

OFFICIALS

Cody Chytka, Chair
Sara Goodpasture, Vice Chair
Lini Chytka, Committee Member
Jodie Harrington, Committee Member, Kuna Chamber of Commerce representative
Marshall Meade, Committee Member
ICA Representative

CITY STAFF

Chris Engels, City Clerk
Nathan Stanley, Deputy Clerk
Morgan Treasure, Economic Development Director
Bobby Withrow, Parks Director



CITY OF KUNA

Kuna City Hall Council Chamber, 751 W 4th Street, Kuna, Idaho 83634

Kuna Rodeo Advisory Committee Meeting

AGENDA

Wednesday, October 26, 2022

6:00 P.M.

For questions, please call the Kuna City Clerk's Office at (208) 387-7726.

ALL ITEMS ON THE KUNA RODEO ADVISORY COMMITTEE AGENDA ARE CONSIDERED ACTION ITEMS UNLESS OTHERWISE INSTRUCTED BY THE KUNA RODEO ADVISORY COMMITTEE OR CITY.

Public Comment Process:

- *No public comment is taken at any Kuna Rodeo Advisory Committee meeting unless it has been properly noticed and published on the agenda.*
- *If public comment is taken upon proper notice and agenda placement, members of the public are allowed up to 3 minutes each, to address the Kuna Rodeo Advisory committee with testimony restricted to the matter at hand as posted on the agenda.*
- *Kuna Rodeo Advisory Committee members may ask questions throughout the public comment process.*
- *Once the public comment is closed, no further comments are heard.*
- *The Kuna Rodeo Advisory Committee may take action or decline action based on public comments.*

1. Call to Order and Roll Call

2. Business Items:

- A.** Wrap up discussion for 2022 Kuna Rodeo
- B.** Staff update on 2022 Kuna Rodeo budget
- C.** Staff update on City of Kuna Trademark and Registration of ownership of the Kuna Rodeo
- D.** Guidance and Directives provided to the City by the Kuna City Attorney with changes and timeline from the City Kuna Rodeo Ad Hoc Committee to City Kuna Rodeo Advisory Committee (KRAC)
- E.** Discussion of KRAC members roles and responsibilities and City and City Staff roles and responsibilities

F. Letters of interest for open KRAC seats and recommendations from KRAC on candidates
ACTION ITEM

G. Consideration to approve 2023 Kuna Rodeo Sponsor packages **ACTION ITEM**

H. Discussion of Bid process for the 2023 Kuna Rodeo venue and review of Bid sheet to be published

I. Scheduling of next KRAC meeting **ACTION ITEM**

J. Agenda items for the next KRAC meeting **ACTION ITEM**

3. Adjournment



CITY OF KUNA
P.O. BOX 13
KUNA, ID 83634
www.kunacity.id.gov

Telephone (208) 922-5546
Email: CEngels@kunaID.gov

MEMORANDUM

TO: Kuna Rodeo Advisory Committee
FROM: Chris Engels, City Clerk
RE: Changes to City Rodeo Committee and Directives from Kuna City Attorney
DATE: October 26, 2022

Committee members, City Support Staff to Committee

City Attorney Directives: (Agenda Item 2D)

Members:

“It’s my opinion that in order to comply with the Ethics in Government Act (Chapter 4, Title 74, the “Act”) that individuals who contract with the City to provide services for the Rodeo should not serve on the Rodeo Board. Notably, I.C. 74-402 is the purpose statement for the Act, and it provides that there should be “impartiality” and “independence” by government officials. Additionally, the Act is intended to “prevent public office from being used for personal gain” and to “prevent special interests from unduly influencing governmental action.” Having an expected contractor also serving as a board member raises obvious concerns related to these purposes of the Act.

In my opinion, the easiest way to avoid a conflict arising, and a possible violation of the Act, the would be to not include anyone as a rodeo board member that the City expects it will contract with for rodeo services. Appointing board members with apparent conflicts simply gives rise to the likelihood of law violations, and would also increase the need for close legal oversight to ensure recusal occurred when necessary.”

