



**Larimer County Fair Board
Meeting Minutes
July 23, 2025, 6:30 pm**

The Larimer County Fair Board convened a regular session on Wednesday, **July 23, 2025, at 6:30 P.M.**

Present:

Chairman: Stephanie Morrison

Vice Chairman: Logan Lenz

Secretary: Dana Luther

Board Members Present: Jay Crouse, Pat Young, Kristine Miller, Rebecca Walter, Melinda Deal, Ulf Borg, Tiffany Bending, Vera Brown

Also Present: Larimer County Commissioner – Kristin Stephens, Fair Competition Coordinator - Laura Boldt, Larimer County Fair & PRCA Rodeo Queen – Maggie Livingston, Sheriff's Office Representative - Officer Rafael Sanchez, & Guests Present- Janelle Kemper and Addison Gregory

Absent Members: Ranch Director – Conor McGrath, 4-H Youth Development Specialist Livestock and Horse Agent - Bailey Schilling

CALL TO ORDER

Chairman Stephanie Morrison called the meeting to order at 6:35pm.

INTRODUCTIONS

Chairman Stephanie Morrison asked all present to introduce themselves.

APPROVAL OF THE AGENDA

Stephanie Morrison asked attendees if they had reviewed the agenda and if any additions or deletions were needed. One minor update was made to the date for our next fairboard meeting. A motion was made by Pat Young to approve the agenda and was seconded by Kristine Miller. Agenda was approved on a majority vote by the Fair Board Members 10-0. Motion passed

MINUTES OF PREVIOUS MEETINGS

The minutes from the June 25th meeting were distributed to all attendees via email prior to the meeting. Stephanie Morrison asked if everyone had the opportunity to review them and whether there were any additions or deletions to be made. It was noted that a copy of the minutes was available for review if needed. After allowing time for final

review, no changes were requested. A motion was made to approve the June 25th meeting minutes as presented by Vera Brown. Pat Young seconded the motion. The minutes were approved on a majority vote by the Fair Board Members 10-0. Motion passed.

CORRESPONDENCE

No Correspondence to report.

COMMISSIONER REPORT- Commissioner Stephens reported updates on several topics. She noted spending time at Horsetooth Reservoir and ongoing work on the county budget. This week, Conor McGrath visited to brief the Commissioners on the upcoming fair and Phase Two of The Ranch development. Highlights for the fair include new entertainment, expanded food offerings such as churro and chicken specialties, and returning popular events like the Indigenous blessing at the fair's opening. Phase Two construction will result in layout changes, including relocating some carnival rides to the dirt area while final landscaping, including the new great lawn, is completed. Once finished, the space will provide more activities and an improved visitor experience. Commissioner Stephens also contributed a monthly article to the *Reporter-Herald*, focusing on the fair, expressing appreciation for the board and volunteers, and promoting upcoming events.

CHAIRMAN'S REPORT- Stephanie Morrison report focused on preparations for the upcoming County Fair and ensuring clear communication among board members. Everyone was reminded to track and record volunteer hours, as they are highly important, and to utilize the group text for efficient communication, especially during busy fair activities. Laura Bolt was identified as the primary point of contact for any questions or issues, with her contact information available to all members. Stephanie Morrison expressed appreciation for the team's cooperation and positive spirit in past fairs, encouraging members to stay proactive, communicate needs, and attend scheduled events such as the parade, pancake breakfast, junior livestock sale, and other fair activities. The fair app is operational, and members are encouraged to use it for scheduling and reminders, as well as to report any errors. Attendance at the sensory fair was highlighted as a meaningful and impactful experience worth participating in, and upcoming events such as the Queens BBQ were noted.

