



**DOUGLAS COUNTY FAIR BOARD  
THURSDAY, AUGUST 17, 2023**

**KIRK HALL  
AGENDA**

**6:30 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE**

**Public Meeting**

**Public Comment**

**Approval of Last Meeting Minutes**

**Treasurer's Report**

**Reports from other groups**

**Regular Agenda**

**Staff Report**

**Old Business**

**None**

**New Business**

**Fair review -- This is an overview of the 2023 Fair and Rodeo. We will conduct a formal debrief in September.**

**Date for September meeting**

**Other Business**

**Director Comments**

**Adjournment**

**Next Meeting: September 21, 2023 (Tentative)**

**Rules for Citizen Engagement at Fair Board Meeting**

In order to have orderly, efficient, civil, and productive board meetings, the following rules apply to all citizens that have a desire to address the Board:

1. Citizen comments will be heard during the public comment section at the board meeting.
  2. All citizen comments must be addressed to the Board. Directing comments to staff or other members of the public is not permitted during Board meetings.
  3. Public comment section is limited to ten minutes collectively.
  4. Citizens are asked not to repeat comments made by others; merely indicate their concurrence.
  5. Citizens will be asked to use a microphone so that Board members and the audience can hear their comments.
  6. Clapping, cheering, booing and the like are not permitted at Board meetings.
  7. Failure to abide by the aforementioned rules of engagement is considered disruptive to the public process and will result in a warning to the violation citizen(s) by the Board Chair. If after that warning the citizen(s) continues to violate these rules, they will be asked to leave the meeting. If the citizen does not leave the meeting when asked, the appropriate steps will be taken by the Board Chair to have them removed from the meeting.
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**Mission Statement:** The Douglas County Fair and Rodeo is the premier annual community event in Douglas County bringing together the best of Rural Heritage, Agriculture, Western Sports, Youth and Adult Exhibits and quality Entertainment.



**DOUGLAS COUNTY FAIR BOARD**  
**THURSDAY, JULY 20, 2023**  
**JAMES R. SULLIVAN EVENTS CENTER**  
**MINUTES**

Dean Elliott- Chairperson called the Douglas County Fair Board meeting to order at 6:30 pm on July 20, 2023. The meeting was held in James R. Sullivan Events Center Conference Room. The Pledge of Allegiance was recited.

**Board Members Present:**

*John Adams*  
*Pat Candelaria*  
*Dean Elliott*  
*Sarah Fischer*  
*Arlie Gordon Jr.*  
*Debbie Mills*  
*Dr. Phil Riesselman*  
*Pat Salazar*  
*Hayden Schmidt*  
*Pam Spradlin*  
*Lora Talbert*  
*Rob Tkach*  
*Gary Turner*  
*Lisa Turner*

**Associate Members Present:**

*Scott McHenry*  
*Patti Russell*  
*Dick Sabulsky*  
*Jean Sabulsky*  
*Lori Sorenson*  
*Ted Sorenson*  
*Chris Spyke*

**Other Guests Present:**

*Tori Checkal*  
*Cindy Duckworth*  
*Mercedes Glenn*  
*Jason Kennedy*

**Staff Members Present:**

*Laurie Anderson*  
*Zach Burns*  
*Clay Gysin*  
*Tim Hallmark*  
*Michelle Mannes*  
*Tori Thelen*  
*Sheriff Daren Weekly*

**Board Members Absent:**

*Scott Candelaria*  
*Jennifer Foss*  
*Tom Harris*  
*Wesley Jacobs*  
*Gabriel Ryan*

**Associate Members Absent:**

*Ben Alderton*  
*Nick Candelaria*  
*Matt Coyle*  
*Deb Dilley*  
*Josiah Fredericks*  
*John Holst*  
*James Jamison*  
*Chayce Lutz*  
*Laura Martin*  
*Kyle Moore*  
*Todd Spencer*

**6:30 PM CALL TO ORDER, PLEDGE OF ALLEGIANCE****Public Meeting**

**Public Comment:** No public comment.

**Approval of Last Meeting Minutes:** Pat motioned to approve the last meeting minutes. Lora seconded. No discussion. All approved.

**Consent Agenda:** Lisa motioned to approve the Consent Agenda. Gary seconded. Discussion was had on clarification about the Pancake Breakfast from the consent agenda. All approved.

