



**Teton County Fair Board
Regular Meeting Minutes
Monday February 13th, 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.

I. Call to Order

Zach calls the meeting to order at 5:34PM.

II. Roll Call/Pronouncement of a Quorum

PRESENT: Zach, MB, Matt, Donnie, Amy, Alaina via Zoom

ABSENT: Hannah

ALSO PRESENT: Rachel, Sarah, Glenn Owings via Zoom, Marc Jackowski via Zoom, Blair Maus via Zoom

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 1/9/23 Regular Meeting Minutes

Matt motions to adopt the agenda as written. MB seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

V. Public Comment

No general public comment.

ACTION ITEMS

VI. Consideration of The Magic Bean Contract

The contract is in the Board Packet for review.

Zach, Amy & Rachel found this service provider at RMAF. The Magic Bean is self-contained, fully-staffed and offers a combination of engaging agricultural education and a magic show. The contract is for \$1500/day, plus a double occupancy hotel room for 5 nights (\$1500). The staff provide 3-25 minute shows per day within a 6-hour timeframe. They need a 25' long x 15' wide space for their setup, plus a 110-power hookup.

Things to consider...

Our fund balance is spent. In fact, we are in the red after we got our service contract bids last week, which have been added to our tracking sheet.

We have already hired a magician.

Where would we put this act?

Per their contract, they want a 50% deposit. We prefer to pay acts like this in full, at the end of Fair, after services are rendered.

Staff does not recommend approval of this contract.

Matt motions to approve The Magic Bean contract. Amy seconds the motion.

Hannah joins at 5:38pm.

Discussion: Amy would really like to bring this attraction to our Fair, however, without knowing how many vendors we have at this time, we don't know if we'll have space on the Grassy Arena to put it. Zach says the intent for placement of this attraction would be in the Exhibit Hall to bring fairgoers inside of the building. Vote is unanimous in opposition. Motion fails.

VII. Consideration of The Runaway Grooms Contract

The contract is in the Board Packet for review. Hannah sent the Board a link so everyone can listen to them. She has them scheduled for Friday night of Fair Week under the Big Top Tent. They are from Vail, CO and are a contemporary jam band. They have packed The Wort in the past. The contract is \$2500 plus 2 hotel rooms for one night.

MB motions to approve The Runaway Grooms contract for \$2500, plus hotel rooms. Matt seconds the motion. Discussion: Hannah tried to bring them last year but their routing didn't work out. They also have a decent following here in Jackson. Vote is unanimous in favor. Motion passes.

VIII. Consideration of the 2023 Recognition Policy

The redlined written policy is in the Board Packet for review, along with the Ticket Matrix. Rachel updated the Night Event sponsor ticket packages in the policy so that the respective sponsors get tickets to all night events, rather than just the one they sponsored. We do want these folks here all week, not just for one night. The Royalty portion was adjusted based on the titles we have this year. Rachel also added Lion's Club Breakfast tickets for the Fair Board, which wasn't included previously. Based on this policy, the amount we'll give out in ticket packages is \$27,000 and if we sell every sponsorship as outlined in the packet, we stand to collect over \$200,000. \$27K is small expense compared to what we could potentially gain in revenues. Also, if we don't collect on a sponsorship, the tickets will become available for sale to the public. Rachel miscalculated the Title Sponsor tickets – it should be 10 for each sponsor to each night event, not 20. The Fair Board may make changes to this policy at any time, although changes may impact the budget request i.e. sponsor ticket packages, various volunteer tickets etc.

Hannah motions to approve the 2023 Recognition Policy as written. MB seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

IX. Consideration of 2023 Fair Cleaning Contract Bids

Invitations to Bid opened on 1/18. Invitations were published in JHN&G on 1/18 and 1/25. Bidding information was also posted online via the Fair website and Public Purchase. The deadline to bid was 2/3 @ 1:00PM. We received 1 bid from TM Commercial Cleaning, LLC – Margarito Tzompa.

	2021	2022	2023	Difference
TM Commercial Cleaning	\$26,355	\$26,355	\$30,818	+\$4463

Hannah motions to recommend approval by the Board of County Commissioners of TM Commercial Cleaning, LLC's bid for 2023 Fair cleaning in the amount of \$30,818. MB seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

X. Consideration of 2023 Fair Construction Contract Bids

Invitations to Bid opened on 1/18. Invitations were published in JHN&G on 1/18 and 1/25. Bidding information was also posted online via the Fair website and Public Purchase. The deadline to bid was 2/3 @ 1:30PM. We received 1 bid from Todd Taylor.

