



Bonner County Fairboard
Operations Meeting Minutes
Monday, Oct 28, 2024

In attendance:

Board members: Chairman Tim Mahan, Laya Bleckwenn, Quentin Ducken, Tawnya Johnson, Ben Wood. Rodeo committee: Levi Irish, Daniel Mire

Fair staff: Mark Knapp, Taylor Hill, Samantha Schmidt

Public: Kristina Anderson

1. Meeting called to order at 5:37 PM.
2. Approval of bills
 - a. Fairground/Rodeo bills – Tawnya motioned to approve bills and reimbursements as listed on Unpaid Bills Report provided by Samantha. Seconded by Quentin. No further discussion. All in favor. Motion passed.
 - b. Fairground/Rodeo related reimbursements – addressed in previous motion.
3. New Business
 - a. Approval of contracts
 - i. Winter Camping – regular site. 2 more contracts to approve. This will fill campground (Winter camping). Quentin motioned to approve the Winter camping contracts for Daniel Maguire and John Aracri. Ben seconded the motion. All in favor. Motion passed. General discussion followed regarding winter camping details (a winter camping space is two “normal” spots, which spots are filled and why (plowing etc), water and other services in winter, dates).
 - ii. Facility use – Long term contract for indoor arena. Sandpoint Soccer Association. Contract is similar to contract in past, but has been brought up to statute. Contract is for 3 years and grants SSA first right of refusal of facility use. Nov move in, April 30 move out. \$750/month, plus gas billed to SSA. SSA carries insurance. Contract reviewed by Legal. Board discussion regarding exclusivity, and liability. Quentin made a motion to approve the facility use contract with SSA. Tawnya seconded the motion. No further discussion. All in favor. Motion passed.
 - iii. Facility use – The North. MEB for Softball use on miscellaneous dates at an hourly rate. The North is responsible for cleaning the MEB after use, and keeping equipment on site orderly so it is out of the way for other events and activities in the MEB. Quentin made a motion to approve the contract with The North. Ben seconded the motion. No further discussion. All in favor. Motion passed.

- iv. Facility use – Sandpoint Sasquatch. South Wing MEB use for baseball practices and possibly clinics. Miscellaneous dates with March 30 move out. Batting cages will be in use, and must use protective nets and mitigate damage. Ben made a motion to approve the contract with Sandpoint Sasquatch. Quentin seconded the motion. No further discussion. All in favor. Motion passed.
 - v. Facility Use – Carousel of Smiles. Nov 23-24 MEB. Will set up carousel and do event. Ben made a motion to approve this contract. Quentin seconded. No further discussion. All in favor. Motion passed.
 - vi. Fair Book design – Comp Graphic. Contract created after approval at last meeting to proceed. Reviewed and approved by Legal. Quentin made a motion to approve the contract. Tawnya seconded the motion. No further discussion. All in favor. Motion passed.
 - vii. 2025 Fair – Wynn Williams. Concert act for 2025. Fee is \$7500 with 50% due Nov 15, and 50% balance due on or before Aug 15th, 2025. Ben made a motion to approve contract. Laya seconded the motion. Some discussion about VIP quote, Wynn’s rider, and an opening act. All in favor. Motion passed.
- b. IAFE Conference – Dec 1-4. Discussion regarding the conference, price and upcoming deadline for registration. Former Fair Manager, Rhonda Livingstone, is receiving a very prestigious honor at this conference. That “event” is on Dec 2nd at 9 AM. Due to costs it was discussed that we could attend the “event”, and look into attending classes on that day as well, but not attend the entire conference. Flights, hotel and registration covered by Board. Mark will facilitate making those arrangements. Anyone wishing to attend needs to contact Mark by the end of this week. Ben made a motion to approve any Fair Board member or Staff (if approved by Mark) that wish to attend “event” to contact Mark, and arrangements will be made. Quentin seconded the motion. No further discussion. All in favor. Motion passed.
- c. “Event Dates” for RV Campground 2025 – Mark suggested increasing fees (in line with FY2025 RV campground fee schedule) on camping on certain “seasonal camping event dates”. Proposed dates are:
May 14-18 Lost in the 50’s
June 13-15 Chafe 150
July 1-6 Independence Day Holiday
July 3-Aug 3 Festival at Sandpoint – these dates run into Rodeo weekend, and it was noted that the needed spaces for Rodeo contract personnel will be blocked out/disabled for reservation on Camp Life.
There was discussion and debate about other dates. Laya made a motion to approve the increase. Quentin seconded the motion. No further discussion. All in favor. Motion passed.
- d. Storage request - Larry Enright would like to store his toy hauler in any available building. There was discussion regarding availability of space, and a conclusion that there is none available to the public. Must keep certain areas available for Emergency Management’s trailer to be stored.

