



**Teton County Fair Board
Special Meeting Minutes
Fair Office – 305 W. Snow King Ave
Thursday April 18th, 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
 - a. Emily call to order at 5:30PM
 - b. Present: Matt, Peter, Emily, Gary, Amy
 - c. Absent: Marybeth and Thomas
 - d. Other Attendees: Bodee, Buskin, and Seth Wilson, Mark Nelson, Sarah, Rachel, Hadley, Alyssa (5:45PM)
- II. Adopt Agenda

Amy motions to adopt agenda as stated. Gary seconds the motion.
All in favor, no discussion.
- III. Roll Call/Pronouncement of a Quorum
- IV. Public Comment

Bodee Wilson doesn't feel that JH rodeo can give the Fair Board a formal bid on the Fair rodeo based on things said and recorded in previous Fair Board meeting minutes. Amy clarifies that the issue mentioned in the minutes was referring to an incident with barrel racing that was an internal issue with fair office/board, not with JH Rodeo. Additionally, Emily says inconsistencies in Fair Board rules from the past have been adjusted for this year. Amy also mentions that the Fair Rodeo cannot use JH Rodeo rules for Barrel Racing because Fair rodeo does different events, thus facilitating the need to use Fair Board rules. There were issues in the past with types of steers to be used in the Fair Rodeo Team Branding event. Gary says the Fair Rodeo is different than JH Rodeo and we need to follow different rules – scope of work has been changed for clarification this year to state the need for beef cattle w/o horns for the Team Branding event.
JH Rodeo doesn't have rules for Team Branding because they don't have that event in their rodeo, but it is an event that the Fair Rodeo has. The Fair Board has pulled Team Branding rules from NILE and some other ranch rodeo-specific events to be used for the Fair Rodeo. JH Rodeo asked for a meeting with the Fair Board. There is one scheduled for April 22nd at 2:30PM at the Fair Office.
- V. New Business
 - a. Review Fair Contract bids
 - i. Cleaning

Fair Board received 2 bids for the cleaning contract, one from TM Commercial Cleaning (\$23,004.00) and one from Gene Borre (\$20,925.00). Gene has been awarded the cleaning contract for past fairs, but TM Commercial

Cleaning has been awarded it for the past two years. Fair Board feels Gene Borre's cleaning crew has not performed the job to the quality that the Fair Board expects (i.e. does not respond to issues in a timely manner, crew hiding places and not working). Overall, TM is more immediate to respond to issues, and cleanliness of the fairgrounds meets the expectations of the Fair Board. Additionally, TM Commercial Cleaner cleans the fairgrounds throughout the year, so they are familiar with expectations, facilities, location of supplies, etc.

Matt motions to approve bid from TM Commercial Cleaning in the amount of \$23,004.00, Gary seconds the motion. All in favor: Gary, Matt, Peter and Emily. All opposed: Amy.

Discussion: Amy wants to know what we paid TM Commercial Cleaning last year. TM came in a little below last year's bid. Their bid is about \$5,000 above staff request for cleaning budget, but well below the Fair Board's budget request for the cleaning contract. Gary has concerns that Gene may not have enough manpower to handle the requirements of the cleaning contract, noting that TM has the manpower needed.

ii. Construction

Gary motions to accept Todd Taylor's bid for Fair Construction in the amount of \$60,840.00, Matt seconds the motion. All in favor.

Discussion: Amy wants to make sure Todd addressed all the changes to the contract this year, specifically all the panels that were requested for the indoor arena. Rachel has about 10 more days before she receives bid breakdowns from contractors. They will be held to the scope of work outlining the tasks for the job they bid on. Construction bid increased about \$3,000 from last year – there is added work this year.

iii. Electrical

Gary motions to accept TLC Electric's bid in the amount of \$16,920.00, Amy seconds the motion. All in favor.

Discussion: Peter wants to know if there is a way to reconcile their requests for items vs. the actual amount of accepted bids? Fair Board can say they would like to adjust their recommend at the budget meeting. Alyssa could say she is updating her recommend based on commitments made since the budget was submitted.

iv. Parking

Friends of Jackson Mounted Patrol – gave three options to choose from:

Basic bid – does not cover both gates (\$8,500)

Middle bid – covers both gates (\$12,100)

Highest bid (\$12,980)

The basic bid does not meet the requirements as outlined in the scope of work – coverage of both entrances/exits is not included. The Fair Board charges for parking and does not make a profit – it will cost the Fair Board \$3,000 to have parking enforcement if they go with the bid at \$12,100 (last year parking brought in \$9,000, Friends of Jackson Mounted Patrol was paid

\$8,500). The Fair Board needs to be able to control and monitor parking for contestants, horse trailers, etc. Free parking is not an option. Matt thinks Fair Board needs to counteroffer Friends of Jackson Mounted Patrol, since \$12,100 is outside of the budget. Gary reminds Fair Board that 4-H will have less trailers along the west side of the Heritage, which will give the Fair more parking. Manning the second gate will hopefully increase revenue as it was not covered last year and people coming in were not charged. In order to increase parking revenue, parking on Snow King could be added or parking rates could be increased. Parking on Snow King will be discussed at a later meeting.