	2021	2022	2023	Difference

Todd Taylor	\$62,245	\$69,945	\$76,940	+\$6995
--------------------	----------	----------	----------	----------------

MB motions to recommend approval by the Board of County Commissioners of Todd Taylor’s bid for 2023 Fair construction in the amount of \$76,940. Hannah seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

XI. Consideration of 2023 Fair Electrical Contract Bids

Invitations to Bid opened on 1/18. Invitations were published in JHN&G on 1/18 and 1/25. Bidding information was also posted online via the Fair website and Public Purchase. The deadline to bid was 2/3 @ 2:00PM. We received 1 bid from TLC Electric, Inc. – Dave Truax.

	2021	2022	2023	Difference
TLC Electric, Inc.	\$16,250	\$17,875	\$20,825	+\$2950

MB motions to recommend approval by the Board of County Commissioners of TLC Electric, Inc.’s bid for 2023 Fair electrical in the amount of \$20,825. Hannah seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

XII. Consideration of 2023 Fair Rodeo Stock Contract Bids

Invitations to Bid opened on 1/18. Invitations were published in JHN&G on 1/18 and 1/25. Bidding information was also posted online via the Fair website and Public Purchase. The deadline to bid was 2/3 @ 2:30PM. We received 3 bids.

The Fair Rodeo Committee is recommending that the Board table this item until the committee interviews the bidders and calls some of their references. Once the committee decides which contract they want, the Board will have to hold a Special Meeting, which can be done via Zoom, and recommend approval to the BCC. All of this has to happen by 2/24/23 when budgets are due so the correct contract amount can be put in the budget request.

Diamond H Rodeo – Wayne Hebdon	JH Rodeo	R&R Rodeo
\$20,000	\$23,000	\$25,000

Matt motions to table to 2023 Fair Rodeo Stock Contract Bids until the committee has more time to interview the stock contractors and make a recommendation at a special meeting by 2/24. Hannah seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

XIII. Consideration of 2023 Fair Parking Contract Bids

Invitations to Bid opened on 1/18. Invitations were published in JHN&G on 1/18 and 1/25. Bidding information was also posted online via the Fair website and Public Purchase. The deadline to bid was 2/3 @ 3:00PM. We received 1 bid from Friends of Citizens Mounted Unit – Judy Nalley.

	2021	2022	2023	Difference
Friends of Citizens Mounted Unit	\$8,850	\$9,000	\$12,000	+\$3000

MB motions to recommend approval by the Board of County Commissioners of Friends of Citizens Mounted Unit's bid for 2023 Fair parking in the amount of \$12,000. Matt seconds the motion. Discussion: Fairgoer parking on-site may be coming to end in the future. Vote is unanimous in favor. Motion passes.

XIV. Consideration of 2023 Fair Security Contract Bids

Invitations to Bid opened on 1/18. Invitations were published in JHN&G on 1/18 and 1/25. Bidding information was also posted online via the Fair website and Public Purchase. The deadline to bid was 2/3 @ 3:30PM. We received 1 bid from JH Security – Hap Johnson.

	2021	2022	2023	Difference
JH Security	\$17,560	\$30,000	\$40,950	+\$12,440 and +\$10,950
				<i>*This service contract has increased by \$23,390 in 2 years</i>

Hannah motions to recommend approval by the Board of County Commissioners of JH Security's bid for 2023 Fair security in the amount of \$40,950. MB seconds the motion. Discussion: Donnie asks if there are any other local service providers? Zach mentions one in Idaho Falls and one Salt Lake City. Hannah suggests researching and recruiting other potential contractors in the future due to the drastic increase. This year we have the only bid from JH Security and should accept it because we have already gone through the process. We know security staff is hard to find and if this is what it costs, it is what it is. Vote is unanimous in favor. Motion passes.

XV. Consideration of 2023 Fair Trash Removal Contract Bids

Invitations to Bid opened on 1/18. Invitations were published in JHN&G on 1/18 and 1/25. Bidding information was also posted online via the Fair website and Public Purchase. The deadline to bid was 2/3 @ 4:00PM. We received 1 bid from Westbank Sanitation.

