



**Teton County Fair Board  
Regular Meeting Minutes  
Monday January 9<sup>th</sup>, 2023 @ 5:30PM  
Fair Office @ 305 W. Snow King Ave**

*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.*

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- I. Call to Order  
Zach calls the meeting to order at 5:34PM.
- II. Roll Call/Pronouncement of a Quorum  
PRESENT: Zach, MB, Hannah, Matt, Amy, Donnie, & Alaina via Zoom  
ALSO PRESENT: Rachel, Sarah, & Glenn
- III. Adopt Agenda  
MB motions to adopt the agenda as written. Matt seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.
- IV. Approval of 12/12/22 Regular Meeting Minutes  
MB motions to adopt the 12/12/22 meeting minutes as written. Matt seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.
- V. Public Comment  
No public comment.

**ACTION ITEMS**

VI. Consideration of Laser Tag Contract  
The contract is in the Board Packet for review. The goal is to put this attraction on the southern tennis court where mini golf was last year.  
Via email exchanges, we will not be paying them a deposit. We will pay them in full after Fair. The contractor is also aware that they will not be able to "stake" obstacles down in the tennis court. They have agreed to use weights instead.

Hannah motions to approve the Laser Tag contract in the amount of \$3250. Matt seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

- VII. Consideration of World's Funnest Productions Contract  
for 'Marcus the Magician'

At the December Fair Board meeting, staff was directed by the Board to have this portion of the contract separated from the photo booth. Separating these contracts allows for Fair Board approval and signature rather than the BCC's. It will save staff time in writing a staff report and attending the BCC meeting. It saves the BCC time as well.

Marcus performs a "funny man who does tricks" show which can be on the stage or through a strolling act. He is willing to do both - a stage show at 4:00PM daily for 45 minutes and then 2-

strolling sets per day for 1 hour each. The contract price is \$1100/day or \$4400 total for Thurs-Sun of Fair Week. Hannah will work with Marcus to figure out the timing of his shows as we move forward.

Hannah motions to approve the World's Funnest Productions 'Marcus the Magician' contract in the amount of \$4400. MB seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

#### VIII. Consideration of World's Funnest Productions Contract for a Photo Booth

At the December Fair Board meeting, staff was directed by the Board to have this portion of the contract separated from 'Marcus the Magician.' Separating these contracts allows for Fair Board approval and signature rather than the BCC's. It will save staff time in writing a staff report and attending the BCC meeting. It saves the BCC time as well.

The photo booth can be setup on the grass outside or inside the Exhibit Hall. If we decide to place them on the grass, they need a 15' x 15' space, plus weights for their tent and access to power. Staff's recommendation is to put them inside the Exhibit Hall and save the space outside for vendors. The photo booth could be an interactive attraction inside the Exhibit Hall and bring people into the building. If we opt for this placement, we will not need to provide a space on the grass or weights. There is plenty of power inside the building to accommodate the photo booth. Photos will include the Fair logo and are free to the public. The photos are printed on-site and participants walk away with the photos in their possession. The photo booth will be staffed and will operate 8 hours per day and is \$1100/day or \$4400 total for Thurs-Sun of Fair Week.

Hannah motions to approve the World's Funnest Productions Photo Booth Contract in the amount of \$4400. MB seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

#### IX. Consideration of 2023 Food & Non-Food Vendor Information & Fee Structure

At the December Fair Board meeting, the Board approved restructuring the way we charge food vendors on the Grassy Arena. Rather than charging them a flat fee to participate, they will now owe \$500 up-front but in 2 installments, which will then be deducted from 15% of their gross food sales (total cash and credit card transactions) at the end of Fair. Non-Food vendors will continue to be charged a flat fee and will be due upon approval of their agreement by the committee/board. Staff rewrote both applications, or now called agreements, added an electrical order form, list of fines etc. All documents are in the Board Packet for review. Staff also reached out to both the TC Health Department and TC Fire/EMS for their requirements and included them in the agreements. Staff is still waiting to hear from the WY Dept. of Revenue on the Sales Tax portion of the agreements and will plug it in as soon as we hear back.

The Board needs to decide if they would like to provide vendors with grease/cooking oil and gray water disposal. If so, we'll have to find service companies, how much it will cost, and where we are going to put these containers. If the Board does not want to provide these services, the rules will state that each vendor is responsible for their own grease and gray water disposal, and it has to be contained and hauled off-site.

Hannah motions to approve the 2023 Fair Food Concession & Non-Food Commercial License Agreements & fines with the addition of TCF provision of oil disposal and grey water disposal. MB seconds the motion. Discussion: Macy's may be able to provide a gray water tank. There are companies in Idaho who provide cooking grease and oil disposal. Staff will reach out to them to find out more information. We can create a "waste disposal" area north of the Grassy Arena and put

these collection tanks there, as well as the cardboard recycling dumpster. Vote is unanimous in favor. Motion passes.

