

BROADWATER COUNTY FAIR – REGULAR MEETING MINUTES

416 Broadway, Townsend, MT 59644

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**BROADWATER
COUNTY FAIR**



MINUTES

BROADWATER COUNTY FAIR BOARD REGULAR MEETING MINUTES

February 2nd, 2023

7:00pm

Broadwater County Annex Building

Fair Board Members Present: John Rauser, Karen Noyes, Lisa Larson, Tayla Snapp

Fair Board Members Absent: Val Hornsveld

Advisors to the Board Present: Jessica Erickson (Fair Manager), Lindsey Richtmyer

Guests: Sheila Stenzel

- I. **CALL TO ORDER:** President John Rauser called to order the regular meeting of the Broadwater County Fair Board at 7:00 pm.
- II. **PUBLIC COMMENT:** none
- III. **CORRESPONDENCE:** The Old Baldy 4-H Club would like to do one of their community service projects at the fairgrounds this year. They are thinking of placing a bench at the grounds. The Fair Board thinks this is a great idea.
- IV. **REPORTS**
 - a) **Open Class** –Tayla held a superintendent meeting earlier this week. They are in need of a new culinary arts superintendent and a horticulture co-superintendent. Some ideas were shared and contacts are being made. Will be reviewing the fairbook and doing some revisions with classes. Also talked about decorations, entertainment, newspaper articles, flyers to local events and targeted social media. Have three more meetings scheduled.
 - b) **Vendors** – Food Vendor letter has been revised. Added the \$25 electricity fee to the letter. Also, changed to food vendor map for spaces to open up the area in front of the entertainment tent.
 - c) **Rodeo/Social Media**– Lisa has changed the website with the information to contact Jessica for the 4-H Building and her for the rest of the grounds. We do have a couple events scheduled that may be conflicted with the construction. Lisa will reach out to them.
 - d) **4-H**– Karen states that the 4-H Pavilion has been approved and should still be set to be completed by fair this year. Thank you to the commissioners, the county and the trust board and to individuals in the community for their support on this project. Lots of workshops happening right now.
- V. **FAIR BOARD BUSINESS**
 - a) **Minutes Approval** –January 5th 202 minutes were approved. Tayla moved to accept the minutes and a second by Karen. **Motion Carried.**
 - b) **Budget** – Reviewed the expenses breakdown spreadsheet.
 - c) **Member Term Renewals** -
 - a. Short Term Renewal- John and Lisa’s renewals were approved for 1 year terms. If/when we find new members, they will then resign, and we can make our recommendations for the new members.
- VI. **OLD BUSINESS**
 - a) **4-H Building Bathroom Addition Update and Livestock Pavilion Project Update**- Both projects have now been approved and will be completed this summer.
 - b) **Concert Entertainment** –
 - a. **Entertainer** - Discussion on our final choices on artists. Tayla moved to ask for a contract with Adam Doleac and if he comes in over 12K, then reach out for a contract with Chase Wright. Lisa seconded this. Discussion on this amendment took place and Tayla amended her motion to say that if the contract with Adam Doleac is not within our budget including sound, stage and lights, then to move forward with Chase Wright. No second on this amended motion. Tayla then offered a friendly amendment to her original motion to strike the ‘12K’ from the original motion to ‘stay within the total 20K budget, including ALL costs’. **The friendly amended, original motion was voted on and carried.**

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b. **Ticket prices** – Will wait on this to see which artist we will have.

c) **Graymont Grant** – Funding agreement has been approved. Jessica is gathering updated bids from the original contractors, as well as more bids. Once we have bids, will have to take to Commissioners for bid approval.

VII. NEW BUSINESS

a) **Rentals** –

a. **Rental Rate Increase- discussion and decision:** Discussion about current rental rates. Lisa moved to increase food vendor fees from \$75 to \$125. Karen seconded. Motion carried. Karen moved to increase the 4-H Building rent from \$150 per day to \$250 for the first day and \$150 for each additional day, as well as increasing the rental rate for the 4-H Sound System from \$100 to \$125. Tayla seconded. Motion carried. We will eventually need to add additional line items for rental of the new bathroom addition as well as the 4-H pavilion.

b. **MACO Rental Contract- discussion and decision-** Tabled this discussion, as the MACO contract and our current contract are both under review by legal at the moment. Lisa asked about needing to add the City to item #7, as they are part owners of the property. Lindsey will look into the ownership questions.

b) **By Laws Revisions** – A committee was formed of Tayla and Jessica. Allison can help with some reviews also. Need to check to see if there are things specified by the county that need to be in our bylaws, such as quorum, and extra members. Some comments and revisions have already been recommended on the document. The committee will present these at the March meeting. Lindsey will double check the time line of posting the revisions before they are approved by the commissioners.

c) **2023 Fair Planning**

a. **Celebrating 60 Years of Tradition** –

i. **Logo** – Karen shared a logo that Taylor put together for us. Some suggestions were shared. Karen will send when it is revised.

VIII. OTHER BUSINESS

MEETING ADJOURNED – 8:48 pm

NEXT BROADWATER COUNTY FAIR BOARD MEETING WILL BE HELD March 23rd at 7:00pm.

John Rauser (Chairman)

Jessica Erickson (Fair Manager)