

## **Fremont County Fair Board Minutes February 8, 2024**

The Fremont County Fair Board met February 8, 2024 at the Fremont Center Classroom, in Riverton, Wyoming. Board members present were Scott Walters, Nikki Horton, Trevor Bekken, Megan Sims, Rob Dolcater, Alexandria Eckhardt and Courtney Hanger. Fair Staff present were, Fair Manager Pat Hart and Laura Harrington, Administrative Assistant.

The meeting was called to order at 6:06 p.m. by President Scott Walters

President Scott Walters led the Pledge of Allegiance.

Pat Hart gave the board prayer

President Scott Walters welcomed new board member Kourtney Hanger.

### **I. APPROVAL OF AGENDA**

Rob Dolcater moved to approve the February 8, 2024 agenda; Nikki Horton seconded; motion passed unanimously.

### **II. PATRONS**

- Bob Hussa gave a power point presentation explaining how the sound on the fairgrounds is set up. He reminded the board that the loud speaker from the office does not project to the arena, if there were an emergency a call would need to be made to the crow's nest to make an announcement in the arena and grandstand area. Mr. Hussa recommends repairing or replacing the amplifier in the arena and repairing or replacing the damaged mic lines at the Show Pavilion. He recommended replacing the mixer in the Fremont Center to a digital system at a cost of approximately \$2000.00, adding that blue tooth playback would be optimal. The portable sound system needs to be updated, Mr. Hussa recommends a two cabinet Anchor Bigfoot System (approx. \$6000.00). Bob strongly recommended hiring a professional to run the sound during fair. Sound contractors should run the free stage and consult with entertainment on their needs. Mr. Hussa gave the board a print out of his power point presentation. He closed by saying that he recommends addressing the amplifier in the arena first. A new one would cost approximately \$2500.00. Tanya Santee with Friends of Fair expressed concern over operators of the sound system not being available. Bob advised to reach out to Dynamic Sound and express that they need to have sound operators available during events. Bob works with them at times and would be willing to help when he can.

### **III. APPROVAL OF MINUTES**

Nikki Horton moved to approve the January 11, 2024 minutes with the next meeting date corrected, Alex Eckhardt seconded; motion passed unanimously.

#### **IV. CORRESPONDENCE**

- Laura Harrington read a thank you card from the 4-H Shooting Sports participants expressing their gratitude for the use of the Heritage Hall.

#### **V. FINANCIAL REPORT**

Rob Dolcater questioned why a bill from the Comfort Inn for fair time has not been paid yet and why the bill was so high. Pat said she received an email asking when it was going to be paid. She did not know what had happened to the bill. Scott Walters stated we should know we have bills to pay. Pat stated she thought it had been paid. Discussion was held concerning who and how long people are housed in hotels during fair.

Rob Dolcater moved to approve the Financial Report for January 2023 Nikki Horton seconded; motion passed. Trevor Bekken abstained from voting on the approval of payment to Brown Company

#### **VI. EX-OFFICIO BOARD REPORTS**

- **Commissioner Liaison** – Commissioner Allen reported that the commissioners are working on the budget message and will start the budget process on April 4, 2024. The elected officials will be heading to Cheyenne for legislative session.
- **County Extension** – Jen Horton reported that Farm and Ranch Days went well. The 4-H carnival will take place on March 2, 2024 from 2:00PM – 5:00PM in the Heritage Hall. NW teen conference will be taking place in Shell WY in March. 4-H Council will be creating project committees; small animal, static, shooting sports, horse, dog and livestock.
- **Wind River Extension** – No report. Johnathan Despain started on February 1, 2024.

