

MENOMINEE COUNTY FAIR 2014

S 904 U.S. Highway 41, Stephenson, MI 49887 ~ (906) 753-2209 Fax: 906-753-2200

AGENDA

**Wednesday ~ October 15, 2014
Menominee County Stephenson Annex
6:30 P.M.**

- A. Call Meeting to Order**
- B. Roll Call**
- C. Approval of Agenda**
- D. Approval of Previous Meeting Minutes**
- E. Business**
 - 1. 2014 Fair Business**
 - 2. Holiday Festival**
 - 3. Secretary Report**
 - 4. Treasurer Report**
- F. New Business**
 - 1. 2015 Fair Discussion**
 - 2. Any Other Items Members Wish to Present**
- G. Next Meeting Date**
- H. Public Comment**
- I. Adjournment**

Menominee County Fair Board Meeting
Meeting Minutes

The meeting was called to order at 6:35 pm by Larry Roetzer on Wednesday, September 17, 2014 at the Menominee County Stephenson Annex.

Reporting for Roll Call was: Larry Roetzer, Bill Hafeman, Carol Quist, Larry Schei, Gerry Piche, Brian Bousley, Andrea Sorenson, Phyllis Kaczmarczyk and Glen Hansen.

Approval of Agenda was made by Bill Hafeman and supported by Coral Quist.

Approval of Previous Minutes August 21, 2014 was made by Bill Hafeman and supported by Coral Quist.

Business

1. **2014 Fair Business:** Discussion regarding Fair Manager Position, Larry S. stated the County Boards position on the matter, with the new budget the County Board has appropriated additional money for the Fair Board to hire a Fair Manager. The full time position at the annex has been reduced to part time position and the duties of being Fair Manager have been removed from the job description. Brian stated with the Fair Board hiring the Fair Manager that position is then responsible to the Fair Board and not the county. Carol suggested that the Fair Manager have a laptop and printer, Brian said he would write a 2% grant asking for a printer, laptop and tablet for the Fair Board. Discussion ensued regarding the hiring of a Fair Manager; comments were made regarding the concern of the salary being or proposed to be offered for the position. Other comments were in regards to when the position should be filled. The agreement of the board was to wait until closer to the beginning of the year to fill the Fair Manager position. Larry R. asked if all the payouts for the 2014 fair have been completed. Brian stated everything he received from Hannah states everything has been paid out.
2. **Holiday Festival:** Phyllis has taken control of the Holiday Festival and has booked the room has been sending out flyers and has had positive responses from the community about continuing the event. The event will be placed on the County website to help promote. The Holiday Festival will be held on November 1st at the Stephenson High School.
3. **Secretary Report:** Secretary duties had been in the past the responsibility of the Fair Manager. With on Fair Manager on staff as of right now Brian has been preparing minutes and agendas for the meetings. Carol Q. agreed to take over the duties of Secretary until a new Fair Manager is hired.
4. **Treasurer Report:** Brian recapped the final numbers he had received from Hannah. Revenue received: \$11,755.50 not including the Gate Fees which totaled \$7,600 of which the Fair Board and County Parks split 75%/25% so an additional \$5,700 will be added to revenue as well as an addition \$1,000 from 4H to reimburse for premium payouts. The grand total for revenue received is \$18,455.55. The expenses for the paid have been paid out in the amount of \$14,803.76. Brian stated he will have a check cut for the Gate Fees and deposit the two checks (\$5,700 from the Parks and \$1,000 from 4H) in the Fair Board checking account. Carol stated still having a problem receiving bank notices from the Credit Union.

New Business:

1. **2015 Fair Discussion:** Phyllis would like to see the date of the Fair moved back a week for next year felt there were too many other events going on during the fair this week around the area. The proposed date would be the 24th, 25th and 26th of July. Larry R. stated the timing of the fair is also dependent upon when the truck pulls can be scheduled and that he will call to set a date for that event. More discussion was held including having a

theme for the fair, what type of exhibitors and entertainment could be included, possibly having the Antique Tractor Club as a display group. Brian also suggest committees be formed for each area of the fair, such as vendors, exhibitors, entertainment, etc. All superintendents should attend meetings if possible and getting 4H involved as well. Andrea said Tractor Supply if asked would be willing to contribute products for the fair. The Church service and the serving of breakfast prior to the service is an event that should remain. Larry R. asked Brian about the "bylaws" and if they could be made available for the board members. Brian stated he does not have a copy but would look for a copy.

Next Meeting Date: October 15, 2014

Public Comment: Gerry Piche- stated the County Board for the most part is in favor of Menominee County Fair.

Adjournment: Motion by Carol Quist and seconded by Glen Hansen at 7:56 PM.

