



**Teton County Fair Board
Regular Meeting Minutes
Fair Office – 305 W. Snow King Ave
Monday April 8th, 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

Marybeth call to order at 5:30PM.

PRESENT: Marybeth, Gary, Matt, Peter

Amy and Thomas arrive at 5:36PM

ABSENT: Emily

OTHER ATTENDEES: Judi Nickell, Glenn Owings, Ellen Mckee, Allison Neely, Pete (from Elk's Club), Alyssa, Hadley, Sarah, and Rachel

II. Roll Call/Pronouncement of a Quorum

III. Approval of March 11th Regular Meeting Minutes

Matt motions to approve March 11th meeting minutes. Gary seconds the motion. All in favor.

IV. Public Comment

a. Judi Nickell, NEW FG Facilities Maintenance Specialist

b. Glenn Owings, NEW 4-H Educator for Teton County (A University of WY employee)

c. Ellen McKee, Fair Open Class Dog Agility Show 'n' Go

Allison Neely is also present and speaking on behalf of the dog show. Historically, the Teton County Fair Dog Agility Show 'n' Go has had the following: an ad in fair book; show has been scheduled the 2nd Saturday of fair on the ballfield; Fair Board provided tent, tables, chairs, and trash cans; fencing was provided by GTKC and K.A.T.S.; the Fair Board paid for judges, judging expenses, and hotel rooms; Fair Board reimbursed GTKC expenses; entry fees were paid to the Fair Board.

In 2018, the following occurred: an ad was promised, but left out of the Fair Book due to lack of space; event was scheduled on the 1st Saturday of Fair on the grass by the Exhibit Hall; the Fair Board provided tables, chairs, and trash cans; all fencing and equipment were provided by GTKC and K.A.T.S.; the Fair Board paid for judge's fee and campsite at Gros Ventre Campground; entry fees were given back to GTKC from the Fair Office and GTKC paid for their own expenses.

In 2019, the following will happen: the event is scheduled for the 1st Saturday of Fair (July 20); the event will be located on South Lawn (by Exhibit Hall); GTKC will collect all entry fees and pay expenses, except for the judge fee and lodging (they would like the Fair Board to cover these expenses as they have in the past). Rachel will talk to Parks & Rec about parking during the event and provide bleachers.

d. Pete, Elk's Club, Beer Garden

Malt Beverage Permit Application for beer garden has been submitted to TOJ. Application indicates that the beer garden hours will be July 25 - July 28 from 12:00-8:00PM on the Grassy Arena. Pete says he will be able to provide TIPS-trained Elk's Club members to staff the beer garden. He feels confident they would logistically be able to check IDs, but not police beer leaving the designated area. The permit stipulates that beer being served must be draft beer and must stay within the designated area. Fair Board will fence off an area within the Grassy Arena for the beer garden, that way they will only be responsible for keeping beer within small area. Rotary gets 12% of beer sales + all tips and this would be the same for groups staffing the beer garden. Fair Board needs to decide how they want to set up beer garden. There may need to be overnight security to make sure no one is getting into beer at night.

V. New Business

a. 4-H/Fair Board Fairgrounds Clean-Up Day (TOJ Community Clean-Up is May 11th)

Fair Board suggests waiting until TOJ snow pile is gone so that the other debris will be cleaned up before they host 4-H cleanup day. Prior to the scheduled cleanup day, the Fair Board will walk around the fairgrounds at some to assess and make a list. Cleanup day should be 2 weeks before Fair.

a. Macy's estimate for port-o-pots & handwash stations

Macy's quote for services came in at \$6,699 this year; last year it was \$7,600. They are also giving an in-kind donation of \$2,500. Rachel will, through the informal bidding process, get 2 more estimates for next meeting on April 18th. Suggested companies to contact for additional bids are: Star Valley Disposal, A1 in Rexburg, and Eiden's Construction. Location of port-a-potties are staying relatively the same as last year.

b. Hughes Productions estimates for Fair Week & Fair Concert

Hughes bids increased \$1,000 each from last year. Fair Board wants to know if there are any other production companies in the area or is Hughes the only one? Matt says there is a company out of Idaho Falls that did Rendezvousfest. This contract should also be bid out through the informal bid process for the amount that it is. Fair Board mentions that Hughes knows everything – where to be and when and what is needed without being micromanaged. However, no detailed scope of work exists for sound work, so it is difficult to bid out to other companies. Additionally, Hughes does a \$12,000 in kind donation for Fair week and a \$3,600 in kind donation for the Fair Concert. If we were to get bids from other companies, the following issues might arise:

- Getting another group may not know what to do.
- Fair may not get in-kind donations.