FAIR BOARD PARTNERS / LIAISON REPORTS

a. Queen/Royalty – Maggie Livingston reported her busy month, starting with the Roof Top Rodeo event, where she spent three days participating in activities including mutton busting, running sponsor flags, and riding her horse Bella. Maggie also participated in the pageant and the Cheyenne Parade, riding alongside other local and visiting Queens. Maggie expressed gratitude to the board, presenting them with plants as

thank-you gifts. She then introduced Lady-in-Waiting Addison Gregory, who shared her recent activities, including teaching children about agriculture at a local 4-H event and attending the Frank's BBQ Showdown in Loveland. Closing remarks from board members expressed appreciation for Maggie's service, acknowledged challenges she faced, and commended both Maggie and Addison for their dedication and representation of the county.

b. Extension 4-H – Laura Boldt reported on behalf of Bailey Schilling. Laura Boldt reported that mobile veterinarians have been contacted for species check-ins, with CSU remaining on call for both livestock and horse events. Assistance is needed for record book validations, with scheduled dates as follows: July 25 for horses (6–8 p.m.), July 30 for goats and sheep, and July 31 for pigs, dairy cattle, and dairy goats. The process involves reviewing books to ensure they are at least 90% complete using a provided checklist. This task also offers a valuable opportunity to interact with participants and families. Members were encouraged to volunteer their time, as helping with these tasks would also allow Bailey more flexibility to assist in other fair activities.

c. The Ranch, Rodeo & LC Sheriff's Posse - From the Rodeo Board meeting, Pat Young announced that this year's entertainment will feature trick rider Kate Rhodes, who engages with the crowd, and performer Bobby Kerr, known for his Mustang horses, trained dogs, and small car act. Preparations are on track, and events are scheduled with Monday as 4-H Day, Tuesday as Family Night, and Sunday as Military Night. There was strong interest in Mutton Busting, with 115 sign-ups despite only 10 riders allowed per night. Stock is set to arrive on July 29th, and volunteer staffing for gates and other duties is in place. Gene Olson will be providing sheep, and ticket sales are beginning to pick up—Monday sales totaled 2,213, Tuesday 1,422, and Sunday just over 1,000, with expectations of growth after the conclusion of nearby rodeos such as Cheyenne. High-profile competitors, including the Two Wright brothers, are expected. One change to the Fair schedule is the cancellation of the trick riders on Friday night due to insurance requirements. Vendor space has been sold out since early July. Due to schedule changes with performers and vendors, attendees are encouraged to use the event's QR code and app for the most up-to-date information. Printed programs and day sheets are available for review.

d. Fair Coordinator - - Laura Boldt provided an overview of the logistical operations for the fair's competition activities. The Extension Office has moved into the McKee Building, occupying the first three rooms. Livestock and open class supplies, ribbons and awards are located in the Cross/Rodenberger rooms in the Pedersen Toyota Center. This room will be divided into an open class office and a staging area for

livestock awards. Horses will set up in the Mac Arena on Friday, with check-in Saturday and shows running through Wednesday afternoon. Once horses leave, Laura Boldt will relocate her office to the arena, while Bailey remains at the open class office and intern Shannon Sellmer moves to the 4-H Youth and Community area. Another office in the Mac arena will house the junior livestock sale committee.

FAIR BOARD COMMITTEE REPORTS

a. Ranch Hands – Kristine Miller reported that volunteer staffing remains a challenge, with open shifts on Friday night, Monday, and Tuesday evenings from 4:00 to 8:00 p.m. She encouraged board members to help or recruit others, mentioning that the volunteer spreadsheet from Bailey Schilling still has many openings. While some new volunteers have signed up, additional assistance is needed. Preparations for the bounce houses are underway, with staking completed and tents scheduled to arrive soon. Due to Colorado safety regulations—implemented after a serious bounce house accident in Denver—each unit must have a dedicated attendant, and any bounce house without an attendant will be closed. Kristine Miller acknowledged that last year was the first time these requirements were in place, and although challenging, they are now understood and being managed. The Ranch Hands office is scheduled to open next Thursday before the Queens BBQ, and overall preparations are progressing well.

