

## **Benton County Agricultural Society**

Minutes from a special meeting of the Benton County Agricultural Society held on Tuesday, January 4, 2022, at 7 pm at the fairground's office.

Directors in attendance: President Nancy Zupan, Vice President Sam Morris, Treasurer Mary Ostby, Secretary Steve Behrenbrinker, Karen Sakry, Jody Prom, Directors

Directors absent: Scott Morris

President Zupan convened the meeting at 7 pm and presented the agenda. Brian DuChene was on the agenda but was not present. He will be included on the January agenda. David Meyers from the law firm of Rinke-Noonan was present to discuss current issues. He advised the board to add additional directors as soon as possible. Sam made a motion seconded by Mary to appoint Ted Prom for a one-year appointment to the board. Carried unanimously. Mary made a motion seconded by Jody Prom to appoint Jennifer Feldheg? To a one- year appointment to the board. Carried unanimously. The two then joined the board. There is now a total of eight directors.

There was discussion on changing the bylaws to encourage more members to be on the board. David will review the bylaws and make recommendations. Also discussed was the possibility of adding a Benton County Commissioner to the board as a director.

Next on the agenda was a discussion of reviewing the invoices for materials for the construction of a stage from a past board member. It was decided at the December 2021 board meeting to pay the invoice. After further consideration it was requested that the board seek legal counsel before paying the invoice. David will be reviewing the invoices before any payment is made. A motion was then made by Jody, seconded by Jennifer not to accept the ownership of the stage under consideration. Carried unanimously. It was also decided to take no action on the Indemnification Agreement presented by former board member Pflipsen.

Next item was a discussion of the communication sent to the State of Minnesota Attorney General's Office from former board member Scapanski. David advised the board to take no action until if and when the board receives communication from the Attorney General's Office and he would advise us at that time how to respond. David will review the communication and respond to the board at the next board meeting regarding this issue. At that time David left the board meeting.

There was a motion by Mary, second by Jody to schedule board meetings for the 3<sup>rd</sup> Tuesday of every month at 7 pm. Carried unanimously. There was discussion on changing the locks and keys on the grounds, replacing the stage, revising bylaws, security system, parking agreements, and signage. These were tabled for further discussion along with committee assignments at the January meeting. The meeting adjourned at 8:30 pm.

Respectfully submitted,

Steve Behrenbrinker, Secretary

Benton County Agricultural Society

January 18, 2022 Board Meeting Minutes

Board Members Present: President Nancy Zupan, Vice President Sam Morris, Treasurer Mary Ostby (joined meeting at 7:30 pm), Secretary Steve Behrenbrinker, Karen Sakry, Ted Prom, Jody Prom, Scott Morris, Board Members. Jennifer Feldege Board Member absent.

Meeting convened at 7 pm. Scott nominated and Karen seconded the appointment of Rod <sup>Bentzen</sup> Bunting to a one-year term on the board. Carried unanimously. Rod motioned and Jody seconded the approval of the Treasurer's report. Carried unanimously. Motion made by Scott and seconded by Ted to approve Secretary's Report of the December 15, 2021 board meeting. Carried unanimously. Ted motioned and Karen seconded to approve the secretary's report of the special board meeting of January 4, 2022. Carried unanimously. Letter from Dave Meyer, attorney addressing issues was read to the board. Jody motioned and Mary seconded to have Nancy contact Dave to have him follow up with a letter to former board member Chad Pflipsen regarding his invoice that was submitted to the board. Carried unanimously. The board directed Steve to follow up with Laura to determine who is authorized to use charge accounts in local businesses. Jody will check into renting a stage for 2022 and discussion followed about a long-term solution to the stage issue. She will report back at the February meeting. Power issues on the fairgrounds was also discussed. Jody is also working on finalizing the main stage entertainment. Motion by Karen second by Rod to allow Jody discretion in contracting the entertainment and report back at the February meeting. Carried unanimously.

Rod will check on the possibility of a Ranch Rodeo at the Grandstand. Rod will reserve 11 golf carts for the week of the fair. Locks and security was discussed and deferred for future discussion and resolution. Semis parked on fairgrounds was discussed and Rod will discuss with Brian and Ted will contact Joe Loehrer to discuss. Snow removal was discussed and Steve will contact Mike at the Hockey Facility to discuss and report back in February. Karen reported on the Meat Raffles at Rollie's March 18th, April 29th and May 27<sup>th</sup>. Closing time for building during the fair was discussed and will be addressed at the February meeting. On a motion by Mary and second by Sam the board unanimously authorized Steve to distribute 2022 Vendor Agreements in February 2022. Ted will contact Laura about the process to set up a Driver meeting in February. He will work with Steve on meeting details. The Board decided on 2022 committee assignments. See attachment.

On a motion by Jody and second by Scott the board unanimously approved the following resolution for the Farmer's and Merchant's Bank.:

Effective as of January 18, 2022, the Executive Committee of the Benton County Agricultural Society consists of Nancy Zupan, President, Sam Morris, Vice-President, Mary Ostby, Treasurer and Stephen Behrenbrinker, Secretary. The board authorized the President, Treasurer and Secretary to transact banking business for checking, savings, certificates of deposit and safe deposit box on behalf of the Society. These individuals may open any deposit or share account(s) in the name of the Society. They may endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution. For loan purposes that require two signatures the President and Treasurer will sign on behalf of the Society. Their contact information is as follows:

Nancy Zupan	Sam Morris	Mary Ostby	Stephen Behrenbrinker
Sauk Rapids, MN 56379	Foley, MN 56329	Foley, MN 56329	Sauk Rapids, MN 56379

Brian DuChene, First Responders, and Dennis Arntson, Pantowners, will be on the agenda in February. Bylaws were again discussed. The board tabled the budget discussion to the February meeting. Rod motioned and Scott seconded the approval of the 2022 lease of the 1402 rental house with no changes. Carried unanimously. The board unanimously decided not to publish paper copies of the 2022 premium book. Mary will be working on the grants that need to be submitted by February 3, 2022.

On a motion by Ted and second by Jody the board unanimously agreed to adjourn at 9:35 pm.

Respectfully submitted,

Stephen Behrenbrinker, Secretary

## ***February 2022 Benton County Agricultural Society Board of Directors Meeting Minutes***

President Nancy called the meeting to order at 7 pm on February 15, 2022 at the Benton County Fairgrounds Office. Members present were Nancy Zupan, President, Sam Morris, Vice President, Mary Ostby, Treasurer (joined at 8 pm), Stephen Behrenbrinker, Secretary, Karen Sakry, Ted Prom, Jody Prom, Rod Bemboom, Jennifer Feldege. Scott Morris was absent.

First on the agenda were five guests for presentations.

-Brian DuChene of First Responders. He is requesting use of the fairgrounds on July 16, 2022 for their annual event. The free to the public event is from noon to 9 pm. It consists of presentations on public safety by 31 different departments. He will check on the requirement of an amusement license and will discuss the availability of alcohol at a later date. The board will consider the request later at this meeting.

-Dennis Arntson and Bob Holiday from the Pantowners Organization request use of the fairgrounds for their annual event on August 21, 2022. It would be similar to previous years. They anticipate 60 vehicles and 400 swappers. Approval discussion later in this meeting.

-Mike Iborg from Rally Cross is requesting use of the fairgrounds for one Saturday every month from April through November 2022. They had two events at the fairgrounds in 2021, one in October and one in November. The board will discuss this request later in the meeting.

-John and Kim Moe from Central Ranch Events Association presented two options for a grandstand event during the 2022 fair. The two options are a regular full rodeo and a ranch rodeo. Discussion indicated that the ranch rodeo would be the best option for 2022. The cost is \$1,000 for the ranch and \$4,500 for a full rodeo. The rodeo last 3-4 hours. The Moe's provide all of the staff and materials for the rodeo and are open to the day and time of the event. The board will address this later at this meeting.

-Daryl Sheetz and Becky Molitor presented an option for a grandstand event for the 2022 fair. It involves Draft horses. This would be a new event and is still in development. It is a 3 hour program. This will be considered later at this meeting.

The next item on the agenda is approval of the agenda. 4H, 911 Tribute, donations were added to the agenda. Rod moved and Karen seconded the approval of the minutes from January 2022. Unanimous approval. Sam motioned and Ted seconded approval of the Treasurer's Report. Unanimous approval. The secretary will bring receipts for payment to next meeting.

Mary joined the meeting at 8 pm.

The secretary reported the following:

-Summary of snow removal. Secretary provided a report from the Hockey Association.

-Summary of current charge accounts. Secretary provided a summary report supplied from Laura.

-Summary of income tax paid. Secretary provided a report from the accountant on the 2021 pay 2022 taxes.

- Update on current vendors. Secretary provided a summary of the 2021 vendors for the board to review.
- Covid cancellation policy. The board approved a policy to provide a 100% refund to vendors that cannot comply with the covid policy at the time of the fair.
- Pflipsen request. The secretary presented a request from Marie Pflipsen to provide monthly her with monthly agenda and minutes. The board directed the secretary to provide her with monthly agendas and approved minutes.
- Letter from neighbor. Secretary reported an email from a neighbor concerned about parking during fair times. The board directed the secretary to respond that the City of Sauk Rapids controls the street parking during the fair.
- T-20 billing. Secretary reported an error in the billing and will contact vendor.
- Change to lease agreement for 1402. The board approved changing the late fee date from the 5<sup>th</sup> of the month to the 10<sup>th</sup> of the month in the lease agreement and contact the tenant.
- Gambling Check. Board advised secretary to record the donation and then deposit check.
- Track Contract . Ted reviewed the contract and advised the secretary to sign and return contract to vendor.
- Invoice from Brian Kleis. The invoice was reviewed and by consensus was tabled to March 2022 meeting.

