

Judith Basin County Fairboard Minutes
January 11th, 2016

The Fairboard meeting was called to order by Chairman Dave Roen at 5:40 pm, 1-11-16. In attendance: Sigrid Deegan, Dave Roen, Charlie Hill, Bruce Neumann, Jason Oltrogge, Janet Wertheimer, Powell Becker, and Katie Hatlelid. Members of the public present: Jan French.

Chairman Roen called for additional agenda items, seeing none, the agenda was adopted.

The minutes from the September 21st meeting were read by Secretary Katie Hatlelid. The minutes stood approved as read.

The treasurer's report was unavailable but will be sent in for attachment to the minutes.

Announcements – Dave Roen is stepping down from his role as Chairman, and is resigning his board appointment. Dave has served since Jan of 2008.

Public Comment was called for by Chairman Roen, and Mrs. French noted that she'd like to join the discussion on the Memorandum of Understanding item.

Old Business:

Memorandum of Understanding - This document is intended to be an agreement between the Fairboard, 4-H Council, and Extension Office. There has been work done on this document in the past, and the current Board, Council, and Extension Agent would like to see this document put into effect. The document found on the Ext. Office computer had been distributed to both the Board and Council for review and discussion. All present went through the document line by line with much discussion and compromise on each item. Attached are drafts 1 and 2. Draft 2 is what was proposed by the Board to be presented to the Council, reviewed, and then brought back to the Board for further discussion and review.

Resolution of Reorganization/Bylaws – A copy of the Board bylaws cannot be located. In order to be compliant with all Montana Code Annotated that pertains to local government boards, this document is also being written and reviewed. It will directly reflect some of the contents of the MOU, as the bylaws give the board the authority to, and responsibility of carrying out its designated duties.

Premium Money Rules – The board decided that they do not have authority over the premium money process. The rules that the Extension Agent was able to determine were read for the information of the board. They are attached.

Application Process for Policy Exceptions – Jason and Powell met and discussed an exception policy procedure, the Missoula County document was used for a template. The draft to be voted on is attached.

Fairgrounds Improvements

Bathrooms – Jason will investigate options regarding long term costs of renting ADA compliant port-a-potties versus modifying the existing facilities to include an ADA stall. He will also check in to replacing the toilets in the bathrooms that malfunction or are no longer properly anchored to the floor.

Panels – Katie will check in to prices from local dealers for 20 additional panels to match the existing green panels used at the fairgrounds.

Lights & Outlets in food booth pavilion – Jason will ask Basin Electric for a bid & report back

Grass seeding – Katie will pursue seeding and growing grass between the beef barn and pavilion this spring.

New Business:

Fair Dedication – It was noted that this is the earliest the members can remember starting on this task! Jackie Urick was suggested for the dedication this year. Bruce Neumann moved to dedicate the fair to Mrs. Urick this year, Jason O. seconded. The motion carried. Sigrid will get in touch with Janna Kay for a write up to put in the fair book.

Board Vacancy – Dave Roen leaves a vacancy, discussion was had as to whom to recommend for the position. Billie Jo Holzer will be recommended to the Commissioners.

Chairman Selection – Jason O. nominated Janet Wertheimer, Charlie H. Seconded the nomination. The nomination passed. Congrats to Janet.

Fair Judges – the Council would like to keep the same judges for large and small animal contests, Jamie Lannen and Jeannette Frank. Charlie so moved and Bruce seconded. The motion carried. Katie will contact them and hopefully confirm. We are investigating horse judge options.

Additional New Business

-Add a small animal round robin, the topic will be discussed next meeting

Next meeting will be April 11th 6:30pm at the courthouse

Adjourned at 8:35pm

Respectfully submitted by Katie Hatlelid

Draft 1

RESOLUTION 2016-01 PROVIDING FOR REORGANIZATION OF THE JUDITH BASIN COUNTY FAIR BOARD

WHEREAS, the Legislature of the State of Montana enacted Sections 7-1-201 through 7-1-203, MCA, requiring the BOARD OF COUNTY COMMISSIONERS to establish certain administrative boards, districts and commissions by adoption of resolutions; and

WHEREAS, the BOARD OF COUNTY COMMISSIONERS has determined it is appropriate and desirable to provide the Judith Basin County Fair Board with clarification as to the organization, membership, terms, authority, rules and responsibilities of the Judith Basin County Fair Board, setting forth the same pursuant to 7-1-201 through 7-1-203, MCA, and 7-11-1001 through 7-11-1029.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

