



Albany County Fair  
3510 S. 3rd Street Laramie, Wyoming 82070  
(307)742-3224  
manager@albanycountyfair.org

**ALBANY COUNTY FAIR BOARD REGULAR MEETING AGENDA**  
**ALBANY COUNTY FAIRGROUNDS, MEETING ROOM**  
**JUNE 13, 2022**

**REGULAR MEETING: 6:30pm**

1. Call to order & roll call
2. Public Comment (Limited to 3 minutes per speaker)
3. Consideration of Changes to Agenda
4. Approval of Consent Agenda

**CONSENT AGENDA**

1. Minutes of the Regular Meeting  
Action: that the Board **approves** the minutes of the May 2022, Regular Meeting of the Board
2. Treasurer's Report for May/June 2022.  
Action: that the Board **approves** the treasurer's report.
3. Approve Vouchers for May/June 2022  
Action: that the Board **approves** the vouchers for payment.
4. Acknowledge receipt of correspondence.

**OLD BUSINESS**

1. **Discuss and Take Action** on MOU with Albany County HR.
2. **Discuss and Take Action** on Regulation document for horse show awards and points.

**NEW BUSINESS**

1. **Discuss and Take Action** on LKC Dog Show Pricing for 2023.
2. **Discuss and Take Action** on Carnival Camping
3. **Discuss and Take Action** at the County Fair Poultry Show.
4. **Discuss and Take Action** on Long Term camping
5. **Discuss and Take Action** on purchasing gravel for road maintenance.
6. **Discuss and Take Action** on Propane tank and propane for the rodeo office.
7. **Discuss and Take Action** on approving 4-H Archery Practice to use the beef barn.
8. **Approve** the Pet Policy from County HR
9. **Ratify** the LJD Contract execution.
10. Executive Session pursuant to W.S. §16-4-405(a)(ii)  
Return to Regular Session Action, if needed, regarding Executive Session

**ADJOURN**

## MEETING MINUTES MAY

### REGULAR MEETING: 6:30pm

5. Call to order & roll call
6. Public Comment (Limited to 3 minutes per speaker)
  - a. Ellie Riske asked to add Allison Riske to the agenda.
7. Consideration of Changes to Agenda
  - a. Board Member Ogden moved to add Allison Riske to #1 on New Business.
  - b. Board Member Ogden moved to remove #8 and place at a later date in consultation with county legal.
8. Approval of Consent Agenda

### CONSENT AGENDA

5. Minutes of the Regular Meeting

Action: that the Board **approves** the minutes of the April 2022, Regular Meeting of the Board
6. Treasurer's Report for April/May 2022.

Action: that the Board **approves** the treasurer's report.
7. Approve Vouchers for April/May 2022  
Action: that the Board **approves** the vouchers for payment.
8. Acknowledge receipt of correspondence.

### OLD BUSINESS

3. **Discuss and Approve** budget for Family Night at the Fair with Stefanie
  - a. Stefanie presented prepared quotes for different types of advertising. Katie Ogden moved to approve a \$2,870.75 budget for family night. Mark commented that he would like the sale to get a spotlight during the advertising. Mark seconded the motion and it carried.
4. **Discuss** Liability Release for Rabbits with Jen
  - a. Jen explained that we do not need a separate release for rabbits. If we would like to hand out information sheets we can. Motion dies.
5. **Discuss and Take Action** on Poultry Show for 2022 Albany County Fair
  - a. Ellie submitted a written plan for an alternative show pending the state veterinarians rule for poultry shows this year. Ellie will submit to Taylor for an addition to minutes. Currently all poultry events are cancelled until August 17, 2022. Andrea, after reading the options, stated that she likes option one for showmanship, breeding and market. If we still have to have a virtual show, Andrea suggested posters for the kids. Discussion of how a sale would happen for the kids to sell animals or for a lot to be sold and proceeds would go to the ACF poultry program for supplies needed. The board wants to find a way to help the kids. Andrea was of the opinion that processing chickens is unnecessary and wanted to facilitate a market show another way. Mark asked for clarification on purchase dates for market birds. The question was posed, how do we establish who is qualified without tagging? Option to video and photos are a good option. Mark made the motion to have A) a normal show as planned, if still prohibited, B) virtual option for showmanship and breeding. Scott seconded. Motion carried, Katie abstained from the vote.

### NEW BUSINESS.

11. **Discuss and Take Action** Allison Riske entry for fair.
  - a. Allison Riske introduced herself and gave the board a background on the Geology badge and her work in girl scouts. She is requesting that she is able to enter the regular fair classes rather than open due to class availability. Brain moved. Mark seconded. Motion carries.
12. **Discuss and Take Action** on posting judges names for the county fair.

