



MEETING MINUTES
October 13, 2023

The meeting was called to order at 7:00 PM at the Shooting Sports Building by President Kent Nelson. The meeting notification and agenda were posted in advance at the Custer County Courthouse, on the CCAS Website, the CCAS Facebook page, and emailed to each board member.

Members present were: Ashley Garrelts, Rodney Lamb, Casey Cooksley, Blair Hartman, Kent Nelson, Marla Stallbaumer, Shane Ryan.

Members absent: Charmayne Popp and Steve Horn

Others present were: Administrator Michelle Nelson, KCNI—Summer Yarrington, Custer County Chief—Mona Weatherly, Custer County Supervisor—Dwain Bryner, Ben McCaslin, Tyson Nelson, Kirstin Meyers

AGENDA:

7:00 p.m. NE Open Meetings Act

Stallbaumer moved to Amend the agenda to add approval of the Budget Hearing minutes and the Planning meeting Minutes. Seconded by Cooksley.

- **Approve Minutes of September 14, 2023 Regular Board Meeting**

Minutes of the September 14, 2023 Regular Board Meeting were reviewed.

Cooksley made a motion to approve the minutes, seconded by Stallbaumer.

Roll call vote:

Voting yes: Garrelts, Stallbaumer, , Ryan, Hartman, Cooksley, Lamb, Nelson

Voting no:

Abstaining:

Absent: Popp, Horn

Motion carried.

- **Approve Minutes of September 14, 2023 Budget Hearing**

Minutes of the September 14, 2023 Budget Hearing were reviewed.

Ryan made a motion to approve the minutes, seconded by Cooksley.

Roll call vote:

Voting yes: Garrelts, Stallbaumer, , Ryan, Hartman, Cooksley, Lamb, Nelson

Voting no:

Abstaining:

Absent: Popp, Horn

Motion carried.

- **Approve Minutes of October 1, 2023 Planning Meeting**

Minutes of the October 1, 2023 Planning Meeting were reviewed.

Stallbaumer made a motion to approve the minutes, seconded by Cooksley.

Roll call vote:

Voting yes: Garrelts, Stallbaumer, Ryan, Hartman, Cooksley, Nelson

Voting no:

Abstaining: Lamb

Absent: Popp, Horn

Motion carried.

Financial Report

- **Approve to pay monthly bills**

Following are the account balances of September 30, 2023

Livestock Account: \$3,617.91

Memorial Funds: \$5,708.03

Total General Fund: \$81,351.96

Storm Damage: \$139,386.22

Savings Account: \$18,506.40

Lamb made a motion to pay the monthly bills. Seconded by Ryan.

Roll call vote:

Voting yes: Stallbaumer, Garrelts, Ryan, Hartman, Cooksley, Lamb, Nelson

Voting no:

Abstaining:

Absent: Popp, Horn,

Motion carried.

Committee Reports

- **Extension Office—No Report**
- **4-H Council**—4-H Recognition Day is Sunday November 19th at 2:00 pm at the 4-H Building
- **Personnel Committee Report**—Bill has been working on cleaning stalls and cleaning bathrooms from the flooding. Ashley has Bill's handbook and needs Kent and the new supervisor, Ben McCaslin, to sign the handbook. Lamb introduced Ben McCaslin as the newly hired grounds manager.
- **Administrator**

Admin Nelson emailed the report to the board. Shared the upcoming events through the end of October. Admin Nelson asked the board to make a plan to prepare for the barrel race that is October 20-22, the event produce has a tractor driver. Admin Nelson ordered new dig tips for the Black Widow. Admin Nelson asked about renewing the League of Agricultural and Equine Centers membership (\$350/year) the benefit is the ability to network with other centers regarding the footing/ground for arena and ZOOM trainings/meetings that can assist administrators and managers. The board agreed that renewing the membership would be beneficial. Fair Managers Convention is January 19-21, 2024—Admin Nelson will pay the member dues and then the board will need to register if anyone wants to go. Mark Walker wants Barn 11 and Tammi Spannel wants Barns 7 & 8 but are not able to take the concrete and clean up the area. The board discussed the possibility of removing Barn 13 and where we could put static exhibits if that barn was gone. Admin Nelson will request that the patrons will come to the next meeting (November 9) with a solid plan for removal of the buildings. Admin Nelson shared a request from Wayne Hammond about renting under the grandstands until April, the board decided against this request. Becky Pearson wanted to purchase the electric eye from the fairgrounds—the board decided they would like to keep the eye. Admin Nelson shared that there is an invoice from Doggett for tree removal and trimming.

NEW BUSINESS:

Disc/dec - Approve hire of Grounds Manager

Lamb moved to approve the hire of Ben McCaslin as Grounds Manager effective October 23rd, Seconded by Hartman.

Roll call vote:

Voting yes: Stallbaumer, Garrelts, Ryan, Hartman, Cooksley, Lamb, Nelson

Voting no:

Abstaining:

Absent: Popp, Horn,

Motion carried.

Disc/dec – Hiring Part Time Administrative Assistant

The board discussed hiring a part time administrative assistant at the planning meeting. Cooksley talked with Shannon Cooksley about the work, she is interested in about 2 days a week to complete administrative tasks (ex: pay bills, get the mail, check voicemails, send invoices). She would like to get with Michelle to learn. Garrelts and Hartman are also willing to assist with tasks as needed.

