

Teton County Fair Board
Regular Meeting Minutes
Fair Office – 305 W. Snow King Ave
Monday February 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
Marybeth called the meeting to order at 5:31pm.
- II. Roll Call/Pronouncement of a Quorum
Present: Peter, Emily, Marybeth, Matt, Thomas, & Gary
Absent: Amy
- III. Approval of January 14th Meeting Minutes & January 28th Special Meeting Minutes
Matt motions to approve the January 14th and 28th meeting minutes, Thomas seconds the motion. All in favor, no discussion.
- IV. Public Comment
 - a. Amy Wilson, 2019 Budget & Fair layout impacts to 4-H
Amy says that she was unaware of special meeting on the 1/28 regarding 2019 Fair layout. Mary was unavailable to discuss 4H budget, and she is the decide. Amy says the minimum budget 4H is requesting totals \$21,500. Mileage has increased this year to \$0.58/mile, hotels for judges are expensive and they anticipate a total of 18 judges in 2019. Amy says they have to go far to find proper judges. The 2018 budget for mileage was \$2,000 and ended up costing 2x that amount. State Fair costs have also increased.

Fairboard says no decisions were made as to 4H locations during fair, ideas were discussed based on where vendors were located. Manure dumps will be far enough away from kitchen for food service to continue; it's possible they can be positioned to face away from 4-H campers. Tearing auction ring down Friday night is brought up. 4-H says they still need it on Saturday morning for Round Robbin and that it may not be feasible to share the space on Saturday. Also, 4-H will have more lambs and goats, small animals, poultry this year.

Fair Board says there are lots of compromises happening in all departments of the Fair to make everything work logistically. 4-H suggests having their events earlier in fair? Fair Board agrees that could hurt the entire Fair and 4-H, as well. 4-H is encouraged by the State to grow their programs but they find it difficult to do with size limitation of fairgrounds etc.
- V. New Business
 - a. 4-H Budget Request

Thomas motions to recommend budget 21,500 for 4-H to BCC. Emily seconds. All in favor, some discussion: highest budget in last 5 years was been \$22,000. 4-H should be present for BCC meeting discussing budget.

b. 4-H Concerns w/ Fair layout

More small animals will interfere with proposed horse show plans for Saturday. Could do a better job of layout/space to give everyone enough space to use Heritage like reconfigure lambs, move pigs a little, decrease steer alleyway. It has been done before when livestock was in the Pavilion – can make it work in Heritage.

Amy asks about dust kicked up by horses? How will it affect the small animals? Fair Board suggests watering the arena every hour.

Amy asks how will the horses being showed react to pigs, roosters, strange noises? Fair Board says horses have to deal with other stimuli that are stranger than other animals.

Amy asks where will Round Robin happen? She says they need a ring. Gary & Amy agree to work together to measure everything and determine space needed and plot out the Heritage Arena. Marybeth says the 4-H Round Robin and Halter classes could adjust their timing. She says the horse show is losing Grassy Arena so they need alternate spaces.

Thomas moves that we continue with layout as discussed in special meeting. Matt seconds the motion. All in favor, no discussion.

c. Cleaning, Electrical, Security, Rodeo, Construction, Parking Contracts – Scope of Work Updates & Timeline to Bid Out

Determine best avenue to update contracts for 2019 fair. Construction will need a lot of updates with layout changes. The cleaning contract should extend dates to include pre-Fair Exhibit Hall cleaning. In 2018, we were double-charged for work that happened inside the scope of work but outside the dates of the contract. The security contract may need extensive updates due to proposed beer garden. The electrical contract should stay the same. The rodeo contract needs to add beef cattle for team branding.

Staff should go through contracts and make recommendations – a lot 30 min discussion per contract? A special meeting for contracts is suggested?

Thomas motions to table discussion for a special meeting on February 25 at 5:30pm. Matt seconds the motion. All in favor, some discussion: Emily will be out of town but will email recommendations (specifically rodeo) to Rachel.

d. Animal Cracker Conspiracy Contract - sign

Thomas moves to have chair sign contract. Emily seconds the motion. All in favor, no discussion.

e. Big Top Tent – Casting Call Goals & Timeline

Acts from 2018 were emailed an invite to return this year. Eckert DeNinno & Allan Morton responded to the invite with a yes, although Eckert does not want same time slot.