- a. Dr. Lake presented the idea of posting judges names for county fair similar to what state fair has done. He explained the conversation that he and Taylor had. Katie moved to post judges' names. Mark seconded. Motion carried.
- 13. Discuss and Approve** swag for ACF design and order for purchase in the fair office
- a. Katie moved to approve swag for fair participants to be ordered. Mark seconded. Motion carries.
- 14. Discuss and Approve** purchasing cornhole boards for annual tournament
- a. Mark moved to purchase cornhole boards. A short discussion about design and what is regulation based for building them. Katie Seconded. Motion carried. The board will purchase 6 sets of boards for the annual cornhole tournament.
- 15. Discuss and Approve** fixing the rodeo bathrooms by approving one quote
- a. Katie moved to approve Alpine Plumbing to fix the bathrooms based on the quote, items received and the explanation given by Billy Meyer. Mark seconded. Motion carried.
- 16. Discuss and Take Action** on hanging local western art/photographs in entry ways as rotating displays
- a. Katie moved to defer to staff and Legal for contract and placement/advertisement. Mark seconded. Motion carried.
- 17. Discuss and Take Action** on Awards for 2022
- a. Brian Coxbill presented an issue he has with the awards in regards to the horse show. He wanted the Champion Halter Mare and Gelding to receive more than a banner. Taylor suggested a jacket voucher. Discussion regarding the all around awards took place. Katie and Brian discussed the changes they would like to see. The regulation document was reviewed and will be discussed at further meetings to update the structure of the horse show.
- b. Christina Lewis contacted Mark Wade about buckles for the poultry show as she was unable to make it to the meeting. Mark had asked his children and they liked the jacket voucher. Ellie positively recognized that showman have stated they like the jacket voucher and had no further comment on the awards for the poultry show. Katie moved to defer awards to staff. Mark seconded. Motion carried.
- 18. Discuss and Take Action** on Late Fee Structure for Regulation Document
- a. Brian moved to strike breeding to just say animal to cover any late animal entries. Motion carried. Motion to approve as changed passed unanimously.
- 19. Discuss and Approve** Superintendents Contracts with county legal
- a. Motion was deferred to the next meeting pending legal council.
- 20. Discuss and Take Action** on MOU with Albany County HR Services
- a. Brian moved to approve the MOU. Scott seconded. Katie asked Jana Brinkman how we came to a 40% increase? No documentation was brought to the meeting. Brian moved to postpone to the next meeting pending additional information presented.
- 21. Discuss and Take Action** on LJD contract with county legal
- a. Motion struck due to approval in Special Meeting.
- 22. Executive Session pursuant to W.S. §16-4-405(a)(ii)**  
Return to Regular Session Action, if needed, regarding Executive Session  
Scott motioned to move to executive session.

**ADJOURN**



# Albany County Fair Association

Account QuickReport

Since May 11, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
FIB CHECKING #8048								
Beginning Balance								
05/11/2022	Deposit				FIB CHECKING #8048		625.00	131,890.33
05/13/2022	Deposit				FIB CHECKING #8048		1,020.00	132,515.33
05/18/2022	Deposit				FIB CHECKING #8048		1,602.49	133,535.33
05/27/2022	Payment	22425	Hannah Duncil	Deposit Total \$1154.60	FIB CHECKING #8048		275.00	135,137.82
05/27/2022	Payment	220882	Snowy Range FFA Chapter	Deposit Total \$1154.60	FIB CHECKING #8048		1,688.11	135,637.82
05/27/2022	Payment	1742	HIGH SCHOOL RODEO CLUB	Deposit Total \$1154.60	FIB CHECKING #8048		179.60	135,912.82
05/27/2022	Deposit				FIB CHECKING #8048		200.00	136,112.82
05/27/2022	Payment	1043	Storage	Deposit Total \$1154.60	FIB CHECKING #8048		960.00	137,801.93
06/01/2022	Payment	18396	Sheriff		FIB CHECKING #8048		9,947.00	137,981.53
06/03/2022	Deposit				FIB CHECKING #8048		925.00	138,941.53
06/07/2022	Deposit				FIB CHECKING #8048		925.00	148,868.53
Total for FIB CHECKING #8048							925.00	149,813.53
<b>TOTAL</b>							<b>\$17,923.20</b>	<b>\$17,923.20</b>



# Albany County Fair Association

Account QuickReport

Since May 11, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
	FIB WARM MONEY #5610							
	Beginning Balance							
	Total for FIB WARM MONEY #5610							43,689.48
	<b>TOTAL</b>							





mind and decide not to go to the state fair, you are responsible for caring for the animal until other members have returned from the state fair. You are then to deliver the animal to the location directed by the sale committee as if you had gone to the state fair.

- iv. Insurance will still be deducted. Insurance is assessed at 1.5 - 2% of the market value of the animal.
- v. You are responsible for delivering your animal to the announced drop off point on Sunday, immediately upon your return from the state fair. Do not take your animal home. The insurance the committee purchases is not good unless the animal is dropped off directly upon return from State Fair.
- k. Transfer of Ownership.
  - i. All sales are final, by consigning your animal to the sale, after it is purchased, the exhibitor no longer owns it and may not contact the buyer to negotiate trading/switching/or buying back the animal. Violation of this rule may cause the sale to be negated and the buyers money to be returned.
  - ii. Clean your animals' pens before 10:00 AM Saturday morning, then contact the barn superintendent for your yellow sale order card and post it over your pen. Consignors only, must be in the barn ready to be called 20 minutes before their turn.
  - iii. Checks must be cashed within 90 days of the issue date. Checks not cashed will be voided. If a previous auction sales invoice was signed by the consignor's parent, immediate family and/or guardian and remains unpaid, auction sales proceeds will be withheld from the exhibitor until such time as full payment for the prior obligation is received. This committee will take any steps necessary to collect outstanding debts owed to it. A commission will be charged of no more than 10%.
  - iv. A table will be set up in the sale barn to enable consignors to find out the names of the buyers of their animals and to write their thank you notes on sale day. You must sign three (3) thank you cards from the list supplied by the sale committee (in addition to the notes to your buyer/s). Thank you notes to your buyers must be turned into the sale committee before you receive your checks. If three people go in together to buy your animal, then you must write six (6) thank you notes for your animal. It is highly recommended that consigners send thank you notes to buyers who do add ons.