**Admin:**

- The committee discussed workday plans and how they could assist staff with tasks after July 24.

**Entertainment:**

- The Entertainment committee recommends Madeline from the Branded Maverick to be the Marketplace Liaison. Madeline will be the point of contact during set-up and teardown, selling Fair & Rodeo merchandise, and collecting vendor taxes.
- Axe Box- Axe Box is short-staffed and can no longer participate at Fair & Rodeo 2023.
- Pancake Breakfast- The Pines at Genesee has been confirmed for the pancake breakfast. The cost is \$6.50 per person and includes OJ. The setup fee is \$85. Bacon is an additional \$3 per person, and sausage is an additional \$1 per person. It is the recommendation of the committee to provide pancakes for 850.
- The Marketplace-Floor plan has been finalized, and all contracts have been emailed. There are only a few outstanding vendor contracts. The contract is required to be signed before the vendor attends the Marketplace.
- Sunday Sips- Due to poor planning and timing, Sunday Sips will be canceled for 2023. The committee will reevaluate for 2023 and have a well thought plan for a second tent event. Sarah and Lisa recommended utilizing the tent for a possible Fair Board and Volunteer social hour.

**Executive**

- The committee discussed 2024 budget requests.
- Staff gave an update on all Entertainment, Food Vendors, and Marketplace Vendors.
- Each committee gave an update on final Fair preparations.

**Guest Services:**

- The committee discussed the remaining crucial shifts for volunteers. The only crucial shifts remaining are for ticket takers on Saturday, August 5<sup>th</sup>. Committee recommends Fair Board for final push for recruitment efforts.

**Livestock Sale:**

- The Mock Sale was held on July 12.

**Marketing:**

- The committee discussed the opportunity to advertise with iHeart Media. They are doing two weeks of 30 ads on the air. They are trading \$1,000 for 50 concert tickets to give away.
- 2023 Posters and souvenir programs have been delivered. Fair Board members are encouraged to take some if they have potential businesses or people to give them to display and give out.

**Rodeo:**

- The committee discussed final plans for the PRCA Youth Camp and the Exceptional Rodeo.
- John reminded the committee about the clan up day on Monday, August 7.
- Debbie updated the committee on hospitality meals.

**Show Management:**

- Event Planning Worksheets will be due to Michelle by Friday, July 14.
- Superintendent Boxes and shirts were given out.
- Hayden discussed the use of the Animal Release Form for this year.
- Rob discussed barn layouts and the use of panels on workday.
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**Treasurer's Report:** In Wes's absence, Dean asked the Board to review the budget going into Fair. There are still several anticipated expenses to come in over the next month, as well as revenue from the Fair. The August and September meetings will give a good picture of the budget for the year.

**Reports From Other Groups**

**FFA:** No representative

**4-H Youth Council:** Tori let everyone know that their year-end BBQ was coming up and election results would be available soon.

**CSU Extension/4-H:** Mercedes reported that the Shooting Sports BBQ went well and had record attendance for the year. A Master Gardener training for Fair, Livestock and Horse test nights and a Horse Ride Night are all coming up this week. She also reported that General Projects registration was up by 40%.

**Fair Foundation:** Cindy reminded everyone that the Ghost Town Hoedown is coming up in October and that the Cowboy Ball will return in May of 2024. The Fair Foundation is excited to make a presence at Fair with Mark Moore's chuck wagon being the focus of their efforts. Cindy also reported that the LEG UP program will be increasing to two of each animal for 2024.

**Regular Agenda****Staff Report**

Tim introduced the new Fairgrounds Manager, Zach Burns.

Tim also asked the Board if they would like to host a volunteer appreciation event after Fair. The consensus was yes if it fits within the budget.

Tori reported that we are up to a total of 78 volunteers for the Fair. She also gave an update on the number of tickets sold.

Concert – 2244

Farm to Table – 182

Bulls, Broncs, and Bares – 774

Military Appreciation PRCA Rodeo – 895  
Saturday PRCA Rodeo – 2149  
Cowboys for Cops PRCA Rodeo - 1275

## Old Business

### Final Fair Review:

**Admin:** The Admin Committee will be coming into the office to help stuff packets and do other various tasks on Monday, July 24, at 10:00 am. Anyone is welcome to help with that.