- i. Advertising verbiage: Interested parties need to submit a You Tube link/clip/video for the Fair Board to review. Returning acts are do not need to reapply.

Gary motions to run ad from last year with the same schedule and keep it open until March 8th; the Fair Board will review submittals at their March 11th regular meeting. Thomas seconds the motion. All in favor, some discussion: ask Billy Kirk to write a press release, make a Chamber announcement, post on Facebook, etc.

- f. Fair Board Meeting Late Policy

If a Fair Board member is going to miss a meeting or is running a minimum of 15 minutes late, contact Rachel or Marybeth so they can determine if there will be quorum. Emily motions that if a Fair Board member is more than 20 minutes late, it will be considered an absence and if a member is between 5 – 20 min late or plans to be absent, please contact Rachel or Marybeth. Thomas seconds the motion. All in favor, no discussion.

VI. Old Business

- a. Stall Barn Updates

Rachel presents her top 2 preferences for stall barn location w/ pro and con list: 1. West side of the grassy arena 2. West side of Heritage Arena. Rachel suggest that the fair board make a recommendation so we can move forward.

Fair Board asks with the future of the Fairgrounds being so uncertain, why spend money to build a structure that may get torn down in 10 years? Fair Board suggests the possibility of temporary stalls? Matt suggests that the stall barn be built out of steel so it can be can taken apart and moved to new location.

Gary suggests a stall barn on the north side of Grassy Arena where there is water and electricity currently available. One stall width wide and 20 long enough to accommodate 20 permanent stalls. The notch that exists currently was meant for this structure. Emily says when more temp stalls need to be set up, they would all be in one area making cleanup easier for staff. We could easily add-on in the future if lease on Fairgrounds is renewed.

Rachel has concerns about people leading horses out of stall barn and across the Grassy Arena to the equine facilities and wearing down a path in the grass. Parks & Rec currently maintain the grass; they may refuse to continue if there is long-term damage.

The Fair Board suggests that the stall barn is enclosed on 3 sides; the south, east and west which would prompt people to lead out to the north and come around the NW corner of the Grassy Arena.

Gary makes motion to look at the option to build a 12' x 200'+ structure on north side of Grassy Arena, which will fit 20 permanent stalls. Peter seconds the motion. All in favor, some discussion: Alyssa speaks to the ease of access from a stall barn on the west side of the Grassy Arena to the Heritage Arena and the Rodeo Arena. It would be convenient for users and minimize interactions and impacts with other non-equine users. She also explains that offering covered stall is simply a matter of customer service, which Rachel is tasked with managing 50 weeks out of the year.

- b. February JH Live Concert in Heritage Arena

- i. Who's in?

Marybeth and Matt have TIPS training so they will pour. Emily will help. Gary is out of town. Thomas may or may not be back in town in time.

Matt has boots to collect tips and he will drop them off at the Fair Office. Staff will make signage for the boots.
- c. Fair Book & Logo Updates

Emily asks why the hexagons are being used again and should we differentiate each year? Rachel explains that the designer felt the assets were underutilized last year and thought they could be re-worked and re-used. Marybeth says that they are recognizable and that the Fair logo should be more forefront than the theme. We need to have a cohesive look to all marketing materials. Emily says something is lacking, we are spending a lot of money and should be seeing some new designs that build off of last year's design. BCC approved the contract with Lily Pad Creative but had questions about why the Fair Board chose her bid over others which were less. Rachel explains that she told the BCC the Fair Board chose Lily Pad Creative because of an already-formed relationship with designer, her familiarity with the Fair brand, and assets already created that could be reused. Rachel asks where do we go from here? Fair Board would like to see more options; Peter and Emily would like to be looped in on future meetings.

Thomas moves to appoint Peter and Emily to join staff when they meet with Michelle, Lily Pad Creative and pursue 2-3 more design options. Matt seconds the motion. All in favor, some discussion: Fair Book to print by June 1st, Michelle will be back the week of February 25th, setup a meeting.
- d. Fair Contracts
 - i. Lily Pad Creative, Frazier Carnival & Freckle Farm contracts were approved by BCC on 2/5.