#### **VII. STANDING COMMITTEE REPORTS**

- **Royalty Committee** – Shaylee Farrell reported that invitations have been sent out for the Gold Buckle Ball which will take place on April 6, 2024. They are having riding practice on Sundays at Five Rivers Arena. Their next meeting is February 15, 2024
  - **Youth Ambassadors** - 10 applications were received. Interviews will take place next week. Pat said she thinks Mr. & Mrs. Putnam will head the committee.
  - **Junior Livestock Sale Board** – Beef tagging went well. 131 animals were tagged: 82 4-H, 22 FFA and 27 for the cattlemen’s phase animals. The changes with the resale process will be discussed at their next meeting. Superintendents and fair board members are invited to this meeting. Their next meeting will be on February 26, 2024. Jeff Brown has been invited to be considered as a member of the Sale Board, they are awaiting his response.
- Junior Show Advisory Committee** – Rob Dolcater addressed that there is a consistent breakdown in communication between the Fair Board, committees and groups connected to fair. There are families that were not aware that there could be family animals this year. Rob recommended that families be allowed to move an animal that was tagged from an individual to a family animal. Megan Sims requested that if people don’t know about the family animal with other species that they also be given the opportunity to claim an animal after tagging for those animals as well.

Chance Marshall stated that it would be good to get the information out prior to the next tagging so people will know ahead of time.

Rob Dolcater moved to allow the market livestock (beef) exhibitors the opportunity to move an animal that has been tagged to be designated as a family animal until February 16, 2024, seconded by Megan Sims; motion passed unanimously. The fair office will be the contact for these changes.

- **Friends of the Fremont County Fair** – Tanya Santee, thanked everyone for their work at the beef tagging. She reported that tables are selling quickly for the Barn Bash, she encourages those that want tables to get those purchased soon. Individual tickets are available. Donations continue to come in. 4-H Junior leaders will be helping as well as Tri- Valley 4-H, Riverton FFA and the Royalty. Tanya told Pat that if she finds out that the Ambassadors are not going to be in place by the event to please let them know ASAP, they have a plan for them and it will need to be covered. Pat replied that they should be fine to help. Applications for the Friends of Fair Scholarship will be available after Barn Bash, there will be one available for a graduating senior and one for continuing education. Plans are moving forward for Spring Fair. Tanya said she first received an MOU from the fair on January 16 and a second one on February 5, Friends of Fair still has some questions that need to be discussed. Pat Hart stated that those MOUs are not the right ones, that Nikki Horton has a new one, Scott Walters corrected her and stated it was not a new one it just had some changes. Friends of Fair was awarded funds for Jackpot from the Riverton Rec Board. Next meeting will be Monday February 19, 2024

## VIII. FAIR MANAGERS REPORT

- Pat Hart thanked everyone who helped with the beef tagging.
- Linda Griffin will be the Superintendent for both dairy and breeding goats
- Family Day- The inflatable company wants half down to book for fair. Pat said she told them that the fair does not do deposits. She said it is not in the budget to pay deposits. She will try to talk to them again.
- Night Events- Pat recommended that prices for night events be \$15 and \$8 across the board. She explained that there are discount options available with the purchase of multi event passes, mega passes which have been available in the past and the addition of a four-night family pass. Discussion was held. Concern was expressed about the prices being too high. Making sure events are properly and aggressively promoted was also discussed. Trevor Bekken moved to set night event ticket prices at \$12 for adults and \$8 for children, seconded by Alex Eckhardt; motion passed unanimously. Under 5 will be free.
- Food Vendors- Pat presented the new food vendor application, vendors will be allowed to come in and out during the week instead of being committed to the full week of fair. She feels this will allow for more vendors to participate. Vendors that commit for the full week will have prime spots and guaranteed electricity. Those coming in for a partial week would pay slightly more. She presented the idea of a food truck rally for the weekend. Nikki Horton suggested that there be food vendors located back by the beer garden. The issue of safety concerns with vendors coming in and out while people are on the grounds was brought up. Pat stated that they would have to come in early and leave after the night events. James Bunker recommended to Pat that if there is going to be a food truck rally promotion needs to get started. Nikki Horton added that vendor spaces should start being advertised in the fall.
- Pat will be presenting an RFP for porta johns at the next Fair Board meeting. Eric Kugler of Western Outhouse was in the audience and state that he would like the opportunity to put in a bid.

