yes-12

No-2

Abstain-0

- 2025 MAFE Convention – Get with Mindy Timm to let her know if you are attending
 - ◆ A motion was made to allow Christina Yunker and Chuck Zinsmaster to attend MAFE Convention.

MOTION by Angie Mingus, Second by: Kris Kirsch

Motion passed 14-0

- 120 Day Report – Mindy Timm needs all hours turned in for the 120 day

report

- Set 2025 - Association Meeting Dates
 - ◆ February 18, 2025
 - ◆ May 20, 2025
 - ◆ August 19, 2025
 - ◆ November 10, 2025

MOTION by Mindy Timm, Second by: Kris Kirsch

Motion passed 14-0

- Set 2025 Fair Board Meeting Dates
 - ◆ January 25, 2025 – All Day Meeting
 - ◆ February 13, 2025
 - ◆ March 13, 2025
 - ◆ April 10, 2025
 - ◆ May 8, 2025
 - ◆ June 12, 2025
 - ◆ July 10, 2025
 - ◆ August 14, 2025
 - ◆ August 28, 2025
 - ◆ October 16, 2025
 - ◆ November 6, 2025
 - ◆ December 1, 2025
- 2025 Insurance Discussion
 - ◆ Angie Mingus made a motion to approve the insurance without a quote.

MOTION by Angie Mingus, Second by: Mark Trowbridge

Motion passed 10-4

Yes-10

No-4

Abstain-0

- Printer
 - ◆ Motion made to lease a printer with Adams Remco

MOTION by Kris Kirsch, Second by: Mindy Timm

Motion passed 14-0

Adjournment of Meeting -

- Debbie Davis made a motion to adjourn the meeting

MOTION by Debbie Davis, Second by: Bill Younts

Motion passed 14-0

The meeting was adjourned at 9:49 pm

**Meeting minutes taken and prepared by: Tricia Ulsh – St. Joseph County
Grange Fair Secretary.**