



FAIR BOARD MEETING MINUTES

July 19, 2018

The meeting was held at the Madison County Fairgrounds, Twin Bridges, Montana, on July 19, 2018, and came to order at 7:10 p.m. 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), Bonnie O'Neill (Chief Administrative Officer), Vicki Tilstra (Madison County Finance Officer), Jani Flinn (Madison County Grant Writer), Reagan Colyer (The Madisonian), Lindsay Seidensticker (Star Busters' 4H Leader), Van Puckett, Commissioners Ron Nye, Dan Allhands. Savanna Stewart took minutes.

Minutes: Jake moved to approve the June 21, 2018 minutes with no corrections. Bill seconded the motion. All voted aye and the motion carried.

Budget: Cash is \$87,438. A year ago cash was \$50,510. Heather asked for clarification on the \$7,386 spent of Building and Maintenance as well as the \$3,260. Dana reported that some of the \$7,386 had been used for stain for the Pavilion and white paint for the white horse barn and that the \$3,260 had been used for rodeo grounds necessities such as grandstands lights that were not functioning and big lights that were burned out. Dana also stated that there were several rotten light poles, bad GFIs, and issues with breaker boxes that accounted for an expense of around \$6,000. Heather inquired why no motion was made by the Board on the \$6,000 expense before it had taken place. Dana explained that the electrical issues were safety hazards and therefore needed to be addressed immediately. Additionally, Dana stated that the work on the water/bathroom project had also taken place without a motion to do so being made by the Board. Chad, Bill, and Tom stated that ideally Dana, as Fair Manager, can be ensured enough authority and approval to do what must be done at the Fairgrounds in order to keep its operation running smoothly and safely.

Bills: The list of bills for July 2018 was presented to the Fair Board. Two new bills from Brown Contracting for work done on the cinderblock bathrooms and the water line were also presented, one in the amount of approximately \$4,872 and the other in the amount of approximately \$4,121. Van explained that a temporary connection had been made from the well in Riverside Park to the line near the sheep breeding barn in order to increase pressure in the bathroom. Tom asked for clarification regarding the above-ground connection. Dana explained that the connection could be sturdier for an additional price; Van explained that the connection material being used now will not be used during fair, but is simply being used to test the system. Chad inquired if there would be any more bills coming in regards to the current water/bathroom project and Dana reported there should be one more. Heather moved to pay the July bills. Jake seconded the motion. All voted aye and the motion carried.

Public Input on Non-Agenda Items: None

Communications: None

Reports:

4H: None

FFA: None

Livestock Committee: None

Fair Board Report: None

Fair Manager Report: The Wrangler Roping occurred on Sunday the 16th of July 2018. Participants and organizers were pleased with the event and would like to come back in future years. The Ranch Rodeo registration is closed as the event is full. Fair books have been printed and distributed. There will be radio ads/interviews in the near future. Dana reported that a wedding that occurred in early July got out of hand. Attendees picked locks on buildings, drove the mowers and golf cart that are property of the fairgrounds, and climbed on the roofs of various buildings in the grounds. In regards to the renter's deposit, Dana asked if it should be kept because of the unruly behavior that occurred during the renter's event. All board members approved of this idea. The lock on the 4H building has been changed as a result of the incident. Heather suggested keeping the lock a combination lock but changing the combination as often as necessary. The ambulance for Fair is organized. The campground has been mapped into 153 camp spots for Fair. A small space in the center has been left for car parking only.

Chad began a discussion about the communication between the Fair Board and the Fair Manager in terms of happenings at the fairgrounds and suggest that brief biweekly updates be sent to keep people aware of what is occurring between meetings.

DISCUSSION and/or ACTION ITEMS

1. **Aubrey Broksle Playground-Memorial Wall:** Construction for the playground will begin in September. Fundraising has begun (Starbusters donated \$200). Apple trees near the playground were removed because they had become a safety hazard. The trees were later found to have been donated to the Aubrey Broksle Playground by Ms. Gail Banks several years ago. Lindsay Seidensticker explained that it may be possible to reach out to nurseries or similar businesses about having a replacement tree donated. The Memorial Wall engraving is still in the planning stage. Dana reported that there is still broken or damaged equipment to be removed from the playground area. Bonnie explained that Ms. Gail Banks was upset about the removal of the apple trees because of the lack of communication between the fairgrounds/4H and her, the donor. Bonnie and Dana are in correspondence with the Banks family. It was asked why Bonnie was dealing with the situation rather than the board; Ms. Gail Banks approached the Commissioners first, and Bonnie was delegated to address the issue. Dana had suggested putting it on the Fair Board meeting agenda, which is where it appeared. Chad suggested sending an apology letter to Gail Banks regarding the apple trees' removal and offering to permanently recognize the donation on a plaque on the Memorial Wall. Included in the letter would be an application for a plaque. The Broksle family wants to keep the playhouse from the Aubrey Broksle Playground upon its removal. Heather moved to have Dana write a letter to Gail Banks offering to construct a donor plaque of her choosing as an apology for removing the tree. Bill seconded the motion. All voted aye and the motion carried.

Dana proposed placing two large lights that the fairgrounds already owns in the playground. The only additional equipment needed to do so is a pole, which will cost around \$400. The light pole could be installed while the construction was occurring to minimize the work needed to install the pole. The project would be donated to the Aubrey Broksle Playground. Heather made a motion to install the lights the fairgrounds already own in the Aubrey Broksle Playground. Tom seconded the motion. All voted aye and the motion carried.

