



**Teton County Fair Board
Regular Monthly Meeting Minutes
Wednesday February 16th, 2022 @ 5:30PM
Zoom Meeting**

- I. Call to Order
Zach calls the meeting to order at 5:32 PM.
- II. Roll Call/Pronouncement of a Quorum
PRESENT: Zach, MB, Hannah, Matt, Tere, Debbie, Donnie, & Amy
ABSENT: Steve
ALSO PRESENT: Rachel Grimes, Sarah Mann
- III. Adopt Agenda
Hannah motions to adopt the 2/16/22 agenda. MB seconds the motion. All in favor, no discussion. Motion passes.
- IV. Approval of 1/10/22 Regular Meeting Minutes and the 1/13/22 Special Meeting Minutes
MB motions to approve the 1/10/22 regular meeting minutes and the 1/13/22 special meeting minutes. Hannah seconds the motion. All in favor, no discussion. Motion passes.
- V. Public Comment
No public comment.

Action Item "VI"

Reschedule the March Fair Board Meeting

Rachel will be out of town the week of March 14th - 18th. The March Fair Board meeting is scheduled for the 14th. We can reschedule the meeting for the week before on Monday March 7th. Or we can schedule it for the week after on Monday March 21st. Spring Break is scheduled to start the week after that on Monday March 28th.

MB motions to reschedule the March Fair Board Meeting for Monday March 7th. Matt seconds the motion. Discussion: MB asks Rachel her preference on the date of the meeting. Rachel prefers Monday March 21st. It is likely that there will be more action and discussion items at the later date. More Fair information will materialize, committees will meet etc.

MB withdraws her motion.

MB motions to reschedule the March Fair Board Meeting for Monday March 21st. Matt seconds the motion. All in favor, no further discussion. Motion passes.

Action Item "VII"

Fair Cleaning Bid

We received one bid from Margarito Tzompa, TM Commercial Cleaning, for the Fair Cleaning Contract. The bid total is \$26,354.90 and is the same amount the contractor bid in 2021.

MB motions to recommend approval by the Board of County Commissioners of TM Commercial Cleaning's bid for the 2022 Fair Cleaning Contract in the amount of \$26,354.90. Matt seconds the motion. All in favor, no discussion. Motion passes.

Action Item "VIII"

Fair Construction Bid

We received one bid from Todd Taylor for the Fair Construction Contract. The bid total is \$69,945 and is a \$7,700 increase from the contractor's 2021 bid, which was \$62,245.

Hannah motions to recommend approval by the Board of County Commissioners of Todd Taylor's bid for the 2022 Fair Construction Contract in the amount of \$69,945. MB seconds the motion. All in favor, no discussion. Motion passes.

Action Item "IX"

Fair Electrical

Three bids were received, although one bid was received past the deadline.

| Company | Bid Price | Notes |
|--------------------|-----------|--|
| BT Electric, LLC | \$40,000 | |
| HI Power, LLC | \$40,760 | <i>Bid received past the deadline.</i> |
| TLC Electric, Inc. | \$17,875 | |

TLC Electric's bid price is the lowest bid at \$17,875 and is a \$1,625 increase from the contractor's bid in 2021, which was \$16,250.

Hannah motions to recommend approval by the Board of County Commissioners of TLC Electric's bid for the 2022 Fair Electrical Contract in the amount of \$17,875. MB seconds the motion. All in favor, no discussion. Motion passes.

Action Item "X"

Fair Rodeo Stock Contract Bid

We received one bid from R and R Rodeo. The bid total is \$19,500 and is a \$2,500 decrease from the contractor's bid in 2021, which was \$22,000. The decrease is likely due to the Fair Rodeo being moved to one day, instead of two days.

MB motions to recommend approval by the Board of County Commissioners of R and R Rodeo's bid for the 2022 Fair Rodeo Stock Contract in the amount of \$19,500. Debbie seconds the motion. Vote is 7-0-1. Tere abstains. No further discussion. Motion passes.

Action Item "XI"

Fair Parking Bid

We received one bid from Friends of Jackson Mounted Patrol for the Fair Parking Contract. The bid total is \$9,000 and is a \$150 increase from the contractor's 2021 bid, which was \$8,850.

Tere motions to recommend approval by the Board of County Commissioners of Friends of Jackson Mounted Patrol's bid for the 2022 Fair Parking Contract in the amount of \$9,000. Debbie seconds the motion. All in favor, no discussion. Motion passes.