Transition from Ad Hoc committee to Permanent committee:

“Moving forward, it’s my recommendation that the City adopt an ordinance that formally establishes the Rodeo Board as a permanent board of the City. I know this year the board was formed by Resolution as an ad hoc temporary committee. However, it’s my understanding that the City intends to hold the rodeo each year for the foreseeable future, creating the need for a permanent board. Of note, I.C. 50-210 requires that permanent boards be established by ordinance, meaning the Rodeo Board needs to be established by ordinance. The ordinance can also establish rules for appointing members and the makeup of the board to avoid the appointment of members with a conflict of interest in the future. This ordinance would also establish the powers of the board, and can provide the reimbursement of board member expenses if authorized by the Council.”

Committee members and City staff roles and responsibilities: (Agenda Item 2E)

- Definitions:
 - Advisory – To give counsel to; offer an opinion or suggestion as worth following
 - City – Appointed Staff, Elected officials, employees of the City of Kuna.
 - Committee – Kuna Rodeo Advisory Committee
 - Committee – A person or group of persons elected or appointed to perform some service or function, as to investigate, report on, or act upon a particular matter.
 - KRAC – Kuna Rodeo Advisory Committee
 - Member – Member of the Kuna Rodeo Advisory Committee
- Minimum of 3 members, maximum of 7
- City can still conduct the Kuna Rodeo without a Kuna Rodeo Advisory Committee
- Suggested Annual stipend of \$1,000 for Kuna Rodeo Advisory Committee members who have served and work the Kuna Rodeo and supporting events if authorized by Kuna City Council
- Chair and Vice Chair may serve a 2-year term. Vice Chair steps to Chair position, sitting chair steps to member position and rotates through based on seniority on the committee
- Recommitment of desire to serve on the Kuna Rodeo Advisory Committee annually with review by committee, staff, Mayor and then confirmation through resolution through the Kuna City Council
- No authority of members to commit the city financially, contractually or otherwise without approval from the City. Those violating the provision will be asked to resign or be removed from the City Kuna Rodeo Advisory Committee
- City will work collaboratively with KRAC members on input and direction for Kuna Rodeo scheduling, contracts, budgets, event and other Rodeo details to meet the annual goals of the City and Kuna Rodeo Advisory Committee and long-term securement of infrastructure and equipment for the Kuna Rodeo
- City and KRAC will work collaboratively in developing a roster of paid support (hires) for the Kuna Rodeo annual event(s) that complies with City requirements
- City has final authority on all actions of the Kuna Rodeo Advisory Committee
- All actions of the Kuna Rodeo Advisory Committee and City will comply with all State and local codes that will include open meetings, transparency and use of funds and all other requirements

Thank you,

Chris Engels
City Clerk

Heather Owen

Kuna, ID 83634
hskovgard@nnu.edu
208-870-3639

Volunteer Experience

Board Member - District 2 Idaho High School Rodeo

Aug 2021 to Present

Volunteer - Cake4Kids

2021 to Present

Queen Co-Director - ICA Bulls & Broncs Extraveganza

June 2019 to Present

Head Clinician - Gem/Boise Rodeo Queen Clinic

2018 & 2019

Coordinator - Miss Lil' Bit Rodeo Idaho Sweethearts

2014

Rodeo Queen Titles

Miss Rodeo Idaho 2016

Miss Caldwell Night Rodeo 2015

Miss Teen Rodeo Idaho - 1st Runner Up 2012

Miss District 2 High School Rodeo 2010-2011

Idaho Hereford Princess 2009

Jerome County Rodeo Teen Queen 2009-2010 (High Point Saddle Winner)

Meridian Lions Rodeo Teen Queen 2008-2009 (High Point Saddle Winner)

