



## Bonner County Fair Board

Executive/Special Meeting Minutes

Monday, May 6, 2024 5:30 p.m.

1. **Meeting called to order @ 5:30** by Chairman Tim Mahan
  - a. Members present: Chairman Tim Mahan, Vice Chair Jody Russell, Ben Wood, Tawnya Johnson, Gail Curless, Laya Bleckwenn; Fair Manager Mark Knapp
2. Action Item: Discussion/Decision Pay Bills - Gail made a motion to pay the bills. Laya seconded the motion. The motion passed.
3. Action Item: Discussion/Decision Update on Meeting w/ Panhandle Health on Commercial Kitchen - Mark - The kitchen is not ready for certification. There are some roofing issues, electrical and plumbing. Mark will work on estimates. Chris is looking into plumbers that are certified in commercial kitchens.
4. Action Item: Discussion/Decision Camp Host Contract & Selections Approval - Bill Wilson work on the contract and based it on the other contracts for the county camp hosts. There has to be a termination clause added and the camp host has to carry liability. We will also add the cleaning of the bathrooms and showers to the contract. Jody made a motion to allow Mark to add the liability clause and termination clause to the contract as well as increasing the pay to include bathrooms and showers. Laya seconded the motion. The motion passed.
5. Action Item: Discussion/Decision Approval of work clothing policy - Laya made a motion to approve the work clothing policy that was presented. Gail seconded the motion. The motion passed.
6. Action Item: Discussion/Decision process on purchasing, processing payments - We will table this until we have more information from Bill on these and get approval from PA.
7. Action Item: Discussion/Decision Fair Royalty Application - Ben made a motion to approve the application and at this point appoint Laya as the coordinator. Jody seconded the motion. The motion passed.
8. Action Item: Discussion/Decision Service Contract - Ben made a motion to post the search for a cleaner for the fairgrounds. Gail seconded the motion. The motion passed.
9. Action Item: Discussion/Decision Contracts that need FB approval or not - Rental of whole fairgrounds, or contracts in which we pay money to them must be approved by the FB unless they are a budget item. The Manager can take care of contracts that are for events that are basic contracts when renting.
10. Action Item: Discussion/Decision Credit Card - Gail made a motion to get a fair office credit card once we are given this process from the county. Ben seconded the motion. The motion passed.
11. **Executive Session:** Tawnya made a motion to enter into executive session under Idaho Code 74-206- 1-B Personnel; Idaho Code 74-206 (1) (D) Records Exempt. Gail Seconded. Roll Call Vote
  - a. Tawnya - Yes

- b. Laya - Yes
  - c. Ben - Yes
  - d. Gail - Yes
  - e. Tim - Yes
  - f. Jody - Yes
12. Ben made a motion to exit the executive session. Tawnya seconded the motion. The motion passed.
  13. Action Item: Discussion/Decision Approval of update for Admin Assistant II JD - Tawnya made a motion to approve the Admin Assistant II JD as written. Gail seconded the motion. The motion passed.
  14. Action Item: Discussion/Decision Approval for hiring Event Coordinator Position - Ben made a motion to approve the hiring of the event coordinator as discussed in executive. Gail seconded the motion. The motion passed.
  15. Action Item: Discussion/Decision Timeline for hiring Event Coordinator and Admin Assistant II - Ben made a motion to allow Mark to proceed with the Event Coordinator and Admin Assistant II hiring timeline. Gail seconded the motion. The motion passed.
  16. Action Item: Discussion/Decision John Porter Scholarship - Ben made a motion to give 4 scholarships of \$1100 each as discussed in executive. Tawnya seconded the motion. The motion passed.

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