Peter mentions Hughes does a good job, but there are other production companies in town – doesn't hurt to look. However, the hardest part about approaching another company is lack of a detailed scope of work. No one sure of the finer details of what Hughes does for sound during Fair. Would it be possible to approach Hughes and see if they will help us with a detailed scope of work? Fair Board needs to consider what happens if one of our contractors can't do fair one year and there is no detailed scope of work? Would the Fair Board be able to confidently approach other companies and be able to communicate what needs to be done?

Amy recommends going with Hughes this year with the idea that next year there will be a better scope of work for when bids go out.

Discussion: Rachel and Peter will work together with Hughes to get a scope of work in order to get quotes from two other companies before going through current detailed estimate from Hughes. Additionally, the Fair Board and staff might need to pay more attention to what they do during Fair to help develop the scope of work. It is in Fair Board's best interest to have a detailed scope of work moving forward so that if Hughes is unavailable one year, they will know what needs to be done. There are currently detailed scopes for everything except for electrical and sound.

Amy directs staff and Peter to reach out to Hughes to develop a scope of work and get quotes from two other production companies to get an idea of pricing for Fair sound and concert sound.

c. Night Events Start Time

Currently, all night events start at 7:00PM except for Ninja, which starts at 8:00PM. Ninja starts later due to the 4-H livestock auction end time. Fair Board should consider if the livestock auction crowd and Ninja crowd the same or different. Will they lose Ninja audience if livestock is still going as Ninja is starting? Last year, the auction was done around 7:00PM, but there are more kids in 4-H this year selling animals, which might make the auction run longer. Gates open at 6:00PM for night events and start at 7:00PM. Fair Board can give folks attending the auction tickets to Ninja and they can head over right after auction, even if it has already started.

It will be a lot easier for people to know and remember times if all night events start at 7:00PM; there will be consistency. Gary makes motion that all night events start at 7:00 PM, Matt seconds the motion. All in favor: Thomas, Gary, Matt, Peter, and Amy. All opposed: Marybeth.

Discussion: Marybeth wants Ninja to start at 8:00PM. Peter mentions that the entire night will wrap up earlier if Ninja starts at 7:00PM.

d. Fair Advertising

i. Best of JH, Bronze in Summer Activities, advertising opportunity

Best of Jackson Hole is offering advertising affiliated with Buckrail for winners that will include a print ad and a widget on Buckrail.com. Best of JH will be putting out a publication with 19,000 print copies in early July – this might be a perfect opportunity to advertise for Fair. It is \$1,400 for ½ page print ad, featured listing on website or \$2,500 for full page print ad plus featured listing on website. Paying for this ad in Best of JH would go on next year's budget (Fair Board asked for

\$26,000 in advertising, staff recommends \$22,000). Fair Board might have to cut back on newspaper print ads and radio to fit Best of JH ad into the budget.

Fair Board is considering also sponsoring the weekly update on Buckrail two weeks before Fair in order to increase presence. Marybeth says she will get rates.

Amy motions to do a ½ page publication with digital option included for the early July rollout of 19,000 copies of Best of JH, Marybeth seconds the motion. All in Favor.

Discussion: Matt wants to be sure the Fair will have a listing on the BOJH website. Marybeth confirms it will be a widget on the Buckrail website. Matt is unsure it will get to the people that will come to the Fair, Marybeth and Amy disagree and think we should try it.

VI. Old Business

a. Stall Barn

The new location of the stall barn will be at the dog leg on NE corner of the Grassy Arena. Rachel has talked with Carla Hansen from Nelson Engineering and it will cost \$10,000 for the redesign, structural and civil. Matt suggests that the lodging tax to pay for it or get Friends of Fair going again in order to raise money for the project. It is currently proposed that \$350,000 would come out of Fair Budget and \$350,000 would come from lodging tax. Rachel will pass along contact info to Matt so he can get information on Friends of Fair in order to reactivate it. It must be run by a separate group other than the Fair Board.