- Wyoming Department of Audit Public Officer Training- This training can be done online. Pat will send the link out to the board. Must be completed by June 30, 2024
- Spring Fair- Jeremy Schooner has agreed to come in and visit with Pat about a figure 8 race during Spring Fair. Tim O'Neal is willing to put on a bull riding. Pat said the bull riding takes a percentage of the gate. She expressed some concern about 3 nights of figure 8 racing. Nikki Horton said she felt it would be fine and people would show up. Jeremy Hill of Friends of Fair would like consideration of how trash is billed out to FOF with the addition of night events.
- State Vet Office- The fair has had ownership of this building for approximately 2 years. Wind River extension agent Johnathan Despain is looking for a short-term rental. Pat would like to rent it to him for just above the average of \$300 per month that is paid out on the utilities. She was thinking approximately \$500 per month for rent.

Rob Dolcater moved to rent the space to Johnathan Despain, there was no second.

Scott Walters asked if a realtor had been spoken to about renting the property out. Pat stated there has been discussion about renting it out as an office space since that is what the space had been previously used for. She added that renting it as a home was not desirable with the exception of this case. Kourtney Hanger asked if the average of the utilities was being taken from the building when it was vacant, Pat responded yes. Pat was told by Remax that as office space it could rent for approximately \$1200.00 - \$1500.00 per month. The space has not been listed publicly for rent to this point. Alex Eckhardt expressed that she is not against doing a favor for someone but would like to see the board per sue renting the building in a way that would be more beneficial to the fair. If it not shown or rented she would concede. The board wants the property rented as office space not housing. Rob said that if it is not rented maybe, it could possibly be used to house judges during fair time to save money on hotels. Pat informed the board that the items that belong to the State vet still need to be stored on premises.

## **VII. UNFINISHED BUSINESS**

- Capital Revolving ARPA, LARC funds- Paint for Fremont Center and the booking system are still needing to be taken care of. Nikki Horton asked if the \$2.7 million dollars (indoor arena) was still available. Larry Allen said the funds were not still available. It had been authorized but not approved. He added that nothing had become of it and it went away. Scott Walters asked if there was only so much time to use the funds. Mr. Allen said yes, especially with the ARPA funds. These funds have to be approved of by the end of 2024 and in place and operating by 2026. Mr. Allen stated that the project would have cost a lot more than \$2.7 million dollars. Mr. Allen stated he could talk more to the board in Executive Session on property. He stated that the commissioners that came and toured the fairgrounds felt like the barn repairs were a much greater need, he added that the barns would become a capital revolving project. Those requests are due April 4, 2024.
- Fremont Center Project- Pat Hart read the bid invitation to the board. Three contractors came to the walk through, Yeates Construction, SDI and Bohemian Builders. The only bid that was submitted was from Yeates construction. Pat Hart pointed out that on the original bid there was an amount of \$0 for flooring. Samuelson Painting had \$26,845.00 for paint. Pat Hart and Colleen Nelson evaluated the bid after the contractor left. Colleen Nelson called the contractor back and asked why there was no bid for the flooring and were told that Gales Flooring did not want to bid and that Plains Flooring did not do commercial flooring. Yeates construction went back and got bids for the flooring and resubmitted the bid. The bid for vinyl flooring for the bathrooms was \$13,000 and epoxy was \$11,845. The amount that was previously set aside for painting was removed from the bid. Colleen Nelson recommended accepting the bid of \$ 233,651.00 with the addition of her fees of \$35,610.00.

The bid comes in at \$6955.00 under the amount that was approved for the project. There is a \$76,000.00 alternate bid for the addition of handicap unisex bathrooms in the west side of the building. The current sewer pipes are not large enough to use for bathrooms. It would require digging through the concrete and going around the outside of the building. Nikki Horton stated that she is vehemently not comfortable with having a closed bidding process and allowing someone to change their bid after the fact. She added that she is positive that that is not standard practice. Nikki also stated that she does not recall seeing a contract to hire an owner's representative, adding that she did not remember the board voting to approve an owners rep. She asked if that was a county thing or a board thing. Pat Hart tried to recall what happened, she remembers that she took it to the commission. Nikki stated there is a structures and processes issue, she does not know what the board is supposed to be in charge of. If the board is supposed to be in charge of the grounds, then it was never voted on to hire an owners rep. and the board has never seen a contract on it. Pat responded that at some point it had to have been looked at. There has been a lot of confusion on what the county is responsible for and what the board is responsible for. Larry Allen stated that a lot of the time in the county's dealings with Nelson Architect the fees for owner rep are part of the project bid proposal but he did not know how it was for this project. Nikki stated that after the bidding incident with the tractor the fair board asked the county attorney what needs to be bid and what doesn't. She said the response was "roughly" that if it was over \$10,000 and has to do with capital revolving it has to be bid out because the county has a rule for that. Nikki added that she knows that the owner rep chunk of the bid was not bid out. Pat responded that she knew that was done about the time of the tractor. She said she was told by a contractor that there was one architect in Fremont County. Pat said that if it was not in a packet, she is very surprised. Nikki felt that \$35,000 should have been publicly bid for the project, adding that she is not saying there shouldn't be an architect or an owners rep. She is uncomfortable with that not being bid and a bid being changed after it was opened. She said it feels like it could look like someone was given extra deference.