- #1. The Judith Basin County Fair Board shall consist of eight members at large in Judith Basin County.
- #2. The terms of the Judith Basin County Fair Board members shall commence the 1st day of July. The members shall serve staggered four (4) year terms on the board so that no more than one (1) term expire in any given year. Pursuant to this resolution, members appointed in 2015 will be appointed for one (1), two (2), three (3), and four (4) of service in order to establish this staggered pattern.
- #3. Fair Board members shall be residents of Judith Basin County and have demonstrated a commitment to fairgrounds management and be willing to attend meetings and other functions related to fairgrounds management.
- #4. Members must be appointed by the BOARD OF COUNTY COMMISSIONERS. The Commissioners shall post prospective membership vacancies at least one month prior to filling the vacancy. Current board members may recommend candidates for the position.
- #5. The BOARD OF COUNTY COMMISSIONERS shall maintain a register of the Fair Board Members and date of their respective appointments.
- #6. The Fair Board is hereby assigned the responsibility for the administration of the County Fair as provided by law and shall possess and perform all duties set forth in Title 7, Chapter 11, part 10, MCA, Section 7-1-202. Powers and duties of board listed as follows:

POWERS AND DUTIES OF BOARD

- #1. In addition to any powers or duties established in the resolution creating a County Fair Board, the board may:
 - a. Schedule and facilitate events taking place at the Judith Basin County Fair Grounds.
 - b. Provide equipment, facilities, and resources necessary to carry out events.
 - c. Maintain and improve equipment and facilities at the Fair Grounds as necessary.
- #2. The Board shall:
 - a. ?

#7. The Fair Board shall abide by the Judith Basin County Personnel Policy Manual as adopted by the Judith Basin County BOARD OF COMMISSIONERS.

#8. A Majority of the members of the Fair Board constitutes a quorum for the purpose of conducting business and exercising powers and responsibilities; action may be taken by a majority of members present and voting.

#9. The Fair Board shall organize by electing one of its members as Chair of the Board, one of its members Vice-Chair, and one of its members Treasurer.

#10. The Judith Basin County Extension Agent may serve as ex officio Secretary.

#11. The date, time, place and agenda of all regular meetings shall be provided to the BOARD OF COMMISSIONERS by Monday noon prior to any scheduled meeting for public notification.

#12. The Fair Board shall provide for the keeping of written minutes, including final vote on all actions. An administrative board, district, or commission created under 7-1-201 through 7-1-203 shall submit the minutes of its proceedings within 30 days after the minutes have been approved by the body for electronic storage and retention in accordance with the provisions of Title 2, chapter 6, part 4. The administrative board, district, or commission shall submit the minutes for electronic storage to the county clerk and recorder of each county within the jurisdiction of the administrative board, district, or commission.

#13. A person may be removed from the Fair Board for cause of by having three (3) consecutive absences from regularly scheduled meetings, no longer residing in Judith Basin County, conflicts or incidents which may be deemed adverse to the duties set by the BOARD OF COUNTY COMMISSIONERS.

#14. The Fair Board will maintain records pertinent to operation of the Board, prepare and present an annual budget and execute any record keeping requirements specified by the BOARD OF COUNTY COMMISSIONERS

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS THIS ____ DAY OF _____, 2016

TUCKER HUGHES, CHAIRMAN

CODY MCDONALD

JIM MOORE

BOARD OF COMMISSIONERS
JUDITH BASIN COUNTY

ATTEST:

Amanda Kelly
Clerk and Recorder

Draft 1
Memorandum of Understanding
Between

The Judith Basin County Fair Board and the County Extension Office

The following Memorandum of Understanding will be used as a guide, clarifying responsibilities relating to the County Fair Board, the County Extension Office, and the County 4-H Council regarding 4-H exhibitors at the County Fair.

The Fair Board is appointed by the County Board of Commissioners to provide leadership for the fair. The Fair Board is accountable to the Commissioners.

The Judith Basin County Extension Office is an outreach office of MSU Extension, and accountable to MSU. The County Extension Agent supervises the County 4-H program, and is responsible to see that the 4-H activities of the Fair are consistent with the objectives of the 4-H program.

The County 4-H Council is an organization of volunteers that serves as an advisory group to the Extension agent. The Council works with the Extension agent to implement County 4-H activities and events.