### ***Committee Reports***

#### **Beer Garden and Stage**

Jody reported she is still working on options to rent a stage for the 2022 fair and will be getting estimates for constructing a permanent stage. John Sawatzke reported there is adequate power in that location if properly assigned for production only. Stage entertainment is in place except for Sunday. Jody reported on proposed legislation regarding the length of time of liquor licenses. Board members obtained copies of Jody's email and will review.

Karen is in contact with a cloggers group that wants to perform at the fair. Details are in progress. Secretary to continue to forward entertainment emails to Jody, Karen, Nancy and Mary.

Don Rice is in charge of sound for the fairgrounds events.

Jody motioned and Karen seconded to send a \$100 donation from the board to Dave and Tracy Schumann for family health issues. Carried unanimously.

Ted and Rod reported for the **Buildings-Grounds Committee**. Locks have been changed in the office building. Rod, Ted and Scott are permitted to charge items at Mimbachs. Executive committee to decide who gets new keys. Discussion on the semis parked on fairgrounds was discussed. Secretary will deliver current Xcel bill to Rod for review. Cameras and security was discussed. Committee will contact Spectrum for estimates and discuss the current system with Mike Norrbum.

Sam discussed plans for the 4H including highland cattle, rabbit cages, sunshade and picnic tables. Tabled to March meeting. Closing time for 4H building was discussed and tabled to March meeting.

Mary from the **Grants Committee** advised the board about the grant requests she submitted recently and the 2020 and the 2021 grants are still open.

Jody from the **Marketing and Promotions Committee** reported on a \$1,500 book credit they have and how they can use it to donate books to local non-profit agencies.

Ted and Rod reported for the **Grandstand Committee**. Final events are still in progress. Still trying to contact Moto-cross promoters for this year's fair. Committee to make final recommendations for all grandstand events soon. Jody moved and Sam seconded to allow grandstand committee to finalize events. The committee will meet again soon. Carried unanimously.

Rod motioned and Jody seconded to allow the First Responders event on July 16, 2022 at no charge. Approved unanimously. Ted will be the contact person for the event.

Rod motioned and Jody seconded to approve the annual Pantowners event on August 21, 2022. Carried unanimously. Secretary will work on contract.

Mary motioned and Jody seconded to not allow the rally cross events this year as the board does not have staff or volunteers to manage the events. Carried unanimously.

Jody motioned and Rod seconded the approval of payment of \$6,500 to have the Tribute 911, Tunnels to Towers National Memorial at the 2022 fair. The sparse requirements are 92x195, 40x40, and 90x 22 on a hard surface. They will be located near the west side of the Sports Arena. Motion carried unanimously.

The 2022 budget was discussed and was tabled to March.

The Executive Committee will meet with Caretaker Brian Kleis to discuss his employment review by the next meeting.

The Board adjourned at 10:35 pm.

Respectfully submitted,

Stephen Behrenbrinker

BCAS Secretary

## March 2022 Benton County Agricultural Society Board of Directors Meeting Minutes

President Zupan called the meeting to order at 7:10 pm on Tuesday March 15, 2022 at the Benton County Fairgrounds Office. Members present were President Nancy Zupan, Vice-President Sam Morris, Treasurer Mary Ostby (joined at 7:40 pm), Stephen Behrenbrinker, Secretary, and the following board members; Ted Prom, Jody Prom, Rod Bemboom, Jennifer Feldege and Scott Morris. Karen Sakry was absent. Ken Bemboom, guest was also present.

-Jody motioned and Jennifer seconded to approve the February 2022 Board Minutes.

-Sam motioned and Jody seconded February 2022 Treasurer's Report.

-Secretary's Report

-Rod motioned and Ted seconded to payoff the loan at Farmer's and Merchant's Bank. Unanimous approval. Balance of \$25,445.47 paid on 3-21-2022.

-Steve will forward Century Farm communications to Mary to review.

-Steve updated the board on vendors in the SAE, outside, food and lean-tos. It was decided not to fill Food Space F-1.

-Steve passed around form to identify charge accounts and who can charge items.

-The board rejected a request to use our facilities for a graduation party in June.

-Jody motioned and Jennifer seconded to approve a discounted SAE booth rate of \$1,550 for Laurel Kenney's request of 10 booths. Motion unanimously approved.

-Jody updated the board on grandstand issues. Jennifer updated the board on website improvements.

-Sonja Martinez 320-828-4360 requested use of the Heritage Building on October 29, 2022. The denied the request stating that it was too late in the year for use. Steve called her on 3-21-2022 to advise her of that action.

-Nancy updated the board on the Activities Meeting action from earlier in the evening.

-Scott will check on the use of the "Wrangler" equipment for removal of the winter storage items on April 2, 16, 30, 2022. Kevin ? to assist.

-Murphy Chevrolet, Arnolds Equipment and Midwest Machinery would like to have displays this year.

-Steve provided information to Jody from the beer license files.

-Rod reviewed January-March Xcel bills provided by Steve. Rod and Steve will contact Xcel for clarification on bills.

-Steve and others will review and update both private and township sponsorship letters and files.

-Nancy distributed information regarding the Caretaker position.

-Nancy will check on the certified letter from attorney Meyer to former board member Chad Pflipsen regarding invoice and removal of his equipment (bobcat) and tools from the fairgrounds.

-Steve was directed to check if current caretaker is claiming the rent as income for income tax purposes.

-Sam motioned and Ted seconded to allow the barn building managers the discretion to close livestock barns to the public during the fair. All members approved except for Rod.

-The board reviewed the rental agreement for the caretaker's house. The rental agreement is separate from the employment agreement. Ted and Rod met with the caretaker. He is insisting on being paid 5% of the winter rental income in addition to the monthly payment of rent.

-Mary updated the board on the office computer. The software is no longer being supported, but the computer is usable.

-Jody motioned and Jennifer seconded to approve \$250 for Rich Luth to film five shows. Unanimous approval. Nancy will follow up with Rich.

-Ted motioned and Mary seconded to approve the 2022 contract with Nelson's Sanitation. Approved unanimously.

-Ted reported that changing of the locks is in progress. He received a proposal from Motocross for a grandstand event but due to declining attendance this will be declined for 2022.

- Ted motioned and Mary seconded approval of a Ranch Rodeo for Tuesday evening for 6:30-10:30 pm at a cost of \$1,500. Unanimous approval. The promoter will supply all equipment and personnel with no additional cost to the BCAS. Ticket prices is tabled to the April meeting. Wednesday and Saturdays are demo derbys and we are looking for sponsors. Brian Carstenson to assist. Thursday is the truck pull and Friday is the tractor pull. Rod Gapinski is the puller. Track needs work in the Spring.

-Ted motioned and Mary seconded to have the draft horse event on Wednesday AM that would be free to the public and no cost to the BCAS. Carried unanimously. Ted is working on Sunday options that include Wild Car pulling, garden tractors or youth demo derby. Steve to check on liability insurance for youths.

-Ted motioned and Mary seconded the approval of the membership of Kenneth Bemboom. Unanimous approval. Mary motioned and Ted seconded the motion to appoint Kenneth Bemboom as a new board member with his term expiring in November 2022.

-Beer Garden staff parking was discussed and tabled to April. Rod will check on shuttle bus service with Voight Bus Service.

-Ted motioned and Jody seconded approval of the 2022 budget. Unanimous approval.

-Sam and Nancy to assist in the upcoming meat raffles.

-Sam asked if the police patrol horses used at the fair need to be documented.

-Mary motioned and Sam seconded to terminate the employment of caretaker Brian Kleis effective March 31, 2022 due to ongoing performance evaluation issues, not meeting requirements included in the job description including maintaining a work log and providing monthly work reports to the board.



Carried unanimously. The executive committee will meet with the caretaker to provide official notification of the termination on March 31, 2022.

-Mary motioned and Ted seconded to give the caretaker 30-days notice on April 1, 2022 of the termination of the month-to-month lease on the fairgrounds house. Carried unanimously.

-The board discussed how to remove an individual from BCAS membership.

-Sam updated the board on obtaining vet services and the avian flu issues that may affect livestock at the fair.

Jody motioned and Jennifer seconded the motion to adjourn at 10:45 pm.

Respectfully submitted,

Stephen Behrenbrinker, Secretary

Benton County Agricultural Society  
PO Box 118  
Sauk Rapids, MN 56379  
(320) 253-5649

The April meeting of the Benton County Agricultural Society was held on Tuesday, April 19<sup>th</sup>, 2022 at 7:00 pm at the fairgrounds office. Members present were Nancy Zupan, President, Sam Morris, Vice-President, Mary Ostby, Treasurer, board members Karen Sakry, Ted Prom, Jody Prom, Jennifer Feldhege, Rod Bemboom, Ken Bemboom and Stephen Behrenbrinker, Treasurer. Scott Morris was absent. Dave Meyers and Ashley Pokowski were preset from the law firm of Rinke Noonan.

Rod motioned and Jody seconded approval of March 15, 2022 Board Minutes. Carried unanimous.

Mary motioned and Jody seconded to approve the March 2022 Treasurer's Report.  
Carried unanimous

Nancy Zupan updated the board on the current caretaker issue and Dave commented on legal issues relating to the caretaker issues including the use of an unlawful retainer if necessary.

Sponsorship for the Grandstand was discussed, there are 33 billboards available for \$300 and some have 3-year contracts. The billboard sponsor list was distributed. Counting and ordering ribbons was discussed. It was suggested to have 2,000 ribbons of each color. Steve will check on the radio contract. Karen reported on the Activity Area and Military Day. Ordering stickers and Fire fighter hats was discussed.

Rod updated the board on parking issues, Al, who takes care of the off-grounds parking needs an additional golf cart to monitor the parking beyond the fence. Golf carts are difficult to rent. Steve will find the current contract and add one or two additional to the contract if possible. Ted motioned and Jody seconded to keep the same parking process as last year. Voted unanimous except for Rod. Rod will update Al.

The involvement of the Foley Lions and Knights of Columbus is not known at this time. Discussion of paying parking staff was tabled to May.