	2021	2022	2023	Difference
Westbank Sanitation	\$10,000	\$11,000	\$12,100	+\$1100

Hannah motions to recommend approval by the Board of County Commissioners of Westbank Sanitation's bid for 2023 Fair trash removal in the amount of \$12,100.19. MB seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

XVI. Consideration of 2023 Exhibit Hall Class List

The revised class list and rules are in the Board Packet for review. The Exhibit Hall Committee recommends approval of these documents. Please help the committee promote the *NEW & IMPROVED* Exhibit Hall to our community!

We added sunflowers because you always see them in the Community Gardens in the summer. We added a "man cave" section under Adult Creations. Alaina asks if there is a leatherwork class. It was removed due to lack of entries but if something is brought in, it could go under "Any Other." Alaina asks if there are any classes for hunting – photos or head mounts. There is not but we could add it in the future. The committee is planning a one-day entry drop-off on Tuesday July 25th. We changed the entry pickup time to 2-7PM the Monday after

Fair. No day of entries will be taken this year or eligible judging, ribbons or premiums, but they can still be dropped off for display. The public visiting hours will be 11AM – 6PM, Wednesday through Sunday.

Hannah motions to approve the 2023 Exhibit Hall class list and rules. MB seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

XVII. FY24/2023 Fair Budget Workshop

Rachel encourages the Board to look at the loose sheets provided because they are more up-to-date than what is in their binders. As we go through this line-by-line, Rachel will make any adjustments on her computer and then we can see where our revenue and expense bottom lines are and what the deficit is and make changes accordingly.

EXPENSES

\$38,300 in the Fair Advertising line item - stays the same.

\$264,700 in the Fair Events & Shows line item - Reduce concert artist fee from 100k to 88k.

\$234,783 in the Fair Contracts & Services line item - no adjustments.

6 of our Fair Service contracts (not including the rodeo) are collectively \$29,458 higher than they were last year.

\$2,200 in the Fair Judges line item - no adjustments.

\$21,650 in the Fair Ribbons & Awards line item - no adjustments.

This line item is \$2000 higher because we've added buckles for Exhibit Hall 'Best of Show' winners (18) and the Cornhole Tournament winners (2).

\$17,350 in the Fair Volunteer Appreciation line item - no adjustments.

\$36,090 in the Fair Premiums line item - no adjustments.

NO ADDED MONEY is included!!!

\$6,000 in the Fair Maintenance line item - no adjustments.

\$9,150 in the Fair Supplies line item - no adjustments.

We'll have to buy partitions for the new Exhibit Hall, rent linens for the tables, and possibly other supplies and displays.

\$2,325 in the Fair Other Charges & Fees line item - Remove Fair Board retreat facilitator, add miscellaneous fees for \$500 (potentially WYDOT signage fees).

\$30,400 in the Fair Other (lodging, meal stipends and mileage) line item - no adjustments.

\$9,000 in the Fair Queen line item - The committee recommends \$9k vs. \$10k.

\$27,400 in the Fair 4-H line item - no adjustments.

Glenn has reviewed and recommends this budget for 4-H. This has decreased by \$4k because we don't have to get the extra tent for the livestock sale. We did add \$2k for interpretive ag educational displays for the Exhibit Hall.

Hannah motions to recommend approval of the total 2023 Fair expenses, as listed above, in the amount of \$699,848.00 by the Board of County Commissioners. MB seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

REVENUES

\$338,400 in the Fair Ticket Sales line item

With the restructuring of the sponsorship packet this year and the addition of various sponsorship levels, the # of comp tickets we'll be giving out for each night event have more than doubled. That means we have less tickets to sell. We also don't have a great way to project the comp tickets that will be given out to volunteers, particularly in the Exhibit Hall, because we don't know how many we will have. The Horse Show Committee volunteers are the only ones we can confirm right now and in the budget.

The Board does not think we will sellout Jousting this first year and would like to adjust total ticket sales to 1,500 tickets, instead of 2150.

\$100,000 in the Fair Sponsors line item - reduce from \$115,000 to \$100,000.

We collected \$116K+ in 2022.

\$30,740 in the Fair Fees line item - no adjustments.

\$14,000 in the Fair Rentals/Booths line item - no adjustments.

With the restructuring of the vendor packet and fees, this is a hard revenue line to predict. In the past we have always budgeted \$12k. Rachel increased it by \$2k and we'll likely collect more than that but we don't know by how much. If the Board wants to increase this number, please say so. We should still under-project until we get through a Fair with the new fee structure.

\$9,000 in the Fair Parking line item - no adjustments.

\$58,500 in the Fair Concessions line item - no adjustments.

