



## Missoula County Fair Event Committee

Thursday, March 14, 2019 at 10AM

Missoula Fairgrounds Office

1101 South Avenue West, Missoula

### 1. Meeting commencement

The meeting was called to order at 10:07 AM.

### 2. Rollcall & introduction of guests

Committee Members

- |  |                                  |
|--|----------------------------------|
| 1. Jim Sadler – Chair, present         | 5. Laura Mitchell, present       |
| 2. Brooke Martin – Vice-Chair, present | 6. Campbell Barrett, absent      |
| 3. Janie Scheben, absent               | 7. Jenna Sage, absent            |
| 4. Dave Bell, absent                   | Alternate: Tonya Robert, present |

Fairgrounds Staff: Tom Aldrich, Monte Harris, Tracy Mullennix, Pirrie Harris, Erin Bren

Guests: None

### 3. Approval of agenda

No changes or additions were made to the March meeting agenda.

### 4. Public comment on items not on the agenda

None

### 5. Action Items

#### A. Approval of minutes from February 2019

Martin made a correction to Section 5.B. Recommendation for BCC to Approve Motorsports Contract. Add sentence: There was no motion to approve the WHR Motorsports contract presented. The minutes from February 2019 were approved as corrected.

#### B. Recommendation for BCC to Approve Motorsports Contract with Live a Little Productions

A contract was written for the runner up bid, Live a Little Productions. Aldrich negotiated to have them provide five monster trucks, a free tough truck event, and two motocross riders. The motorsports budget was increased from last year to improve show. Martin motioned to recommend BCC approve the motorsports contract with Live a Little Productions. Roberts seconded the motion. The motion passed unanimously. Aldrich is scheduled to bring the contract to BCC on Tuesday, March 19.

#### C. Recommendation for Staff to Proceed with 4-H Premiums Agreement

Aldrich explained the Fair Office has distributed 4-H premiums in the past, which puts a strain on staff. Having 4-H distribute their own premiums out of the livestock barn will be simpler and could stimulate more 4-H entries. The Fair Office will still distribute open class

premiums. The Fair Office and 4-H use different software programs, so it's a complicated process to have the Fair Office distribute 4-H premiums. Roberts motioned to recommend staff proceed with 4-H Premiums Agreement. Mitchell seconded the motion. The motion passed unanimously.

**D. Carnival and Ride Safety Update**

Aldrich and Brock met with County attorneys to discuss ride safety. The carnival is not going to bring back the ride that was involved in the incident. There is no reason to believe it was the carnival's fault the incident occurred. The operator had great safety ratings when they were hired. North Star Amusements and their partner, Dreamland, own their rides so there's better assurance. The Fairgrounds will hire a third party carnival safety inspector this year. Aldrich wrote an RFQ and needs two volunteers from the committee to assist with the review process. There are no national requirements. Washington is the closest regulated state so the Fairgrounds will adopt those standards. Each state has a list of approved contractors who will be contacted. There is no set budget since this is a brand new process, but it will likely cost somewhere between \$8,000 – \$12,000. The contractors usually stay onsite for the duration of the fair and perform thorough inspections before the fair starts, as well as daily inspections and patrols during the fair. Typically, only one inspector is present but sometimes they will bring a second. Martin pointed out many rides were not up and running when the fair started last year. Processes/procedures will be in the contract. The County template is used for RFQ's. The County Risk Department is taking the lead and the risk manager will spend a lot of time reviewing this. Aldrich asked for two volunteers for the selection process. Third party contractors get booked so it's time sensitive. Sadler volunteered to be on the selection committee with Fairgrounds staff (Aldrich, Brock, M. Harris), County attorney, risk manager, etc. Mitchell asked if there is anything in the carnival contract that penalizes them for not having all their rides up and operating the entire fair, to which Aldrich answered there is.

**6. Discussion Items**

**A. Western Montana Fair**

**1. Exhibit Update**

Mullennix provided an exhibit update. The Home Arts Department has been renamed the Folk Arts Department. Some additions include a quilt block challenge, Caps for a Cause contest, tablescaping competition, and a yarn bombing competition. Yarn bombing competition will allow competitors to choose an object on the grounds, such as a tree, and decorate it with yarn. The Fine Arts Department will feature a plein air painting contest, with the help of Joe Kellogg at the Missoula Art Museum. There are lots of possibilities for 4-H involvement such as Farm to Fork in the Photography Department. The Culinary Department has been updated to give it a fresh face and draw people in that haven't participated in the past. There will be lots of competitions such as the Hottest Chile Pepper Tasting Contest. The Junior Agriculture and Agriculture Departments have been combined. There will be a Wheelbarrow & Wagon Gardens contest to help beautify the Fairgrounds. In keeping with this year's Fair theme, 'Green Thumbs and Pie Crumbs', there will be 'Green' Awards throughout. Home ReSource will create special ribbons out of reused materials. Overall emphasis on simplifying departments.

**2. Discussion of Building Hours**

Committee requested further discussion of building hours during February meeting when reviewing the Made Fair Marketplace contract. Livestock buildings must remain open until 10pm to allow access for animal caretakers. Having the other exhibit buildings open until 10pm gives public the opportunity to visit exhibits after the rodeo. All the buildings, except the Commercial Building, will remain open until 10pm for consistency. Potential to negotiate later building closing time with Made Fair Marketplace organizers in future.

**3. Sponsor Guides and Premium Book**

The Sponsor Guides have been released and are ready for distribution. There are already several new sponsors. A new font was custom made and inspired by some of the Fair's historic signs, with a roaring 30's vibe. It will be used throughout the Fair including on some new signs. The Premium Book is also moving along and has a similar look. Marketing materials will have more photos on them than in the past.

**4. Carnival and Ride Safety Update**

Moved to action items

**B. Development Update**

The concrete foundation for the Culinary Building was poured this week. The elevator shaft is being installed in the Commercial Building and the siding is almost finished. The grounds crew are working on the windows for Commercial and Culinary. The new concession building will be mostly built but not finished by this year's Fair. The existing concessions will be utilized.

**C. 4-H Update**

No update provided.

- 7. Adjournment** – The meeting was adjourned at 11:17 AM.  
The next meeting will be Thursday, April 11, 10AM, at the Fair Office.