

DATE: Tuesday, September 19, 2017  
 TIME: 5:00 pm  
 LOCATION: **BUILDING 4**

**AGENDA:** *(subject to change at the discretion of the Board)*

<i>Time</i>	<i>Topic</i>	<i>Presenter</i>
5:00 pm	GRATEFUL SHINDIG BBQ	
<a href="#"><u>06:16:31 PM (00:00:19)</u></a>		
1.0	Welcome	Jeff Wade
1.1	Pledge of Allegiance	
1.2	Call for Attendance	
	<i>Present were Fair Board Members: Chairman Jeff Wade, Vice Chair Brenda York, Conrad Anker, K.C. McLaughlin, Michael Everts &amp; Peder Anderson. Fairgrounds Staff: General Manager Lori Cox, Facilities Director Dennis Voeller, Finance Manager Rachel May, Office Manager/Board Secretary Linda Blomback; Public: Sonja Berg, Tom Rechlin &amp; Amanda Moore. Absent was Fair Board Member: Ann Marie Moran.</i>	
1.3	Review & Approval of Minutes 6-20-17	
	<i>Motion made by Brenda York to accept the minutes</i>	
	<i>Second by K.C. McLaughlin</i>	
	<i>Unanimous for, motion carries</i>	
<a href="#"><u>06:17:52 PM (00:01:40)</u></a>		
2.0	Public Comment	Jeff Wade
	<ul style="list-style-type: none"> <li><i>Sonja Berg: Horse Show in Indoor Arena-sharp objects in dirt (not reported by client)</i></li> <li><i>K.C. McLaughlin: Thanked Lori for doing a great job</i></li> </ul>	
3.0	Presentations	
3.1	Gallatin County Commission Report-None	Joe Skinner
<a href="#"><u>06:20:21 PM (00:04:09)</u></a>		
4.0	Financials	Rachel May
4.1	Aging	
4.2	FY17 P&L	
	(Minutes approved)	
<a href="#"><u>06:23:48 PM (00:07:36)</u></a>		
5.0	2018 Big Sky Country State Fair	Lori Cox
5.1	Programming	
	<ul style="list-style-type: none"> <li><i>2017 Admissions stats &amp; demographics</i></li> </ul>	
5.2	Preliminary Budget	
<a href="#"><u>06:43:23 PM (00:27:10)</u></a>		
6.0	Capital Planning	
6.1	Net Funds from FY17	Lori Cox
	<ul style="list-style-type: none"> <li><i>CFO Ed Blackman confirmed Fairgrounds \$188,000 cash carryover</i></li> <li><i>Mandated to spend carryover on capital projects</i></li> <li><i>\$40,000 goes to reserves which leaves \$148,000 to spend</i></li> </ul>	

## 6.2 Capital Project List – Marrying to Master Plan

Dennis Voeller

- By priority:
  1. Upgrade/improve RV electrical only service (\$62,500)
  2. Paving pedestrian pathways (\$100,000)
  3. Hard wiring fiber to box offices, indoor arena (\$37,500)
  4. Haynes/Ice Barn storm water (\$9,000) (already done)
  5. Anderson entry upgrade (\$6,500)
  6. East Yard/Pub Area shade structure (\$25,000)
  7. Multipurpose engineering documents (\$20,000)
  8. Millings at Anderson Arena seating (\$10,000)
  9. Denecke Park irrigation system (\$9,500)

The following prioritized pending funding:

10. Anderson Arena Pen Watering system and lighting (\$9,500)
11. Parking Control for Tamarack & Oak lots (\$35,000)
12. East Oak Access Road Approach Upgrade (\$7,500)
13. Anderson Arena Seating Expansion (\$75,000)
14. Contingency (\$13,200)

*Discussion:*

- *Funding available for 1-9? Yes*
- *Funding available for 10-14? Probably not*
- *Projects 15-24? Probably won't happen this year*
- *1-3 are funded by County, not Fairgrounds carryover*
- *Suggestions that #11 & #12 be moved up in priority.*

*Motion made by K.C. McLaughlin to accept capital projects listed 1-9 excluding #4*

*Second by Mike Everts*

*Unanimous for, motion carries*

[07:13:32 PM \(00:57:19\)](#)

## 7.0 Business Items

### 7.1 Final Policy Decisions

Jeff Wade

#### 7.1.1 Fair Budget Acceptance-tabled

#### 7.1.2 Utility Fee for 4-H, County Departments

*Discussion:*

- *Recommendation from Fairgrounds staff of \$10/hour for utilities for 4-H & county use (lights & heat)*
- *How long is average rental? Varies but average is 2-3 hours.*
- *County department (HR) day uses? Charged by hour.*
- *Charged for reserved time not for actual, i.e. reserved 10-2 charged for 10-2.*
- *Call it user fee instead of utility fee to cover staff time and utilities?*

#### 7.1.3 Event Cancellation Policy

*Discussion:*

- *Recommendation to enforce policy that is already in place: 60 days or less, renter pays day charge.*
- *Frequently staff has an hour into prepping a building or working an arena and then the group cancels. There needs to be accountability for this time.*
- *Most 4-H groups schedule less than 30 days before meeting.*
- *Fairgrounds would work with group when weather is a factor.*

- *Contracts for groups using outdoor facilities (Bozeman Saddle-ites) include wording about cancelling by noon to avoid charge.*

*Motion made by Brenda York to accept recommendation of user fee at \$10/hour and the event cancellation policy for all users.*

*Conrad Anker seconded.*

*Unanimous for, motion carries.*

Conrad Anker announcement:

- The Ice Tower Concert Venue has been proposed to be built at Crosscut Ranch (formerly Bohart Ranch)

Lori Cox Announcements:

- Labor is continuing to be an issue. Fairgrounds will be working with Express Services to get temp workers. Ed Blackman has given his OK.
- Working with a consultant to build volunteer base for Fair.
- Alcohol RFP (CSP) went out a week and a half ago plus Fairgrounds mailed out to list of prospects. Need help on committee with Jim Doar.
- Sponsor Summit Sep 26th-Fair Board invited

[07:39:09 PM \(01:22:56\)](#)

8.0            Adjournment

Jeff Wade