b. Queen/Royalty – Michelle Wilcox reported the Queens program pageant to crown the new 2026 Larimer County Fair queen held on Saturday, July 12, had been reorganized to eliminate the long midday break. The day began with the written test and judge interviews, followed by impromptu speeches, questions, modeling, and the formal presentation, which received positive feedback. Planning is underway for the 2026 program, as well as the upcoming BBQ fundraiser. Fair board members can purchase tickets at a discounted rate of \$35, and assistance with ticket sales, as well as setup, teardown, and cleanup, is appreciated. The BBQ will feature a Hawaiian T-shirt theme for a more casual and festive atmosphere and will include both live and silent auctions. Preparations are also in progress for the Rodeo at the fair, with schedules being finalized for the Queens' appearances and availability. Rodeo practice is scheduled for the Saturday prior to the event, with an additional briefing the evening of the rodeo to ensure participants are ready and on time.

c. Pancake Breakfast – Jay Crouse reported preparations for the upcoming pancake breakfast are on track, noting that this year's planning is running smoothly compared to prior years, thanks in large part to Emma's organization and the use of a master inventory list. All necessary items, including pancakes and sausage, have been ordered, with Pat Young scheduled to pick up the sausage Saturday morning. The Lions

Club trailer will also arrive Saturday. Morning Fresh Dairy will provide beverages, and Commissioner Stephens reported she has contacted mayors and municipalities across Larimer County. State representatives and Senators will also be invited, with confirmed attendance from all three Commissioners, the County Treasurer, and the Sheriff. Volunteer assignments were reviewed, with roles such as managing pancake syrup, cooking pancakes, and other duties to be confirmed in a finalized list. Volunteers are to arrive between 6:00–6:30 a.m. at the tent, wearing fair board shirts and name tags, which are available for pickup.

d. Parade – Logan Lenz reported Parade preparations are well underway, with all participants having received an email containing the parade spreadsheet, maps, lineup details, supply lists, and updated job descriptions. A key change this year is moving the check-in station slightly, near the bathrooms, for improved flow. To aid participant navigation, flags and banners will be added at float entry points and the check-in area. Roles have been clearly assigned, with clipboards and participant lists prepared, and procedures in place to accommodate day-of entries. Golf cart duty begins at 6:00 a.m., and volunteers are to meet at the new check-in location; donuts, coffee, and water will be available. Logistics for the announcer and judges include trailers, pop-up tents for shade, a generator, and sound equipment, with three tents confirmed. Banner placement will be reviewed to ensure all qualifying sponsors are represented. Additional setup needs include chalking parade positions, high-visibility vests for parking staff, and leveling blocks for the judges' trailer. The Windsor Color Guard will participate, and coordination with police is complete. All supplies, numbers, safety pins, radios, and keys have been organized, and the team expressed confidence that, despite the complexity, the parade is on track for a smooth execution.

e. Junior Livestock Sale – Logan Lenz reported on final preparations for the upcoming livestock sale and fair events. Volunteers are still needed for livestock loadout on Thursday at 5:00 AM, with participation encouraged for those comfortable handling animals. A new sale logistics and parking layout was shared, aimed at improving buyer convenience and ADA accessibility, with designated superintendent parking and a dedicated golf cart lane to enhance safety.

UNFINISHED BUSINESS

a. Work Plan Updates - Committee work plans, especially for the pancake breakfast and parade, will be updated before the September meeting, with plans to create more defined roles within these committees to ease workloads. and allow for effective tracking of committee activities moving forward.

b. Golf Cart Training - Golf cart and safety training sessions were scheduled, covering driving, radio use, and volunteer safety protocols, including lost and found procedures, missing child reunification points, and maintaining situational awareness.

NEW BUSINESS

a. Fundraiser - Justine's Pizza fundraiser is set for next Tuesday in Loveland, with proceeds benefiting the livestock sale.

b. Fair Parking Passes - Parking passes for fair board members will be coordinated through the volunteer booth.

Next Fair Board Meeting- August 27, 6:30 PM McKee Building Timnath/LaPorte Rooms

Items for Executive Committee - No Items at this time

ADJOURNMENT- Vera Brown made a motion to adjourn the meeting, Pat Young seconded the motion. The motion was approved on a majority vote of the Board Members 10-0. Motion passed. The meeting was adjourned at 7:40 pm.