#### Junior Horse Show

##### a. General Rules

- i. The American Quarter Horse Association (AQHA) rulebook will be used to determine appropriate courses of action for all performance and showmanship classes. Barrel Racing, Pole Bending, Goat Tying, Team Roping and Breakaway Roping will use National High School Rodeo Association (NHSRA) Rules. The judge's interpretation of any rule or guideline is final. Programmed Ride will use the United States Equestrian Team Federation 2019 Training Level Test 1 for Juniors, Test 2 for Intermediates, Seniors will ride Test 3. Programmed Ride will be shown in English tack only.
- ii. For questions not covered by these rules, nor addressed in this premium book, the superintendent has the authority to settle disputes.
- iii. No lame horses, at the discretion of the show superintendent, will be allowed to compete. Disqualification resulting from this rule is final.

##### b. Class Size and Class Information

- i. Classes with less than three entries may be combined or canceled; the decision will be made by the show superintendent. Classes too large for safety may be split into sections for judging and safety. Classes may be combined to save time.

- ii. No animal that is determined by show management to be a danger to another horse or human will be allowed to participate or allowed to be on the grounds during horse events.
  - iii. No vehicles are allowed in the UW Hansen Arena or within 20 feet of any door.
- c. Conduct.
- i. Conduct by the exhibitor, their parents, guardians or a guest, which is determined to be unacceptable, will be dealt with on a case-by-case basis by the management.
  - ii. Any adult who attempts to influence the outcome of the classes will be asked to leave the show grounds immediately.
  - iii. Penalties against the associated exhibitor may include disqualification, loss of premium money and prizes, and removal from the show grounds. With approval of the fair board, show superintendents have the authority to supervise the schedule, combine or cut classes and to enforce the rules.
  - iv. Disagreements are grievances and must follow established procedures.
- d. Horse Safety Certifications.
- i. You must have submitted safety certification sheets by the FFA or 4-H deadlines. An animal may be identified in only one organization. You must show the horse you have certified on in FFA as an FFA entry, or in 4-H as a 4-H entry. You may not show the same horse in both 4-H & FFA.
  - ii. Each club member may own, lease and possess as many horses as he or she desires. However, each horse can only be exhibited by a single club member.
  - iii. In extreme circumstances, such as the death of a horse, the fair board may determine a youth exhibitor can safety certify with and/or exhibit a leased horse after the safety certification deadline but prior to fair. Each case must be presented to the Albany County Fair board by the member.
- e. Competition Guidelines.
- i. No one other than show officials and competitors are allowed in the arena during the show; no leaders, no parents, no adults.
  - ii. Equipment must be compliant to WSF Rules.
  - iii. When in the arena, the contestant must have the proper attire: Western hat or helmet, long sleeve shirt with collar and cuffs, and heeled boots.
  - iv. No stallions of any age or mares with colts at side are allowed.
  - v. You must be ready for your classes. Only one gate call will be given.
  - vi. Two numbers will be issued to each exhibitor. It is encouraged that you attach both numbers to your saddle. Keep your numbers; they are good for all days of the show. You will NOT receive new numbers each day. The correct numbers must be attached to both sides of your horse. Wrong number, no points.
  - vii. Classes are run in book order. We will begin promptly at 8 am. No classes will be held for you. Be on time.
  - viii. All horses must be at a walk and under control when outside of the arena.
  - ix. Your show age is your age as of January 1 of the current year, and you may turn 19 during the year, but you may not show if you were 19 on January 1 of the current year.
  - x. 4-H Champion Junior, Intermediate and Senior Showmanship winners, and the Champion and Reserve Champion FFA Showmanship winners will compete in Round Robin on the last Friday evening of the fair.
  - xi. Awards to first and ribbons 1<sup>st</sup> through 6th in each class
  - xii. Age Groups; Classes marked with an asterisk\* are State Fair Qualifying
    - 1. Senior Rider, 14-18 years old as of Jan. 1st.
    - 2. Intermediate Rider, 11-13 years old as of Jan. 1st.

3. Junior Rider, 8-10 years old as of Jan. 1st.

f. Champion Awards.

- i. To be eligible for the following awards, you must be a currently enrolled, eligible, and participating member (18 and under) in Albany County 4-H or FFA horse programs.
- ii. Points System. Points are counted for one horse and rider combination.
- iii. 1st – 5 points, 2nd -4 points, 3rd – 3 points, 4th – 2 points, 5th – 1 point.
- iv. Mechanical Classes Points system: 1st - 4 points, 2nd - 3 points, 3rd - 2 points, 4th - 1 point.
- v. Showmanship is the only required class – the others are optional.
- vi. Tie Breaker: Greatest number of first place finishes.

g. Horse Show Awards.

i. English.