Action Item “XII”

Fair Security Bid

We received one bid from Jackson Hole Security for the Fair Security Contract. The bid total is \$30,000 and is a \$12,440 increase from the contractor’s bid in 2021, which was \$17,560.

Hannah motions to recommend approval by the Board of County Commissioners of JH Security’s bid for the 2022 Fair Security Contract in the amount of \$30,000. MB seconds the motion.

Discussion: Tere asks about the large increase from last year’s bid. Rachel explains that the contractor expressed difficulty in finding staff in 2021. The contractor brings security staff in from out of state. This also requires the contractor to provide staff with lodging and potentially, meals and transportation. The contractor has also communicated that insurance for providing a team for Fair has substantially increased in recent years as well. Per our security scope of work, all security staff must be trained in crowd control and hold other certifications.

All in favor. No further discussion. Motion passes.

Action Item “XIII”

Fair Trash Removal Bid

We received one bid from Westbank Sanitation for the Fair Trash Removal Contract. The bid total is \$10,999.78 and is a \$999.98 increase from the contractors’ bid in 2021, which was \$9,999.80.

MB motions to recommend approval by the Board of County Commissioners of Westbank Sanitation’s bid for the 2022 Fair Trash Removal Contract in the amount of \$10,999.78. Tere seconds the motion. All in favor, no discussion. Motion passes.

Action Item “XIV”

Fair Concert Acts

It is the recommendation of the Fair Concert Committee that the Fair Board approve a budget of \$75,000 for hiring the Fair Concert talent. This amount includes \$73,000 for the artists and \$2,000 for hospitality. Shannon has made offers to a couple of artists per the committee’s direction. The cost per ticket to the Fair Concert will be \$30 per person, which will cover the bulk of the cost to have these artists perform.

Tere motions to approve a \$75,000 budget line item for the Fair Concert talent and hospitality, as recommended by the Fair Concert Committee. MB seconds the motion.

Discussion: Just to clarify, this amount for the concert budget does not include any Big Top Tent entertainment, band lodging, stage and sound production or Shannon’s fee to hire and handle hospitality? The answer is “no it does not.” Those are all separate line items in the budget request. Rachel says that Shannon needed budget parameters to move forward with offers and the \$75K was the committee’s recommendation.

Rachel apologizes for the confusion and says that the Board can skip these action items having to do with the concert and wrap them into the budget discussion coming up. In other words, when the Board adjusts the budget line items to be what they want them to be, and approves each line item, these dollar amounts will be included. Approving them now and again in the budget discussion is a duplication of efforts.

All in favor. Motion passes.

Tere withdraws her motion. The Board moves on to the next action item.

Action Item “XV”

Fair Night Events: Gates Open & Event Start Times

In the past, the Fair Board has preferred to set one, consistent time for all night events, minus the Fair Concert. Normally, the Fair Concert has started at 6:30PM and ended by 9:45PM, with a hard stop at 10:00PM.

For the other three-night events, gates opened at 6:00PM and the events started at 7:00PM.

The horse pulls are a longer event and may go even longer if we incorporate a Calcutta. We may want to consider starting the event earlier in the evening than 7:00PM. Our contact w/ the Utah Horse Pullers Assoc. is fine with starting at 6:00 or 6:30PM.

It may not be critical that we have the same gate and event times for every night event. As long as, we determine what is convenient and best for us, our contractor, our ticket takers, beer sales team, fairgoers etc. and promote these times accordingly through all advertising and promotional outlets.

MB motions to approve the following event gates open and event start times:

Fair Concert: gates open 7:00PM, music starts at 7:30PM

Horse Pulls: gates open 6:00PM, event starts at 6:30PM

Fair Rodeo: gates open at 6:00PM, event starts at 7:00PM

Figure 8 Races: gates open at 6:00PM, event starts at 7:00PM

Hannah seconds the motion. Vote is 7-0-1. Tere abstains. No further discussion. Motion passes.

Action Item “XVI”

Fair Board Recognition Policy

The redlined, written policy and an accompanying, updated spread sheet of the ticket matrix is in the Board Packet for review. This policy was put in place to streamline the way in which the Fair Board rewards its staff, Royalty, sponsors and volunteers etc. for their contributions to the Fair.

Some items may need to be added, including giving belt buckles to high-level sponsors, our night event ticket takers. In the past we’ve paid TBRA & Kiwanis \$500 each for 2 nights of ticket taking. Some have said that this is not adequate. For reference, according to the Independent Sector, the value of one volunteer hour is \$28.54. See redlined addition to the policy.