Jody motioned and Mary seconded to work on procedures for paying and/or reimbursing board members and will report back. Unanimous approval. Approval of bylaws updated to be on the May agenda.

There was discussion of contracting security services with the Benton County Sheriff and/or the Sauk Rapids Police Department. The board may wish to meet with these entities to resolve issues.

The camera issue was discussed and Jerod Gapinski's involvement. There is a need to finalize contracts with electricians during and prior to the fair.

Jody updated the board on the beer garden. Prices will remain at \$4.00 tickets this year. She is working with C & L Distributing on details and the liquor license issue is unresolved at this time. The committee would like to have "The fair reserves the right to refuse service" signs for the beer garden.

The 4-H is requesting use of the fairgrounds June 14-17 for parking for their Summer programs. Board approved, Nancy will contact Ann.

Rod and Ted reported for the Buildings and Grounds Committee that the dates for pick up of the winter storage are April 23 and 30 from 9 AM to noon.

The robotics organization will be using half of the Discovery building this year.

All inquiries about the book fair should be forwarded to Nancy. Kids Day at the fair is still in progress, looking for a sponsor.

Ted updated the board on the Grandstand events. Brian from Auto Cross will be having an event on Sunday at 1 pm during the fair. The cost to the BCAS is \$900.00. All Pit Pass tickets will be \$20.00 this year. All events except demo derbys will be \$10.00 and \$15.00 for demo derbys. Kids will be \$5.00 for all events.

The board discussed clean up day with the 4 H club. Due to weather conditions the event is postponed to Saturday May 14 and 21 depending on the weather. Nancy will contact Ann to update her. Nancy handed out the 4H events coming up in 2022. Obtaining mulch was discussed.

Stage Update. Ted received bids for renting a stage this year. He also received bids on constructing a permanent stage. Jody motioned and Ken seconded to accept the low bid of \$46,640 from Four Season Construction to construct a new stage. Carried Unanimously. Board members are looking into a sponsor for part of the cost of the stage. Sales Tax funds will also be used.

Ted to contact Sue Carroll about event insurance for youths.

Heritage Square, Cottonwood Stage. Nancy Zupan reported that we have a full schedule of events in progress.

The 4 H and FFA committees will be working on getting sawdust, woodchips in place by fair time. Veterinarians are in place. Steve will be contacting judges in May. Fans in the Ag building was discussed. Ken Bemboom is now on this committee with Ann.

Marketing/Promotions/Website/Facebook. Jody Prom and Jennifer Feldhege are continually improving the website. Thank you board members!

Midway and Finance. Bill, Donna and Louie will be helping again this year.

Meat Raffle at Rollie's on April 29<sup>th</sup> and May 27<sup>th</sup>.

Kenny ? will be announcer for events this year.

Premium Book. Karen, Nancy, Susan Bengtston, Laura and Steve are working on this project.

The radio and fire extinguisher contracts were discussed, Steve will check on.

The Rice Sound Agreement was reviewed and Steve will be working on this. Jody motioned and Ted seconded approval of the shuttle bus service that will be available again this year. Unanimous approval.

The board discussed providing service to the SAE during circus time and taking an inventory of tables and chairs that may be shared with the Hockey Association. Steve to create a form for individuals that want to borrow table and chairs of other BCAS property. Form to be in office.

The board approved reimbursing Steve for hardware and software purchase.

The board reviewed the job description created by Steve for the part-time office assistants during and before the fair. The job will be posted on the website soon.

Nancy has received two bids for mowing services, waiting for additional bids.

The board welcomed four new BCAS members: Bryan Carstensen, Meghan Carstensen, Rod Gapinski and Josh Traut. Welcome new members!

Next workshop is scheduled for Monday May 2, 2022 at 7 pm.

Next board meeting will be Tuesday May 17, 2022 at 7 pm.

Motion by Jennifer, second by Sam to Adjourn at 10:15 pm. Unanimous approval.

Submitted by Stephen Behrenbrinker, Secretary

# **Benton County Agricultural Society**

**P O Box 118**

**Sauk Rapids, MN, 56379**

## **Minutes of Special Meeting of the Board of Directors**

**Date and Time: Monday May 9, 2022 at 7 pm**

**Location: Benton County Fairgrounds Office 1410 3<sup>th</sup> Ave South Sauk Rapids, MN 56379**

### **Agenda**

**7 pm Review and approve Groundskeeper Job Description**

**8 pm-9-pm Interview candidates for Groundskeeper position**

**Date Posted on Website: May 5, 2022**

**Date posted on Office site: May 5, 2022**

Chairperson Zupan called the meeting to order at 7 pm. Board members present were President Nancy Zupan, Vice President Sam Morris, Treasurer Mary Ostby, Stephen Behrenbrinker, Secretary and the following board members: Karen Sakry, Ted Prom, Jody Prom, Jennifer Feldhege, Scott Morris, Rod Bemboom and Ken Bemboom.

The agenda was to review and update the Groundskeeper's Job Description from October 2017. The board discussed many updates which are included in the attached draft document.

At 8 PM Chairperson Nancy turned the meeting over to Vice-President Sam to conduct the candidate interviews to avoid any conflict of interest for hiring a candidate.

Warren Cotch, a candidate for the position was interviewed for the position. He was provided a copy of the 2017 job description and stated he was comfortable with the report and felt he was qualified for the position. He stated he would prefer to be compensated on an hourly basis.

Bob Zupan, a candidate for the position was interviewed for the position. He was provided a copy of the 2017 job description and stated he was comfortable with the report and felt he was qualified for the position. He stated that he was interested in occupying the groundskeeper house located on the fairgrounds but was open to other options.

After much discussion Scott made the motion, Sam seconded to hire Warren Cotch at a rate of \$20.00 per hour with an average work week of 20 hours, acknowledging that during fair time the work hours may be expanded. This would be for a six-month period at which time the BCAS would decide on the

continuing employment. Unanimous vote except for Rod who voted against motion. Jennifer moved and Mary seconded for starting date at Monday, May 16, 2022. Unanimous vote.

Ted motioned to adjourn, Rod seconded, carried unanimous.

Submitted by Stephen Behrenbrinker, Secretary

**Benton County Agricultural Society**  
**PO Box 118**  
**Sauk Rapids, MN 56379**  
**(320) 253-5649**

The May meeting of the Benton County Agricultural Society Board was held on Tuesday, May 17<sup>th</sup>, 2022 at 7:00 pm at the fairgrounds office.

Members Present: Nancy Zupan, President, Sam Morris, Vice-President, Board Members Rod Bemboom, Ken Bemboom, Jody Prom, Ted Prom, Scott Morris, Jennifer Feldhege, Nancy Sakry, Steve Behrenbrinker, Secretary

Mary Ostby, Treasurer arrived at 8 pm.

President Nancy convened the meeting at 7:00 PM.

Guests/Public Comments: Kevin Kipka and Greg Duea were present as guests

The first item on the agenda was a closed Meeting with attorney to discuss litigation. Ashley Pokowski, Attorney from the firm of Rinke-Noonan addressed ongoing issues with the former caretaker. The firm is working on addressing the lawsuit filed against the Society and the possibility of a countersuit for non-payment of rent and other expenses incurred on the fairgrounds property. She advised the board that the former caretaker has until June 7, 2022 to claim personal property left at the fairgrounds. Therefore, nothing will be removed from the residence until after that date. Guest Duea stated his concern about his boat located in the winter storage facilities. Ashley advised Greg that there is pending litigation involving this matter and that he will be contacted at a later date regarding his concern. Issues with the Sports Arena facility was discussed and the board decided to have the Rinke-Noonan firm represent them with any legal issues. The board instructed Steve to contact Mike at the Sports Arena to inform him of issues the board has on the use of the arena and grounds. Ashley left at that time.

Jody motioned and Scott seconded the approval of April 19, 2022 and May 9, 2022 Board Minutes. Carried Unanimously.

Scott motioned and Ken seconded the approval of the April Treasurer's Report. Carried unanimously.

Rod reported for the Parking Committee. Al is working on the parking process, Rod has contacted the Knight of Columbus and the Foley Lions about their involvement. Still in process. Murphy Chevrolet, Midwest Machinery and Arnolds Equipment want to have displays this year. There are

about 1,000 on-site parking stalls. Steve will work on a contract with Voigt Bus service for shuttle service again this year.

Scott motioned and Ken seconded to provide Ann from 4H with 2 sets of keys for the Lunchstand, Exhibit building, Show Arena, Poultry, Cattle, and Horse buildings for their use. Carried unanimous.

Scott motioned and Jody seconded to provide the Mounted Patrol with a key to the Horse Barn to store a ball. Carried unanimously.

Scott motioned and Jennifer seconded to provide a key to the Cattle Building to Keith Burfield to store and access his train for parades. Carried unanimously.

Steve is working on Radio and Fire Extinguisher contracts. (April Meeting).

Nancy noted another cleanup day Saturday 5-21-2022 9 am to 1 pm.

Kids Day program was discussed

Rod motioned and Ted seconded the motion to contract with C & L Distributing for advertising at the fairgrounds in the amount of \$2,000 for 5 years. Motion carried unanimously.

#### **Buildings and Grounds: Rod Bemboom, Ted Prom**

Ted and Rod noted a \$3,000 donation from Astech Asphalt.

The board directed Steve to send an invoice to a winter storage tenant for past due rent.

Water turn on discussed. Ted, Ken, Steve and Warren will meet May 20, 2022 to work on this

Rod informed the board that he wishes to only be on the Parking, Grandstand and Security committees.

Nancy reported receiving one application for the temporary part-time office assistant position. This was referred to the Executive Committee for action.

- The Meat Raffle donation was \$370.00.

- Meat Raffle at Rollie's on May 27<sup>th</sup> has been cancelled.

- Bylaws update approval (April Meeting). Tabled to a later date.

#### **New Business**

Motion by Karen, second by Ken to reimburse Scott \$382.17 for tire replacement of Centra-Sota Wrangler trailer. Unanimous approval.