1. Champion English Rider – Senior 14-18
  - a. Classes that count: Showmanship, Programmed Ride- English, English Equitation and English Pleasure
2. Champion English Rider – Intermediate 11-13
  - a. Classes that count: Showmanship, Programmed Ride- English, English Equitation and English Pleasure
3. Champion English Rider – Junior 8-10
  - a. Classes that count: Showmanship, Programmed Ride- English, English Equitation and English Pleasure

ii. Western.

1. Champion Western Rider – Senior 14-18
  - a. Classes that are required: Showmanship. Classes that count Western Equitation, Western Riding, Reining, Trail, Western Pleasure, Goat Tying, Working Cow, Breakaway Roping and Team Roping, Barrels and Poles.
2. Champion Western Rider – Intermediate 11-13
  - a. Classes that are required: Showmanship. Classes that count: Western Equitation, Western Riding, Reining, Trail and Western Pleasure, Barrels and Poles.
3. Champion Western Rider – Junior 8-10
  - a. Classes that are required: Showmanship. Classes that count Western Equitation, Western Riding, Reining, Trail and Western Pleasure, Barrels and Poles.
4. All Around Rider.
  - a. All around Rider Awards will be presented to a Senior, Intermediate and Junior who accumulates the most points in the following classes:
  - b. Showmanship, Programmed Ride - English, English Equitation, English Pleasure, Western Equitation, Western Riding, Reining, Western Pleasure, Barrels, Poles, Trail, Working Cow, Breakaway Roping and Team Roping. This is an all-around award – you must show in at least one class that requires an English saddle, enter in and ride in Western and English horse show classes and either speed events or roping classes. You must ride and use the same horse in all classes.
5. Any member who enters an event in the Speed Event and Stock Horse Division- Division 8 must be safety certified for that event. This is more than the original safety certifications needed to participate in horse events at the Fair.

h. Roping Rules.

- i. All the above rules apply in addition to the following:

- ii. You can only enter breakaway once per horse with a max. of two entries per exhibitor. You may enter team roping two times per exhibitor, regardless of horse choice.
  - iii. You must have the correct number on each horse. Wrong number...no points.
  - iv. Team Ropers are allowed 3 loops per team, 60 second maximum time limit.
  - v. Breakaway ropers may carry 2 loops but can't rebuild and you have a 60 second time limit.
  - vi. Roping classes will be judged by time only.
  - vii. Proper attire is required. Western hat or helmet, long sleeve shirt with collar and cuffs, and heeled boots.
- i. Speed Events Rules.
    - i. Speed Event Classes will be judged by time only.
    - ii. There is a 5 second penalty for each barrel or pole that is knocked over.
    - iii. Speed Event and Stock Horse Division

**Exhibit 1**  
**Albany County Fairgrounds**  
**Facilities Use and Rate Sheet**

Event: Laramie Kennel Club Dog Show

Dates: May 27-30, 2022

<b>Activity Building*</b>		<b>Deposit</b>	<b>Daily Rental Amount</b>	<b># Days</b>	<b>Deposit Amount</b>	<b>Rental Total</b>
	Entire Building (60'x180')	\$550.00	\$550.00	3		\$1,650.00
	East Room (60'x100')	\$400.00	\$400.00			\$0.00
	with Kitchen	\$50.00	\$50.00			\$0.00
	West Room (60'x80')	\$200.00	\$200.00			\$0.00
	with Dining Room (20'x60')	\$75.00	\$75.00			\$0.00
	with Kitchen	\$150.00	\$150.00			\$0.00

\*Public Address System Available Upon Request

<b>Multi Purpose Building (Beef Pavillion)</b>		<b>Deposit</b>	<b>Daily Rental Amount</b>	<b># Days</b>	<b>Deposit Amount</b>	<b>Rental Total</b>
	Staging Area, Restrooms, Dining, & Kitchen	\$150.00	\$150.00			\$0.00
	Barn & Restrooms	\$400.00	\$400.00	3		\$1,200.00
	Barn, Dining, Concession Stand & Restrooms	\$500.00	\$500.00			\$0.00
	Outside Grass Show Ring	\$150.00	\$150.00			\$0.00

<b>Barns</b>		<b>Deposit</b>	<b>Daily Rental Amount</b>	<b># Days</b>	<b>Deposit Amount</b>	<b>Rental Total</b>
	Poultry Barn	\$150.00	\$150.00	3		\$450.00
	Rabbit Barn	\$150.00	\$150.00	3		\$450.00
	Livestock Show Arena	\$250.00	\$250.00	3		\$750.00
	Sheep/Goat Barn	\$150.00	\$150.00			\$0.00
	Pig Barn	\$150.00	\$150.00	3		\$450.00

<b>Grandstands Arena (No Equipment)</b>		<b>Deposit</b>	<b>Daily Rental Amount</b>	<b># Days/ Hours</b>	<b>Deposit Amount</b>	<b>Rental Total</b>
	Motorsport Event	\$600.00	\$600.00			\$0.00
	Livestock Event (4 hours)	\$400.00	\$400.00			\$0.00
	Each hour over 4 hours	-	\$32.00			\$0.00
	Lights - per hour	-	\$32.00			\$0.00
	Grandstand Concessions (Each)	\$150.00	\$150.00			\$0.00
	4 Available. # Requested =					\$0.00
	Crows Nest	\$150.00	\$150.00			\$0.00