Hannah motions to approve the 2022 Fair Board Recognition Policy as presented. MB seconds the motion. Discussion: The redlined policy as presented includes increasing the stipend we give our night event ticket takers from \$500 to \$1000. Matt recommends increasing meal tickets for Fair Board members from 4 to 5. Vote is 7-1-0, Matt votes in opposition. No further discussion. Motion passes.

Action Item “XVII”

FY23/22 Fair Budget Request/Workshop

Updated and itemized spread sheets are in the Board Packet for review.

EXPENSES

Rachel says the Fair Advertising line item is higher than it’s been the last few years and that we tend to overspend this line item. She recommends keeping that in mind as we move forward to make sure we budget enough money. Matt asks about the radio line item. Rachel says that we have not advertised with the radio since 2019. Shannon asked if we would be doing radio advertising and that is why it is included here. Matt also asks about the “Best of JH” ad. We didn’t win anything this year but we might next year.

Hannah motions to approve a total of \$30,300 in the Fair Advertising line item (#32-4-032-900-001). MB seconds the motion. All in favor, no discussion. Motion passes.

Fair Events & Shows: Rachel lets the Board know that the mini golf contractor has come back and is now available to come to our Fair and setup on the tennis courts. If the Board would like to have the mini golf, we need to add \$6400 into the Strolling/Free Entertainment itemized line and the budget will adjust. Rachel recommends that we go through these line items and adjust as needed before we approve a total amount for this budget line item. Hannah says we can decrease the Big Top Tent exhibit/decoration down to \$2500 and increase the Big Top Tent entertainment itemized line from \$7000 to \$10,500.

Cornhole boards and bags – we have gotten 2 sponsors for \$1250 each who have recommended we get better, more competitive boards and bags for the tournament.

Hannah motions to approve a total of **\$210,452 in the Fair Events & Shows line item (#32-4-032-900-002)**. MB seconds the motion. All in favor, no discussion. Motion passes.

MB motions to approve a total of **\$200,498 in the Fair Contracts & Services line item (#32-4-032-900-003)**. Tere seconds the motion. Discussion: Zach asks about the 4-H Livestock Sale Tent from Canvas Unlimited – is it included here or is it in the 4-H line item? Rachel confirms that it is in the 4-H line item. All in favor, no further discussion. Motion passes.

Fair Judges: Rachel explains to the Board that good judges are imperative to the quality and caliber of our horse show. The committee wants to increase the amount we pay them from \$200 to \$350 per day.

Hannah motions to approve a total of **\$2,200 in the Fair Judges line item (#32-4-032-900-004)**. MB seconds the motion. Matt asks about the quilting judge for the Exhibit Hall and a mileage reimbursement. All in favor, no discussion. Motion passes.

Fair Ribbons & Awards: MB motions to approve a total of **\$18,600 in the Fair Ribbons & Awards line item (#32-4-032-900-005)**. Debbie seconds the motion. Vote is 7-0-1, Matt abstains. No further discussion. Motion passes.

Fair Volunteer Appreciation: Rachel says she added money in here for Fair Board meals, which we haven't had for a few years. She also recommends adding a line for uniforms in here if the Board would like shirts or jackets to wear. Zach says a jacket of some kind would be nice when seeking sponsorships etc.

MB motions to approve a total of **\$14,350 in the Fair Volunteer Appreciation line item (#32-4-032-900-006)**. Tere seconds the motion. Discussion: Matt recommends increasing the Exhibit Hall lunch budget to \$300.

MB withdraws her motion.

MB motions to approve a total of **\$14,550 in the Fair Volunteer Appreciation line item (#32-4-032-900-006)**. Tere seconds the motion. All in favor, no discussion. Motion passes.

Rachel explains to the Board that Fair Premiums include all event pay outs, plus the added money.

The Board agrees to add the following:

\$9000 added money to Fair Rodeo

\$2500 in added money to Figure 8s

\$2000 in added money to Team Branding
\$1000 in added money to Team Sorting
No added money in Exhibit Hall
\$1750, \$1500 from the Fair Board plus \$250 from a sponsor, in added money to TBRA's
Turn N Burn
\$2000 in added money to the Horse Pulls
\$1000 in added money to the cornhole tournament, plus 32 teams x \$20 entry fee/team is
\$640, for a total of \$1640

MB motions to approve a total of **\$46,390 in the Fair Premiums line item (#32-4-032-900-007)**.
Debbie seconds the motion. Vote is 7-0-1, Tere abstains. No further discussion. Motion passes.