**Entertainment:** Sarah Fischer asked for Directors to sign up to help with the Farm to Table event.

**Show Management:** Hayden asked Directors to sign up to help take placings for the Livestock Shows.

**Marketing:** The Souvenir Program is here and ready to distribute around town.

**Rodeo:** Everything is all set to go. The PRCA purchased 100 tickets to the rodeo to give to their employees.

**Livestock Sale:** The auction block has been re-done and looks fantastic! Innovative locker plant called today and let Phil know they could take all the animals for our sale. The Sale Committee is going to investigate options if they could take a few animals, but not all.

**Slack Update for Barrels:** John told everyone that the Barrel Racing Slack had been moved to 9:00 am on Saturday, August 5. This will cause the PRCA Youth Camp to move to the warm-up arena and Mutton Bustin to move to the afternoon.

## New Business

**Date for August Meeting:** Dean asked the Board if they would like to have all meetings in August or just a Fair Board meeting. The consensus was to just have a Fair Board meeting on August 17.

## Other Business

**Walk Around the Fairgrounds:** The Fair Board walked around the grounds.

## Director Comments

**Adjournment at 8:02 PM.**

**Next Meeting: August 17, 2023**

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**55250 - Fair 2023 Operating Budget  
Fairboard Summary**

Line Item.	Subledger	Description	Approved BASE Budget	One Time & Supplemental	2023 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
<b>CHARGES FOR SERVICES</b>									
211400	A/P General		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
344200	Facilities Use Fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
344300	Admissions Surcharge		(\$25,000.00)	\$0.00	(\$25,000.00)	\$0.00	\$0.00	(\$25,000.00)	100.00
344301	Ticket Surcharge		(\$330,000.00)	\$0.00	(\$330,000.00)	(\$42,269.30)	\$0.00	(\$287,730.70)	87.19
344302	Vendor Surcharge		(\$50,000.00)	\$0.00	(\$50,000.00)	(\$24,897.09)	\$0.00	(\$25,102.91)	50.21
344303	Participant Surcharge		(\$17,700.00)	\$0.00	(\$17,700.00)	\$0.00	\$0.00	(\$17,700.00)	100.00
344304	Event Sponsorships		(\$240,000.00)	\$0.00	(\$240,000.00)	(\$151,075.72)	\$0.00	(\$88,924.28)	37.05
344305	Event Commissions		(\$100,000.00)	\$0.00	(\$100,000.00)	(\$73,587.88)	\$0.00	(\$26,412.12)	26.41
344401	Catering Fee		(\$80,000.00)	\$0.00	(\$80,000.00)	\$0.00	\$0.00	(\$80,000.00)	100.00
<b>MISCELLANEOUS REVENUES</b>									
383300	Contrib-Foundation/Estates		\$0.00	\$0.00	\$0.00	(\$45,000.00)	\$0.00	\$45,000.00	#DIV/0!
384500	Miscellaneous Revenues		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
<b>PERSONNEL SERVICES</b>									
411100	Personnel Costs (Salary, OT, Benefits, Phone)		\$165,421.00	\$0.00	\$165,421.00	\$87,616.01	\$0.00	\$77,804.99	47.03
<b>ADMINISTRATION COMMITTEE</b>									
433400	Operating Supplies		\$25,000.00	\$0.00	\$25,000.00	\$6,153.03	\$2,180.00	\$16,666.97	66.67
433500	Uniforms		\$2,000.00	\$0.00	\$2,000.00	\$5,945.55	\$0.00	(\$3,945.55)	-197.28
443570	County Fair Services		\$58,000.00	\$40,000.00	\$98,000.00	\$57,204.64	\$54,470.07	(\$13,674.71)	-13.95
444300	Equipment Rental		\$17,400.00	\$0.00	\$17,400.00	\$14,846.85	\$57,835.32	(\$55,282.17)	-317.71
444500	Software/Hardware Supp/Maintenance		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00
445200	Metro Area Meeting Expense		\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00
445500	Catered Meal Services		\$7,500.00	\$0.00	\$7,500.00	\$4,398.23	\$2,500.00	\$601.77	8.02
<b>ADMINISTRATION COMMITTEE TOTAL</b>					<b>\$153,400.00</b>	<b>\$88,548.30</b>	<b>\$116,985.39</b>	<b>(\$52,133.69)</b>	<b>-33.99</b>
<b>MARKETING COMMITTEE</b>									
433400	Operating Supplies		\$4,200.00	\$0.00	\$4,200.00	\$5,976.41	\$0.00	(\$1,776.41)	-42.30
440100	Printing/Copying/Reports		\$20,300.00	\$0.00	\$20,300.00	\$8,315.48	\$0.00	\$11,984.52	59.04
440200	Newspaper Notices/Advertising		\$41,000.00	\$0.00	\$41,000.00	\$41,056.42	\$22,929.68	(\$22,986.10)	-56.06
443570	County Fair Services		\$12,000.00	\$0.00	\$12,000.00	\$17,980.55	\$0.00	(\$5,980.55)	-49.84
445300	Travel Expense (445300)		\$1,500.00	\$0.00	\$1,500.00	\$978.96	\$0.00	\$521.04	34.74
445500	Catered Meal Services		\$2,900.00	\$0.00	\$2,900.00	\$1,926.22	\$0.00	\$973.78	33.58
447850	Fair Awards (447850)		\$3,200.00	\$0.00	\$3,200.00	\$1,737.55	\$0.00	\$1,462.45	45.70
<b>MARKETING COMMITTEE TOTAL</b>					<b>\$85,100.00</b>	<b>\$77,971.59</b>	<b>\$22,929.68</b>	<b>(\$15,801.27)</b>	<b>-18.57</b>
<b>ENTERTAINMENT COMMITTEE</b>									
433400	Operating Supplies		\$15,000.00	\$0.00	\$15,000.00	\$9,817.10	\$0.00	\$5,182.90	34.55
443570	County Fair Services		\$40,300.00	\$280,000.00	\$320,300.00	\$228,008.40	\$16,070.00	\$76,221.60	23.80