<b>Overnight Camping</b>		<b>Weekly Rental Amount</b>	<b>Daily Rental Amount</b>	<b># Spaces</b>	<b># Days</b>	<b>Rental Total</b>
	Full Hookups (Max availability = 27)	\$150.00	\$35.00	27	3	\$2,985.00
	Dry Camping (No services)		\$35.00	10	3	\$1,050.00

Show Personnel camper included in full hookups

<b>Stalling</b>		<b>Daily Rental Amount</b>	<b># Spaces</b>	<b># Days</b>	<b>Rental Total</b>
	Single Horse (Max availability = 30)	\$20.00			\$0.00
	Multi-horse/Rodeo (Max availability = 10)	\$40.00			\$0.00

<b>Parking &amp; Storage</b>		<b>Deposit</b>	<b>Daily Rental Amount</b>	<b># Days/ Cars</b>	<b>Deposit Amount</b>	<b>Rental Total</b>
	North Lot		\$160.00			\$0.00
	Per Car, Per Performance		\$1.00			\$0.00

<b>Equipment (Must be used on Fairgrounds)</b>		<b># Items Rented</b>	<b>Daily Rental Amount</b>	<b># Days Rented</b>	<b>Rental Total</b>
	Stage (1 available)		\$30.00		\$0.00
	Small Bleachers (3 available)		\$50.00		\$0.00
	8' Rectangle Table (set up/put away) (120 avail.)		\$10.00		\$0.00
	61" Round Table (set up/put away) (17 available)		\$10.00		\$0.00
	Chairs (set up/put away) (380 available)		\$1.00		\$0.00

<b>Labor and Equipment</b>		<b>Cost Per Hour</b>	<b># Hours</b>	<b>Total Cost</b>
	Labor - assist skid operator on ground	\$75.00	6	\$450.00
	Skid with Operator	\$120.00	4	\$480.00
	Tractor with Operator	\$120.00		\$0.00
	Water Truck with Operator	\$120.00		\$0.00
	Cabover with Operator	\$120.00		\$0.00

<b>Additional Event Information</b>
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Throughout Event all trash is to be disposed of in ACFB's dumpster.

User is responsible for emptying all trash cans in all rented facilities at the end of the Event.

Event organizers are responsible for setup and takedown of any tables and chairs used. Any failure to takedown tables and chairs at the end of the Event will result in User being charged additional fees.

On 4/11/2022 ACFB approved discounted rental amount for 2022 in the amount of \$4,850,

plus one camper spot for a week in the amount of \$150.00.

At no additional charge ACFB employee(s) will clean and restock the restrooms in the rented Facilities on Sunday, May 29, 2022 before 8:00 p.m.

Any additional ACFB labor and equipment costs not reflected in this Exhibit 1 will be billed to User at the conclusion of the Event.

**Total Rental Amount (Not Discounted) \$9,915.00**

ACFB Approved Discount Rental Amount  
Plus: (1) Weekly Camping Spot  
**User's Total Discounted Rental Amount**