Peter motions to counteroffer the middle bid at \$11,100.

Discussion: No plan to do survey and it will take \$500 off the parking price.

Peter wonders if there will be more revenue by manning east gate, since fairgrounds is limited by size and can only fit so many cars.

Peter amends motion. Peter motions to scratch the survey and make a counteroffer at \$10,500 to cover both gates. Gary seconds the motion.

Discussion: Amy asks if we need Friends of Jackson Mounted Patrol on horseback or parking assistance in the evening – why increase the number of people at night? Should be only 2 per gate.

All in favor: Peter, Gary, Matt, Emily. All opposed: Amy.

v. Rodeo

One bid was received from R&R Rodeo out of Green River, WY. JH Rodeo did not submit a bid and wanted it to go on record that they were not submitting a bid. Some Fair Board members considered tabling the Fair Rodeo contract. Staff recommended the Fair Board not do that as the contract was advertised appropriately, all interested contractors were notified of the 'Invitation to Bid,' the Fair Board received an adequate bid and they should accept it.

Amy motions to accept R&R Rodeo's bid in the amount of \$15,000.00. Matt seconds the motion. All in favor.

Discussion: Peter asks if bids were made public. Staff says yes, bids were due on Friday April 12th by 5:00PM and were opened after that time.

vi. Security

JH Security's bid breakdown has increased due to providing additional staff to cover the beer garden hours. Costs for staffing the beer garden were also included for Wednesday; the TOJ Malt Beverage Permit only allows for Thurs - Sunday. Wednesday costs \$460 have been deducted from the bid total.

Rachel talked with Hap and he agreed to remove the extra \$465 from JH Security's bid. Brings total bid down from \$18,026.50 to \$17,561.50. JH Security's estimate accounts for 3 guards at the beer garden. Beer garden security is the main reason for the increase in the price of the security contract. Additionally, the hourly rate for security increased from \$27/hour to \$31/hour. JH Security's normal hourly rate is \$35/hour.

Amy motions to accept security contract from JH security, Gary seconds the motion. All in favor.

vii. Trash Removal

Gary motions to accept the bid from Westbank Sanitation in the amount of \$9,710.00, Amy seconds the motion. All in favor.

Discussion: Rachel reached out Yellow Iron Excavation and Teton Trash for bids, but they did not place bids.

b. Vendors

- i. We currently have 3 face painters and 4-5 multiple Mexican food trucks signed up.

Might not be anything we can do at this point because our Vendor Application says 'no exclusives' but it also says that the Fair Board can select vendors at their own discretion. What about asking some of the food vendors to move into Rodeo Arena for night events? The deadline for Vendor Applications is June 14th; Rachel suggests we continue collecting apps until then and then vet them. However, vendors are anxious to know if they have been accepted as they are trying to make their plans for the summer.

Alyssa suggests commit to vendors we want now and put others on a wait list. This is fair as final decisions are up to the Fair Board as who they want at the Fair.

Amy motions to table vendor decisions to May 13th meeting, Matt seconds the motion. All in favor.

Discussion: All vendors have been here at some point, no one is new this year.

VI. Old Business

VII. Matters & Announcements from Board & Staff

a. Ninja Poster Distribution

Entry forms are not ready because the Fair Board needs to decide competition format. We plan to make the big announcement via press release when the new County Information Specialist, Kristen Waters, starts next week.

b. Subcommittee Reports/Fair Board Updates

- i. Scholarship Subcommittee – Gary and possibly Amy will present scholarship to Casey Budge at JHHS Scholarship night on April 23rd @ 6:30PM.
- ii. Music – Shannon recommended an opening band for the concert. They will cost \$1,500 + 3 hotel rooms. Fair Board give a listen to the suggested band.
- iii. Peter

Opening act is not necessarily what brings people to the concert; it is not worth \$1,500 + 3 hotel rooms. We should be looking close to home to save money. Opening band ideas for next meeting.

VIII. Adjourn

Amy motions to adjourn at 6:41PM, Gary seconds the motion. All in favor.