Miss Junior Rodeo Idaho - 1st Runner Up 2008

Jerome County Rodeo Princess 2006-2007

Miss Junior Rodeo Idaho - 1st Runner Up 2007

Hailey Days of the Old West Jr Queen 2005-2006

Miss Lil' Bit Rodeo Idaho 2005

Jerome County Rodeo Princess 2005

Jerome County Rodeo Jr Princess 2004

Eagle Valley Riders Jr Queen 2003-2004

Gem State Jr Rodeo Mini Mite Queen 2002-2003

Work Experience

CAD Engineer

The House of Design - Nampa, ID

June 2023 to Present

EIT/CAD Drafter

RedBuilt - Boise, ID

June 2020 to May 2023

Sales Administrator

Coastline Equipment - Meridian, ID

March 2017 to June 2020

Substitute Teacher K-12

Kuna Joint School District - Kuna, ID

2016 to 2017

Manage classroom activities and maintain order while teaching

Miss Rodeo Idaho 2016

Miss Rodeo Idaho Inc. - Nampa, ID

July 2015 to January 2017

Miss Caldwell Night Rodeo 2015

Caldwell Night Rodeo - Caldwell, ID

August 2014 to August 2015

Education

Bachelor's in Engineering

Northwest Nazarene University - Nampa, ID

January 2013 to May 2019

High School Diploma - Co-Valedictorian

Kuna High School - Kuna, ID

August 2008 to May 2012

Awards

American FFA Degree September 2013

Collegiate Speech and Debate May 2016

Idaho Space Grant Consortium (NASA) Scholar 2015

National "I Dare You" Leadership Award 2012

Master of Beef Advocacy 2010

Idaho Key Leadership Award 2012

Idaho Power Scholar 2015



KUNA RODEO AD HOC ADVISORY COMMITTEE CALL FOR MEMBERS



Two additional seats to expand the current advisory committee from five to seven.

Candidate Name: _____

Email: _____

Phone Number: _____

List your rodeo experience or rodeo support experience:

Summary of what you hope to bring to the Advisory Committee:

What is your experience working within a team environment?

Explain your history or desire to be in community involvement:

What is your experience participating on an Advisory Committee of any type?

Committee Member Expectations:

(KCC 2.4.10) Ad Hoc Committee members will make themselves available for regular meetings of the Committee, and they have sufficient time to devote to performance of the duties of a member of the Ad Hoc Committee as herein set forth and they will, except for reasons of health, personal or business emergencies, maintain at all times an attendance record of not less than Eighty percent (80%).

Submit your completed interest form to Kuna City Clerk, Chris Engels, by emailing Cityclerk@kunaid.gov no later than October 21, 2022.



KUNA RODEO AD HOC ADVISORY COMMITTEE CALL FOR MEMBERS



Two additional seats to expand the current advisory committee from five to seven.

Candidate Name: Christopher Howard

Email: 27Idaho@gmail.com

Phone Number: 208-371-5867

List your rodeo experience or rodeo support experience:

I've worked/lived within the livestock, horse, farm and ranching community (locally) my entire life. I'm well acquainted with attending and occasionally volunteering at local rodeos and events alike.

Summary of what you hope to bring to the Advisory Committee:

Thoughtful concepts and ideas, my connections in the community and action oriented involvement. My insight for business operation, asset leveraging and valuing liability. I hope to ultimately bring what is best for Kuna and the surrounding community.

What is your experience working within a team environment?

Highly suited for working in a team environment. I do well collaborating with others, both personally and professionally. Tactful at putting my opinions aside to listen and hear what others have to voice.

Explain your history or desire to be in community involvement:

In the past I've volunteered my time and involvement within our community on a small scale. I want to do more with and for the community now. I see this as an opportunity to use my skill set and knowledge base to assist in bringing something extraordinary to the community.

What is your experience participating on an Advisory Committee of any type?

I've sat on multiple committees in the past, mainly for safety and event planning within my profession (advising). I was also the president of my FFA chapter for 1 year in college.

Committee Member Expectations:

(KCC 2.4.10) Ad Hoc Committee members will make themselves available for regular meetings of the Committee, and they have sufficient time to devote to performance of the duties of a member of the Ad Hoc Committee as herein set forth and they will, except for reasons of health, personal or business emergencies, maintain at all times an attendance record of not less than Eighty percent (80%).

