

**Teton County Fair Board**  
**Special Meeting Minutes**  
**Fair Office – 305 W. Snow King Ave**  
**Monday February 25<sup>th</sup>, 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, Peter, Gary, Amy

Absent: Emily

Also Present: Mary Martin, Amy Wilson, Steve Ashworth, Chance & Erin Abel

III. Public Comment

Mary Martin, UW Extension. 3<sup>rd</sup> reading of Fair endowment last week. Been in the works for many years.

IV. Old Business

a. Fair Layout Discussion w/ 4-H

Mary Martin, creative solutions like lengthening Fair Week or separating 4-H from Fair. Horse Show will go on the southeast Grassy Arena. Cannot "scrunch" livestock into barn. Horse Show classes to take place in the barn = halter, showmanship, lead line and walk trot. Classes began at 8:30AM and were done by 11AM in 2018. Safety concerns with Horse Show and livestock, Fair-goers, all happening within the barn...too much commotion. Horses will get spooked. Amy Hindman suggests putting a tent on the southeast Grassy Arena for the livestock. Thomas asks Steve, Parks & Rec, why some horse show events couldn't be on the ballfield. Steve agrees that the events taking place on the ballfield are low impact and it could be done. Can Fire/EMS leave vehicles on the street nearby in case they get called for a short-time while the events are happening? Trail ok on the grass too. It is suggested that Petting Zoo, Paintball and Bugology move across the street to southeast Grassy Arena. Is there water and power over there? Use east parking area for trailers. Build a new warm-up arena by tennis courts and haul in sand. Tie out on northeast edge of Heritage, shavings and manure dumps next to them. 4-H trailer parking along west side of Heritage Arena; limit the # of trailer spaces per club. Have construction build an alleyway on south end of Heritage Arena and run

through the heading box and out the bay door for Horse Show and Rodeo contestants to access the warm-up arena.

Fish pond, Bugology, Paint Ball, Petting Zoo all move to grassy lawn by Exhibit Hall. Halter, Showmanship, Trail Class, Dog and Pet shows will all move to baseball field. 4-H tie up on east side of Heritage, wash bays and manure dumps on the north, and 4-H trailers on the west side of Heritage Arena

V. New Business

a. Scopes of Work – Contracts

**Cleaning (list out changes)**

Extend to Wednesday, July 17 to include initial cleaning of Exhibit Hall

General cleaning SHOULD include miscellaneous cleaning items such as overflowing toilets, vomit, or dog poop in high traffic areas.

Supplies may be ordered from High Country Linen and MAY BE charged to the Teton County Fair (take out “if necessary”)

Under Wednesday, July 24, change Grassy Arena to Baseball Field. Add cleaning of baseball field under July 27 and July 28

Omit “using a metal detector...”

Add Timeline to bid to scope of work

Change typo of July 1 to “July 31”

Any motions to approve the Cleaning Scope of Work with the updates as listed above. Gary seconds.

Discussion: update the scopes and proofread again at March 11 meeting for approval. Amy withdraws her motion. Amy motions to update the scopes and review a second time at the March 11<sup>th</sup> meeting. Matt seconds, no discussion, all in favor.

**Construction (list out changes)**

Add dates to all days listed

Add “out of the way” to take down horse stalls along back road

“Any other unforeseen responsibility considered incidental as deemed necessary by the Fair Manager OR FAIR BOARD” – changed in all places

Exhibit Hall setup moved to Wednesday, July 17.

Hang banners on FRIDAY NIGHT

Need 2 good ROUND TABLES

Friday before – remove “set up picnic table...” bullet points, remove “setup Heritage Arena for Family Fun Night...” bullet point, “get jumps ready for the English Horse Show IN THE RODEO ARENA on Saturday”, remove rest of bullet point from “Need...” to “...setup”

Saturday before – add bullet point: “Move Bleachers to ballfield for open dog show.

Sunday before – remove bullet point about stage setup, remove bullet point “Need two tables and chairs...” Make clear that bleachers do not go around grassy arena

Monday, July 23 – emphasize that Fair rodeo sponsor signs stay up, JH rodeo sponsor signs come down. Remove bullet point about RV parking. Remove bullet point about setting up stage.

Tuesday, July 24 Parking barricades go at Snow King and Flat Creek, Snow King and Millward

Wednesday, July 25, Remove bullet point “Dig down to sleeves...” Remove portion that says petting zoo must set up on dirt. Add bullet point about helping Bugology with power hookups. “Barricade Flat Creek and MILLWARD entrance.”

Thursday, July 26 – Bullet point “After livestock shows...” Move to Friday after Beef Show and remove “Please see Todd Wagner...” Add bullet point “Assist Macy’s with clean up of mud after pig wrestling.

Remove bullet point “Build an alleyway...”, “Place more bleachers...” and “Place two tables...”

Change “Move bleachers to Pavilion for the dog shows” to “Make sure there are bleachers at the South Grassy Arena for the 4-H dog shows.” Move “Ask about Ninja setup...” to Friday. Remove “Teton County Law enforcement...”

Friday, July 27 – Remove bullet points “Setup round pen...”, “Remove round pen...”, and “Put 2 ez up tents...” Add “Need tables and chairs in Heritage Arena for beef show.” Add “Friday night, after livestock show, setup access on southside of Heritage Arena from West to East bay door.” Remove “take down Saturday when horse show is over.”

Saturday, July 28 – change cutting to SORTING, remove “talk to Joey Budge...” Remove “Put buck rails out...”, “Set up pens for ranch horse...” Add “Take down chalk circles for team branding”

Remove “Hang friends of fair banners on fish pond.”

Sunday, July 29 – should say SOUTH grassy arena

Remove “Put Pavilion stalls back up”

Add Bid timeline

Peter motions to approve the Construction Scope of Work. Amy seconds. Discussion: ask Keith about a clause regarding contractor sobriety and staff safety. All in favor.

### **Electrical (no changes)**

Peter motions to approve the electrical Scope of Work as written. Matt seconds. All in favor, no discussion.

### **Parking (list out changes)**

Snow King & Flat Creek and Snow King and Millward are the entrances and exits

Remove "each parking station will have one radio..."

Change "100 spaces will be reserved" to "Parking along Snow King ave will be reserved..."

Peter motions to approve the Parking scope of work with the changes listed above. Amy seconds. All in favor, no discussion.

### **Rodeo (list out changes)**

Peter motions to approve the Rodeo Scope of Work with the changes as written above. Matt seconds. All in favor, no discussion.

### **Security (list out changes)**

Change "6:00 – 10:00 PM or until crowd disperses" to "7:00 AM – 10:00 PM..."

Change "5:00 – 11:00 pm) to "5:00 – 12:00 AM"

"two (2) security persons shall be stationed OUTSIDE at each..."

"Keeping aisles clear in the grandstand areas ENSURING SPECTATOR LINE OF SITE"

"...concession monies, WHICH WILL THEN BE BROUGHT BACK TO THE FAIR OFFICE"

Add "Monitor west bay door during rodeo"

Add section about beer garden: "One security personnel stationed at the beer garden entrance gate to check IDs, monitor activity, and take action if anyone gets out of line.

Add timeline to bid

Peter motions to approve the Security Scope of Work with the changes listed above. Matt seconds.

All in favor, no discussion.

### **VI. Adjourn**

Gary motions to adjourn at 8:25PM. Matt seconds. All in favor, no discussion.