Benton County Agricultural Society
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September 15th, 2026, Minutes

Call to order: President Ted Prom called the meeting to order at 6:13 pm.

Directors Present: Ted Prom, Erich Rothstein, Troy Theisen, Jody Prom, MaryJo Kometz, Ken Bemboom, Sam Morris
Not present: Jimmy Zanardi, James Trantina, Scott Morris

Ag Society Members Present: Rob Tvedten, Joe Karnik, Corey & Vickie Molitor

Other: Cheryl Scapanski (Financial Support), Ashley Willenbring (General Manager)

Guests Present:

Guests/Public Comments:

Approve and add agenda items:
Ken moved to approve the September agenda, Erich seconded. Motion passed.

Treasurer's Report:
Cheryl spoke on the report presented and requested that any outstanding invoices be turned in as quickly as possible so that they would be paid before the end of the fiscal year. Jody reported we are still waiting on final invoices from Sports Arena East for 2025 and 2026. Ken moved to accept the September Treasurer's Report, Erich seconded. Motion passed.

Secretary's Report:
Jody moved to approve the August Secretary's Report, Troy seconded. Motion passed.

General Manager Report:
4-H Dog – Show Arena use 9/17 & 9/24 (email)
Ashley read an email from the Benton County 4-H Dog Club requesting to use the Show Arena for September 17 and 24, 2026. The board had a unanimous agreement to approve the request.

Future fair idea – "Fair Run" (email)
Ashley read an email about a future fair idea for a Fair Run. It was stated that it had been done in the past, and if someone wanted to work on making it happen again, they could.

RSVP Bouja donation (email)

Ashley read an email request for a donation from the RSVP Group for an item to be donated to their silent auction at their Bouja Fest on October 22, 2026. Jody moved for a silent auction item for a max of $50.00 to be donated, Ken seconded. Motion passed.

Groundskeeper Report:

Monthly duty list:

Old Business:

Annual meeting location – Jack and Jims

Ashley reported that Jack and Jims is secured for the annual meeting in November.

District meeting Sept 20, Little Falls

Ted reminded the board of the District 6 meeting on September 20, 2026, and requested a large presence, as Benton County is hosting the meeting.

New Business:

City Permits – Garage Sale (Jody)

Jody reported she found a permit letter/resolution from the city regarding which events the Benton County Fairgrounds does not need to obtain permits for. Ted requested that more information and details be determined.

New membership application (1)

Jody moved to approve Brady Roberts, MaryJo seconded. Motion passed.

Budget for 2027 – start planning for October

Ted and Cheryl reminded the board that budget is set in October.

Membership fee waiver

If not done so – please fill one out (Ashley)

Ashley requested that directors who have not filled out their Membership Volunteer Fee Waiver please do so.

When does the volunteering need to happen (Jody)

Jody stated the Membership Volunteer Fee Waivers must be completed by October 31 of the current year. Volunteer hours must happen prior to dues being due.

Executive Committee

Equipment recommendations

Ken reported the committee met and is looking at purchasing a skid loader, a utility tractor and a side-by-side. They reported their discussions to the board. Side-by-sides were priced between $7,500.00-$15,000.00, depending on brand and size of unit. Skid loaders were approximately $30,000.00. Sam moved to approve the purchase of a Ford utility tractor for $4,500.00. Ken seconded. Motion passed. Jody

moved for the quotes to be taken to the executive committee and for the committee to select a machine(s) for a total not exceeding $50,000.00. Ken seconded. Motion passed.

COMMITTEE REPORTS:

4-H (Ken):

Ann presented a PowerPoint paper copy to the directors. She highlighted key points that affect the BCAS directly. She invited the board to attend the Open House Achievement Night at Jack and Jims, Sunday, October 4, from 5:00-8:00 pm.

Activity Area (Scott):

Jody reported at the August meeting $10,000.00 was approved for the Exotic Zoo. She reported the price is $15,000.00 and read the details from the contract. The board had a discussion. Jody moved to raise the amount needed to $15,000.00 and meet the contract requirements. Troy seconded. Motion passed.