**Submit your completed interest form to Kuna City Clerk, Chris Engels, by
emailing Cityclerk@kunaid.gov no later than October 21, 2022.**

2023 Kuna Rodeo Sponsorship Package Planning

Titled Sponsor (\$75,000 for 1 year OR \$125,000 for 2 years) – 1 Available

- Mentioned in Radio Advertisements as Titled Sponsor
- Logo or business name mention on all event advertisements
- Logo with hyperlink included on the Kuna Rodeo website page and listed as the Titled Sponsor
- Social media recognition
- Logo or business name printed on wristbands (Wristbands are given with all ticket purchases and are required to be worn)
- Banner (5'x 10') in prominent spot in the Arena.
- Banner (Size TBD) in ticketing entrance.
- Banner (Size TBD) on Announcer Box.
- Flag in grand entry and Flag ran between events (Flag provided by sponsor)
- Business advertised on cover of program
- Full two (2) page spread in program/Day Sheet
- Logo on Barrel Racing Barrel Covers
- Announcer Script read during performance advertising your business and throughout the event.
- Entire VIP Table for six (6) Guests – includes special table seating and view, quality dinner, and drinks.
- Twenty (20) General Admission Tickets – Sponsor selects preferred day
- 10' x 10' Vendor Booth

Exclusive Out Gate Sponsor (\$4,000) – 1 Available

- Banner (4'x 6') on Out Gate.
- Flag in grand entry and Flag ran between events (Flag provided by sponsor)
- Full one (1) page in program/Day Sheet
- Event Sponsor of event of your choice based on availability (BOA)
- Announcer Script read during performance advertising your business
- VIP tickets for two (2) – Sponsor selects preferred day

Exclusive Participant Companion Pass Sponsor (\$3,500) – 1 Available

- Logo on all Participant Companion Passes
- Banner (4'x 6') in prominent spot in the Arena.
- Flag in grand entry and Flag ran between events (Flag provided by sponsor)
- Large Logo in program/Day Sheet
- Event Sponsor of event of your choice based on availability (BOA)
- Announcer Script read during performance advertising your business
- VIP tickets for two (2) – Sponsor selects preferred day

Bucking Chute Sponsor (\$3,000) – 4 Available

- Banner (4'x 6') on Bucking Chute.
- Flag in grand entry and Flag ran between events (Flag provided by sponsor)
- Large Logo in program/Day Sheet
- Event Sponsor of event of your choice based on availability (BOA)
- Announcer Script read during performance advertising your business

2023 Kuna Rodeo Sponsorship Package Planning

- VIP tickets for two (2) – Sponsor selects preferred day

Timed Event Gate Sponsor (\$3,000) – 1 Available

- Banner (4'x 6') on Timed Event Gate.
- Flag in grand entry and Flag ran between events (Flag provided by sponsor)
- Large Logo in program/Day Sheet
- Event Sponsor of event of your choice based on availability (BOA)
- Announcer Script read during performance advertising your business
- VIP tickets for two (2) – Sponsor selects preferred day

Exclusive Safety & Wellness Sponsor (\$2,500) – 1 Available

- Official sponsor of the Rodeo Ambulance and Wellness Area.
- Banner (4'x 6') in prominent spot in the Arena.
- Banner (3'x 6') at the Safety & Wellness Tent
- Flag in grand entry and Flag ran between events (Flag provided by sponsor)
- Large Logo in program/Day Sheet
- Announcer Script read during performance advertising your business
- Four (4) General Admission Tickets – Sponsor selects preferred day

Exclusive Rodeo Shirt of Staff & Volunteer Sponsor (\$2,500) – 1 Available

- Banner (4'x 6') in prominent spot in the Arena.
- Flag in grand entry and Flag ran between events (Flag provided by sponsor)
- Company Logo on Exclusive Embroidered Western Style Rodeo Shirt for Staff and Volunteers
- Large Logo in program/Day Sheet
- Announcer Script read during performance advertising your business
- Four (4) General Admission Tickets – Sponsor selects preferred day

Exclusive Liquor Sponsor (\$2,500) – 4 Available

- Have your brand be the exclusive liquor of your type (Whisky, Vodka, Rum, or Tequila)
- Banner (4' x 6') in prominent spot in Arena
- Smaller banner (3' x 4') displayed in the liquor bar area

Diamond Sponsor (\$2,000)