Fair Maintenance: Rachel recommends the Board take note that screening of the Rodeo Arena after
Fair is included in this line item at \$1500, as well as the parking lot striping for \$2500.
MB motions to approve a total of **\$6,500 in the Fair Maintenance line item (#32-4-032-900-008)**.
Tere seconds the motion. Discussion: Matt asks about the picnic tables and the last time they were
painted. Staff takes care of the painting. All in favor, no further discussion. Motion passes.

Fair Supplies: Rachel recommends the Board add an itemized line in here for a Big Top Tent stage
that is 12' x 20'. There is discussion about past rentals and estimates to buy our own stage. Hannah
suggests adding \$2000 in here for a new stage. Staff can dismantle it after Fair and store it
somewhere for future use.

MB motions to approve a total of **\$7,000 in the Fair Supplies line item (#32-4-032-900-009)**. Tere
seconds the motion. All in favor, no discussion. Motion passes.

Fair Other Charges & Fees: Rachel explains that the Board should be having a retreat every fall so
she added \$3000 in this line item for that for Fall 2022. This line item also includes all of our fees to
the Town for our respective permits and Fair Insurance.
MB motions to approve a total of **\$5,325 in the Fair Other Charges & Fees line item (#32-4-032-900-010)**. Tere seconds the motion. All in favor, no discussion. Motion passes.

Fair Other: MB motions to approve a total of **\$27,350 in the Fair Other (lodging, meal stipends and
mileage) line item (#32-4-032-900-011)**. Matt seconds the motion. All in favor, no discussion.
Motion passes.

Fair Supplies: Zach shares his screen and shows the Board a stage option. The Board goes back to
the Fair Supplies line item.
MB motions to increase **the Fair Supplies line item from \$7,000 to \$10,000 (#32-4-032-900-009)**,
which includes a \$5000 itemized line for a stage. Tere seconds the motion. All in favor, no
discussion. Motion passes.

Royalty: Donnie says that the Royalty budget can be adjusted. All the expenses associated with the
Queen going to the 2022 Miss Rodeo Wyoming Pageant in Douglas, WY can be eliminated and
reallocated toward something else. The reason for this is because our 2022 Queen is too young to
run for the state title. Tere says she can still attend the state pageant to gain experience and to learn
in case she wants to run in the future. There is discussion about the difference between the Spring
Clinic and the Pageant.

Tere motions to approve a total of **\$8,000 in the Fair Queen line item (#32-4-032-910-000)**. Hannah
seconds the motion. Discussion: Rachel clarifies that nothing was cut, and certain itemized lines

were reworded and adjusted. Rachel adjusts the itemized line items to reflect these changes, and the total budget remains at \$9000.

Tere withdraws her motion.

Matt motions to approve a total of **\$9,000 in the Fair Queen line item (#32-4-032-910-000)**. Debbie seconds the motion. All in favor, no further discussion. Motion passes.

4-H: Rachel explains to the Board that Glenn from 4-H provided the 4-H budget. Rachel notes that the rabbit tent and the 4-H livestock sale tent are included in this line item.

MB motions to approve a total of **\$27,000 in the Fair 4-H line item (#32-4-032-920-000)**. Matt seconds the motion. Discussion: Zach would like to add meal tickets in here for the buyers. How many buyers are there? There is about 100 animals for sale and meal tickets are \$10 each. Zach would like each buyer to received 2-Lion's Club Breakfast tickets. Matt says they are \$12 each this year. An itemized line is added and totals \$2400.

MB motions to amend her motion and approve a total of **\$29,400 in the Fair 4-H line item (#32-4-032-920-000)**. Matt seconds the motion. All in favor, no further discussion. Motion passes.

REVENUES

Fair Tickets: The Board agrees to charge a flat ticket price for all attendees, youth and adult, to night events. Children 5 & under will be free. Night Event ticket prices will range from \$5pp for horse pulls, \$30pp to the concert and Fair Rodeo, to \$40pp for Figure 8s. Rachel explains the ticket sale revenues to the Board and how she arrived at the calculations presented. She also informs them of the pricing on the carnival pre-sale tickets for 2022.

Matt leaves the meeting at 7:15 PM.

Hannah motions to approve a total of **\$353,250 in the Fair Ticket Sales line item (#32-3-032-301-000)**. MB seconds the motion. All in favor, no further discussion. Motion passes.