- Workshop May 31, 2022 – Call AI

Motion to adjourn by Ken seconded by Sam. Carried Unanimously

The Executive Committee met following the regular board meeting. By consensus, the board decided to hire Warren Cotch as the part-time Groundskeeper for approximately 20 hours per week plus additional hours during fair time as needed at a rate of \$22.00 hour starting Friday May 19, 2022.

Respectfully Submitted by Stephen Behrenbrinker, Executive Secretary

## **Benton County Agricultural Society**

### **Special Board Meeting Minutes June 7, 2022**

Members present: Nancy Zupan, President, Sam Morris, Vice President, Mary Ostby, Treasurer and board members Ted Prom, Jody Prom, Rod Bemboom, Ken Bemboom and Steve Behrenbrinker, Executive Secretary. Members Absent: Karen Sakry, Scott Morris, Jennifer Feldhege.

President Zupan convened the meeting at 7 pm.

#### **Agenda**

Meet with Greg and Christine Schultz new owners of UB's Food Building. Greg and Christine Schultz purchased the UB's building from Wendy and Scott Martins and seek approval to operate the business in 2022. The board provided them with a copy of the Permanent Building Agreement for them to review and return. The board was very supportive of their plans for the building. There is some confusion if they also purchased the canopy structure north of their building. The purchasers agreed to provide a copy of the purchase documents for our files. This will be on the June monthly meeting agenda, in the past the previous owners paid one fee for unit 2F.

Rod motioned and Mary seconded for Ted to contact Mikey Norrbom to have them work together on the cameras this year and consider other options in the future. Motion approved Jody voting against.

Steve to contact Spectrum to have internet installed in the office, FFA building and Discovery Building. Also have Cable TV installed in the Beer Garden. See follow up at June 14, 2022 meeting. Spectrum to replace Comcast.

The board directed Steve to have the downed tree stump removed.

-Ted noted that Mike Beehler may have a football team assist on the fairgrounds.

-Thanks to Kenny, Ted, Rod Gapinski and Warren for helping with the Cottonwood stage cleanup and restoration.

-Warren and Ted assisted in preparing the 4H building.

-Discussed David Moe's involvement at the fair grandstand.

-K of C help with parking still in progress, striping the parking area and parking outside the fence was discussed.

-Jody motioned and Ken seconded the motion to create a policy that Society members are eligible upon request to have copies of board approved agenda, minutes and treasurer reports and paying for the cost of that service.

-Jody motioned and Mary seconded to adjourn at 9:15 pm. Carried unanimously.

Submitted by Stephen Behrenbrinker, Executive Secretary

***Benton County Agricultural Society  
PO Box 118  
Sauk Rapids, MN 56379  
(320) 253-5649***

The monthly June meeting of the Board of Directors Benton County Agricultural Society was held on Tuesday, June 14<sup>th</sup>, 2022 at 7:00 pm at the fairgrounds office.

Members Present: Nancy Zupan, president, Sam Morris, Vice President, Mary Ostby, Treasurer and Stephen Behrenbrinker, Executive Secretary, Board Members Scott Morris, Jody Prom, Ted Prom, Ken Bemboom and Karen Sakry. Members absent were Rod Bemboom and Jennifer Feldhege.

President Zupan convened the meeting at 7 pm.

Ashley Bukowski from Rinke Noonan updated the board on upcoming litigation.

Kathy Stueve, Temporary Office helper was introduced to the board.

Mary motioned and Ted seconded to approve the updated agenda. Approved unanimously.

Mary motioned and Ted seconded approval of the edited May 17, 2022. Carried unanimously.

Mary motioned and Scott seconded approval of the June 7, 2022 board minutes. Carried unanimously.

Warren Cotch provided the monthly Groundskeeper Report. Issues regarding tools and equipment needs were discussed. Steve provide copies of the daily work log for the board to review.

Mike Kemp from Sport Arena East (SAE) discussed issues with the board including maintenance and supervision of the SAE during fair time. We will be in contact with Mike to discuss and resolve these issues. The fair has use of the SAE from July 26- August 14<sup>th</sup>. The keys to the SAE should be in the fair office. Steve to make sure vendors do not have balloons in the SAE or food of any type. Electric hookups and garbage was discussed along with the need to monitor the building during fair hours. Non-hockey related income generated by the SAE was discussed.

Mary motioned and Karen seconded approval of the May 2022 Treasurer's Report. Motion carried unanimously.

The board approved Steve to look at options for obtaining a credit card for the BCAS.

Nancy advised the board that the minimum wage is \$10.33 per hour. Jody motioned and Ken seconded to set the minimum wage for BCAS individual employment at \$15.00 per hour for the 2022 fair. Judges to be paid a flat fee. The board will consider pay per event also rather than an hourly wage. Carried unanimously.

Steve updated the board on the proposals for the vacant groundskeeper house. He has collected information on cleanup and or tear down. Competing proposals are in process and will be discussed on the next meeting.

AgCraft: Scott Morris reported on planning a bike give away at the Kids day at the fair. The board allocated \$1,000 for this project.

Commercial Exhibits: Nancy Zupan

-Vendor Update. Nancy, Jody and Steve are working on setting locations for all vendors.

Grants: Mary Ostby continues to work on multiyear grants.

Signage must be ordered for No Smoking, No Vaping, No Food or Drink, Right to refuse service.

Nancy met with Greg and Christine Schultz, new owners of the UB's food building. They provide a copy of the purchase agreement and the signed Permanent Building Agreement. Motion to approve the purchase by Ted, seconded by Mary. Carried unanimously. The board is requesting information about the improvements to be made to the building before approval. Tabled until next meeting.

Ted is working with Travis and Bill Becker to complete work on the Sound System. Ted will call Rice Sound to advise them of our plans. Ted noted that Rod Gapinski is working on excavation in the pit and grandstand areas. Also the pile of dirt needs to be screened. Mary motioned and Jody seconded to pre-approve spending up to \$5,000 for cleanup.

Sam advised the board that he is working on shading in the livestock area that is paid for by grants.

Due to health issues the Poultry Building may not be used during the fair for live poultry.

Mary motioned and Ken seconded to pre-approve part-time temporary help as needed on the grounds at the discretion of Rod, Ted and Steve up to 200 hours at the \$15.00 rate. Carried unanimously.

Parking was discussed and will be tabled to our next meeting.

Special Event Insurance Policy in Process

-Ticket Prices for the Midway was discussed.

Mary Ostby presented the updated bylaws. Ted motioned and Sam seconded to approve updated bylaws. Carried unanimously.

Buildings and Grounds: Rod Bemboom, Ted Prom

- Mileage Rate and reimbursement for using non BCAS equipment and tools for Groundskeeper
- Issues related to the SAE building during the fair was discussed,
- Internet Service, Spectrum in Office Building and Grounds will be installed in the coming weeks.

Jody motioned and Mary seconded to reimburse mileage expense for the Groundskeeper at the current Federal rate. Carried unanimously. Mary motioned and Ted seconded to purchase a used lawn mower from Warren Cotch upon inspection by Rod and Ted. Carried unanimously. Ken motioned and Ted seconded to reimburse the groundskeeper \$50.00 per moth from June to September for the use of his ATV and tools. Carried unanimously. Reimbursement for the use on the groundskeeper dump trailer was tables to the next meeting.

By consensus the board created a policy the guests are limited to speaking for 10 minutes unless approved by the president.

Old or Unfinished Business

New Business -Mary motioned and Jody seconded to approve new member, Vincent Thlel Carried unanimously.

The next meeting is scheduled for Tuesday June 28, 2022 at 7 pm.

Motion by Jody seconded by Sam to adjourn at 10:35 pm. Carried unanimously.

Respectfully submitted,

Stephen Behrenbrinker, Secretary

# **Benton County Agricultural Society**

**P O Box 118**

**Sauk Rapids, MN, 56379**

## **Special Meeting of the Board of Directors**

**Date and Time: Tuesday June 28, 2022 at 7 pm**

**Location: Benton County Fairgrounds Office 1410 3<sup>th</sup> Ave South Sauk Rapids, MN 56379**

**Members Present: Nancy Zupan, President, Sam Morris, Vice President, Mary Ostby, Treasurer, Directors Ted Prom, Jody Prom, Jennifer Feldhege, Karen Sakry, Ken Bemboom and Stephen Behrenbrinker, Secretary. Members Absent: Scott Morris and Rod Bemboom.**

**Guests: Eileen Kaila, part-time temporary office employee that starts July 18, 2022 from 9-5.**

### ***Agenda***

**AED Update.** Rich Feneis presented information about installing an AED on the fairgrounds. The unit is being donated at a cost of \$7,200. The cost to the BCAS is the annual monitor fee of \$395 plus electrical installation. Mary motioned and Jody seconded to approve the installation and costs. Carried unanimously.

**Sports Arena East Update:** Mary reported about their meeting with the SAE board and staff. We are looking for volunteers to staff the facility during fair time.

**Parking Update:** Lisa from Sartell and her crew will be working with Rod and parking.

**Past Employee Unemployment Benefits.** Steve updated the board on employees filing for unemployment benefits

**Background Check for Employees Policy:** There is no current policy. Motion by Ken, seconded by Karen to leave the practices currently in place and table discussion to a later date. Carried unanimously.

**Daily Schedule Update:** Schedule is in progress. Ted to contact draft horse event providers for contract and times on Wednesday morning for the event.

**Groundskeeper House Update:** Steve updated the board on the three bids to clean up the house. Mary motioned and Jennifer seconded to accept the low bid from Restore 24 for \$8,299.60 and direct Steve to make arrangements for the work. Also to direct Steve to apply for tax exemption on the groundskeeper house. Carried unanimously.

**UB's food Building:** Work is being done and will be continued to be monitored by the board

Ted reported that the stage construction will begin soon. Rod Gapinski will be screening dirt in the pit area and horse arena. Steve to contact City of St. Cloud to arrange for use of fire hydrant on Seale Street during fair time.