- Banner (3'x 6') in prominent spot in the Arena.
- Flag in grand entry and Flag ran between events (Flag provided by sponsor)
- Large Logo in program/Day Sheet
- Buckle Sponsor of event of your choice based on availability with congratulatory buckle tag message
- Announcer Script read during performance advertising your business
- Four (4) General Admission Tickets – Sponsor selects preferred day

Platinum Sponsor (\$1,500)

- Banner (3'x 4') in prominent spot in the Arena.
- Flag in grand entry and Flag ran between events (Flag provided by sponsor)
- Logo in program/Day Sheet

2023 Kuna Rodeo Sponsorship Package Planning

- Buckle Sponsor of event of your choice based on availability with congratulatory buckle tag message
- Announcer Script read during performance advertising your business
- Two (2) General Admission Tickets – Sponsor selects preferred day

Participant Hospitality Tent Sponsor (\$1,500) – 1 Available

- Banner (3'x 4') in prominent spot in the Arena.
- Flag in grand entry and Flag ran between events (Flag provided by sponsor)
- Logo in program/Day Sheet
- Announcer Script read during performance advertising your business

Gold Sponsor (\$1,000)

- Banner (3'x 4') in prominent spot in the Arena.
- Flag in grand entry (Flag provided by sponsor)
- Logo in program/Day Sheet
- Buckle Sponsor of event of your choice based on availability with congratulatory buckle tag message
- Announcer Script read during performance advertising your business

Exclusive Mutton Busting Sponsor (\$1,000) – 1 Available

- Banner (3'x 4') in prominent spot in the Arena.
- Logo in program/Day Sheet
- Logo on Mutton Busting Participant T-Shirts
- Event and Buckle Sponsor of Mutton Busting with congratulatory buckle tag message
- Announcer Script read during performance advertising your business

VIP Table Option (\$1,000)

- Entire VIP Table for six (6) Guests – includes special table seating and view, quality dinner, and drinks.
- Savings of \$200.00

Advertisement Package (\$750)

- Banner (4'x 6') in prominent spot in the Arena.
- Full one (1) page in program/Day Sheet
- Flag in grand entry (Flag provided by sponsor)

Advertisement Package (\$500)

- Banner (3'x 4') in prominent spot in the Arena.
- Half page in program/Day Sheet
- Flag in grand entry (Flag provided by sponsor)

Bulk Ticket Purchase (Sponsors ONLY)

- Purchase of 15+ General Admission Tickets Receives 25% Off

Friend of the Rodeo (\$100)

- Listed in program

Please complete the following with line item amounts for consideration by the City of Kuna and Kuna Rodeo Advisory Committee. Please indicate N/A on any items your venue cannot provide.

Description of bid request: The City of Kuna, in coordination with the Kuna Rodeo Advisory Committee (KRAC), a committee of the City of Kuna, Idaho, is seeking a bid of the below items for the 2023 Kuna Rodeo. The Kuna Rodeo is licensed and owned by the City of Kuna, Idaho. The Kuna Rodeo is a 2 day active event with set up prior and closure after the actual rodeo event. The Kuna Rodeo will occur in 2023 on a date selected by the City and KRAC in coordination and approval of the Idaho Cowboys Association (ICA). *Tentatively, the date may be the second weekend in September 2023.* If your venue is selected as the rental venue for the Kuna Rodeo, a contract between the City of Kuna and the venue will be required and finalized with signatures no later than **March 15, 2023**. Finalized includes a review by staff, KRAC and final approval by the Kuna City Council. **The bid is due no later than December 31, 2022 with any attachments. Thank you for your consideration.**