2. **4H Wall & Guidelines:** Tom moved to approve the guidelines for the 4H Wall as written. Heather seconded the motion. All voted aye and the motion carried.
3. **Wrangler Roping:** Bill reported that there were over 400 teams (490) at the roping, which took place on Sunday, July 15, 2018 from early morning until around midnight.

4. **Fairgrounds Cameras:** Two bids for implementing cameras at the fairgrounds were presented. Dana explained that cameras would be useful in areas such as the barns, the playgrounds, and anywhere else that could easily be abused without the perpetrators being noticed. Bill asked if the fairgrounds would then be obligated to post signs notifying people that cameras are in use. Chad suggested settling on a specific number of cameras needed in order to see more accurate bids for the implementation of said cameras. In response to concerns regarding the feasibility of network cameras, Dana explained that temporary cameras had been utilized at the fairgrounds in the past for various reasons. Chad requested someone familiar with the topic be present at the next Fair Board meeting. Commissioner Nye stated that someone from IT can be present.
5. **Water Line (under river):** Commissioner Nye advised that a grant has been received to help with the work that needs to be done on the water line. Not all of the money needed to complete the project has been acquired. More details are needed to better understand how to address the issue in terms of financial feasibility.
 - a. **Water at Fair:** Dana asked the Board if bottled water would still be needed at Fair. Van reported that the well water had been tested and deemed to be clean; thus, the water is technically potable. However, since it is not a public water supply, it will still be labelled non-potable. It can and will be chlorinated despite testing clean. Bill introduced the idea of providing bottled water for the vendors to sell to the public, but not providing any bottled water for the public. Jake proposed making all vendors aware of the fairground's lack of water and letting them handle their own water accordingly.
 - b. **Water Meter-Riverside Park:** Dana reported that the city will not be removing the meter at Riverside Park. This is because the park is an entirely separate entity. Chad asked for clarification regarding who actually owns the Riverside Park property. It was reported to be part of the park district. Heather asked how the water usage was being paid and Dana explained that the park's usage was being deducted from the Fairgrounds usage. Heather moved to accept the town's denial of having the water meter removed from Riverside Park. Bill seconded the motion. All voted aye and the motion carried.
6. **Great West Engineering:**
 - a. **Fairgrounds Master Plan:** None
 - b. **New Indoor Arena:** Chad reintroduced the idea of having an informative booth at fair that would be able to present specifics of the project (cost, location, purpose). The booth could be used to increase public knowledge, and consequently support, of the project. Comment cards could be used at the booth to obtain public thoughts about the information presented. The input could be analyzed following Fair. The commissioners will request a map and other data to be used in the informational booth.
7. **Fair:**
 - a. **Porta Potties:** Two bids—one from Klasen for \$2,650 and one from Spiffy Biffy for \$2,772—were presented for Porta Potties during Fair. Both companies would provide 30 toilets and 3 handwashing stations. The Klasen toilets would be delivered the 3rd and serviced the 8th-12th whereas Spiffy Biffy would only be serviced the 10th-12th. After hearing Van's report on the status of the cinderblock and 4H bathrooms Heather suggested adding 3 more hand washing stations with the Porta Potties. Tom moved to have 20 Porta Potties and 6 hand washing stations from Klasen during Fair. Bill seconded the motion. All voted aye and the motion carried.

Heather moved to open the cinderblock bathrooms and repair the 4H bathrooms up to \$1500. Jake seconded the motion. All voted aye and the motion carried.

- b. **Water:** Van reported that the line in the 4H building was in good condition upon camera line inspection. One toilet in the men's restroom needs to be replaced with a larger toilet. Randy Brown estimated the project cost would be around \$250 for the toilet, plus the money for new gaskets in sinks in the women's restroom, plus labor. With the 4H bathrooms and the cinderblock bathrooms in working condition, only 20 Porta Potties would be needed. Thus, only two handwashing stations (one station per ten Porta Potties) would be needed. Van suggested having more hand washing stations than necessary. The new toilets in the cinderblock bathrooms are pressure-assist toilets. Chad and Bill expressed concern about using the cinderblock and/or 4H bathrooms during Fair because of the problems that have repeatedly occurred in the past. Van reported that the line tested at 65 pounds at 40 gallons a minute, which could run 26 homes at peak capacity. There would be ten toilets. Van explained that the current water situation is called a "temporary emergency supply." Thus, the Board must decide when the water supply is to be turn on and off. Tom asked when the main water line can be expected to be fixed and was told that the idea scenario is it will be fixed in September. The temporary connection could be disconnected after fair and the well would still work normally. The coliform and bacteria levels on the water were tested and came back fine, and the nitrates level came back well within normal ranges. Heather moved to turn on the "temporary emergency supply" on August 1, 2018 and to turn it off on August 15, 2018. Bill seconded the motion. All voted aye and the motion carried.
- c. **Fair Board Meeting for August:** Bill moved not to have a Fair Board meeting in August. Heather seconded the motion. All voted aye and the motion carried.
- d. **Miscellaneous:** Bonnie asked for clarification regarding the fairgrounds not being in compliance when 153 campers are camping in a space only certified for approximately 25 campers. Dana and Van explained that the camping situation during Fair is only a temporary scenario rather than a routine occurrence.

Chad moved to adjourn the meeting. Heather seconded the motion. Meeting adjourned at 10:08 pm. Minutes typed and prepared by Savanna Stewart.

Approved: Fair Board Chairperson Date
And/or Vice Chairperson