Ag Craft (Scott):

Open Class registration program (Ashley)

FairEntry vs. Martech

Ashley reported her findings on a new potential open class system for online entries. She stated some of the benefits that could be seen with upgrading to FairEntry. The board stated to take it to the committees that would use the system and have them make a recommendation.

Cheryl reported that Rhoda Fagerland was not charging for her hours prior to the fair.

Beer Garden/Beer Garden Stage (Jody):

Jody reported 2027 bands are booked.

Buildings/Grounds (includes Off Season Rentals):

State Rabbit Show September 25-27, 2026

Ashley reminded the board of the scheduled off-season rental. She asked the board if Sally Larson, the coordinator for the event, could have the keys to the buildings rented for the weekend. Ken moved to give Sally Larson the keys Friday of the event and to have the keys returned the Monday after the event, seconded by Sam. Motion passed.

Buildings and grounds rental for June 19 or 26, 2027 (Email)

Ashley read the information from the email, Jody stated it would be for Veit Construction. Jody & Jimmy are meeting with them regarding rental on the grounds.

Radio Rentals:

Ashley presented quotes from MMR (Ancom) and United Rentals. Joe stated that he knew of a radio that could be purchased for a low cost. Ashley will look into the suggested radios for purchase.

Updated Mural Quotes:

Ashley presented updated quotes for mural design based on a design that Scott approved. It was stated the design needed to be simplified for the age group coloring it.

Ted reported there are items around the grounds that need to be put away yet.

Cottonwood Stage (Jody):

Discovery Building (Ted/Cheryl):

Entrance (Jody/Jimmy):

FFA (Scott):

Finance (Ted):

Ted requested that a special meeting be scheduled for setting the 2027 budget. The board discussed and agreed on October 13 at 6:00 pm.

Food Vendors (Jimmy):

Grants (Ted):

Ted stated the Grants and Livestock committees need to meet for the Compeer Grant.

Cheryl stated McAlister College has not cashed their check.

Grandstand (MaryJo):

MaryJo reported the sled is tentatively scheduled for Thursday and Friday of the 2027 Fair. She asked if she should make a more solid booking of it. The board agreed to book for now. A committee meeting will need to be scheduled.

Heritage Building (Ted/Cheryl):

Insurance (MaryJo):

MaryJo reported that she is working on getting quotes.

Livestock/Poultry (Sam):

Marketing/Advertising (Erich):

Social Media/Website (Jody):

Midway (Ted):

Military (Scott):

Meat Raffle –

Ashley reported the first Meat Raffle is scheduled for October 30, 2026.

Parking (Sam):

Policies and Procedures (Jody):

Jody reported she will be updating for 2027. She requested that she be notified if there is a suggested update.

Premium Book:

Sanitation (Jimmy):

Porta Potties – Estimates were emailed out

Ken moved to accept the quote from Wruck Sewer and Portable Rental for $2,745.00, Jody seconded. Motion passed.

Security (Jody):

Sponsorship (Jody):

Sports Arena East (SAE):

Ted emailed a request to the Sports Arena East Board to meet. The meeting is scheduled for September 29 at 7:00 pm. There was a request to add the topic of vehicle speed on the grounds.

Vendors (Ashley):

Winter Storage (Jody):

Jody stated numbers are down from last year.

Other:

Spectrum:

Cheryl reported on the Spectrum accounts. The Beer Garden account was closed because it was no longer needed. Based on the bill received for Office 2 (Security building), that account was also closed. Jody stated to add "Internet needed for Office 2" to the April monthly tasks.

Closed meeting / Adjournment:

At 8:30 pm, Troy moved to close the meeting for employee performance reviews. Jody seconded. Those not asked to participate in the closed meeting left the meeting.

Employee Performance Reviews:

The employees reviewed were Steve Ellson and Ashley Willenbring.
At 10:00 pm, Sam moved to reopen the meeting. Troy seconded. Motion passed.
Sam moved to adjourn the meeting. Ken seconded. Motion passed.

Reminder for Meet Raffles:

October 30th – starts at 5:30pm