**Total Deposit Amount \$500.00**  
**Remaining Amount Due**

**USER:**

Signature

Date

Printed Name and Title

**ACFB**

By: Taylor Haley, Fairgrounds Manager

Date

**ACFB Use Only:**

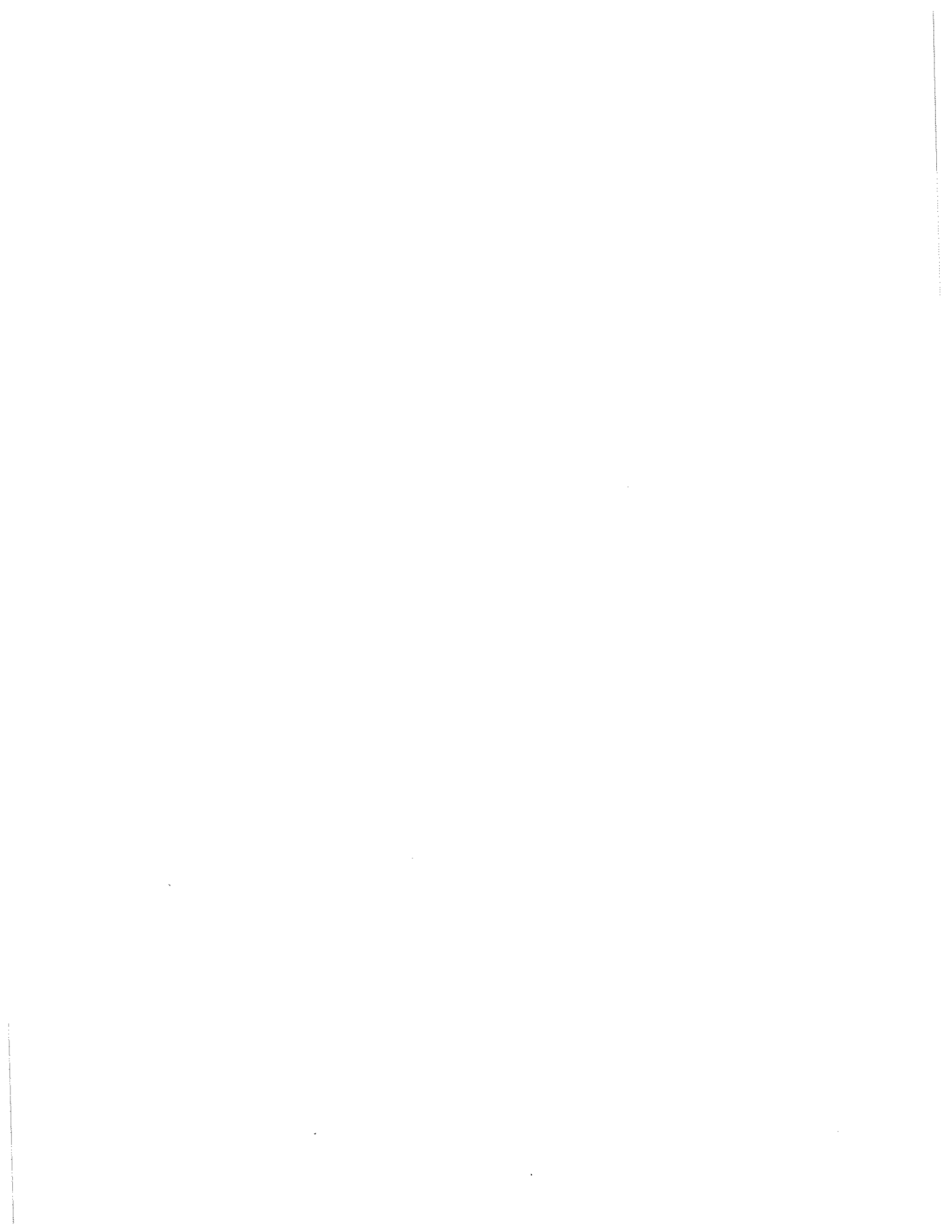
**Payments:**

Deposit (Date Paid, Method of Payment) 6/28/2021 for \$500 via check #3999

Rental (Date Paid, Method of Payment) \_\_\_\_\_

**Refund of Deposit**

Date, Amount Refunded, and Check Number \_\_\_\_\_







Taylor Haley &lt;manager@albanycountyfair.org&gt;

## Carnival Staff living quarters and rv's

2 messages

**sunvalleyrides@aol.com** <sunvalleyrides@aol.com>

Reply-To: sunvalleyrides@aol.com

To: manager@albanycountyfair.org, shawn@myhits106.com

Mon, May 30, 2022 at 2:53 PM

Hi Taylor, My wife and I own Sun Valley Rides Carnival. We operate our carnival in downtown Laramie for Jubilee Days. Since 2009 we have parked our staff living quarters and RV's behind the one building on the south end of the fairgrounds.

Our "bunkhouses" all pull 60 amp 3 phase. Carnival generators are all set for 3 phase power and that is why the bunkhouses are 3 phase. We have 5 RV's that are 220 volt and 1 that is 110 volt. We rent portable toilets for our housing area and maintain the cleanliness of that area. The generator that we have is not a silent one and does make noise, that is another reason why we stay far away from the campsites that are there. That generator only runs when the crew is not downtown working at the event. We only need the ground and access to potable water. We also use that area to park our semi trucks and any ancillary equipment that is not needed in the festival area.

We have never been asked to pay to use that area but I would not be opposed to paying \$1,000.00 to be able to use that area. With the 4th of July being on a Monday this year and Jubilee Days Carnival starting on the 6th of July, we would most likely come in the week prior - Wednesday June 28. That would be about 2 weeks and I would agree to pay the 2k.

We can name the Albany County Fairboard or Association and Albany County as an "additional insured" with a COI and sign a hold harmless agreement for the duration that we are at the Fairgrounds.

There really aren't a whole lot of other locations to park our staff living quarters and RV's. We have a couple of food vendors who travel with us and a novelty old time photo couple who stay at the KOA in town but their power is limited to only 110 volt.

I really would appreciate being able to continue to use that area at the fairgrounds if at all possible?

Thank you for your time and consideration.

Steve Mattfeldt  
Sun Valley Rides  
602-363-2677  
[www.sunvalleyrides.com](http://www.sunvalleyrides.com)

**Taylor Haley** <manager@albanycountyfair.org>

To: Andrea Senior <andrea@albanycountyfair.org>, Katie Ogden <kogden1214@gmail.com>, Scott L Lake <scott.lake@uwyo.edu>, Mark Wade <esllc307@gmail.com>, Brian Coxbill <brian@albanycountyfair.org>

Wed, Jun 1, 2022 at 10:54 AM

Good morning all -

Please see the forwarded message. This will be on the June agenda.

[Quoted text hidden]

--  
Taylor Haley  
Fairgrounds Director  
(307)742-3224 - Office  
(307)760-7488 - Cell



6/10/22, 12:12 PM

Albany County Fairgrounds Mail - Carnival Staff living quarters and rv's

## **Albany County Fairgrounds**

### **1. Pets at Work Policy**

#### **1.1. Introduction**

The Albany County Fair Board (“ACFB”) allows employees to bring pets with them to the fairgrounds at any time other than during County Fair. This policy contains the responsibilities of employees who choose to bring pets to work with them. It will ensure the safety of employees, visitors, and pets in the workplace.