Fair Sponsors: Hannah motions to approve a total of **\$80,000 in the Fair Sponsors line item (#32-3-032-302-000)**. Tere seconds the motion. All in favor, no further discussion. Motion passes.

Fair Entry Fees: This line item includes all the entry fees we collect for Fair events. Zach mentions lower entry fees for the Fair Rodeo and says we need to consider that when estimating this projection. Rachel asks how much to put in. The Board agrees to put \$14,000 instead of \$17,000. Hannah suggests that we add the cornhole tournament entry fees in here as well.

Hannah motions to approve a total of **\$30,790 in the Fair Fees line item (#32-3-032-306-000)**. MB seconds the motion. All in favor, no further discussion. Motion passes.

Fair Vendor Booths: Hannah motions to approve a total of **\$12,000 in the Fair Rentals/Booths line item (#32-3-032-307-000)**. MB seconds the motion. All in favor, no discussion. Motion passes.

Fair Parking: Tere motions to approve a total of **\$8,800 in the Fair Parking line item (#32-3-032-308-000)**. MB seconds the motion. All in favor, no further discussion. Motion passes.

Matt rejoins the meeting at 7:58 PM.

Fair Concessions: This line item includes our night event beer sales, beer garden beer sales, night event concession contracts and the revenue-share with the mechanical bull.

MB motions to approve a total of **\$55,300 in the Fair Concessions line item (#32-3-032-310-000)**. Debbie seconds the motion. All in favor, no further discussion. Motion passes.

Other Queen Revenues: Rachel explains to the Board that we will be using the Other Queen Revenues line item to track all Royalty sponsorships going forward and keep them separate from Fair Sponsorships. She put \$7500 in here because that amount was written into the sponsorship packet and thus far, promoted. \$7500 is big jump from the \$1000 we have collected in the past. Is the Royalty committee comfortable with this increase or does it need to be adjusted? Donnie suggests decreasing it to \$5000.

Matt motions to approve a total of **\$5,000 in the Other Queen Revenues line item (#32-3-032-601-000)**. MB seconds the motion. Discussion: Tere asks for clarification. Zach explains that this revenue item will offset the \$9000 Royalty expense budget. If the committee thinks that bringing in \$7500 is realistic, we'll leave it there. If they don't then it needs to be decreased to a more comfortable projection based on the committee's ability to seek sponsorship. All in favor, no further discussion. Motion passes.

The Board looks at their final expense (\$610,565) and revenue (\$545,140) totals, as well as the deficit (\$65,425) between the two. There is a discussion about increasing the deficit based on the direction from year's past when the Board was given leeway for a larger deficit (\$150k). 2021 was an anomaly. We received more sponsors and sold more night event tickets than we originally estimated. As a result, we were given permission to amend our budget and reallocate the extra funds. Rachel recommends that the Board not make that a habit and do their best to project accurate and appropriate expenses and revenues.

Increase the Big Top budget entertainment budget to \$15,000.

Increase the Big Top exhibit/decoration line item to \$2500.

Increase added money to Fair Rodeo to \$14,000.

Increase added money to Figure 8s to \$5000.

Increase added money to Team Branding to \$3000.

Increase added money to Team Sorting to \$2000.

Increase added money to Horse Pulls to \$3000.

Increase added money to Cornhole Tournament \$2000.

Increase the Royalty budget to \$10,000.

MB motions to approve a total of **\$636,035 in Fair expenses, a total of \$545,140 in Fair revenues, leaving a \$90,925 deficit**. Tere seconds the motion. All in favor, no further discussion. Motion passes.

DISCUSSION

Rachel gives an update on sponsorships. A full list has been included in the Board Packet. We have currently collected over \$60,000.

Rachel gives a current fiscal year budget update. The Board has \$5048.94 leftover through 6/30/2022. We may want to do some advertising with the Buckrail in the months leading up to Fair.

Committee Updates:

Rodeo – Debbie has no updates.

Royalty – Donnie has no updates.

Figure 8s – MB had no updates.

Big Top – Hannah has confirmed with Lazy Eyes & Strumbucket. She will continue working on acts and entertainment.

Exhibit Hall – Matt has no updates.

Concert – Shannon has made offers and is in negotiations. Input for additional acts from all board members is welcome. The committee is currently in search of campers for green rooms.

ADJOURN

MB motions to adjourn the meeting at 8:51 PM. Debbie seconds the motion. All in favor, no discussion. Motion passes.