This line item includes our night event beer sales, beer garden beer sales, our night event food revenue-shares, and our aluminum recycling rebate etc. We did not collect any money from the mechanical bull this last year. This number is based on our collections from 2022.

\$5,000 in the Other Queen Revenues line item - reduce from \$7,500.

Hannah motions to recommend approval of the total 2023 Fair revenues, as listed above, in the amount of \$555,640.00 by the Board of County Commissioners. Matt seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.

DISCUSSION ITEMS

XVIII. 2023 Sponsorship Packet Updates

Sponsor Name	Amount	Level
Andrews, Brad & Barb	\$200	Fair Rodeo Buckle
Axis Gymnastics	\$2750	Gold, Diaper Derby & Wiener Dog Races
Friends of Citizens Mounted Unit	\$200	Horse Show Buckle
EMMB, LLC	\$400	2 Horse Show Buckles
Evan's Construction	\$900	Bronze, 2 Horse Show Buckles
Fodor Law Office	\$2500	Gold
Hanlon, John & Linda	\$200	2 Exhibit Hall Depts. & Buckles
Kopkey, Jeff	\$100	Exhibit Hall Depart. & Buckle
Mountain Valley Glass	\$300	Fair Rodeo Buckle, Added Money
Nalley Steamway	\$400	2 Fair Rodeo Buckles
Parker Family Trust	\$200	Fair Rodeo Buckle
Propst, Luther & Liz Storer	\$500	Pie Eating Contest
Quill Creek Excavation	\$1000	Silver
Raver Construction	\$1000	Silver
Teton County Weed & Pest	\$1300	Silver, Horse Show Buckle, Exhibit Hall Dept. & Buckle
Teton Distributors/Grand Teton Brewing Co.	\$5000	Co-Sponsors of the Big Top Tent
Teton Laser Center	\$400	2 Horse Show Buckles

Town Square Inn's	\$1000	Silver
Tzompa's Plumbing	\$1000	Silver
TOTAL	\$19,350	

XIX. 2023 Food & Non-Food Licensee Agreement Updates

Agreements were emailed out on 1/25/2023. Information went out to 86 food concessionaires and 49 non-food/retail concessionaires. We have collected the following so far. Some vendors have called and/or come by the Fair Office with questions or to pick up a packet.

<u>Food</u>	<u>Non-Food</u>
Colorado Grill	Caricatures by Corey
La Fiera	
Morales Home Made	

The Fair Board discusses non-alcoholic beverage stand options. Rachel has been talking to Western Wyoming Beverages/Pepsi about a booth and in-kind donation of beverages.

XX. Revised Fair Revenue Fund Policy

Sarah goes over the new Fair Special Revenue Fund Policy, which was approved by the Board of County Commissioners on 2/7/2023.

OTHER DISCUSSION ITEMS

XXI. FY23 Fair Budget Review & Updates

We have about \$14k leftover in this fiscal year and until June 30th. This money will be spent on Royalty clinics and the May Pageant, as well as advertising.

XXII. Matters & Announcements from Board & Staff

a. January Fair & Fairgrounds Manager Report & Updates

Albertson's Banner - We have to apply through a "TOJ Sign Permit," which we do anyway for our other banners and signage. This has to be done far in advance! Bonnie @ Albertson's is the person to talk to about scheduling the timeframe the banner will be hung. We have to get Town Council approval before the banner will be hung! Construction is underway in the New Exhibit Hall.

Currently, working on revising the 2023 Horse show class list and will then have a committee meeting.

b. Fair Board Updates

No updates.

c. Committee Updates

Big Top Tent/Free & Strolling Entertainment

Bands are booked.

Concert

Waiting on contracts from our chosen artists.

Exhibit Hall

Class list & rules are set, the layout for the new space has been determined, committee will be hosting an informational/volunteer recruitment meeting in March, time to start finding department superintendents and judges.

Figure 8 Races

No updates.

Horse Show

2023 class list & rules revisions.

Rodeo

Will setup interviews w/ bidders and do some more homework before they make a decision.

Royalty

2/23 public informational meeting at the 4-H building, lots of outreach happening, 2/15 next committee meeting, horsemanship and public speaking clinics are in the works, PAGEANT - 5/10 modeling, speeches and interviews @ JH Playhouse and 5/11 horsemanship @ Heritage Arena

Vendors

Agreements are rolling in. Deadline is April 1st.

XXIII. Adjourn

Matt motions to adjourn the meeting at 8:15PM. Amy seconds the motion. No discussion. Vote is unanimous in favor. Motion passes.