X. Consideration of 2023 Fair Cleaning Contract Invitation  
to Bid & Scope of Work

Both redlined documents are in the Board Packet for review. There are no major changes to the scope of work.

Hannah motions to approve the 2023 Fair Cleaning Contract invitation to bid and scope of work. MB seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

XI. Consideration of 2023 Fair Construction Contract Invitation  
to Bid & Scope of Work

Both redlined documents are in the Board Packet for review. One big change was removing the tasks associated with the 4-H livestock sale setup and tear-down in the Rodeo Arena on Friday of Fair Week.

MB motions to approve the 2023 Fair Construction 'Invitation to Bid' and 'Scope of Work' as presented. Matt seconds the motion. Discussion: Matt asks if we will still refer to new space as "Exhibit Hall?" Everyone is in agreement that the new building should continue to be referred to as the "Exhibit Hall." Vote is unanimous in favor. Motion passes.

XII. Consideration of 2023 Fair Electrical Contract Invitation  
to Bid & Scope of Work

Both redlined documents are in the Board Packet for review. There are no major changes to the scope of work.

MB motions to approve the 2023 Fair Electrical 'Invitation to Bid' and 'Scope of Work' as presented. Hannah seconds the motion. Discussion: Matt asks if the installation of 50 amp outlets on the exterior of the building on the west side for vendors needs to be included in this scope? Rachel explains that these outlets will be installed during the remodel project. Vote is unanimous in favor. Motion passes.

XIII. Consideration of 2023 Fair Rodeo Stock Contract Invitation  
to Bid & Scope of Work

Both redlined documents are in the Board Packet for review. All of the IMPRA requirements have been removed. The stock contractor required tasks have been separated from the things the Fair Board will take care of, including providing 10 hotel rooms for 2 nights if the contractor is from out-of-county.

Hannah motions to approve the 2023 Fair Rodeo Stock Contract 'Invitation to Bid' and 'Scope of Work' as presented. MB seconds the motion. Discussion: Alaina asks about the 10-15% retainage fee to ensure the contractor follows through on the commitments as outlined in the scope of work. Rachel says that that will be outlined in the actual contract once the contractor is chosen. Amy says that the slack start time should be changed to 11:00AM from 10:00AM. Vote is unanimous in favor. Motion passes.

XIV. Consideration of 2023 Fair Parking Contract Invitation to Bid & Scope of Work

Both redlined documents are in the Board Packet for review.

A few changes we may want to consider and make for this year...

1. Do we want to extend the street closure on Snow King Ave from Wednesday to Tuesday? If so, we are going to need parking attendants for another day.
2. Do we want to offer on-site parking at all for fairgoers? We really need the space we have for contestants/trailers, 4-H, Board, staff and volunteers, contractors and service providers, and vendors. We can promote and advertise from now through Fair, that there will be no on-site parking for anyone who isn't ADA. If we decide to do this, we won't charge for parking and won't make any money and fairgoers will have to park off-site and walk or ride bikes. Either way, we'll still need the parking attendants on Snow King every day (Tues or Wed – Sun), all day.

MB motions to approve the 2023 Fair Parking 'Invitation to Bid' and 'Scope of Work' as presented. Matt seconds the motion. Discussion: The Board discusses not offering any fairgoer parking on-site and how it will impact the revenue stream against the expense of having parking attendants. The Board would like to continue to offer paid parking on-site. Extending the street closure through Tuesday is not necessary. The Board discusses utilizing neighboring church parking lots for fairgoer parking and overflow. Logistically, this seems too difficult to arrange. We will only have horse trailer parking available on-site on Saturday for Fair Rodeo. We need all the space we have for contestants. Rachel asks Glenn if 4pm on Wednesday is early for enough for 4H regarding the parking attendant stations on Snow King Ave. Glenn says it is. Vote is unanimous in favor. Motion passes.

XV. Consideration of 2023 Fair Security Contract Invitation to Bid & Scope of Work

Both redlined documents are in the Board Packet for review.

A few changes we may want to consider and make for this year...

1. Extending Beer Garden Hours
2. New Exhibit Hall
3. Adding daily meetings between the Security Team and the Chair & Fair Manager – we had a lot of issues (i.e. night event wrist bands, who is in charge) last year with security staff and perhaps a daily meeting between the Fair Board & staff and the security team would be helpful and minimize these issues. The Fair chain of command (who's is the boss) needs to be communicated and clear to the security team. The security team also needs to know who is who when it comes to Fair Board & staff, we need to show face with them so that if they are corrected or told something by one of us, our instruction should be followed, not anyone else's.