**55250 - Fair 2023 Operating Budget  
Fairboard Summary**

Line Item.	Subledger	Description	Approved BASE Budget	One Time & Supplemental	2023 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining		
<b>ENTERTAINMENT COMMITTEE TOTAL</b>					<b>\$335,300.00</b>	<b>\$237,825.50</b>	<b>\$16,070.00</b>	<b>\$81,404.50</b>	<b>24.28 %</b>		
<b>RODEO COMMITTEE</b>											
433400		Operating Supplies	\$2,000.00	\$4,500.00	\$6,500.00	\$2,667.43	\$3,500.00	\$332.57	5.12 %		
443570		County Fair Services	\$85,000.00	\$38,000.00	\$123,000.00	\$104,985.81	\$2,800.00	\$15,214.19	12.37 %		
444300		Equipment Rental	\$18,000.00	\$3,500.00	\$21,500.00	\$18,040.00	\$0.00	\$3,460.00	16.09 %		
445300		Travel Expense (445300)	\$2,000.00	\$1,500.00	\$3,500.00	\$0.00	\$500.00	\$3,000.00	85.71 %		
445500		Catered Meal Services	\$3,500.00	\$2,000.00	\$5,500.00	\$2,334.53	\$3,054.42	\$111.05	2.02 %		
447400		Judges	\$2,000.00	\$1,500.00	\$3,500.00	\$4,002.50	\$6,000.00	(\$6,502.50)	-185.79 %		
447850		Fair Awards (447850)	\$58,500.00	\$26,000.00	\$84,500.00	\$96,340.65	\$5,500.00	(\$17,340.65)	-20.52 %		
<b>RODEO COMMITTEE TOTAL</b>					<b>\$248,000.00</b>	<b>\$228,370.92</b>	<b>\$21,354.42</b>	<b>(\$1,725.34)</b>	<b>-0.70 %</b>		
<b>GUEST SERVICES COMMITTEE</b>											
433400		Operating Supplies	\$2,000.00	\$0.00	\$2,000.00	\$3,167.85	\$0.00	(\$1,167.85)	-58.39 %		
433500		Uniforms	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00 %		
443570		County Fair Services	\$10,000.00	\$0.00	\$10,000.00	\$1,727.74	\$0.00	\$8,272.26	82.72 %		
<b>GUEST SERVICES COMMITTEE TOTAL</b>					<b>\$15,500.00</b>	<b>\$4,895.59</b>	<b>\$0.00</b>	<b>\$10,604.41</b>	<b>68.42 %</b>		
<b>LIVESTOCK SALE COMMITTEE</b>											
433400		Operating Supplies	\$7,000.00	\$0.00	\$7,000.00	\$4,849.27	\$2,480.00	(\$329.27)	-4.70 %		
440100		Printing/Copying/Reports	\$1,000.00	\$0.00	\$1,000.00	\$2,816.40	\$765.00	(\$2,581.40)	-258.14 %		
443570		County Fair Services	\$2,500.00	\$0.00	\$2,500.00	\$1,696.50	\$1,600.00	(\$796.50)	-31.86 %		
444300		Equipment Rental	\$9,800.00	\$0.00	\$9,800.00	\$0.00	\$0.00	\$9,800.00	100.00 %		