The proposed budget for the new stall barn is \$700,000, which was the lowest bid that was received on the prior bid. The new proposed stall barn will be half the size, but the price of steel tripled in the past 3 years. The new stall barn will be large enough to hold 20-10 x 10 stalls and will be closed on three sides.

Gary makes a motion for staff to pay for the redesign of a 16 x 200 stall barn on the NE side of grassy, Thomas seconds the motion. All in favor.

Discussion: Alyssa clarifies that Gary's motion should be that he recommends to staff to pursue the redesign of the stall barn.

b. Jeff Moran's Contract – emcee

Thomas makes a motion to accept contract Jeff presented, Marybeth seconds the motion. All in Favor.

Discussion: Prices are the same as last year – \$1,500 with discount of \$100 per night at three nights. Late fee of 18%? We will have a check ready to hand Jeff at the end of Figure 8s in order to avoid any chance of a late fee.

c. Fair Permits

i. TOJ Special Event Permit, Sign Permit, Noise Permit, Expo License Permit - applications submitted last week

1. Will go before council Monday April 15, 6:00PM

ii. TOJ Malt Beverage Permit

Beer garden included on application as per Sandy Birdyshaw's recommendation, requested Thurs-Sun from Noon to 8:00PM, \$100 per day. Malt Beverage Permit does not include sloshies. A map was given to TOJ that showed a fenced off area within the Grassy Arena with one entrance/exit for the beer garden. Security will bid out cost for staffing beer garden, so that they can monitor people entering and exiting. Can change times of beer garden if needed – not locked into 12:00 PM – 8:00 PM.

iii. WY Game & Fish Permit

1. Fish are ordered from Cody trout ranch

iv. Stilson Sign Permit

1. Included sign on wagon at 5-way

d. Scholarship Applicants, final decision (Gary, Amy & Matt) Deadline TODAY!!!

Casey Budge was awarded the 2019 Fair Board scholarship. Based on the two applicants the Fair Board received, the Fair Board wants to increase the scholarship for 2021. They are hoping by offering more than one scholarship, that they will receive a larger applicant pool.

Gary motions to ask for \$3,000 for scholarship for FY 2021, Thomas seconds the motion. All in favor: Gary, Marybeth, Amy, and Matt. All opposed: Peter.

Scholarship night is Tuesday April 23 @ 6:30PM. Gary and possibly Amy will go and present scholarship to Casey.

e. Big Top Tent

i. Schedule, decrease scheduling from 11-7:30pm to 12/1 – 6/7pm

Amy suggests that Big Top acts perform from 11:00AM – 6:00PM. 6:00PM is when the gates open for night events. Get them out of Big Top and over to night events.

ii. Budget, \$2200 - \$3300 (8 - 12 acts at \$275/hour)

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

New Submissions: Judd Grossman, Clint King, Josh Riggs, Pappa Chan & Johnny C-Note, Nina Munger and Madeline Germaine

The Fair Board decides to pick 8 acts to offer spots to with 4 alternates in case someone says no or if approved for a larger budget and can pay more acts. From the new submissions, the Fair Board wants to add Josh Riggs and Judd Grossman to the Big Top Tent lineup. The 8 acts that the Fair Board wants to secure for the Big Top Tent are Nick Staron, Shelley Rubrect, Eckert de Ninno, Judd Grossman, Judy Weikle, John Sidle, Josh Riggs, Allan Morton. The Fair Board wants to offer 4 alternate spots to: Maddy Germaine, Nina Munger, Clint King, Papa Chan and Johnny C-Note.

Thomas motions that we offer the 8 "for sures" (Nick Staron, Shelley Rubrect, Eckert de Ninno, Judd Grossman, Judy Weikle, John Sidle, Josh Riggs, Allan Morton) and 3 alternates (Maddy Germaine, Nina Munger, Clint King) spots under the Big Top to perform between 3 and 6 to be decided, Marybeth seconds the motion. All in favor.

Thomas motions that Papa Chan and Johnny C-note be added to the alternates list, Marybeth seconds the motions. All in favor.

Thomas moves that staff complete the Big Top Schedule as they see fit, Marybeth seconds the motion. All in favor.

- iv. Potential FREE Acts:

Axis Gymnastics, student fiddlers, 4-H demos (robotics), JH Chorale, Our Lady of the Mountains Bell Choir, Karate Club, JHHS Choir...Staff will try and fill other slots in the Big Top Schedule with free acts.

