



## **FAIR BOARD MEETING MINUTES**

### **May 17, 2018**

The meeting was held at the Madison County Fairgrounds, Twin Bridges, Montana, on May 17, 2018, and came to order at 7:10 pm. Those present were: Dana Escott (Fairgrounds Manager), Chad Armstrong (Board Chairman), Bill Holden (Vice-Chairman), Tom Leo (Fair Board), Jake Barnosky (Fair Board), Heather Puckett (Fair Board), Bob Lancaster (Maintenance), Stan Olsen (4H Council President), Jani Flinn (Grant Administrator), John D. Taylor (The Madisonian), Becky Lawson (SMA Architects), Craig Erickson (Gt. West Engineering), Colton Hellwinkle (Twin Bridges FFA Advisor), Cheyenne Olsen, Van Puckett, Commissioners Ron Nye, Dan Allhands. Dana Escott took minutes.

Chad introduced Jake Barnosky, new Sheridan Fair Board member.

**Minutes:** Tom moved to approve the April 19, 2018 minutes with no corrections. Bill seconded the motion. All voted aye and the motion carried.

**Budget:** Cash is \$88,462. Dana is working on the preliminary budget with the Department of Finance.

**Bills:** The list of bills for May, 2018, were presented to the Fair Board. Heather inquired to the Todd Tash Post and Pole Bill. It was rub rails for the horse barn Commissioner Nye ordered. Tom moved to pay the May bills. Bill seconded the motion. All voted aye and the motion carried.

**Public Input on Agenda and/or Non Agenda Items:** None.

**Communications:** Dana presented an email From Frank Colwell (Rotary) requesting a meeting with Fair Board, Commissioners, 4H Club and Kiwanis to look at Aubrey Broksle Playground project. Dana will contact everyone and try to schedule a meeting for the week of May 21. Further discussion was that the Kiwanis have approximately \$13,000 towards the renovation of the playground but it will take approximately another \$5,000 to complete the project.

### **REPORTS:**

**4-H:** Stan advised there was a council meeting on May 8<sup>th</sup> and that there was discussion that the council would ask the Livestock Committee to help with extra hog panels if necessary.

**FFA:** Colton advised that the Ruby Valley was represented well at the State FFA Convention for both Sheridan and Twin Bridges. Twin had their FFA Banquet and a school farm day for the students.

**Livestock Committee:** None.

**Fair Board Report:** Tom advised he has talked with Jenny Clark to ask for help in getting the parade marshal information for her parents to Dana. Tom asked commissioners where the new fair secretary was. She is scheduled to start June 1<sup>st</sup> per an email from Bonnie and that they are finishing up her background check and she is gone for personal reasons. Commissioner Nye will check into this.

**Fair Manager Report:** To date, the fairgrounds has received approximately \$9,000 in advertising, \$8,000 in arena signs, and \$5,000 in sponsorship monies. The Bon Accord Buck out was a success on Mother's Day and the Hendersons' would like to make it an annual event.

## **DISCUSSION and/or ACTION ITEMS**

1. **Groundskeeper short term position:** There is one available short term position with the Fairgrounds. Heather moved to hire Savanna Stewart per the Commissioners' recommendation. Tom seconded the motion. All voted aye and the motion carried. Dana will send recommendation to commissioners...
2. **New Toilets in Cinderblock Bathrooms:** Van advised that he called four plumbers to look at the bathrooms. Only two contractors showed up and only one bid was sent in from Brown Contracting. The bid was for replacing toilets in cinderblock bathroom and 4H bathrooms, replacing out rusted toilet flanges, and adding urinals, for a total of \$8,200. Further discussion was that this was supposed to be a three part bid and that the Board did not ask for the toilets to be replaced in 4H bathroom or the line to be scoped. After discussion, that there are some power lines which have appeared to have damaged the 4H lines so the Board would like to have 4H bathroom sewer lines scoped. For now the board would like to move forward with adding new toilets to the cinderblock bathroom. Tom moved to move forward adding pressure toilets, urinals, and replacing flanges in Cinderblock bathrooms and to scope 4H bathroom drains. Heather seconded the motion. All voted aye and the motion carried. Dana will send recommendation to commissioners.
3. **Wrangler Roping:** No Action.
4. **Water Line (under river):** Tom asked the commissioners where the process was with the water line. Commissioner Nye advised that they have received some bids and have taken them under advisement.
  - a. **Water Meter-Riverside Park:** Dana and Debra Bradley drafted a letter to the Town of Twin Bridges requesting them to take the meter off of Riverside Park. Heather moved to send the letter to the Town as written. Bill seconded the motion. All voted aye and the motion carried. Dana will send letter to Town.
5. **Great West Engineering Master Plan:**
  - a. **Fairgrounds Master Plan:** The Master Plan has been adopted and delivered.
  - b. **New Indoor Arena:** Craig Erickson and Becky Lawson (SMA) discussed the process of submitting an application for a Tourism Grant through the Department of Commerce. Because there are limited funds available, it is important to get the grant in early. Becky put together a list of needs and wants for the new indoor arena to include, a 150x200 or larger metal building, commercial kitchen, bathrooms, showers, windows, indoor sprinkler system, fencing the building off away from rodeo grounds, and she will draft a plan. Craig advised that he would like to submit the grant application by July 1 and asked for help from Dana to help with this process. The grant winners will be announced in September.
  - c. **Apply for Tourism Grant:** Chad reiterated that the Board moved to proceed with the grant application with no agreement to build anything at this point. Heather advised the cost for the architect and engineers to apply for the grant the commissioners have agreed to pay. Craig and Becky left meeting at 8:30 pm.

## **6. Fair:**

- a. **Hog Pens:** Dana recommended to the Board to purchase the 25-30 hog pens out of the July 1 budget year which would take the 2018 stalls fees from the fair for this year. This would have to be a capital improvement item. Further discussion was that the livestock committee may be able to help if a little cost over the \$8,000 estimated stall fees received this year. Jani advised that there is no need for extra hog pens according to communication with Kasey and Commissioner Nye after hog tagging. The Fair Board is unaware of any of this communication. Tom moved to purchase \$5,000 of hog pens. Bill seconded the motion. All voted aye and the motion carried. Dana will send recommendation to commissioners.
- b. **The 2019 Fair Dates (August 7-11, August 14-18, and August 21-25):** Heather moved to set the 2019 fair dates as August 7-11, 2019. Tom seconded the motion. All voted aye and the motion carried.
- c. **Miscellaneous:** Stan advised there is a grant writing seminar in August and there is approximately \$7,000 in grants available that the 4H is applying for. If they receive the grant, they would like to purchase new stackable chicken cages and renovate chicken barn. The pens would belong to the fairgrounds.

Bill advised that everything that is done on the fairgrounds, the board requests that it goes through Dana at the Fair Office first so she can communicate with all parties involved including the fair board and commissioners.

Meeting adjourned at 9:00 pm. Next meeting, June 21, 2018, at 7:00 pm. Minutes typed and prepared by Dana Escott.

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Approved: Fair Board Chairperson    Date  
And/or Vice Chairperson