

Teton County Fair Board
Regular Meeting Minutes
Fair Office – 305 W. Snow King Ave
Monday March 11th, 2019 @ 5:30PM

****Please leave your cell phones at the front desk. ****

Mission: The mission of the TCFB is to produce an exceptional fair and administer the year round use of the fairgrounds while promoting the western heritage; uniting urban and rural communities in celebration.

Vision: The TCFB's vision is to actively engage in the pursuit and promotion of our rural and agricultural heritage, from neighborhood back yards to family farms and local businesses.

- I. Call to Order 5:34PM
- II. Roll Call/Pronouncement of a Quorum
Present: Marybeth, Matt, Thomas, Gary, Peter, Emily, Amy Present
Guests Present: Arne Jorgensen - TOJ, Mary Martin – UW Extension, Sarah Mann – General Services, Alyssa Watkins – BCC Administrator
- III. Approval of February 11th Meeting Minutes & February 20th & 25th Special Meeting Minutes
Matt motions to approve the February 11th, February 20th and February 25th meeting minutes. Thomas seconds the motion. All in favor, some discussion: Matt recommends a change to previous meeting minutes which includes the proposed area for new stall barn is 120, not 200 as stated.
- IV. Public Comment
No public comment.
- V. New Business
 - a. Jeff Moran's Proposal – emcee
\$1500 for three nights – \$600/night with \$100 discount for each night. Emily motions to approve Jeff's bid, Matt seconds the motion. All in favor, some discussion: both Jeff and the Fair Board prefer to have a contract. Rachel will get one from Jeff for the next meeting.
 - b. Elliot Allston's Proposal – DJ
\$1200 last year, increased to \$1500 this year for three nights, extra \$300 this year. DJ attends Pig Wrestling, Ninja, and Figure 8 races along with emcee. Emily motions to approve Elliot's proposal, Matt seconds the motion. All in favor, some discussion: we only budgeted \$1200 so we need a budget amendment from Alyssa for additional amount.
 - c. Nick Staron email
Nick will charge the Fair Board \$150 to film the Figure 8 Races. He can't use an iPhone; we need to be able to watch replay while real time filming continues throughout event. Emily motions to accept Nick's proposal, Matt seconds the motion. All in favor, no discussion.
 - d. Fair Permits
 - i. TOJ Special Event Permit
 - ii. TOJ Expo License Permit
 - iii. TOJ Malt Beverage PermitRachel is getting ready to fill out all applications, needs help with Malt Beverage Permit Application for the beer garden. Matt suggests asking for extended hours and to include the entire Grassy Arena on the application. Fair layout needs to be finalized before we can apply for TOJ permits.
 - e. Scholarship Applicants
Fair Board received two applications, Casey Budge and Ashley Orsillo. Fair Board needs to interview the applicants and make a decision. JHHS Counseling Office needs the decision by April 8 Fair Board agrees to appoint subcommittee to do interviews. Emily motions to create

subcommittee, Gary seconds the motion. All in favor, some discussion: who wants to be on the subcommittee. Gary, Matt, and Amy volunteer.

VI. Old Business

a. Big Top Tent

i. Schedule

All acts from last year want to come back this year, except for the jazz band; we didn't receive any response from them. We received 6 new submissions for this year. (Can't get the audio on Rachel's computer to work). Fair Board agrees to table going over acts until end of meeting.

ii. Budget

Fair Board agreed to pay each act \$275/hour to perform. Budget will be between \$2,200 - 3,300, which will allow for between 8-12 acts. \$36,000 was budgeted for free acts, that has already been spent. Rachel created a new line item was created in the new budget to account for Big Top local talent and requested enough to pay for 8 acts. Fair Board will have to ask Alyssa for an amendment to that number if they want to add more acts. Should we consider cutting Big Top hours? Fat Bastards played in the Rodeo Arena before Figure 8s last year. Should we offer The Raptor Center a booth and not big top slot? The Raptor Center doesn't draw a huge crowd - not necessarily worth the almost \$1600 they are paid. We could add more breaks in the schedule or end entertainment earlier?