- e. Workshop with BOCC - BOCC is requesting a workshop to discuss utility bills, EIN and payroll. Discussion was had and agreed that we need to have this workshop. Mark will work on dates and details moving forward.
 - f. Electrical troubleshooting of Playground - The irrigation at the playground is impacted. Something is tripping the breaker (that is at the Sheriff's office). \$500 to fix. However, irrigation is shut down for the year, and no electricity is currently being used now at the playground.
 - g. Evening event for Fair – Concert, Xtreme Broncs, Demo Derby and Ranch Sorting are all being planned for. Octane Addictions was a large loss financially. Mark suggests we do Xtreme Broncs on Thursday, Concert on Friday, Demo Derby on Saturday, and maybe have no Wednesday event. Discussion was had on this. Ben stated that he did not think we should move backwards by eliminating a night. Majority in agreement. Also discussed was having the barrel racing qualifier (for Xtreme Broncs performance) on Wednesday as a free event. However, attempting to make it a larger barrel race by having it sanctioned with NWBHA (Dannette) and/or another Association. Discussion about Ranch Sorting on Wednesday instead of Tuesday as to avoid a conflict for the beef kids that haul in on Tuesday. Ben made a motion to have Mark proceed with researching options and ideas. Quentin seconded the motion. No further discussion. Motion passed.
 - h. Approval of ABC permits and permit fees - \$200 for 5 events. Quentin made a motion to proceed with securing ABC permits for \$200. Ben seconded the motion. No further discussion. All in favor. Motion passes.
 - i. Fairgrounds lighting project cost variance approval - Some prices have changed slightly since bid/quote. Mark is seeking approval to authorize variance. Ben made a motion to allow Mark to approve price variances up to \$1000 (total) on this project. Laya seconded the motion. No further discussion. All in favor. Motion passed.
 - j. Sponsorships – Mark received a call from a National level sponsor. They are a “Big 3” auto manufacturer and are looking to sponsor Rodeo only. The amount would be the same as the current vehicle sponsor, and would be a 3 year deal. A lengthy discussion was had. Mark noted the current sponsor was approached to discuss, and it did not go well in his opinion (was not interested in sponsoring just Fair, wants Rodeo). Discussion had about sponsoring just Fair or just Rodeo even though we combined them. Discussion regarding current and potential sponsor, pros and cons. Quentin made a motion to entertain the new sponsorship and allow Mark to negotiate. Laya seconded the motion. No further discussion. Roll call vote:
Quentin – yes
Tawnya – yes
Ben – yes
Tim – yes
Laya – yes
Motion passed.
4. Operational update by Fair Manager –
- Replaced all toilet seats in disrepair
 - The campground toilet (previously approved for replacement) showed up busted. New one on the way.

- Campground irrigation boxes are getting run over and damaged. Going to mark/flag them.
- Indoor Arena heaters, one was dead. It was removed and discovered to have no ground wire. All heaters are now being checked to ensure that they have a ground.
- MEB flooring. No easy or cheap way to fix one section of flooring. Best thing is to do whole floor. This would entail removing the flooring down to the cement, leveling it and epoxying the cement. This would be over \$200,000. But the floor is on borrowed time.
- There are broken windows in the food booth. They will be repaired before winter.
- Faxes are not working through the copy machine. Move away from faxing, and no longer list our fax number.
- There was a burglary recently. The door on Bruno's food booth was busted. Door frame and door replaced. Other buildings were entered as well. Police report was filed.
- It was discovered that there is still food and other perishables in the 4H food booth. Will let them know they need to get that all out.
- Old green grandstand demo has started.
- Arena bleacher plan and bidding has started
- Staples etc. removed from walls in MEB
- Storm damage repair – going with different contractor than planned. Overhead door is suggested. BOCC to approve repairs.
- 1 weekend in MEB is open in Nov and in Feb.
- Advertising for Christmas Craft Fair, Mark asked about how that looked in the past.
- Utility and water fees – Mark has concerns about charging equestrian events and groups for the water they use. It would price out events like 4H horse camp, or other events where keeping the arena watered is required. If BOCC has us responsible for water we will not be able to bill ourselves out of those costs. Mark trying to plan for contingency.
- Nov 26th Thanksgiving potluck in Fair Office.
- Dec 19th Christmas party in Fair Office. Christmas gifts for staff? Jackets or vests with logo and their name?
- Comp time is continuing to be monitored.
- Grounds crew will try a 4/10 schedule Nov through Feb with alternating days off for coverage.
- Fair parking – conversations have been started with impacted parties regarding process and details for upcoming year.
- Moving Rodeo to during Fair – it is possible from Rodeo side. What are the impacts? Won't happen this year, maybe 2026?
- Circus Luminescence contract will be ready next meeting.
- Other contract acts for fair who do we want/not want? Some discussion was had to that topic. Public input regarding the magician.
- Ranch Sorting going well
- Xtreme Broncs expecting contract mid November

- Exploring options for concert opening act.
 - Meeting Nov 4th with Demo Derby producer.
5. Meeting adjourned at 8:02 PM

Submitted by Laya Bleckwenn