Stallbaumer moved to hire Shannon Cooksley, effective immediately, part-time administrative assistant (2-3 days a week). Seconded by Lamb.

Roll call vote:

Voting yes: Stallbaumer, Garrelts, Ryan, Hartman, Lamb, Nelson

Voting no:

Abstaining: Cooksley

Absent: Popp, Horn,

Motion carried.

Disc/dec – Purchase Quick Attach for tractors

Hartman moved to purchase a new quick attach and look for a second attach that is used. Seconded by Stallbaumer.

Cooksley will take care of finding the equipment.

Roll call vote:

Voting yes: Stallbaumer, Garrelts, Ryan, Hartman, Cooksley, Lamb, Nelson

Voting no:

Abstaining:

Absent: Popp, Horn,

Motion carried.

Disc/dec – Purchase of skid steer bucket

Cooksley shared that we borrowed the skid steer bucket from Brad White. The new one worked significantly better than the current one does as it has a grapple and is more visible. Cooksley shared that Brad has negotiated on the price slightly and he has allowed us to use it for about 2 weeks without charge. Brad asked \$2100 for the bucket.

Cooksley moved to purchase the skid steer bucket from Brad White for \$2100. Seconded by Stallbaumer.

Roll call vote:

Voting yes: Stallbaumer, Garrelts, Ryan, Hartman, Cooksley, Lamb, Nelson

Voting no:

Abstaining:

Absent: Popp, Horn,

Motion carried.

Disc/dec – Advertising bids for barn demolition and rebuild of 7&8

We need to run the bids for at least three weeks—Mona Wheatherly shared the Chief's deadline is Monday at 12:00pm to get it in the paper.

Dwain suggested putting out a bid for a design build. The board would need specs for size and dimension of the barns.

Cooksley suggested looking into moving the current stall barn and then finding a different solution on the east end.

The board discussed what the vision for the building is. Pres. Nelson asked that board members bring drawing/or ideas for the barn to the November meeting.

Disc/dec – Arthur Co. Ag Society—gray stall inquiry

Arthur Co Ag Society would like to potentially purchase some of the stalls—Pres Nelson asked for an offer and how many they would like by the November meeting.

Disc/dec – New Flag purchase

The current flag is in rough shape, the last two have been donated by the Rotary. We typically go through at least two per year. The flag is 20'x30' and is around \$1000 plus shipping. It was suggested to contact the American Legion or the Vetrans to see if they have programs for flag replacement.

Stallbaumer moved to purchase a new flag. Seconded by Lamb.

Roll call vote:

Voting yes: Stallbaumer, Garrelts, Ryan, Hartman, Cooksley, Lamb, Nelson

Voting no:

Abstaining:

Absent: Popp, Horn,

Motion carried.

Disc/dec – Permanent Internet set up

We need to find a company that is able to install the Starlink internet to reach all of the locations of the fairgrounds—we had been in contact with Straight Up IT but have struggled with the timeline of their work.

Admin Nelson will contact StarLink to see how many pieces of equipment can be on one account or upgrade our account to a business account.

Disc/dec – Approve 2024 Event Contracts/Rental Agreements

Cooksley asked that a statement be put in the contracts that nothing will be moved without Fair Board authorization. The board discussed the need to pull the keys from all equipment and keep the keys in the office.

There was discussion about how to create better expectations for event producers and members, such as a code of conduct.

Ryan and Hartman will write a code of conduct by the November meeting.

Stallbaumer made a motion to approve the contracts/rental agreements with the pending changes (code of conduct, raking stalls to the middle of the stall (in the equine contracts), and finding concession is responsibility of event producer.) Garrelts seconded.

Pres. Nelson asked our clarification for using the concession stands. The board agrees that the concessions need to be outside/mobile—the only people allowed to use the permanent concession stands are CWF/4-H clubs and/or the Methodist Men group (the Grange Building).

Roll call vote:

Voting yes: Stallbaumer, Garrelts, Ryan, Hartman, Cooksley, Lamb, Nelson

Voting no:

Abstaining:

Absent: Popp, Horn,

Motion carried.

OLD BUSINESS:

Disc/dec – Mid-States Rodeo Association Finals 2023

Admin Nelson is waiting for final numbers. It looks like we will profit between \$12,000-\$18,000 this year. The beer garden was very successful this year.

Disc/dec – Budget for 23-24

Admin Nelson provided the board with the Budget packets for 23-24. It has been submitted and is on file.

Disc/dec – Audit for 22-23

Admin Nelson provided the board with the Audit packet. The only concern was that we overspent on the budget. Pres. Nelson signed the audit.

Admin Nelson explained the deficiency on the first page—because we don't prepare the audit financial reports, it has to be listed as a disclosure.

OTHER CONCERNS: Ryan shared that we will be getting the bill for the fans in the open-air show ring. They put 6 fans in and an additional controller. Two fans and one controller were donated by M&M Electric. Cooksley reached out to the railroad after the flooding yesterday coming across the railroad and into the Shooting Sports Building. The railroad is looking into a solution.

ADJOURNMENT: Roll Call

Ryan moved to adjourn at 8:37. Seconded by Hartman

Roll call vote:

Voting yes: Stallbaumer, Garrelts, Ryan, Hartman, Cooksley, Lamb, Nelson

Voting no:

Abstaining:

Absent: Popp, Horn,

Motion carried.

Blair Hartman
Secretary