Steve to contact Brenda at Mustang signs to work on Grandstand billboards and other signage.

The board set July 12, 2022 as a work day.

Steve to direct Warren to look at bathrooms in the beer garden and kill weeds under the bleachers.

Ted motioned and Ken seconded to adjourn at 9:10 pm. Carried unanimously.

Respectfully submitted,

Stephen Behrenbrinker, Secretary

**Benton County Agricultural Society  
Special Board Meeting Minutes  
July 12, 2022-7:00pm- 1410 3<sup>rd</sup> Ave South, Sauk Rapids, MN**

President Nancy Zupan called the meeting to order at 7:00pm with the following Board members present: Nancy Zupan, Sam Morris, Rod Bemboom, Ken Bemboom, Jody Prom, Jennifer Feldhege, Mary Ostby, Ted Prom and Karen Sakry. Board Member Scott Morris was absent.

Guest Russ Beauchamp was present to speak to the Board members about the Red Barn building that he owns on the fairground's food vendor area. Russ explained he is also involved with the Jaycees and therefore does not utilize the Red Barn as a vendor. Carmel Crisp was in the Red Barn building in the past years, and this year is choosing not to be there. Christine's Cheesecakes would like to utilize the building for the 2022 Fair and Russ is here to ask permission for Christine's Cheesecakes to move to the RE barn building. Christine has already paid the food vendor fees for this year's fair. Motion by Jody Prom to temporarily relocate Christine's Cheesecakes to the Red Barn for one-year time period. Motion seconded by Karen Sakry with a unanimous vote of all Board Members present.

Truck storage: Informational letter was not sent out at this point regarding semi trucks parking on the grounds. Discussion included that there is no policies for parking trucks on the grounds and the trucks are not cost effective for electric use, plug-ins. Parking was done in the past without Board permissions/policies by caretakers and monies were exchanged for parking to those caretakers without Board knowledge. It was suggested by persons associated with the city that we should be checking city code as it could become an enforcement issue. Ken Bemboom suggested a No Semi Parking signs be put up. Rod Bemboom stated that the tar is not weighted for the large trucks. Motion for no semi cab and trailers on the grounds by Ted Prom; motion was seconded by Ken Bemboom. Board members is favor of said motion: Sam Morris, Karen Sakry, Mary Ostby, Rod Bemboom, Ken Bemboom, Ted Prom, Jennifer Feldhege, Jody Prom. Voting against said motion; Nancy Zupan. Motion passed and the truckers parking on the premises are to be contacted by letter and phone within 60 days to find alternative parking by September 30, 2022 and trucks to be removed during fair time.

Scavenger hunt Marilyn Kaschmitter had asked if the Board would continue to split the \$2.00 coupons on the FFA agriculture items. Motion by Rod Bemboom to continue the programming split; seconded by Karen Sakry- Motion passed by unanimous vote in favor of by all Board Members present.

Sam Morris updated the Board on livestock committee on the Shade tarps for hog barn area. He submitted a quote for G & J Awning on the shade/sail length of the eve. Discussion from board included background on the tarp and its funding through the AGRI grant program and the monies that were submitted for their purchase. Also, discussion on installation of the livestock barn/ cow area and how that process was done with tarps. Motion by Ken Bemboom to table livestock tarps until Sam and Ken can meet with the Auction Committee, Livestock committee and come to a format that would be acceptable for use and meet the financial considerations. Motion was seconded by Ted Prom and motion carries by unanimously by all Board members voting "aye" on said motion.

Rod Bemboom updated the Board on Security for the fair. Kyle from Benton County will be contacting Rice and Foley to participate for this year's fair. Discussion also of Emergency management Plans and the Board members to familiarize with the plan, especially for new Board members. Parking was also



discussed, and Rod is working with parties about doing 2 shifts for front and back fair areas. Motion by Ted Prom for Rod and parking committee to move forward with \$2500.00 fees for the parking people involved. Jennifer seconded the motion and all Board Members present unanimously voted in favor of said motion. Rod also discussed about striping the parking lines and someone making a courtesy call to Viking Coke and parking of the truck on the back-parking lot or possible relocation of it.

Ken Bemboom- shaving update-Woodcraft donation of shavings, questioned the deliver timing in the past and how it was done, by Ken Beehler -½ load Tuesday/Wednesday and then additional load Thursday as barns changed per Ted and Sam. Ken was updated with information and would work toward arranging delivery of wood shaving for fair.

Jody Prom updated the Board on Activity Area. Scott Morris was not present at tonight's meeting and donations had come in that could be used for bikes, helmets, scooters, for the Kid's Day activity area drawing on Saturday. \$1000.00 Blattner, \$1000 Mills Fleet Farm would be put towards the areas activity. Questions about the Pedal Pull, which was not scheduled this year. No action needed at this time.

Karen Sakry discussed the Star Spangled Banner singers

Jennifer Feldhege updated everyone that the Apollo football team would be coming back to the fair on July 28<sup>th</sup> to set-up garbage cans, picnic tables and help with whatever else needs to do. Jennifer also discussed Grandstand events and the grandstand crews wanting t-shirts to sell and would only be sold in the grandstand for the events- 50-for tractor, 50 for truck- 100 for demo.

List for the caretaker from Board Members as to items that may need to be done. Should be filled out if there are items that need to be done. General discussion from various board members include: Bleachers would need to be moved in to the activity are and the show arena, Discussion on Buildings/Grounds about maintenance issues, Ted updated on sound systems for the north and south side of the fair having 2 new persons hired for this year and splitting the work. Activity area will be focused on as it has had sound volume problems in the past fairs and needs to be working for the drawing o Kids Day and other activities.

Motion by Rod Bemboom to adjourn at 8:55pm; seconded by Jennifer Feldhege and unanimously approved by Board members present.

Minutes taken by Director Mary Ostby

**Benton County Agricultural Society**

**July 19, 2022-7:00pm-@ 1410 3<sup>rd</sup> Ave. So, Sauk Rapids, MN-office**

**Board Meeting Minutes**

**President Nancy Zupan called the meeting to order at 7:00pm**

**Board Members present: Nancy Zupan, Jennifer Feldhege, Jody Prom, Ted Prom, Mary Ostby, Karen Sakry, Scott Morris, Sam Morris, Ken Bemboom Absent: Rod Bemboom**

**Guests attending: Kevin Kipka and Maria Foster- Maria was present to introduce herself to the Board as the singer of the National Anthem for the grandstand events. Board appreciates her help. Natasha Barber was present to do a fair board photo for the Ag segment of the local newspaper.**

**Kevin Kipka handed out a page concerned about a facebook comment and entry for Board review. Kevin asked the Board to review the wording of "directors" answer on the entry. Jennifer Feldhege explained her positioning on copying and pasting, apologized and said it should have read "director" and immediately made the correction on the entry to reflect accuracy. Kevin was thanked for bringing it to the Board's attention and review.**

**Agenda Items changes or addtlons**

**Approval of the June 14, 2022 Board Minutes. Mary Ostby made a motion to approve the Board Minutes; Jody Prom seconded the motion Unanimous vote of all Board members present.**

**Special Board Meeting Minutes on June 28, 2022-Mary Ostby made a motion to approve June 28, 2022 Special Board meeting Minutes; seconded by Ken Bemboom. Motion called and carried unanimously by all Board Members present.**

**June 2022 Treasurer's report for consideration. Motion by Mary Ostby to approve as presented, seconded by Scott Morris. Motion carried by unanimous vote of all Board members present.**

**June 2022 Groundskeeper report- Grounds keeper not present for this meeting, asked for Board to provide list of any items to be done before fair. Board commented on grounds looking good at this time.**

**Committee Reports:**

**Executive Committee: Nancy Zupan- no reports at this time.**

**Ag Craft:- Nancy updated on wood carving drawing at the AG Craft building with Sue handling**

**FFA building report: Scott Morris: Kid's day at Fair- Scott updated on the board members help in acquiring bikes, scooters, helmets, power wheel jeeps etc. for the Kid's Day drawing. 250 Birdhouses project kits were also donated by Crafts Direct for the Activity Area for Kid's Day and Jennifer picked up from them. Scott said the activity area was good on programming.**

**Beer Garden & Stage: Jody Prom- Beer gardens and stage- all a go.**

**Commercial Exhibits:- Vendor Update: Nancy reported 2 spots for machinery hill, filled open vendor spot, sports arena is consolidated on map and middle booths. Possibly adding cars, or machinery to arena. Jody updated on outside vendors and few changeups, but overall a go.**

**Discovery Building- Scott says Discovery Building is a go and covered. Robotics update will call to update participations for building space. Karen asked about Book Fair. Book Fair should be cancelled due to volunteers absent for helping with that program. Nancy will call and cancel for this year as participation is waning. '**

4-H- Scott Morris- Metal chairs donations to fair board, 4-H wanted extra tables by lunch stand by Cottonwood Stage for people to eat under canopy- agreed to by consensus of board. 4-H maintenance issues to be taken care of by 4-H lunchstand. Scott said on August 28<sup>th</sup>, Al will be coming in to handle FFA /Activity area. Equipment acquisition for area set-up is usually coordinated by Al and fairboard. Bleachers out. Discussion about premiums, ribbons for FFA area competition. Al takes care of awards- baby animals are getting scheduled. FFA sent out newsletter for having animals present.

Jody asked at this time if Natasha Barber would like to take a few minutes to take Board picture as Rod Bemboom was running later than expected. Natasha said that would be fine taking then picture at this time. Board went outside to take a quick picture at this time.

Meeting resumed after picture session.

Grant: Mary Ostby 2020 grant process, money is in checkbook; 2021 is processed and waiting on closure; 2022 is grant is processed and waiting for money and will close after fair.

Grandstand-Ted Prom- all is good.

Guest/Host Relations- Nancy- good

Heritage Building- Mary Ostby- signs and schedules will be done by this week as good as it gets for right now

Insurance- Mary Ostby- Insurance is done- Certificate by email, liquor licenses are in process and city is processing- moving forward and fine.