Keith pulled the contract for Ninja because he felt their "contract" was inadequate and needed some work.
 - ii. Ninja, Bugology, & Paintball – waiting on contracts to take to BCC

Bugology has only sent an invoice with signature lines at the bottom. I'm waiting for her to send a more adequate contract detailing their setup and exhibit, as well as the responsibilities of the Fair Board.

Paintball made updates to their contract and agreed to hold the same rate of \$1650/day for 3 years. When contracts are \$5000+ have to take to BCC every year for approval.

Thomas motion to table Ninja, Bugology, and Paintball contracts with updates until the next Fair Board meeting. Emily seconds the motion. All in favor, no discussion.
- e. Fair Vendor Area/Fair Layout/Beer Garden
 - i. Approval from Sara Budge

If we keep animals off Grassy Arena for 2 weeks prior to Fair, we are good to have vendors on the space. Fair Board agrees to block off the Grassy Arena with construction fencing and signage prior to Fair. Where can we get fencing from? Can we borrow fencing from the Snow Devils or Snow King? Should it go into the construction contract scope of work? Who will put it up? The Fair Board agrees to put up the fencing by attaching it to the outside of the existing fence.

Get quotes from Jeff-emcee and Elliot-DJ for 2019 Fair.

ii. Matt's email/feedback

Matt asks if TIPS training is required? The way our TOJ permit is set up does require the training. If the Fair Board chooses to not require TIPS training of beer servers, the liability lies on the Fair Board instead of the County.

It is suggested that we talk to a few brew pubs about their interest in doing this and the feasibility. If we got brew pubs to participate, they could be responsible for bringing TIPS-trained staff, and checking ID's at the gate, which would eliminate the extra security costs. We could find another nonprofit, like Rotary, to pour beer if we bought from Osprey and JH Distributing. How long should beer sales overlap with rodeo arena sales? Another question for the breweries; they set their own hours. Permit says specific hours in the rodeo arena but we could change permit to stipulate hours and location of the beer garden. Fair Board does not want permit to encompass entire Fairgrounds.

What's in it for us? Possibility of breweries keeping all their revenue as long as they are willing to manage entry points. Ask for \$1 per beer? Ask for % or revenue? Let's find out if we can make this work first and then pursue a cut of the revenues if its successful. Gary agrees to talk to Osprey & JH Distributing. Emily & MB agree to talk to Snake River and Roadhouse.

f. 2019 Sponsorships

- i. \$12,050 collected to date. Marybeth will follow up with Axis Gymnastics on Ninja sponsorship and talk to Napa about Figure 8's sponsorship.
- ii. Fair Board HELP! - MASTER list, who knows who and is comfortable approaching them for sponsorship? Check out the list.

Whiskey Myers has agreed to play the Fair's free concert. One condition is that they want to approve the opening act, which we are currently looking at options. Headliner will be announced at JH Live/Lukas Nelson concert this weekend. Let's wait on a big announcement until spring arrives and do a big push/roll out and utilize all outlets.

VII. Fair Budget

a. 1st Draft FY 2020 Fair & Fairgrounds Budget

Budgets are due on February 22. Does the Fair Board want to have a budget workshop/special meeting? Yes, let's meet on Wednesday February 20th from 11:00am – 1:00pm. Do we want to keep the Royalty program? Or move to an ambassador program? Rachel email the Fair Board the 5-year budget vs. actual.

VIII. Fair Events & Items

a. Fair & Rodeo Royalty

- i. Jeff & Lexi have been emailed about FB's decision on the budget on 2/7/2019. They have not yet responded.
- ii. Rachel will email County Attorney's Office with information for a 1st draft of a contract between the Fair Board and the Queen.

b. Big Top Tent

- i. New Stage

New stage will cost around \$20,000; the money is not in this year's budget. Thomas asks about a budget amendment. What about budgeting for a new stage in next fiscal year, especially if the purchase won't happen until next year. What is in fund balance? Should the stage belong to the fair or fairgrounds?