- RFP for Engineering Barns- No one has heard from Sehnert Systems with an estimate. Nikki will call Butler Buildings and Cleary building (whoever built Toy Box Storage)
- RFP for eastside concession stand will go out March 10, 2024
- Work Session Projects- Two bids were received for the flooring in the Little Wind Center. Plains had a 4% charge for incidentals. Pat added 4% incidental to Gales so the bids could be compared "apples to apples". Plains: \$15474.62, 4% \$618.98 total bid \$16093.60. Gales: \$15800.00, additional 4% \$632.00 total bid \$16,432.00. These bids are for flooring similar to what is in the building now. The Little Wind is 2793 square feet. Nikki Horton moved to approve asking Friends of Fair about financing the flooring in the Little Wind, seconded by Alex Eckhardt; motion passed. Megan Sims had stepped out of the room prior to vote.
- Facility Fees- Evening fees for Rick in the arena are \$40 per hour, weekend full days are \$280 per day. Some verbiage on the cost sheet was changed. Nikki Horton would like to see a breakdown of who is getting discounts. She wants to see consistency in the discount structure. Laura Harrington said she was working on a spreadsheet of who gets discounts. She said she would get that finished and to the board at the next meeting.
- MOU's FOF and Wind River Rodeo Roundup- Nikki Horton wanted to address that county officials had been told that she was giving legal advice because she had been editing documents for grammar. She explained the process of what she has done. She stated everything she has helped with has been documented through emails. When the board reworked the proposals, they were written, presented at a meeting, approved at a meeting and agreed upon to send them to the County Attorney for approval. Concerning the MOU's Nikki stated she read them and they were not clear, the bracketing and layout had conflicting information, she said she moved things that were already in the MOU around. She said on the rodeo MOU she suggested to Dennis Mazet that the

board attend one of the rodeo committee meetings to get feedback. She added that there is a huge communication problem with all groups. Nikki said she color coded the changes she made on the MOU's and invited others to make changes. She said after the board agrees on the MOU's they should then be sent to the county attorney for review. The MOUs were not included in the board packets Scott Walter stated that in the future the board will review MOUs prior to sending them to the other parties for input and signing. There was some discussion between Scott and Pat Hart. The board decided to table the MOUs until the next meeting. Laura printed and handed out copies of the MOUs to the board.

- Exhibitor Party-keep it on your minds
- **Counting down....170 days until 2024 Fremont County Fair "Whatever Floats your Goat!"**

## **IX. NEW BUSINESS**

- Alcohol permit requests – Nikki Horton moved to approve the alcohol permits for Barn Bash, Friends of the NRA and Wind River Gobblers, seconded by Trevor Bekken; motion passed unanimously.

## **X. Executive Session**

Executive Session was called for by Rob Dolcater at 8:49PM for property acquisition; Larry Allen, Pat Hart and Laura Harrington were asked to stay for the session.

No time was documented for the regular session to reconvene.

Nikki Hortn moved to return to Executive Session at 9:10 PM with just the Fair Board present.

No time was documented for the regular session to reconvene.

Rob Dolcater moved to adjourn the meeting, seconded by Megan Sims; motion carried.

## **Next Meeting**

The **March meeting** will be held on **Thursday, March 14, at 6:00 p.m.**, in Riverton, in the Classroom, Fremont Center, at the fairgrounds.

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Scott Walters, Fair Board President

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Megan Sims, Fair Board Secretary