Livestock/Poultry-Sam Morris- hog barn and poultry barn set-up, Ken Bemboom- poultry fans are fixed and birds are coming in after bird flu release. Ken Bemboom asked about the pig pens and storage of items for barns, found pens in an unusual area of the lean to area and wondering about if they were supposed to be in the barns area. Scott Morris answered- all items for barns; stay in barns for the future teardowns; that's the way it should be done. Building items specific for use need to stay in their respective buildings for future by consensus of the board

Marketing,/Promotions/Website/ Facebook: Jennifer Feldhege updated on arm band and advertising. Value Connection and St. Cloud big deals are promoting armbands as well as office. Radio station ads are done~ two platforms- Leighton and Townsquare media- showcase on facebook; let Jennifer / Jody know.

Midway and Finance: Rod Bemboom-wait for Rod to come in

Activity Area: Karen Sakry-Hoping things are lined up for military parade- checking in with Tom Skuza on parade, volunteers are lined up with Tom Talberg ; sound systems need to be checked out and will be.

Policy/Procedures: Jody/ Mary- are all fine

Premium Book-Nancy-online and hard copies being made available and office has been handing out & mailing out.

Sanitation- Nancy Zupan-Need mornings covered for Ice Arena 8-3pm/Grandstand bathrooms- do not open until after 3pm- 2 people per crew are needed for areas to do

Sponsorship- Nancy Zupan, Jody Prom, Jennifer Feldhege- Sponsorship- all bags are done and board can distribute to sponsorship and thank them for sponsorship- 30 sponsors came this year versus 17 last year; monies are coming in. Waiting on Lion's club for military day; some are monies are in.

Building and Grounds: Ted Prom and Rod Bemboom- waiting for Rod

Jumped to Midway and Finance-Jennifer updated on midway and finance- phones are hooked up on Friday and TM's will be installed in booths and monies will need to be available to load- will get beer tickets from Steve and

then get counted and Bill and Donna can move forward. Tickets for Midway went up this year- 1.50 tickets and 30.00 armbands at fair time.

Short discussion on Board meeting times during fair time- Noon—1:00pm – 12:30pm- by consensus 12:30 board meeting for updates during fair. Discussed about food availability during those meetings for snacks or bring your own.

Ted Prom spoke about extra bleachers rental – \$1300.00 includes delivery- holds extra persons for the demo nights- bleachers come in on trailers-250-300 people extra- more than paid for. Motion to rent bleachers for the week made by Mary Ostby; seconded by Jennifer Feldhege- motion carried unanimously in favor of all Board Members present. Discussion on others bleachers ordered for other areas during fair including activity area.

Jennifer Feldhege talked about posting on facebook and the donation of the book donations to the organizations that were approved including; police, & fire. Books were also donated to the pediatric unit of the St Cloud Hospital. Scott updated on Al's text (came in during meeting) about volunteers to set-up, FFA premiums, equipment, & weeding . Apollo Football team will be coming in for helping with set-up with tents, tables, cans at the end of the month. Ted updated about Little Red Barn roof from Ann. Jody and Jennifer updated on weeding by Ice arena- done.

Old business- Unfinished business- Sam Morris-Gilman Coop would like the dunk tank again-by consensus- fine to do so again. Event update on First Responder event- Nancy said was good- Black hawk landing was cool, nice area to do this and expecting to do next year and they will be bringing it to the Board . Karen Sakry- is Farm Family on the schedule- it's at the Show Arena- for next year needs to be on the schedule. Ken Beehler bench report updates & presentation during fair. Scott Morris-4-H grill sitting outside; will be picked up. Nancy Zupan- dumpsters will be arriving- drivers were short and dumpster delayed.

Rod Bemboom arrives- Parking: Rod updated on parking groups with parking hours, payments and schedules of groups. Question on parking fees raised on the Inside parking. Passes should be higher as other fairs are charging higher rates. Rod feels it should be \$7- 10 a day and Seasonal parking passes should be higher around \$30. Ted said he talked/reported about this and Mary said it was never moved forward for approval at that time. Seasonal passes on vendors have already went out. Nancy said change of signs would be necessary for posting Most board members discussed the need for raised prices as parking is always a problem.

Jody made a motion, amended the amounts presented, and then motioned for increasing the prices to seasonal parking pass at \$40.00 inside the fence and daily pass goes to \$10.00, motion was seconded by Scott Morris. Discussion centered around contracts on vendors for extra passes, contracts would hold for this year. One day passes for Judges through 4-H program for their judging days are provided. Motion passed with all Board Members except Karen Sakry voting in favor of said motion. Karen Sakry voted "nay" on the parking motion. Security update- Foley, Rice police contracts should be coming in. Mounted Patrol update on schedules and participants. St. Cloud is putting stationary camera system for the duration of the fair. Sauk Rapids/St Cloud Public Works- no parking signs on streets- check with Secretary Steve if he called and follows up on the installation. Gopher Expositions- set-up a meeting with owner about truck/trailers and parking- Nancy will call and set-up. Ground update: Ted updated on screened dirt in horse arena, grandstand, debris hauled out, water line fixed, St. Cloud water meter needs to be picked up. Horse arena people are very happy as posts, nails and screws were problematic in the debris. Equipment and labor was donated- we are covering fuel. Questions on shavings and location from Ken Bemboom; Rod asked about Radios ordered and confirmed yes. Ted updated on stage tar for donation amount.

Ken Bemboom wanted to say that he is impressed with the amount of work this team does to put on a fair. People do not realize the amount of work it takes to put on a fair and so he wants to say "Thank You" and commend all of the board members for their participation in this fair.

Adjournment- Motion for adjournment Sam Morris and seconded by Scott Morris- unanimous vote in favor at 7:45pm. \* Minutes done by Director Mary Ostby

**Benton County Agricultural Society**  
**PO Box 118**  
**Sauk Rapids, MN 56379**  
**(320) 253-5649**

The August meeting of the Benton County Agricultural Society was held on Tuesday, August 23, 2022 at 7:00 pm at the fairgrounds office. Members present were Nancy Zupan, President, Sam Morris, Vice President, Mary Ostby, Treasurer and the following board members Karen Sakry, Ken Bemboom, Jody Prom, Jennifer Feldhege, Ted Prom. Rod Bemboom joined the meeting at 8:30 pm. Scott Morris was absent.

President Nancy convened the meeting at 7 pm. Matt Hall, who parks his semi on the grounds appeared before the board addressing his concerns about continuing parking his semi on the property. The board advised him that parking semis on the grounds does not comply with the Sauk Rapids City neighborhood zoning. He can continue to park his semi on the grounds until September 30, 2022.

The agenda was approved with adding C & L Distribution to the agenda.

Mary motioned and Ken seconded the approval of the July 12, 2022 Special Board minutes. Approved unanimously.

Ken motioned and Karen seconded approval of July 19, 2022 Monthly Board Meeting minutes. Carried unanimously.

Mary motioned and Sam seconded approval of the July 2022 Treasurer's Report. Carried unanimously.

Groundskeeper Report. Nancy advised the board that Warren resigned from his position on Saturday August 20, 2022. Mary motioned and Karen seconded to approve that Warren continue with mowing and trimming the grounds until further notice. This typically takes about 16-22 hours per week. He will continue at his current rate of pay. Board members commented on the excellent work provide by Warren and regretted losing him as the groundskeeper. Motion carried unanimously.

Board members commented on their areas during the fair. Overall the fair was very successfully and the board addressed areas for improvement for next year. Nancy read the letter from Sue Bengtson, AgCraft manager where she announced her retirement from that position.

The Grandstand committee reported on the number of attendees and the income generated from those events as well as changes suggested for next year. The AutoCross had good reviews, the other events were well attended. The sound systems were much improved over previous years. The sale of beer items was slightly down from last year but sales were still very good. The beer garden committee reported that the beer lines need to be replaced. Ted motioned and Ken seconded to

direct the committee to replace the lines at an estimated cost of \$3,000. Carried unanimously. Floor mats also need to be replaced. Ted motioned and Jennifer seconded to direct the committee to replace these items with an estimated cost of \$1,000. Carried unanimously. The stage construction is complete so the final invoice from Four Seasons Contracting can be paid. C & L Distributing and Four Seasons Contracting will be sponsors over a 10-year commitment.

Closing time for the midway and food vendors was discussed and will be addressed prior to the 2023 fair. Contracts and rates with vendors need to be addressed as well.

The problem with keeping animals at the fairgrounds during the entire fair time was discussed and needs to be addressed before next year. The board reviewed the contract with the midway provider.

Sanitation issues were discussed and need to be addressed prior to the 2023 fair.

The Grandstand Committee met and recommends that next year we hire a different skid service for the tractor and truck pulls. Jennifer motioned and Mary seconded to have Ted contract with this new individual for skid services at an estimated cost of \$4,400. Motion carried unanimously. Also suggested hiring a different announcer for next year. Rod Gapinski will be part of the crew again next year. The draft horse event was discussed. Rod motioned and Mary seconded to send Daryl Sheetz \$300 to cover expenses related to this event. Motioned carried unanimously.

The Activity Area was discussed and it was decided to have Travis back in 2023. The lack of a talent show was discussed. Radio advertising was discussed. Issues with parking was discussed and the letter from the Benton County Sheriff was presented.

Options for the Caretaker house was discussed and will be tabled until next meeting.

Ted motioned and Jennifer seconded to adjourn at 10:15 pm. Carried unanimously.

Respectfully submitted,

Stephen Behrenbrinker, Executive Secretary

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***Benton County Agricultural Society  
PO Box 118  
Sauk Rapids, MN 56379  
(320) 253-5649***

The September meeting of the Benton County Agricultural Society was held on Tuesday, September 20, 2022 at 7:00 pm at the fairgrounds office. Members present were Nancy Zupan, President, Mary Ostby, Treasurer and the following board members Karen Sakry, Ken Bemboom, Jody Prom, Scott Morris and Ted Prom. Rod Bemboom, Sam Morris and Jennifer Feldhege were absent.

