

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

November 29th, 2023

5:30pm

Flynn Building

Fair Board Members Present: Karen Noyes, Shelia Stenzel, Tayla Snapp

Fair Board Members Absent: Lauren Reiser, Val Hornsveld

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

Guests: Tim Newman, Dave and Tabitha Dickson, Adam Six

- I. **CALL TO ORDER:** The regular meeting of the Broadwater County Fair Board was called to order at 5:35 pm.
- II. **PUBLIC COMMENT:** Adam Six on behalf of Park and Rec and BCDC. Adam is here to show support to the Lineman rodeo, especially in the capacity of the upgrades to the electrical they can help facilitate. Also he would like it to be known that BCDC is capable and willing to collaborate and help with grant writing for projects and infrastructure upgrades at the fairgrounds. BCDC is currently working with a Trails committee in building a trail to connect town to the fairgrounds. He asked about a letter of support from the Fair Board in support of the trail project as well.
- III. **CORRESPONDENCE:** None
- IV. **REPORTS**
 - a) **Open Class** –Tayla shared information and ideas from the Rocky Mountain Association of Fairs convention. Ideas include options for entertainment, sponsor ideas and other ways for displaying open class entries.
 - b) **Vendors** – None
 - c) **Rodeo**–None
 - d) **4-H** – Karen reported that 4-H held a new members night, they have a lot of workshops on the calendar and enrollment numbers are looking good!
 - e) **Public Relations** – Sheila reports nothing new in public relations. Discussed the idea of sending out a postcard to our sponsors to ‘save the date’ and remind them of when sponsor letters will be coming out. Will look into doing this in January/February.
- V. **FAIR BOARD BUSINESS**
 - a) **Minutes Approval** –August 10th, 2023 minutes were approved. Karen moved to accept the minutes and a second by Tayla. Motion Carried.
 - b) **Budget Review**
 - a. **2023 Fair Expenses (split with rodeo)** – Tabled. Waiting on a new invoice from Rodeo.
- VI. **OLD BUSINESS**
 - a. None
- VII. **NEW BUSINESS**
 - a. **2023 Concert Review**
 - i. **2024 Concert ideas? Entertainer, date, etc?** Discussed possibility of doing another type of entertainment, not necessarily a concert. Need further discussion on type of event, whether or not to sell tickets, day of the week? Possibly to add more to under the tent entertainment instead of its own event? Tayla will do some research on pricing of magician, hypnotist or comedian.
 - b. **2024 Fair Theme** – According to pre-selected themes this year’s theme is ‘Cowboy Boots and Country Roots’. This is the last of the pre-selected themes. Discussed asking for theme ideas from 4-H’ers. Will collect ideas until January 31st and select the next 4-5 years at the February meeting.
 - c. **Graymont Grant Thank You Plaque** – We will order another one from Cadillac Custom Cabinets, so that there will be one in the Roping Barn and one in the 4-H building.
 - d. **Northwestern Energy Lighting Rebate**

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- i. **Ideas for use of funds?** – We received a rebate from the lighting upgrades in the roping barn. Discussed ideas on how we can use these funds. We do need to put a fence around the drain field area to keep vehicles off that area. Jessica will talk with maintenance and get a more exact cost estimate to bring to the board. The board agrees this is our first priority for the use of these funds. Also discussed reaching out to a local company for donations of material and/or labor?
- ii. **Other lighting/electrical upgrades-** Discusses some upgrades that should be done at some point. We will see what the fencing costs and look at our budget in the future.
- e. **Rental Contract Updates**
 - i. **Pavilion Rental Rate-** Discussed rates for pavilion rental. Will start with \$50/day. Will keep electrical hook up daily fee of \$25. Need to post a sign stating that the pavilion area is available by rental only.
 - ii. **New Restroom Rental Rate** – Discussed rates for new restroom rental. Will start with \$125/day.
 - iii. **Hourly Rental Rate**
 1. **Long term hourly rental inquiry-** Discussed this inquiry we received from a local non-profit group about weekly rental. This would be a couple hours, one evening per week and they are interested in a long term contract. Discussion was had regarding the rate to charge, how long we can promise the weekly rental for, what would happen if we had someone wanting the building for a full day rental that would conflict with the weekly rental, etc.? Also talked about if we would want to add an hourly rental rate option to our regular rental options? This will need more discussion. **Sheila made the motion to offer a trial 2 months at \$40/night to this group. Tayla seconded and motion carried.** Jessica will talk with legal on how to go about making a contract for a re-occurring rental, as our current contract is for single events only.
 - iv. **Lineman Rodeo** – Tim Newman, Dave and Tabitha Dickson shared information on the Lineman rodeo. It is used to educate the public, power workers safety, and to do some demonstrations and competitions. This is also the weekend of their annual picnic. They invite vendors to come out and invite the public to come and watch the demonstrations. They need 4-5 acres and they drive about 80 power poles, which stay there year round. They also tend to do some electrical upgrades of the grounds as part of their training. They talked about looking at our vendor electrical posts, but also would be good for them to look at the roping barn electrical situation. They want to use the indoor roping barn to set up for the band and picnic. There would also be campers on the grounds. They do not anticipate needing the 4-H building nor the 4-H pavilion. The date of the lineman rodeo is always the 3rd weekend of July. They would be wanting a 'contract' or an agreement of some type that they would be able to use the grounds for at least the next 5 years. The fair board is in support of the Lineman rodeo moving to our grounds. They will be going to the commissioners on December 13th.
 - v. **Rodeo Contract for Grounds**
 1. **Review-** The board feels that most of the things they are concerned with are also things that the attorney has flagged already. At this point the board is going to let the legal department work through the lease and make the updates/changes they see fit. They would like to review it again after it has been revised and edited.

MEETING ADJOURNED 7:23pm

NEXT BROADWATER COUNTY FAIR BOARD MEETING WILL BE HELD – December 21st, 2023.

Sheila Stenzel (Chairman)

Jessica Erickson (Fair Manager)