Pets can be a positive influence in the workplace for both owners and coworkers. Pets in the workplace have the potential to improve the mood of employees, provide a social catalyst, and lower stress levels. However, pets being present in the workplace can also present risks. This policy will discuss these risks, and help ensure a safe, productive workplace for both employees and pets.

#### **1.2. Scope of Policy**

**1.2.1.** This policy applies to all employees of ACFB who bring pets with them to work at times outside of County Fair.

#### **1.3. Service Animals**

**1.3.1.** Service animals are not pets, and this policy does not limit their use in the workplace.

**1.3.2.** Pet owners who bring pets to work must ensure that the duties of service animals are not hindered in any way.

#### **1.4. Permissible Pets and Pet Requirements**

**1.4.1.** Permissible pets are dogs and cats only.

**1.4.2.** Pets must be properly vaccinated for rabies, Distemper, Adenovirus, Parainfluenza, Parvovirus, and Bordetella.

**1.4.3.** Pets must be free of parasites, including ticks, fleas, and intestinal worms.

**1.4.4.** Pets must be house-trained, obedient, and well-behaved.

**1.4.5.** Pets must not have bitten and not be aggressive, destructive, excessively vocal, or fearful.

**1.4.6.** Must not have recent history (6 months) of infection or ringworm.

**1.5. Pet Owner Responsibilities.** Pet owners are:

**1.5.1.** Responsible for completion of a PET AUTHORIZATION AND RELEASE form for each pet brought onto ACFB property. A copy of the PET AUTHORIZATION AND RELEASE is available from the ACFB or the Albany County Human Resources Department ("HR").

**1.5.2.** Solely responsible for their pets.

**1.5.3.** Responsible for informing others of their pet's presence, preferably with a sign on the entrance to the building/office where the pets are located.

**1.5.4.** Responsible for confining their pet to their work area or office.

**1.5.4.1.** Pets are not allowed to wander freely and unaccompanied on ACFB property.

**1.5.4.2.** Employee's work area must be pet-proofed and safe for the pet.

**1.5.4.3.** Pets are not allowed in pantry/kitchen areas.

**1.5.5.** Required to be mindful of other employees, members of the public, and any other pets in the workplace.

**1.5.6.** Responsible for their pet's behavior and wellbeing while on County property. Including, but not limited to:

**1.5.6.1.** Ensuring their pets do not fight with other employees' pets and are not aggressive toward people or other animals in the workplace.

**1.5.6.2.** They have provided equipment for their pets, such as leashes, food, water bowls, and toys.

**1.5.6.3.** Being aware of their pet's condition and needs. If a pet is sick or ill, it cannot be at work until it has recovered.

**1.5.7.** Responsible for cleaning up after their pets and any expense incurred by the ACFB for cleaning up after their pets.

**1.1.1.1.** If outside, pet owners shall keep their pet confined to approved areas, clean up after their pet, and properly dispose of any waste in a trash can; and

**1.1.1.2.** If inside, pet owners are responsible for cleaning up any incidents their pet might have and must. Any expenses or necessary cleaning up after a pet is the responsibility of the pet owner.

**1.5.8.** Required to be ready to remove their pet from the workplace at any time if needed.

**1.5.9.** Required to not use excessive work time to look after their pets.

**1.6. Complaints**

**1.6.1.** If other employees or members of the public have a complaint regarding a pet on ACFB property, they are encouraged to discuss the matter with the pet's owner immediately. If the matter is not resolved the matter should be addressed to the ACFB and ACFB should consult HR if necessary.

