



## Bonner County Fair Board

### Meeting Minutes

Tuesday, November 12, 2024 @ 5:30 p.m.

Bonner County Fairgrounds

4203 N Boyer Road, Sandpoint

1. **Meeting called to order** at 5:30PM by Chairman Tim Mahan
  - a. Members Present: Chairman Tim Mahan, Vice Chair Jody Russell, Ben Wood, Gail Curless, Tawnya Johnson, Laya Bleckwenn, and Quentin Ducken
2. **Executive Session:** Tawnya made a motion to enter into executive under Idaho Code 74-206- 1-B Personnel; Idaho Code 74-206 (1) (D) Records Exempt. Gail seconded the motion. Roll Call Vote:
  - i. Quentin - Yes
  - ii. Tawnya - Yes
  - iii. Gail - Yes
  - iv. Ben - Yes
  - v. Tim - Yes
  - vi. Jody - Yes
  - vii. Laya entered into executive power right after the vote.
  - b. Gail made a motion to exit the executive at 6PM. Tawnya seconded the motion. The motion passed. The doors were opened and all community members were invited into the room.
  - c. Action Item: Discussion/Decision from executive session - None
3. **Public Comment:** \*time limit of 3 minutes
  - a. Kristina Nicholas Anderson - Went to the convention and has some information on a Mutton Bustin' lead that is totally self contained. She will get this information to Mark. She asks us to carefully consider paying all our own utilities before approaching tax payers for money. She wanted to let us know she believes we are heading in a positive direction.
4. **Action Item: Discussion/Decision Regarding Approval of Fair Board Minutes**
  - a. Meeting September 9, 2024 - Laya made a motion to accept the minutes as written. Quentin seconded the motion. The motion passed.
  - b. Meeting October 15, 2024 - Laya made a motion to accept the minutes as written with the one correction. Gail seconded the motion. The motion passed. - the correction was made to the minutes digitally at this time.
  - c. Operational Meeting October 28, 2024- Tawnya made a motion to accept the minutes as written. Gail seconded the motion. The motion passed.
5. **Financial Report: Treasurer Samantha Schmidt**
  - a. Checking/Savings balances - As of October 31, 2024
    - i. Mountain West \$196,167.01
    - ii. Umpqua \$-40,068.71
    - iii. Sweep Account \$151,336.21
    - iv. TOTAL \$307,434.51

- b. Profit/Loss for October - Was reviewed by the board
- c. Current Financial update - Was given by Samm Schmidt Treasurer
- d. Bank Statements reconciliation for October - Were provided to all board members and they match the county treasurer.
- e. Action Item: Discussion/Decision: Approval of All Financial Report from Treasurer - Jody made a motion to approve all financial reports. Quentin seconded the motion. The motion passed.
- f. Action Item: Discussion/Decision: Approval of Fairgrounds FY24 P&L and permission to publish. - Ben made a motion to publish the Financials in the paper as per Idaho Coded. Jody seconded the motion. The motion passed.

## **6. Approval of Bills**

- a. Action Item: Discussion/Decision Regarding Fairground/Rodeo Bills - Jody made a motion to approve all bills given to the board by Samm, Treasurer. Gail seconded the motion. The motion passed.
- b. Action Item: Discussion/Decision Fairground and/or Rodeo-related reimbursements - None at this time

## **7. Agency Updates**

- a. 4H Update - Gena Gibson - See handout from Gena
- b. Rodeo Update - Levi Irish
  - i. Bonner County Hospice will be the receiver of the Miracle Minute for 2025. This event will be re-done for 2025, but they are still working on all the logistics.
  - ii. Action Item Discussion/Decision: Final Approval of 2025 Rodeo Budget - This will be looked into as it was approved earlier
- c. Facility Update - Chris
  - i. Bleacher/Seating Implementation Plan - Chris discussed the implementation of the new bleachers and seating in the project packet. Allows for more seating and revenue when all complete.
  - ii. Action Item: Discussion/Decision Grounds related needs /purchases - None
- d. Office Update - Mark
  - 1. Updated the money handling policy procedures with the comptroller.
  - 2. Fairgrounds pens used in the office and for other events need to be reordered soon.
  - 3. State insurance fund meetings - there are 4 webinars they have to attend and get completed.
  - 4. Helmets, eye protection, ear plugs, harnesses, etc may need to be purchased for the maintenance crew to be up to code. Mark will bring more information to the next meeting.
  - 5. Lisa Crabb will meet with Mark regarding the parking at the fair.
  - 6. Can't find anyone to fix the heater in the conference room
  - 7. Working on the agenda for the BOCC workshop
  - 8. Sponsorship with ford is in the works
  - 9. May need to do a building permit for the bleachers, but they

will continue to look into this and let us know.