Amount	Category	Description
1	Access	Access to venue 1 week prior to the event and 1 week after
2	Announcer booth	Elevated above the Arena and Chutes with sound system and electrical with clear view of the arena
3	Arena	Water truck, arena rake, potable water access for stock
4	Arena	Minimum of 4 chutes, Out Gate, Timed Event Gate, Back Pens, meets ICA standards
5	Arena Dirt	Meets the standards of Stock Contractor and ICA standards
6	Back Pens	Meets the standards of Stock Contractor and ICA standards
7	Electricity	Electricity to run a minimum of 10 food vendors, 1 ticket booth, all lighting, VIP section, 1 ice trailer, Announcer booth with sound system. If no onsite electricity, generators will need to be brought in by venue.
8	Fencing	Any non-accessible areas and boundaries of the venue must be fenced a minimum of 1 week prior to the event at venue's expense
9	Fencing	Chainlink fencing around active venue and event space.
10	Lights	Arena lights, venue lights beyond arena, lighting for participant parking, lights for parking area
11	Parking - ambulance	Parking onsite available at the arena for ambulance parking
12	Parking - attendees	Parking for a minimum of 2,500 attendee vehicles with parking layout and contracts. If not adjoining property, safety plan with attendants for any road crossings.
13	Parking - contestants	Parking adjoining and access to the arena for trucks and trailers with a minimum of 4.5 acres. Signed contract for any offsite parking due at time of City signing of venue rental contract.
14	Parking - dust control	Venue will provide dust control in parking areas
15	Parking - staff & volunteers	Parking onsite to accommodate a minimum of 50 vehicles
16	Parking - vendors	Parking onsite to accommodate a minimum of 200 vehicles
17	Restrooms	Minimum of 25 portable restrooms with hand sanitizer, 3 of which are ADA accessible, 3 sink stations. Locations: 1 in participant parking area, 2 in vendor area, 1 in attendee parking, remaining, in seating area and event space as shown on map provided by City
18	Seating	Safe Seating for a minimum of 3,500 attendees for each night
19	Seating	Safe and accessible Seating for ADA attendees
20	Space - Retail & Food Vendors	1 acre of space for retail and food vendors inside the event space
21	Venue	Access point for ticket sales and entrance
22	VIP Section	Arena Side, covered for shade, electrical, lights, seating for a minimum of 80 persons per night. City will provide tables and chairs.
23	Notification: Insurance	<i>City is insured by ICRMP and the venue will obtain insurance as they deem needed</i>
24	Notification: Contract	<i>A contract between the City and the venue is required with signatures no later than Feb 1, 2023</i>
25	Notification: Layout - City	<i>City will provide event layout no less than 60 days prior to the event</i>
26	Notification: Layout - Venue	<i>Venue will provide available usable venue space with acreage with submission of bid</i>
27	Notification: Liquor	<i>Liquor sales will be facilitated by the City with a vendor with liquor licensing, staff and insurance</i>
28	Notification: Point of Contact	<i>All communication is required to go through the assigned City point of contact</i>
29	Notification: Security	<i>City will obtain security</i>
30	Notification: Sponsors/Advertising	<i>Any signage, banners, promotions are limited to City approval for all areas of the rented venue space. No outside sponsors/advertisers are allowed</i>
31	Notification: Staffing	<i>Staffing for the Kuna Rodeo performance and Kuna Rodeo event is provided by City. No venue staff is required other than if venue takes the option for Beer/Wine sales. City will provide staff for the following: Ticket sales, gate entry, VIP section, liquor sales, stock contractor, all rodeo and arena performance staff, judges, time keepers, announcer, security, parking attendants, vendor coordination</i>
32	Optional: Beer/wine	<i>Beer/Wine proposal can be provided. A minimum of \$2 per drink is due to the city within 7 days of the end of the event. If venue declines to take Beer/Wine sales, City will contract with a vendor with licensing, staff and insurance.</i>
33	Optional: Mutton Busting, Local Team Roping & Barrell Racing qualifier	<i>Venue space with seating and arena use for 2 days 30-60 days prior to the Kuna Rodeo for Mutton Busting qualifier. City will provide all stock and staffing. Parking for 750 vehicles and seating for a minimum of 1000 people, and participant parking. Restrooms and electricity required. City will provide canopies and vendors. City will coordinate all details.</i>
34	Optional: Queens Competition	<i>Venue space with seating and arena use for 1 day 30-90 days prior to the Kuna Rodeo for Ms Kuna Rodeo Queen competition. Parking and seating for 300 people, restrooms and electricity required with shade. City will provide canopies. City will coordinate all details.</i>
Total of bid submission		
Date of bid submission		

Please contact Kuna City Clerk, Chris Engels for questions. CityClerk@KunaID.gov

Venue information

Venue name: _____

Venue address: _____

Venue point of contact: _____

Venue phone: _____

Venue email: _____