445500		Catered Meal Services	\$7,000.00	\$0.00	\$7,000.00	\$8,072.86	\$0.00	(\$1,072.86)	-15.33 %		
438500		C.A. Computer - Related	\$0.00	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00	\$0.00	0.00 %		
<b>LIVESTOCK SALE COMMITTEE TOTAL</b>					<b>\$34,800.00</b>	<b>\$17,435.03</b>	<b>\$12,345.00</b>	<b>\$5,019.97</b>	<b>14.43 %</b>		
<b>SHOW MANAGEMENT COMMITTEE</b>											
433400		Operating Supplies	\$7,000.00	\$0.00	\$7,000.00	\$3,566.96	\$1,094.20	\$2,338.84	33.41 %		
443570		County Fair Services	\$1,200.00	\$0.00	\$1,200.00	\$7,111.00	\$1,200.00	(\$7,111.00)	-592.58 %		
445500		Catered Meal Services	\$2,000.00	\$0.00	\$2,000.00	\$1,028.49	\$0.00	\$971.51	48.58 %		
447400		Judges	\$14,400.00	\$4,000.00	\$18,400.00	\$6,850.00	\$8,150.00	\$3,400.00	18.48 %		
447850		Fair Awards (447850)	\$27,720.00	\$0.00	\$27,720.00	\$26,567.75	\$8,500.00	(\$7,347.75)	-26.51 %		
474800		Capital Asset	\$0.00	\$70,000.00	\$70,000.00	\$0.00	\$70,000.00	\$0.00	0.00 %		
<b>SHOW MANAGEMENT COMMITTEE TOTAL</b>					<b>\$126,320.00</b>	<b>\$45,124.20</b>	<b>\$88,944.20</b>	<b>(\$7,748.40)</b>	<b>-6.13 %</b>		
<b>FIXED CHARGES (Personnel)</b>					<b>\$165,421.00</b>	<b>\$0.00</b>	<b>\$165,421.00</b>	<b>\$87,616.01</b>	<b>\$0.00</b>	<b>\$77,804.99</b>	<b>47.03 %</b>
<b>OPERATING BUDGET</b>					<b>\$519,920.00</b>	<b>\$478,500.00</b>	<b>\$998,420.00</b>	<b>\$700,171.13</b>	<b>\$278,628.69</b>	<b>\$19,620.18</b>	<b>1.97 %</b>

**55250 - Fair 2023 Operating Budget  
Fairboard Summary**

Line Item. Subledger	Description	Approved BASE Budget	One Time & Supplemental	2023 Actual Budget	YTD Expenditures	YTD Anticipated	Remaining	% Remaining
	<b>TOTAL PERSONNEL/OPERATIONS</b>	<b>\$685,341.00</b>	<b>\$478,500.00</b>	<b>\$1,163,841.00</b>	<b>\$787,787.14</b>	<b>\$278,628.69</b>	<b>\$97,425.17</b>	<b>8.37 %</b>
	<b>REVENUE</b>	<b>(\$842,700.00)</b>	<b>\$0.00</b>	<b>(\$842,700.00)</b>	<b>(\$336,829.99)</b>	<b>\$0.00</b>	<b>(\$505,870.01)</b>	<b>60.03 %</b>
8/16/2023	<b>GRAND TOTAL FOR 55250 (PERSONNEL+OPERATIONS - REVENUE)</b>	<b>(\$157,359.00)</b>	<b>\$478,500.00</b>	<b>\$321,141.00</b>	<b>\$450,957.15</b>	<b>\$278,628.69</b>	<b>(\$603,295.18)</b>	<b>-187.86 %</b>