

Park County Fairgrounds and Parks Department
Fairgrounds Master Plan - Committee Meeting
April 26, 2018 – Director’s Office

1. Nicole called the meeting to order at 10:30 AM
2. Introductions. Those present: Kristen Galbraith, Tim Sundling, Nicole Divine, Kim Knutson, Paul Sunvison, Daniel Nelson, Susan Nelson, Jeff Wagner, Parks Frady, Tyler Erickson, Clint Tinsley (didn’t sign in). Absent: Joe Hanser, Katie Weaver, Becky Bird.
3. Public comment for items not on agenda. N/A
4. Brief Summary of Discussions to Date. Nicole provided the group with a summary of the meeting on 4/5/17 attended by Clint Tinsley, Kristen Galbraith, Nicole Divine and Parks Frady, which included picking a date for today’s meeting, developing a draft agenda, discussing the Big Horn County Fairgrounds project, and stakeholder identification. Clint stated that he had prior discussions with others regarding Stahly Engineering, the county’s engineering firm on retainer. Clint also stated that he hoped to have a “picture on the wall” of the new fairgrounds by fair.
5. Scope of Services Prioritization for Master Plan Development. Kristen explained her experience with the Big Horn County Fairgrounds project. As the Big Horn County Scope of Services was passed around the table, Nicole read portions of it aloud. Kristen asked to go around the room and have everyone who hadn’t already talked to talk about their ideas for the process.
 - a. Tim Sundling suggested that we provide copies of the meeting materials for the members and that it seemed like the first step is the master plan process.
 - b. Tyler Erickson suggested that we do a mind-mapping exercise to visually organize ourselves.
 - c. Sue Nelson suggested that we keep it simple and do-able. That we also consider how we can tie in the transit system and cater to the RV’rs.
 - d. Jeff Wagner – suggested that we need to conduct a needs assessment that we can take to the engineering firm.
 - e. Parks Frady agreed with Jeff and stated that different groups have different needs.
6. Funding Services. Clint discussed the Livingston Rodeo Association letter of commitment for \$25,000. Clint informed the group that the commission decided to fund the remainder of the study vs. pulling funds from other grant sources identified for bridge projects. Kristen stated that cost of the Big Horn plan was around \$90,000 and that \$50,000 would get us a mediocre plan. Kristen stated that the money from the county would come from the BN Fund.
7. Timeline Development. The group questioned how long the process might take, Kristen said it could take up to 18 months.
8. Additional Discussion by Committee members for Items Not on the Agenda.
 - a. Dan Nelson suggested that we meet later in the day to accommodate those who work.
9. Homework
 - a. Come to the next meeting with a list of what you personally see as the top 5 needs for the fairgrounds, and what the community might see as the top 5 needs.
10. Discussion of May Meeting Date/Time
 - a. Next meeting: Monday, May 21, 2018 at 4:15 PM
 - b. Fairgrounds & Parks, Director’s office at Fairgrounds
 - c. Nicole and Kristen will work together to develop the meeting agenda and send out a reminder 2 weeks in advance.
11. The meeting was adjourned at 11:50 AM.