President Nancy convened the meeting at 7:15 pm. Alan Keehr (320-493-3431) was in attendance to discuss winter storage. He stated that he has stored his RV at the fairgrounds for many years and did not agree with the board policy of not allowing RV's in storage. The board discussed his request and decided to allow an exception for one year to allow his RV but it must be on site on October 8, 2022 and removed on April 29, 2023. Mr. Keehr was contacted and agreed to those terms.

Vicky Molitor from the 4H was present to request that the 4H purchase and install rods for gates in the barns at an estimated cost of \$2,100 at their own expense. Ken Bemboom agreed to work with them.

The agenda was approved. Mary motioned and Ted seconded the approval of the August 23, 2022 board minutes with a few minor corrections. Approved unanimously.

Ken motioned and Jody seconded approval of the August 2022 Treasurer's Report. The Executive Secretary and Treasurer will be working on finalizing the yearly finances and will report at the October meeting. The fiscal year ends September 30, 2022. Carried unanimously.

Groundskeeper Report. Steve reported that Warren continues to work on the grounds and is requesting a pallet jack, flat bed trailer and to discuss plans for storage racking in the garage. Warren will be asked to attend the October meeting to discuss his plans.

The board discussed plans for water shut off for winter and contacting the food hut owners to coordinate that process.

Jody and the Beer Garden Committee requested funding music for the 2023 fair. Jody motioned and Ken seconded to budget \$27,000 for music and production for the Beer Garden stage. Motion unanimously approved.

The board discussed the \$26,000 payment due to the Sports Arena East bathroom improvements. Steve and Nancy will investigate and make payment this month.

Scott reported that there is a retirement party scheduled for Al Seppelt on October 9, 2022 in Gilmanton.

Nancy reported the next meat raffle will be October 28, 2022.

The annual meeting will be on November 15, 2022. Nancy will research possible locations and report back in October. A slate of directors will need to be presented. A letter regarding the annual meeting must be mailed 10 days prior to the meeting date. Discussion about communication from Joe Scapanski regarding past issue of funding for the 4H buildings on the grounds. Tabled until the October meeting.

The board discussed posting approved board minutes and agendas on the website. The consensus of the board was to approve this action and work with Jennifer on how to get this done.

A security issue was discussed where persons were using beer garden armbands from previous years to purchase beer this year.

Nancy and Karen agreed to attend the District 6 Leaders Council on Sunday September 25, 2022 in Little Falls.

Steve reported on the estimates to demo the groundskeeper house, one estimate was received and others are in process so this was tabled to the October meeting.

Steve reported on the winter storage. He has received many reservations and the drop off dates are October 8, 15 and 22, 2022. Volunteers are needed. Ted will contact Jeff Janson and Centra Sota for use of the Wrangler.

Jody motioned and Scott seconded to adjourn at 9:50 pm. Carried unanimously.

Respectfully submitted,

Stephen Behrenbrinker, Executive Secretary

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# **Benton County Agricultural Society**

**P O Box 118**

**Sauk Rapids, MN, 56379**

## **Monthly Meeting of the Board of Directors**

**Date and Time: Tuesday October 18, 2022 at 7 pm.**

**Location: Benton County Fairgrounds Office 1410 3<sup>th</sup> Ave South Sauk Rapids, MN 56379.**

**Members Present: Nancy Zupan, President, Sam Morris, Vice President, Mary Ostby, Treasurer, Directors Jennifer Feldhege, Ken Bemboom, Scott Morris and Sam Morris. Members Absent: Ted Prom, Jody Prom, Karen Sakry and Rod Bemboom.**

**Guests: Warren Cotch, Groundskeeper, Eileen Haapala, executive secretary candidate and Allyssa Knese, vendor.**

**Alyssa Knese explained to the board that she and her brother Lucas will be taking over the ice cream stand previously operated by parents John and Jenny Knese. Mary motioned and Scott seconded approval of the transaction. Documents will be provided to the board for our records. Passed unanimously.**

**The board was reintroduced to Eileen and the secretary position was discussed. The consensus was to review the job description for that position and the treasurer position at the next meeting before hiring new staff.**

**Scott motioned and Ken seconded to approve the September 20, 2022 board minutes with minor corrections. Carried unanimously.**

**Mary motioned and Sam seconded to approve the September Treasurer's report. Steve provided additional information on the finances.**

**Warren Cotch, groundskeeper updated the board on his work and issues on the grounds. He will continue on as groundskeeper but not be in charge of garbage collection during the fair. Steve to get estimated for removing two trees, a large cottonwood and a misplaced poplar on the grounds.**

**Steve updated the board on the current finances. Mary moved and Jennifer seconded to transfer \$150,000 from the ATM account to the regular checking account. Approve unanimously.**

**Nancy reported on the District 6 meeting that she and Karen attended in Little Falls. Next meeting is September 2023. The state convention is January 12-15 2023. Room reservations to be submitted in November 2022.**

Groundskeeper House Update: Steve updated the board on the bids to demolish the house. The board directed Steve to get estimates for asbestos assessment. Scott will work with Tom Roberts on providing as assessment and possible clean up and report back in November.

Mary updated the board on grants that are in progress. They are Agri grants and Legacy grants. She will work with board members on getting a list of needed items that may work for the grants.

The next meat raffle at Rollies is October 28, 2022 at 5:30 pm.

Plumbing and water shut off plans were discussed. Warren will contact Ted to work on these issues.

Steve updated the board on the winter storage in process. Thanks to Nancy, Karen, Jody, Ken, Ted, Scott for their efforts. The final week of drop-offs is Saturday October 22, 2022. So far we have 158 units in storage and collected \$30,307.00.

The Joe Scapanski 4H issue was tabled to the next monthly meeting.

Jennifer agreed to work with Mary on uploading 2021 and 2022 approved board meeting minutes to the website and have that done by next month.

The annual meeting scheduled for Tuesday November 15, 2022 at the Sartell Community was discussed. The board will be working on an agenda, letter to be mailed and committee reports to have presented at the meeting. A special meeting will be held Tuesday October 25, 2022 at 7 pm to discuss the annual meeting and job descriptions. Mailings to membership must be mailed November 5, 2022. Scott motioned and Sam seconded to approve the current slate of board candidates. Motion carried unanimously.

Scott motioned and Ken seconded to adjourn at 9:40 pm. Carried unanimously.

Respectfully submitted,

Stephen Behrenbrinker, Secretary

# **Benton County Agricultural Society**

**P O Box 118**

**Sauk Rapids, MN, 56379**

## **Minutes of the Special Meeting of the Board of Directors**

**Date and Time: Tuesday October 25, 2022 at 7 pm**

**Location: Benton County Fairgrounds Office 1410 3<sup>th</sup> Ave South Sauk Rapids, MN 56379**

**Members Present: Nancy Zupan, President, Sam Morris, Vice-President, Mary Ostby, Treasurer and the following board members, Jennifer Feldhege, Scott Morris, Rod Bemboom, Karen Sakry. Members absent: Ken Bemboom, Jody Prom and Ted Prom.**

**Guests Present: Craig Gondeck, Mark Ebnet and Vince Thiel.**

**The meeting was called to order at 7 pm. Finance Reports were discussed and tabled to the next meeting.**

**The Job description for the Executive Secretary was discussed and splitting the tasks with the Treasurer was also discussed. Rod motioned and Mary seconded to defer this issue until after the annual meeting in November and to assign a committee to work on this at that time. Carried unanimously. Purchasing software to manage the finances was also discussed.**

**Sam motioned and Scott seconded to add Adam Scapanski to the slate of directors for 2023. Motion carried unanimously.**

**Sam motioned and Karen seconded to add Vince Thiel to the slate of directors for 2023. Carried unanimously.**

**Rod motioned and Jennifer seconded to have a special meeting to approve the 2023 Slate of directors for Sunday October 30, 2022 at 8 am at the fairgrounds office. Carried unanimously.**

**Mary motioned and Jennifer seconded to adjourn at 8:30 pm. Carried unanimously.**

**Submitted by Stephen Behrenbrinker, Secretary**

**Benton County Agricultural Society**

**P O Box 118**

**Sauk Rapids, MN, 56379**

**Minutes of Special Meeting of the Board of Directors**

**Date and Time: Sunday October 30, 2022 at 8 am**

**Location: Benton County Fairgrounds Office 1410 3<sup>th</sup> Ave South Sauk Rapids, MN 56379**

**President Zupan called the meeting to order at 8am on October 30, 2022. Members present were Nancy Zupan, President, Sam Morris Vice President, Mary Ostby, Treasurer, other board members Jody Prom, Ted Prom, Karen Sakry, Scott Morris, Jennifer Feldhege, Rod Bemboom, and Ken Bemboom.**

**Motion by Sam Morris to solidify the slate of candidates for the November Annual meeting with the following list of board candidates: Ken Bemboom, Rod Bemboom, Jennifer Feldhege, Mary Ostby, Ted Prom, Karen Sakry, Adam Scapanski, and Vincent Thiel. Scott Morris seconded the motion.**

**Discussion ensued about currently serving terms with the rotation of 3-year terms being off the rotation at this time. Terms currently in process: Sam Morris, 1 year left, Jody Prom, 1 year left, Scott Morris, 2 years left, Nancy Zupan, 1 year left. Motion was called and carried unanimously with all board members present except Nancy Zupan, who voted in opposition.**

**Motion by Jody Prom to have the annual meeting in Benton County and change the current location before letters to membership go out. Seconded by Jennifer Feldhege. Vote was called and nine board members present voted in favor of said motion with Nancy Zupan in opposition.**

**Adjourn: Sam Morris motion to adjourn, seconded by Jennifer Feldhege with unanimous vote in favor of motion by all Board of Directors present.**

**Submitted by Steve Behrenbrinker, Secretary**

**Benton County Agricultural Society**  
**PO Box 118**  
**Sauk Rapids, MN 56379**

The 2021 Annual Membership meeting of the Benton County Agricultural Society was called to order by President Al Stemper on Tuesday, November 16, 2021 at 7:00 pm in person at the fair office. Director absent was Gary Steffes.

