



Bonner County Fair Board

Executive/Special Meeting Agenda

Monday, April 29, 2024

5:30 p.m.

1. **Meeting called to order Meeting called to order at 5:30 PM** by Chairman Tim Mahan
 - a. Fairboard Members Present: Chairman Tim Mahan, Vice Chair Jody Russell, Ben Wood, Tawnya Johnson, Gail Curless and Laya Bleckwenn
2. **Executive Session:** Laya made a motion to enter into executive session under Idaho Code 74-206- 1-B Personnel; Idaho Code 74-206 (1) (D) Records Exempt. Ben Seconded. Roll Call Vote
 - a. Tawnya - Yes
 - b. Laya - Yes
 - c. Ben - Yes
 - d. Gail - Yes
 - e. Tim - Yes
 - f. Jody - Yes
 - i. Others present for executive - Samm and Mark
3. Gail made a motion to exit the executive session at 7PM. Laya seconded the motion. The motion passed.
4. Action Item: Discussion/Decision executive
 - a. Ben made a motion to proceed as directed with the 3 part time to 1 full time position. Gail seconded the motion. The motion passed.
 - b. Tawnya made a motion to adopt the hiring process as discussed by Mark. Gail seconded the motion. The motion passed
 - c. Laya made a motion to allow the manager to proceed with hiring as discussed. Ben seconded the motion. The motion passed.
5. Action Item: Discussion/Decision Invoicing & Deposits - No decision as this point
6. Action Item: Discussion/Decision Budget/Fees - Jody & Mark's meeting with Nancy - We will work on the fee schedule with the help of Nancy. She will help us get through the correct county guidelines. She is going to review the budget and get that to us with any updates and ways to change.
7. Action Item: Discussion/Decision Fair Manager Update/ Information -
 - a. Inspection from the commercial kitchen will be tomorrow.

- b. Rusted out chariot behind the outdoor arena needs to be removed - Gail made a motion to allow Mark and the maintenance to clean up “junk”. Amended to allow Mark to decide what is considered junk. Laya seconded the motion. The motion passed.
 - c. Mark will contact Christian to make sure the rodent control contract has been taken care of and paid as he found an invoice in his office.
 - d. Lighting- asked Chris to get the cost of labor ASAP as this is time sensitive.
 - e. He is getting calls on the locked water hydrant when it will be unlocked. He is going to see what he can find out and he will get it posted on the website that it is locked until further notice.
 - f. Mark will put a proposal together for monthly spending and have it for the next meeting.
8. Action Item: Discussion/Decision MEB WIFI - Hardware was supposedly purchased for this and is waiting to be installed, but there is confusion on who will be paying for it.
 9. Action Item: Discussion/Decision Nathan - Winter Camper Deposit Refund - Still owes us money for some months before he can get a refund for his deposit. Mark will follow up with Koni and get back to us.
 10. Action Item: Discussion/Decision Horse Camp Contract - Gail made a motion to approve the contract. Ben seconded the motion. The motion passed.
 11. Action Item: Discussion/Decision Fairboard Bond - Mark reviewed this with Christian and it is set for Risk Management to pay the Fairboard Bond.
 12. Action Item: Discussion/Decision Dog Show Contract - Yoshi- Mark will finish this contract and get it taken care of for the show.
 13. Action Item: Discussion/Decision Rodeo Queen Reimbursement - All reimbursements go through the rodeo committee first and then they will come to the FB for bill approval
 14. Action Item: Discussion/Decision Chain Link Fence out Front - Mark is going to look into the parking lot at the Extension Office and what the commitment to the two separate parking lots. He will also look at the ticket booths at the entry to the fairgrounds and come up with a proposal to fix or remove.

15. Action Item: Discussion/Decision Maintenance/Facility Approval Costs - Mark had a list of things for purchasing for the spring repairs for hydrants, lawn mower, etc. Ben made a motion to approve the purchase of the items of \$1327.00 for repairs. Laya seconded the motion. The motion passed.
 - a. Mark had a list of items to be purchased for the office which included a shredder and new office chairs. Ben made a motion to proceed with the proposal for office supplies to not exceed \$650 which Mark will purchase and the FB will reimburse. Laya seconded the motion. The motion passed.
16. Action Item: Discussion/Decision Signage for Rodeo - There were some old signs found upstairs and in the maintenance shop. These signs will be offered to the businesses if they are still around. The others will be used for door prizes at the sponsorship dinner.
17. Action Item: Discussion/Decision Fair Royalty Applications - Anita Palmer asked about this. Frank asked if the rodeo and fair royalty can be combined. It was stated that they are very separate and the fair royalty is typically all 4-H kids.
18. Action Item: Discussion/Decision Swine Barn Wash Rack - we were given more information and Ben updated Mark on this.
19. Action Item: Discussion/Decision Camp Host Hire - Mark will work on the contract and send it to Jody for legal approval. Tawnya made a motion to proceed with the contract and hiring once we have approval from legal. Gail seconded the motion. The motion passed.
20. Action Item: Discussion/Decision Camp Host Role during Ren Faire - Fairgrounds is taking on the dry camping, but it needs to be during business hours and Mark will work this out with Jeremy. The camp host will be there during the Ren Faire on site to help with the campground. Mark will follow up with Jeremy
21. Action Item: Discussion/Decision Business Cards for Mark - Laya made a motion to get mark business cards. Gail seconded the motion. The motion passed. Ben made a motion to approve Mark to get his cards ordered up to \$120. Gail seconded the motion. The motion passed.

22. Action Item: Discussion/Decision High School Scholarships - Mark will begin to look at these and start going through them.

23. Meeting adjourned

Next meeting, May 13, 2024 at 5:30 PM