10. BOCC approved the storm damage funds
11. Staff has to set goals and have evaluations with Mark
12. Plan to post the camp host position for 2025 soon.
13. Ski swap went great last weekend.
14. Christmas Fair is this coming weekend and all booths are rented.

- ii. Action Item: Discussion/Decision Office related needs/purchases - NONE
- iii. Action Item: Discussion/Decision Staff Holidays/Appreciation - Provide a budget for Jackets for the staff. Ben made a motion to spend up to \$2000 for purchase of staff jackets. Gail seconded the motion. The motion passed.
- iv. Action Item: Discussion/Decision Menu for Sponsorship Dinner - Bruno from the Klondyke is catering. Mark will work with him on the menu.

## **8. Correspondence**

- a. Bonner Soil and Water Conservation District - Letter was read to the board. (see Letter)
- b. Annie Lowrey - the letter was read to the board. Mark is working with Rodeo Royalty on this.

## **9. New Business**

- a. Action Item: Discussion/Decision: 4-H Events - A discussion was about the archery events being held on the fairgrounds without any kind of protective background. The city ordinance was checked: it is unlawful to fire a deadly weapon in city limits (including bows). Mark will continue to work with 4-H on all other events.
- b. Action Item: Discussion/Decision: November Operations Meeting Date - November 25, 2024 at 5:30 PM
- c. Action Item: Discussion/Decision: Pending Event Applications - None at this time
- d. Action Item: Discussion/Decision: Approval of Contracts
  - i. Facility Use: White Pines Lacrosse - Ben made a motion to table the White Pines Lacrosse contract until the next meeting. Laya seconded the motion. The motion passed.
  - ii. Facility Use: Waldorf Winter Faire - December 13th -15th - Quentin made a motion to approve the Waldorf Winter Faire contract. Gail seconded the motion. The motion passed.
  - iii. Facility Use: CoyotePak Volleyball- Tawnya made a motion to table this contract for more information. Gail seconded the motion. The motion passed.
- e. Action Item: Discussion/Decision: Memorial "Garden" - Laya made a motion to table this decision. Gail seconded the motion. The motion passed.
- f. Action Item: Discussion/Decision: Sponsorship Agreement for 2025 - Laya made a motion to allow Mark to move forward with the 2025 sponsorship packets. Gail seconded the motion. The motion passed. Ben,

Jody and Tim abstained from voting.

- g. Action Item: Discussion/Decision: '25 Fair vendor Fees - Gail made a motion to raise all fees \$20 to take out the concession and disposal fees. Tawyna seconded the motion. The motion passed.
  - h. Action Item: Discussion/Decision: Fair Manager - ST101s - Ben made a motion to allow Mark to sign ST 101's for tax exempt. Gail seconded the motion. The motion passed.
  - i. Action Item: Discussion/Decision: NWBHA Fair Event-Tuesday - Mark met with Joleen and Danette to work on NWBHA events for Tuesday night of fair. There was no need for a vote at this time.
  - j. Action Item: Discussion/Decision: V.I.P Contract for Concert - Laya made a motion to approve the VIP Productions for the \$14,942.28 deposit for 2025. Jody seconded the motion. The motion passed.
  - k. Action Item: Discussion/Decision: 2025 Open Ride Dates - Mark will work on this and make these dates available and known.
  - l. Action Item: Discussion/Decision: 2025 Fair Cleaning Contract - It has been posted for 30 days. Beverly Curtis sent in a bid for 2025. Quentin made a motion to accept the bid. Gail seconded the motion. The motion passed.
  - m. Action Item: Discussion/Decision: Dan "Magic Man" 2025 Fair -He has given us a contract with the same amount as 2024 for \$11,000. Quentin made a motion to approve the contract. Gail seconded the motion. The motion passed.
  - n. Action Item: Discussion/Decision: Kim Owens/Sand Creek Sound - DJ for Sponsor Dinner - Laya made a motion to approve the DJ for the sponsor dinner for \$1000. Gail seconded the motion. The motion passed.
  - o. Action Item: Discussion/Decision: Secretary - Ben made a motion to appoint Laya as secretary to the Fair board. Tawnya seconded the motion. The motion passed.
- 10. Old Business - None**
- 11. Other Business for future Items - None**
- a. Gail made a motion to adjourn the meeting at 8:10PM. Quentin seconded the motion. The motion passed.

**Next regular meeting, December 9, 2024 at 5:30 PM**