iii. Night Event Start Times

Should they all start at 7:00pm or 8:00pm every night? The 4-H livestock auction runs long on Ninja night. Should we have Ninja night start at 8:00 pm so we draw the auction crowd? Changing times will delay putting out Fair Book...what about the Ninja announcement? Add night event time change to next meeting agenda

iv. How about Bugology, Clowns, ACC etc. do some demonstrations at Big Top to fill time slots?

v. Return Performers: Eckert De Ninno, Allan Morton, John Sidle, Nick Staron, Judith Weikle, Shelley Rubrect, Phat Basturds

b. Fair Book & Logo Updates

Something is missing...western flare. Fair logo needs to be recognizable everywhere. Meeting w/ Michelle on Wednesday. Peter & Emily volunteer for the Fair Book & Advertising subcommittee and will join in on the meeting.

c. Fair Contracts

i. Bugology & Paintball to BCC on March 19th

ii. Approval of 'Scopes of Work' - Cleaning, Electrical, Security, Rodeo, Construction, Parking Contracts

1. How detailed should scopes be?

Need to keep details in case we have new bidders who are unfamiliar with how things work.

2. Rodeo Contract - does the rodeo need to provide their security if Fair already has own security? Change wording of waiver bullet point - waiver should be reviewed by county attorney then presented to each contestant for signature.

3. Bidders will be provided a draft of full contract during bid process.

4. Insurance is in Contract

a. Add to scope of work (cleaning, construction, rodeo, electrical, parking)

b. Add a disclaimer to all scopes of work for the expectation that liability insurance is to be carried

c. Change street terminology to "Milward Alley"

Amy motions to accept scopes of work with changes listed above and to be put out for bid. Matt seconds the motion. All in favor, no discussion.

iii. Timeline for Contracts

March 14th – send 'Invitations to Bid' to JHN&G and post on Public Purchase

March 20th & April 10th – ads run in weekly paper

April 12th - Deadline to Submit Bids

April 15th or 22nd – Fair Board review bids and make recommendations (special meeting)

April 26th – Staff Reports due

May 7th – BCC review staff reports, award bids and sign contracts

Staff reports are due April 26. Fair Board needs to schedule a special meeting to review all bids received and make a decision. Gary motions to have a special meeting on April 18th at 5:30pm to review bids. Emily seconds the motion. All in favor, no discussion.

iv. Fair Rodeo Concession Contract

1. Reconsideration of Increasing Percentage

Fair Board could put concessions out to bid; have food trucks instead of concession stands? Wilson's own all the equipment in the concessions – they don't want to move it during Fair but they also won't allow other contractors to use their equipment. If we put rodeo contract out to bid, we have to figure out how to have concessions with a different contractor. Possible to put out the bid with flat fee for vendors – if Wilson's want to be the vendors, they will have to pay the flat fee, not an option to give a portion of proceeds. Could we charge \$1500 a spot? We could put 3 food trucks in the arena. Wilson's can bid and pay two spots to use the concessions stands. Do we keep Wilson's and up the percentage of cut from sales?

Thomas motions to replicate existing concessionaire agreement and increase cut from 10% to 15%. Emily seconds the motion. All in favor, some discussion: Close concessions stands inside the rodeo arena no matter what, and bring in food trucks? Put an additional bid out to have two food trucks in arena. If the Fair Board puts it out for bid, the highest bidder would automatically get the spot. Wilson's are not allowed to sell JH rodeo swag during Fair Rodeo.

Peter motions to leave open the idea to bid out spaces for 2 food trucks at a flat fee in the rodeo arena (to be determined) in addition to Wilson's concession agreement, should we choose to do so. Amy seconds the motion, Peter, Emily, Amy, & Matt vote in favor. Marybeth, Gary, & Thomas vote against. Some discussion: Matt says it would cause problems – it's not the Wilson's Fair – should it be a non-compete? Can Fair Board informal bid by asking 3 different vendors? Lock up concession stands and bid out to food trucks, they pay a flat fee or percentage of earnings. Ask Rodeo Concessionaire to increase their percentage if they want to keep the contract. Add pre-fair and post-fair walkthrough of rodeo arena.