Scott Morris made the motion to approve the secretary's report from the 2020 Annual Membership meeting as written with Rod Bemboom seconding the motion. Motion carried with voice vote.

Mary Ostby made the motion to approve the treasurer's report as presented from October 2020 to September 2021 fiscal year including bank account balances for savings accounts, CD, ATM and property loan with Farmers & Merchants State Bank with Scott Morris seconding the motion. Motion carried by voice vote.

Old Business: There was no old business.

New Business: The Slate of Candidates was presented with directors running for re-election to a three-year term for Rodney Bemboom, Alan Stemper, Justin Nieters and Scott Morris, member Marie Pflipsen for a three-year term and member Mary Ostby for a one-year term. Ted Prom questioned the three and one year terms. Per board discussion at previous board meeting, Marie has been a board member for years and was a previous director for the three-year term and the one year term to Mary Ostby as a new member. Rod Bemboom withdrew from the Slate due to the meeting night having changed from the third Tuesday of the month to the third Wednesday of the month due to other commitments and that night would not work for him. Scott Morris made the motion to approve the Slate of Candidates as presented with the terms indicated with Kevin Kipka seconding the motion. Motion carried by voice vote.

Member Joe Scapanski was present to address the board regarding several items. Denise Scapanski was accused of stealing flowers from the fairgrounds which was not true. The discussions regarding the 4-H buildings that were started a number of years ago with Curt Baumgart, Karen Sakry and Phil Pederson with no resolution and with no formal agreements to show ownership discussions began that included attorney David Meyers prior to the agreement that was finalized with 4-H that Joe does not agree with. Joe filed a complaint with the MN attorney general's office that was received in March 2021 for Code of Ethics violations. He received a letter from the Attorney General's office dated October 15, 2021. He can file a civil lawsuit against fairboard directors past and present. Joe gave a written letter to Mary Ostby and Nancy Zupan requiring response to complaint letter. Suit is forthcoming and will be against individuals not board. Joe will be waiting for a response. The recent harassment incident involving Chad Pflipsen that happened before the 2021 fair will also need to be addressed. Joe did not take questions. Joe confirmed that the membership can change anything during annual meeting. 10% of membership needed for voting. Bylaws, directors or any item they are concerned about.

Jody Prom addressed the board regarding the August 2021 minutes. She asked the board why we have rules but no consequences. She brought up the incident that happened on Monday night before the start of the fair with Chad Pflipsen using derogatory language towards a female board member and the board voting to have him remain as a director. He saves the board money but also costs the board. Jennifer Felhege confirmed it was said and that it does not matter who said it, it happened. It was not a

parking issue. Jody Prom stated that she would resign from the board Chad Pflipsen was not removed from the board. Mary Ostby asked Jody to reconsider resigning and stay. Ted Prom addressed the board confirming that he did not lie about what happened in the incident Monday night before the start of the fair that involved Chad Pflipsen. Ted resigned at the August board meeting not over a parking spot but due to harassment. Chad Pflipsen still insisted that he did not say what he was being accused of. Joe Scapanski asked Chad Pflipsen to resign. Chad refused. Donita Beehler told the board that the board should have had the ones involved step out of the room and the rest of the board should have discussed what happened so that all directors were aware of what happened. It was thrown at the board at the meeting and some directors did not have all the information that other directors had. Member Barb Neske made the motion to have a silent vote to remove Chad Pflipsen from the Board of Directors due to harassment with Mary Ostby seconding the motion. Marie Pflipsen and Chad Pflipsen voting nay motion carried by voice vote. Voting was held with 18 yes votes and 7 no votes. Chad Pflipsen left the meeting.

With no further business, Rod Bemboom made the motion to adjourn with Justin Nieters seconding the motion. Motion carried by voice vote. Meeting was adjourned.

Respectfully Submitted,

*Laura Falconer*

Laura Falconer, Executive Secretary  
Benton County Agricultural Society

Benton County Agricultural Society

PO Box 118

Sauk Rapids, MN 56379

(320) 253-5649

The November meeting of the Benton County Agricultural Society was held on Tuesday, November 15, 2022 following the Annual Membership Meeting at the fairgrounds office.

President Zupan convened the meeting at 8:07 pm. Members present were Nancy Zupan President, Sam Morris, Vice President, Mary Ostby, Treasurer and the following board members: Ted Prom, Jody Prom, Rodney Bemboom, Ken Bemboom, Karen Sakry, Jennifer Feldhege and Scott Morris. Members absent were Adam Scapanski and Vince Thiel. Attorney Ashley X was also present.

The board adopted a new policy to continue to record the meetings for the use of the recording secretary and once the minutes are approved at the following meeting the recording will be deleted. The recordings are for the use of board members and staff only. The attorney will also be working with Mary to investigate and respond to the unemployment request from the former groundskeeper.

Approve and add Agenda Items: Agenda was approved with the addition of convention discussion, the 4-H building issue and election of 2023 officers as new business.

Approval of the October 18, 2022 Monthly Board Meeting Minutes. Motion by Sam, second by Rod to approve with minor corrections. Motion carried unanimously.

Approval of the October 25, 2022 Special Board Meeting Minutes. Motion by Scott, second by Ken to approve. Motion carried unanimously.

Approval of the October 30, 2022 Special Board Meeting Minutes. Motion by Ken, second by Rod to approve. Motion carried unanimously.

October 2022 Treasurer's Report. Motion by Jody, second by Sam to approve. Motion carried unanimously.

October 2022 Groundskeeper Report. Warren Cotch, groundskeeper was present for an update. Motion by Ken, second by Mary to extend Warren's employment agreement. The board voted unanimously to extend Warren's employment agreement. Motion by Sam, second by Karen to approve \$500 for the groundskeeper to purchase shelving for the garage. Warren will be working on any snow removal issues

The annual convention will be held in Bloomington January 12-15, 2023. Scott motioned and Ken seconded to approve the reimbursement of sleeping room costs by members that attend.

Jennifer and Mary are working at adding the 2021 and 2022 meeting minutes to the website. All requests for board meeting minutes will be referred to the website.

Mary updated the board on the grant process and the Joe Scapanski 4H issue.

Nancy advised the board that the Lions will be using their building for a garage sale May 6, 2023.

Steve received one bid for tree removal. The bid was provided to Ted to follow up.

Livestock/Poultry: Sam Morris reported that more incentives and sponsors need to be addressed so more animals remain on site during the fair.

The next meat raffle will be at Rollie's November 25<sup>th</sup>. Funds to be allocated to Military Day activities.

Mary motioned and Jody seconded to assign Rod to resolve the issue with folding chairs. Motion carried unanimously.

Motion by Mary second by Jody to accept the bid from Tom Kraemer Inc to demo the caretaker house in the Spring. The bid is \$14,500. Steve will contact Brian Kraemer to advise them of the decision. Motion carried unanimously.



Ken motioned and Ted seconded to hire Eileen Hapaala as the Executive Secretary as of December 1, 2022 for one year with an evaluation in six months. Wages will be the same as the current Executive Secretary.

Jennifer motioned and Ken seconded to approve the membership of James Zannardi in the Benton County Agricultural Society. Motion carried unanimously.

Jennifer motioned and Mary seconded to approve the membership of Craig Gondeck in the Benton County Agricultural Society. Motion carried unanimously.

Jennifer nominated and Mary seconded the nomination of Ted Prom for 2023 President. Nomination approved unanimously.

Jody nominated and Mary seconded the nomination of Ken for 2023 Vice President. Nomination approved unanimously.

Jody nominated and Jennifer seconded the nomination of Mary for 2023 Treasurer. Nomination approved unanimously.

The term of the new executive committee will begin effective today.

Sam motioned and Jennifer seconded to have no board meeting in December 2022. Motion carried with Ted voting against.

Ted motioned and Sam seconded to adjourn the meeting at 10:05 pm

Benton County Agricultural Society  
PO Box 118  
Sauk Rapids, MN 56379  
(320) 253-5649

The December Special Meeting meeting of the Benton County Agricultural Society was held on Tuesday, December 27, 2022 at 7:00 pm the fairgrounds office.

President Ted Prom convened the meeting at 8:10 pm. Members present were Ted Prom, President, Ken Bemboom, Vice President, Mary Ostby, Treasurer and the following board members: Nancy Zupan, Jody Prom, Karen Sakry, Jennifer Feldhege, Jody Prom, Adam Scapanski, Vince Thiel and Sam Morris. Members absent: Scott Morris and Rod Bemboom.

Approve and add Agenda Items: Agenda was approved.

The November 15, 2022 Monthly Board Meeting Minutes were read by President Ted Prom. Motion by Jody, second by Jennifer to approve the minutes with understanding that the secretary would email the minutes to all members on Wednesday, December 28, 2022. Motion carried unanimously.

November 2022 Treasurer's Report. Motion by Jennifer, second by Ken to approve. Secretary to email bank account summary to all board members for their information. Motion carried unanimously.

The annual convention will be held in Bloomington January 12-15, 2023. Nancy brought up that we needed to supply an item for the auction. It was agreed to spend up to \$75 for the item.

All Board members are required to receive the information packet, sign by laws, harassment and conflict of interest paperwork by the January, 2023 board meeting.

All committee assignments were gone over, the secretary will update the list and bring it to the January 2023 meeting to be approved. It was agreed to have a new committee for the winter storage.

Vendor contracts are being worked on, will be completed by the January 2023 meeting.

Ted motioned and Jody seconded to adjourn the meeting at 9:00 pm. Carried unanimously.

Respectfully submitted,

Eileen Haapala, Executive Secretary