- f. Fair Book & Logo Updates

- i. Round 2 from Michelle

Peter motions that we approve the most recent iteration of the fair book cover, Matt seconds the motion. All in favor.

- g. Fair Contracts

- i. 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

April 26th – Staff Reports due

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

Special Meeting scheduled April 18th @ 5:30 pm to review and approve Fair contracts

- ii. Fair Rodeo Arena Concession Contract

Meeting w/ Rodeo Concessionaire about Fair – Rachel to schedule with all involved parties. Matt spoke with Tom Fay who felt confident, after doing Rendezvousfest, that bringing his food truck (s) to Fair is a possibility. He would consider a revenue share of 15% - 20% with the Fair Board.

Make a request to JH Rodeo to remove trailers from inside the black fence for Fair in order for Fair Board to accommodate beer trailers and possibly, food trucks.

- h. Fair Vendor Area/Fair Layout/Beer Garden

- i. Fair Board updates

MB – Snow Devil's fencing

Matt – Lion's, Shriners, Moose

Amy – Elks, SLJ Foundation, Soroptimist

Peter – TIPS trained groups

Thomas motions that beer garden be put in the Big Top Tent in order to utilize the entire space, Peter seconds the motion. All in favor.

Discussion: Fair Board will provide security if budget is approved. Peter suggests Elk's Club be responsible for manning the gates, but Elks have made it clear, they do not want to man the gates due to liability. Roller derby is interested in staffing the beer garden. The Lion's Club and Moose Hockey players are also interested. IDs will be checked when someone orders beer and receive a wrist band at that point.

Marybeth motions that the beer garden be open Thursday and Friday from 2:00 – 6:00PM and Saturday and Sunday from 12:00 – 7:00 (strike).

Thomas moves that beer garden is open 11:00 – 6:00 (strike).

Discussion: The Beer Permit is from Noon – 8:00 PM; this means noon is the earliest beer can be served at the Fair.

Thomas moves that the beer garden is open noon – 7:00 PM Thursday, Friday, Saturday, and Sunday, Matt seconds the motion. All in favor: Thomas, Amy, Matt, and Peter. All opposed: Gary and Marybeth.

Discussion: Gary wants a lowkey beer garden this first year, noon is too early to serve beer. Amy thinks it will be hard to staff some off the times that the beer garden is open since we are relying on volunteers that might also be working during the week. Marybeth suggests splitting times/days between the Elks Club and roller derby so that all times are covered. Gary thinks the beer garden times are too long. Does it make sense to eliminate Thursday from the beer garden schedule? Matt wants there the be beer available before night event gates are open. Alyssa suggests splitting the time – lunch service, break, then happy hour service.

Marybeth will talk to Elk's Club and Roller Derby about their availability to staff the beer garden and the Fair Board's expectations. Fair board agrees they will buy beer for groups to sell, and signage.

Marybeth motions that she will go to Elks club to offer them the opportunity to staff the beer garden 12:00 – 7:00PM for 25% of the profit plus tips. The Elks Club will need to provide volunteers to pour beer, check IDs, and ensure beer doesn't leave the Big Top, Peter seconds the motion. All in favor.

ii. Other

Snow Devils will let us use their fence to block off the Grassy Arena 2 weeks before Fair.

VII. Fair Budget

a. Updated Budget

For FY 2020, the County is looking at a \$9.5 million deficit based on current departmental requests. After Alyssa's recommend, the County is still at a \$2.9 million deficit. More cuts might still need to be made.

While Fire/EMS are occupying the Temporary Fire Station/Pavilion, they have agreed to pay for Fair Office utilities. Rachel updates "Fiscal Actual" on a monthly basis as we move through the fiscal year. Rachel will email minutes from budget meeting to Fair Board.

For the upcoming FY2020, the Fair Board has asked for an additional \$77,000 above the staff recommended budget.

Peter will draft a narrative for the Fair Board budget that can be presented to the BCC at the budget meeting April 30th.

Thomas motions to meet at 9:00AM prior to budget meeting on April 30th, Amy seconds the motion. All in favor.

Discussion: Matt suggests meeting another time.

Gary motions we table the rest of the agenda to the next meeting, Amy seconds the motion. All in favor.

Gary motions to adjourn at 8:53 PM, Amy seconds the motion. All in favor.