MB motions to approve the 2023 Fair Security 'Invitation to Bid' and 'Scope of Work' as presented. Hannah seconds the motion. Discussion: The Board discusses the Beer Garden hours of operation and adding Wednesday. Matt recommends that the Figure 8 beer sales should end before finals start. Rachel explains that that is part of our malt beverage permit and not applicable to the Security scope of work. Vote is unanimous in opposition. The motion fails.

MB motions to approve the 2023 Fair Security 'Invitation to Bid' and 'Scope of Work' with the addition of Beer Garden hours from 4:00-10:00pm on Wednesday. Hannah seconds the motion. Discussion: the Board discusses any additional security needed for new exhibit hall location. Matt & Amy agree that only 2 are needed for the space. The Board discusses the security issues that occurred last year at Fair. We need to improve communications with the security team for 2023. The Board discusses the number of security guards we might need in the Grassy Arena this year. It is

agreed that 3 should be sufficient. Glenn asks about the parameters for the security guard who will be in the Heritage Arena/4-H Barn. The scope states that a security will be in the Heritage overnight from 8:00PM until 8:00AM. Glenn says those times work but 4-H needs to communicate with security about this.

MB motions to amend her last motion and add 1 more security guard to the Exhibit Hall. Matt seconds the motion. Vote is unanimous in favor. Motion passes.

XVI. Consideration of 2023 Fair Trash Removal Contract Invitation to Bid & Scope of Work

Both redlined documents are in the Board Packet for review.

MB motions to approve the 2023 Fair Trash Removal 'Invitation to Bid' and 'Scope of Work' as presented. Matt seconds the motion. Discussion: Alaina mentions how late trash pickup was in 2022 and that we should reconsider where the large 8-yard dumpsters are placed in 2023 Rachel explains that she wrote a 6:00AM pickup of trash daily in the scope and any consequences for this not happening can be outlined in the contract after the contractor is chosen. Vote is unanimous in favor. Motion passes.

**DISCUSSION ITEMS**

XVII. 2023 Sponsorship Packet Updates

Sponsorship packets were mailed out on 12/30/22 to over 100 local businesses. We have received 1 so far.

Sponsor Name	Amount	Level
Mountain Valley Glass	\$300	Bull Riding buckle, added money
TOTAL	\$300	

A few more sponsorships have come in. All board members have 10 sponsorship packets to take with them and hit the streets. The buckles for last year's Title sponsors should be in soon.

**OTHER DISCUSSION ITEMS**

XVIII. FY23 Fair Budget Review & Updates

Rachel explains that our projected 2022 Fair revenues as compared to the actual revenue was significantly higher than we had anticipated - which is great! 2022 Fair budget amendments and been submitted and the Board should see them in the financial reports next month. Our 2023 fund balance is about \$385,000, which is \$50k higher than last year.

XIX. Matters & Announcements from Board & Staff

a. December Fair & Fairgrounds Manager Report & Updates

Rachel says that the County Attorney flagged one clause in the Knights of Valour contract. We are working through that and will send the contract to the BCC for approval as soon as the issues are resolved.

b. Fair Board Updates

Zach is planning to speak with the BCC, via public comment, about Fair on January 24<sup>th</sup>. The Fair Board's budget meeting with the BCC will occur in April. Budgets are due at the end of February and

as soon as staff has access to Open Gov, Rachel will go to work on the Fair budget. Any committees that need to submit a budget, need to get those to Rachel ASAP.

c. Committee Updates

Big Top Tent/Strolling Entertainment/Vendors

Hannah reports that all strolling acts are finalized and DGS is booked.

Concert

Zach reports that Andy is negotiating with our artists of choice, we are just waiting on confirmation of their availability for our Fair.

Exhibit Hall

Matt reports that the committee has met a couple times to look at the new space and is working on revising the class list and rules.

Figure 8 Races

MB says there is nothing to report.

Horse Show

MB reports that her and Rachel need to get together to update the class list and rules. The committee will meet again after that gets done.

Rodeo

Donnie reports that the committee is working on the rules/rulebook.

Royalty

Amy reports that the rule revisions have been completed. 2023 Pageant dates have been sent for May 10-11, with applications due May 1. The committee will meet again on January 18<sup>th</sup> to go through the Royalty Closet and take an inventory. A horsemanship clinic is in the works.

Vendor

Agreements have been approved. As soon as Rachel builds the email list and hears back from the WY Dept. of Revenue, she will send them out. For sure by February 1<sup>st</sup>.

XX. Adjourn

Hannah motions to adjourn the meeting at 7:29PM. MB seconds the motion. Vote is unanimous in favor. Motion passes.