d. Fair Vendor Area/Fair Layout/Beer Garden

There will be jersey barriers around the Firehouse, so there is a walkway, but no driving traffic. The Horse Show Committee meets on Wednesday to go over 2019 Fair layout. No luck with SRB on beer garden. We have to find people/local groups to pour beers...who can we recruit to pour beers? NO hard alcohol this year. Groups have to check IDs and keep beer garden enthusiasts within the Grassy Arena. Matt is waiting to hear back from the guy who handles beer for the hockey rink. All drinks have to be poured into a plastic cup. Beer garden days of operation could be on Wednesday, Friday, Saturday? No need for it Wednesday because we are getting setup. What if we have the beer garden only for one day – do it Saturday when most people are there. Peter will get list of TIPS trained individuals and reach out to them. Beer Garden hours of operations could be 11:00 or 12:00 – 7:00 or 8:00 Friday and Saturday? Depends on when groups are available to pour beer. Could offer groups 12% of sales plus tips but they need to be TIPS certified and check IDs. Marybeth will call Snow Devils, Matt will talk to Shriners, Lions, and Moose Hockey. Amy will reach out to Elks, the Sydney Lee Judge Foundation and Soroptimist.

The bigger the area, the more security that is needed. The Grassy Arena has to be open at 4 spots as per the Fire Marshal. That's why whole grassy can't be a beer garden. Should part of beer garden be in Big Top?

VII. Fair Budget

Fair Board reviews the updated budget. Calculated expenses left to pay for rest of year (\$21,750 – advertising for bids, Lexi Queen Sponsorship, Michelle’s contract, printing of Fair Book) Fair Board request vs. Fair Manager request included and updated 2019 budget. Fair Board is out of money. If the Fair Book is printed and distributed before July 1st it has to be paid for in this fiscal year. The Fairgrounds has a fund balance, not the Fair. Thomas wants to see and discuss the entire Fairgrounds budget; it will be provided by the April meeting.

VIII. Fair Events & Items

- a. Fair & Rodeo Royalty
 - i. Contract

Has been written and reviewed by Keith. Have not heard from Jeff or Lexi. Thomas moves to send contract to Lexi for her review and consideration, Amy seconds the motion. All in favor, some discussion: Matt asks if we need approve fair contract first? It has already been discussed and approved.

- b. Big Top Tent

- i. Kaitlyn – YES! stage will be delivered and setup with Big Top by Canvas employees

- c. Concert (Peter)

Possible opening bands, headliner wants a say in who is chosen for opener. Fair Board will do a big announcement for the concert after spring break. Maybe mid-April?

- d. Ninja (Emily & MB)

Marybeth working with Axis on sponsorship and will pick up a check soon. Ninja announcement; have Michelle make a poster for gyms and get them distributed ASAP.

- Rodeo (Amy & Emily)

- i. Structure of Slack Qualifier for Perf

Table and move to April meeting.

- e. Figure 8s

- i. Marybeth will call NAPA about sponsorship? Do they want it? If not, offer to Buckrail.

- f. Sponsorships

We are currently at \$14,650. Email sponsor list to Fair Board.

- g. Vendors

Packets have been mailed out to 2018 Vendors, plus a few new inquiries. What about an ‘Invitation’ to local food trucks. Matt talk to Tom Faye about interest. Hadley will send out vendor packets to local food trucks and inquire if they would be interested in a “gold spot” in the arena for night events.

IX. Matters & Announcements from Board & Staff

- a. Heritage Arena Lighting Project Update

- i. 7 bids, from 20,000 – 53,0000

- ii. 30,000 budgeted, 2000 spent on plans and some spent on advertising

- b. Hill Climb Parking March 21-24

- i. Snow Devil’s will extend their street closure

- c. Freestyle event in Rodeo Arena March 23

- i. Now have an airbag and do not need to move snow

OTHER:

Add 4-H Cleanup date to April agenda

Email links for Big Top local talent submissions and vote on acts on for April meeting

Potential FREE local acts for Big Top: Our Lady of the Mountains bell choir, Karate Club, JHHS Choir, 4-H groups (robotics, student fiddles – Shelley Rubrect), JH Chorale

Thomas motions to table Big Top submissions for April agenda. Emily seconds the motion. All in favor, no discussion

Emily motions to adjourn at 8:39PM, Amy seconds the motion. All in favor, no discussion.