**Michigan Department of Agriculture and Rural Development
Guidelines for the FY 2015
County Fairs Capital Improvement Grant Program**

Purpose:

The Michigan Department of Agriculture and Rural Development is offering this grant opportunity to county fairs. This program will assist in the promotion of building improvements or other capital improvements on county fairgrounds within the state. Total funding available for this grant program is \$320,000.

Capital improvements are costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets. Capital improvements may be structural improvements or other renovations to a building or enhance usefulness or productivity.

Building improvements to buildings which are used for fair purposes and are owned by the fair association or political subdivision.

Schedule:

The grant program will adhere to the following timeline:

Grant Proposals due by 5:00 PM	November 14, 2014
Announcement of Recipients	January 23, 2015
Project/Program Duration	February 1, 2015 through December 31, 2015
Final Reports Due	February 1, 2016

Eligibility Requirements:

- Fairs incorporated under Act 80 of 1855 – Local Agricultural or Horticultural Society.
- County-owned and operated fairs operating under Act 11 of 1929.
- County fairs that have submitted all required year-end report for the prior two years.

Funding Availability:

This is a cost reimbursement grant and must have a dollar-for-dollar cash match. Grants will be awarded at a minimum of \$1,000 and a maximum of \$20,000. Limit of one proposal per fair association.

Reports:

Final reporting dates will be identified in the final grant document.



Procedure for Submission of a Proposal:

Complete the enclosed forms and use the prescribed format to complete a grant request. All grant proposals shall be submitted to the Michigan Department of Agriculture and Rural Development as defined in the timeline. Proposals shall be sent to:

Cinda L. Karlik, Grant Administrator
Michigan Department of Agriculture and Rural Development
P.O. Box 30017
Lansing, Michigan 48909

Proposals may also be faxed to (517) 335-1423 or email to karlikc@michigan.gov.

Grant Proposal Format:

1. Cover sheet with name of the project, date of application, and name of the fair.
2. Completed Form A (with completed W-9 form if necessary)
3. Completed Form B
4. Project goals and objectives-Please explain the need and purpose of the improvement and the ongoing impact this will have on the fair and the community.
5. Description of the improvement
6. Work plan –Timeline for completion of the project
7. Budget-Provide breakdown of the total estimated cost and available funding to provide for the match requirement.

FORM A

County Fair Capital Improvement Grant

Due November 14, 2014

(Complete Using Black Ink Only)

Organization name (no abbreviations): _____

Contact person: _____
(Note: All mailings will be sent to the organization in care of the contact person)

Signature: _____

Work phone: _____ **Home phone:** _____

Email address: _____

Street address: _____

City: _____ **State:** _____ **Zip Code:** _____

Type of organization:

County Fair: _____ Regional Fair: _____

Federal I.D. number: _____

Complete enclosed W-9 form if organization is not currently on file with the Michigan Department of Agriculture and Rural Development.

Grant/Project Administrator: _____

Signature: _____

Work phone: _____ **Home phone:** _____

Email address: _____

Title of project: _____

Total grant amount requested: _____

FORM B

Performance Measurement Application Supplement

Providing the following information will assist MDARD in prioritizing this application. Follow-up data will help MDARD with the decision making process on future applications.

What is the anticipated increase in the following categories related to the completion of this capital improvement project at the fair? (Compare to the most recent three year average)

	Most Recent 3-Year Average	Anticipated increase related to this project
Overall Fair Attendance		%
Overall Non-Fair/Off-Season Attendance		%
Gross Revenue	\$	%
Non-Fair/Off-Season Revenue	\$	%

Amount of grant funding requested: \$ _____

What percentage of the overall project budget will these grant funds amount to? _____ %

For new construction/expansion projects, what is the useful life of the project? _____ years

For renovation projects, what is the useful life extension as a result of the project? _____ years

If the full amount is not awarded, what lesser amount could be granted and still allow completion of the project? \$ _____

Indicate the category that best encompasses the project (choose the most appropriate category):

- ___ Public Safety/Security (Fencing, Lighting, Sound System, etc.)
- ___ Public Health (Utility Infrastructure, Restrooms, etc.)
- ___ General Fair Infrastructure (Misc. Structures, Roadwork, Sidewalks, etc.)
- ___ Other: (i.e. All Non-Fair Activity Improvements, Campsite Improvement, etc.)

How will the proposed project, and related grant funds, support the mission of your fair?
(2-3 Sentences in the space below. If provided in the Justification Letter, then indicate so below.)

⇒

If awarded grant funds, I agree to provide post-project values for all data requested above as well as additional related details outlined in the final agreement. (Check box to indicate agreement)