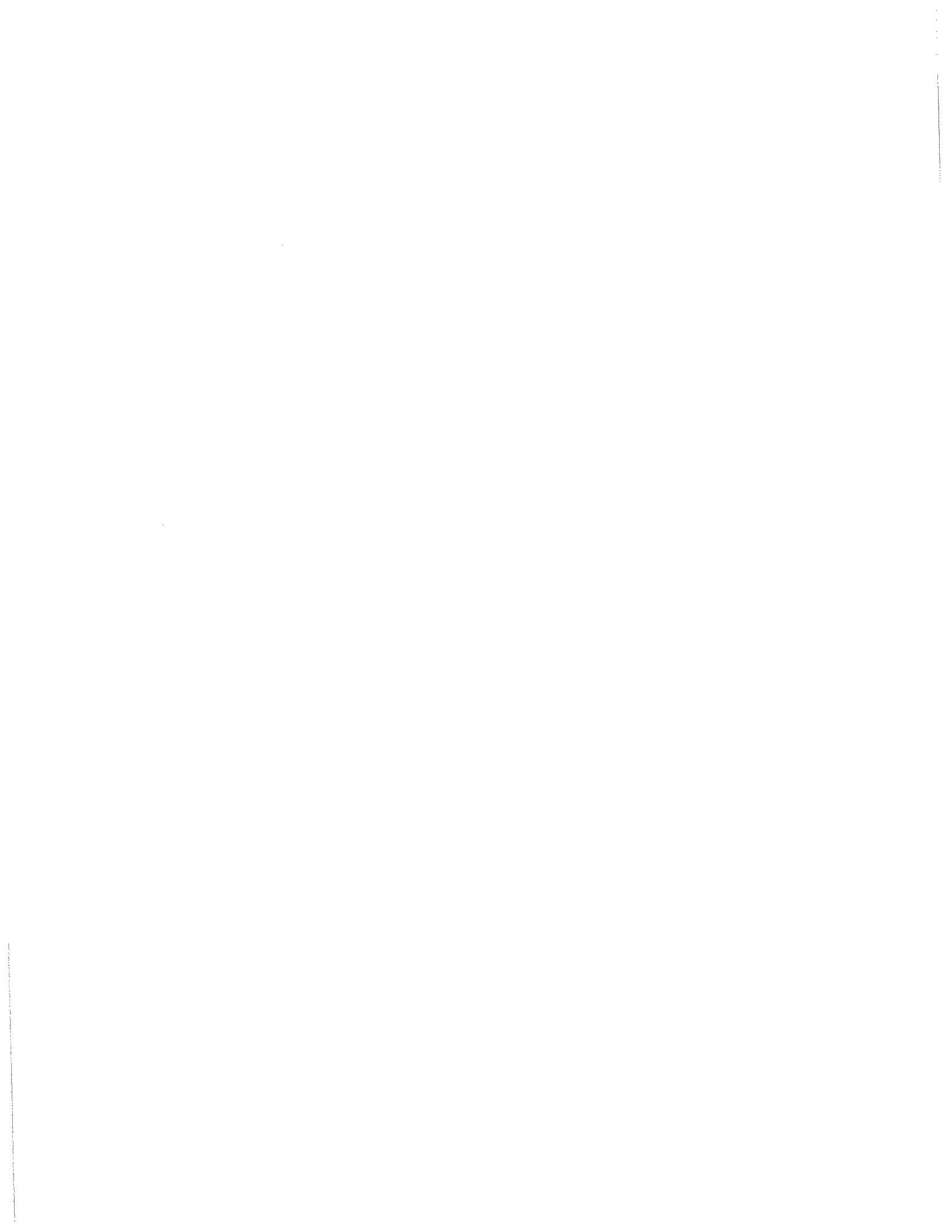
**1.7. Three Strikes Policy for Violations**

**1.7.1.** ACFB reserves the right to determine the seriousness of pet actions and may prohibit an owner from bringing their pets on ACFB property if their pets violate standards for manners or cleanliness.

**1.7.1.1.** Each violation of manners of cleanliness will be a strike against that pet.

**1.7.1.2.** Pets that receive three or more strikes will be required to be removed from the workplace and won't be allowed back until the owner can demonstrate that further infractions will not occur.

**1.7.2.** Any pet that bites a person will be immediately and permanently banned from the workplace.



**ALBANY COUNTY FAIR BOARD**  
**PET AUTHORIZATION AND RELEASE**

Employee Name: \_\_\_\_\_

Pet's Name: \_\_\_\_\_

Pet's Age: \_\_\_\_\_

Breed: \_\_\_\_\_

Pet's Sex: M or F (circle one)

Is this pet spayed/neutered: Yes or No (circle one)

Does this pet have any current health concerns? If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this pet ever displayed any aggressive tendencies (growling, lunging, nipping, biting, etc.) towards humans or pets? If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain any other information regarding this pet that Albany County Fair Board should be aware of.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WAIVER OF LIABILITY**

In consideration of being permitted to bring this pet to the workplace, the employee does hereby unconditionally RELEASE, INDEMNIFY, WAIVE, DISCHARGE AND AGREE TO HOLD HARMLESS the Albany County Fair Board and the Board of Commissioners of Albany County, Wyoming and their elected and appointed officials, board members, officers, agents, employees, volunteers, successors and assignees ("RELEASEES") from any and all liability, claims, demands, actions and causes of actions, including court costs and attorney fees, arising out of or related to any loss, damage, or injury, including death, that may be sustained by any person, pet

or property WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES, or otherwise, in connection with or related to employee bringing this pet to the workplace.

Employee further hereby AGREES TO PROTECT, INDEMNIFY AND HOLD HARMLESS RELEASEES from any loss, damage, liability and expense, including court costs and attorney fees, that may be incurred as a result of injuries, including death, to persons or pets, or damage to property, directly or indirectly associated with employee bringing this pet to the workplace, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES, clients, guests, or otherwise.

BY SIGNING THIS AUTHORIZATION AND RELEASE, EMPLOYEE EXPRESSLY ACKNOWLEDGES AND REPRESENTS that he (she) has carefully read the foregoing terms and conditions, understands the contents thereof and signs voluntarily; he (she) is at least eighteen (18) years of age and fully competent; and executes this Authorization and Release intending that he (she), his (her) spouse and family members, and his (her) heirs, assigns and personal representatives if deceased, be legally bound by the same.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**ALBANY COUNTY FAIR BOARD APPROVAL**

I have discussed the foregoing Authorization and Release with the employee and am agreeable to him (her) bringing this pet to the workplace and into my department. I approve this request, subject to the employee following these and other County and departmental guidelines and demonstrating responsible pet ownership.

\_\_\_\_\_  
Andrea Senior, Chairperson

\_\_\_\_\_  
Date