We will need to get on BCC agenda and Rachel will have to write a staff report for budget amendment. We need more stage quotes.

Thomas motions to direct staff to get two more bids for stages by next week to bring to special meeting. Emily seconds the motion. All in favor, no discussion.

c. Concert (Peter)

- i. JH Live Announcement (see above)

d. Ninja (Emily & MB)

- i. Axis sponsorship, Marybeth says Axis wants to sponsor Ninja at \$3,500.
- ii. Announcement of Event...let the damage control begin March 1st! Promote through Facebook, Ninja Nation, Billy Kirk press release. Sponsor deadline to commit is Feb 28th. We can have Michelle make poster for distribution to local gyms.

e. Rodeo (Amy & Emily)

- i. Concessionaire Contract

We can bid out the contract, but don't because Wilson's are already set up to run concessions out of the stands. All kitchen equipment would be unavailable because Wilson's purchased it and own it; they will not allow a random contractor to use it. They refuse to move it out. Currently, we only collect 10% of gross sales during at Fair Rodeo. Should we increase? Last year we received about \$1,300 - \$1,500. Leave contract the same but they have to take their banners down during Fair.

Fair Board thinks a pre-fair meeting with Wilsons is in order. Their announcer made comments last year that were inappropriate. Fair Rodeo bid should include announcers. Hopefully, we can bring back competitors that we have lost. Fair Board agrees to invite Larry and Roxanne to pre-fair rodeo meeting. Arne offers to discuss with them in advance. We really need the Town to enforce the Rodeo Concessionaire agreement for Fair.

Thomas moves that the Fair Board Chair and the Fairgrounds Manager make sure that Wilsons abide by the Rodeo Concessionaire contract for Fair this year. Emily seconds the motion. All in favor, some discussion: make sure Wilsons are not planning to have slack prior to the rodeo on July 20th due to horse show running later in the day. Rachel reached out to Roxanne and she shared an email thread between her & Kaitlyn from 2017. Roxanne suggested Rachel call Wilsons and have a conversation.

Thomas motions that 2019 Fair Rodeo concession contract remain the same. Matt seconds the motion. All in favor, no discussion.

f. Vendors

- i. Updated Vendor Packet

1. Pricing Structure

New changes to Vendor Packet include: pay for space and electrical upfront/get rid of deposit, include a photo of setup with application, keep 10 x 20 and eliminate 20 x 10 space, fee structure: 10 x 10 costs \$250, 10 x 20 costs \$450, 10 x 30 costs \$675. New electrical charges in 2019: \$35 for 110V and \$50 for 220V.

Get rid of nonprofit rate because we don't a lot of request from nonprofits.

Gary motions to approve the updated Vendor Application & Rules as listed above. Thomas seconds the motion. All in favor, some discussion: Marybeth says the bottom-line revenue collected due to all vendors paying for power this year. Sara Budge provided us some health code information that we will include in vendor packets. Photo should help with setup because 1. We will know what to expect in terms of setup (no/less surprises) and 2. The amount owed based on setup/photo will have already been collected by the Fair Office.

- ii. Invitation to Vendors for Participation

1. Local food trucks? Pinky G's, Moe's, Café Genevieve etc.

Keep order of who applied and when so that first come, first serve.

Promote locally on Facebook. Matt will talk to Tom Faye.

- IX. Matters & Announcements from Board & Staff

Alyssa says the Fair Board at one time approved that the Director of General Services be the designee or do they want Alyssa to be in that position? The new Director of General Services is Sarah Man and she starts on 2/19. Does the Fair Board want to keep the same? Alyssa agrees to stay on until Sarah is comfortable in new position.

- a. Heritage Arena Lighting Project Update

Invitation to Bid goes out 2/13 & 2/20, deadline to submit bid is March 6th, staff report will go to BCC on March 19th, Notice to Proceed on March 20th, the arena schedule has been blacked out May 1st – May 15th for the work to be completed by summertime.

- b. Update to facility fee structure next fall sometime.

- X. Adjourn

Gary motions to adjourn the meeting at 8:31pm. Matt seconds the motion. All in favor, no discussion.