The Fair Board agrees:

- 1) To set the dates of the Fair and determine the schedule of events considering suggestions from interested parties.
- 2) To provide equipment, facilities and resources that the Board determines appropriate to carry out each Fair.
- 3) To be responsible for determining rules and regulations for the Fair and have final jurisdiction in case of disputes regarding exhibiting at the Fair, participation in the Market Sale and Carcass Show. Rules and regulations shall be consistent with 4-H rules and regulations.
- 4) To appoint all Fair committees and superintendents who shall serve as subcommittees/volunteers of the Fair Board.
- 5) To approve all Fair Book changes, considering recommendations submitted by interested parties.
- 6) To provide entry forms, exhibit tags and stall cards.
- 7) To supervise and clerk the Market Animal Sale at the Fair, collect payments for market animals sold at the sale, and disburse checks to 4-H members.
- 8) To be responsible for market animals after the sale, keeping them safe and sound until delivery to the slaughter. The Board will also arrange delivery of carcasses to processors.
- 9) To disburse all premium money for awards at the Fair, after receiving a summary of awards from the Extension office staff.

- 10) To cooperate with the Extension staff and volunteers to supervise and conduct all necessary activities concerning the 4-H program at the Fair. These activities will include:
- a) Market animal sale;
 - b) Livestock weigh-in and barn assignments;
 - c) Livestock contests, including Horse Show and Round Robin;
 - d) Exhibit building displays and contests.

The Extension Office staff agrees:

- 1) To secure judges for the respective livestock classes, carcass judging, and interview judges for the exhibits in the Exhibit building. The 4-H Council is responsible for the payment of judges. The Extension Agent will submit a claim to the County on behalf of the 4-H Council for the judges' salaries and expenses.
- 2) To arrange for show announcers and assistants.
- 3) To provide ribbons, trophies and awards for all Fair participants.
- 4) To prepare, print and distribute copies of the fair book and other Fair related correspondence to all Fair Board members, superintendents, 4-H departments, 4-H members, and the public. The 4-H Council will be responsible for the payment of printing costs for the Fair Book. The Extension office will provide secretarial time to set-up the Fair Book, programs and forms free of charge.
- 5) To determine eligibility criteria of 4-H members and 4-H projects for exhibition at the Fair. However, this does not preclude the Fair Board from determining rules and regulations and having final jurisdiction in case of disputes regarding exhibition or sales at the Fair.
- 6) To report to the Fair Board the 4-H member enrollment and potential numbers of livestock for weigh-ins and exhibit. The Extension office will also summarize fair entries and fair premiums. The Extension office will submit a claim to the county on behalf of the Fair Board for premium money.
- 7) The Fair Board and Extension staff will work cooperatively to ensure a safe and positive youth development experience during the Judith Basin County Fair.
- 8) This Agreement will be in effect as of the indicated date, and will be reviewed every two years.

Fair Board President

Extension Agent

Date_____

Date_____

4-H Premium Money Rules

As it's been explained to me (Katie Hatlelid)

There is a total of \$1900 in the 4-H Premium Money fund. The ribbons that are awarded for interview day, and the various shows at the fair are designated a point value. Blue = 3 points, Red = 2 points, and White = 1 point. The total ribbons of each color are tallied and multiplied by their respective point values to determine the total points awarded. Then the \$1900 is divided by the total point tally, to determine the dollar value of each individual point. The point value is then applied to each member's total, to determine the dollar value each member receives. The more ribbons are awarded, the more points there are, the fewer each point is worth. The Best of Show and Grand Champion rosettes are not paid, but the winner receives a separate prize that is provided by private donation award sponsors and the 4-H Council.

- Judith Basin County 4-H •
Rule Exception Procedure

Rule Exception

If a 4-H member would like to ask for a rule exception, a "Petition for Rule Exception" form must be completed and turned in to the Fairboard. Rule exception should be requested as soon as it is discovered to be necessary. Exceptions will not be considered later than 10 (ten) days prior to fair.

Forms are available in the Extension Office.

Petition for Rule Exception

This form must be completed by the 4-H member.

Date _____ Club _____

Member name _____

Member signature _____

Parent or leader signature _____

State the rule for which you are requesting exception or the situation that needs attention.

State your request and why you need the exception.

Approved _____ Not Approved _____

Reasons _____

Committee Member Signatures
