

**MINUTES
BAKER COUNTY FAIR BOARD MEETING
OF APRIL 2, 2003**

Members Present: Chair Ron Rowan, Vice-Chair Dean Defrees, Andy Barr, Allen Hack, Bob Borgen, Rob Ellingson,

Members not present: Lynn Perkins

Advisory Board Members Present: Tiny Jones, Janice Cowan, Nelly Forrester. **Not Present:** Jerry Herbes.

Others in Attendance: Andi Sexton (staff), Ron Brinton, Jim Van Duyn, Benny Ruda, Commission Chair Fred Warner Jr., Mike Ferguson, Commissioner Carl Stiff, Sandy Moore, Kay Markgraff.

Chairman Rowan called the meeting to order at 7:01 PM

Approval of Minutes: A motion was made by Dean Defrees and 2nd by Andy Barr to approve the minutes of March 5, 2003 as corrected – spelling of Jim Van Duynn to Jim Van Duyn. Motion passed.

Community Center Renovation: Jim Van Duyn and Ron Brinton presented progress to-date on their proposal to renovate the existing Community Center. As with the March meeting, Jim gave an update on each of the items on his memorandum dated 3/5/2003. Tom Henley worked under the building, and the crawl space is not pleasant due to the wild cat's defecating – very strong ammonia and 4-6" of cat material. Could be a DEQ issue. Roof needs to be replaced. Eighty-foot clear span has significant value. Trusses are something to marvel at. Air Conditioning will be one of the menu items to be presented with their report. Propose 3 large cupolas to help with building ventilation. Forty foot minimum between CC building and proposed BMCC. If add 40' and it encroaches on Armory Site, will access for Emergency Vehicles be adequate. Kitchen: To serve 520 people = \$214,000. To serve 350 people = \$125,000. Kitchen costs include kitchen equipment, chairs, tables and flatware. Proposal will contain planning for full service kitchen, as well as costs for just minimal needs. Building proposed to have metal siding and metal roof, with glass windows similar to Natatorium. Cost estimates for a new building: \$800,000 - \$850,000 including kitchen to serve 520 people. Cost estimates for private contractor to renovate, with \$100,00 kitchen = \$450,000. Discussion followed regarding bottom line needed to renovate the building. Jim and Ron would like another 30 days to come back with hard figures and final report. Rob made the motion and Dean 2nd for the Board to give Jim and Ron another 30 days to come back with final report, with costs and results of a community survey regarding support of the renovation. Motion passed.

Fred Warner, Jr. – Proposal to Share Maintenance Employee: Fred shared with the board the County has a building facility employee targeted for layoff. He is very skilled, yet wages much higher than Paul's. Propose to share employee for one year – if Fair Board has construction/contracting work that could be done by an employee rather than contractor, could be a win win situation. Fred is not sure if employee would do janitorial work. If community center building project was to be approved, could act as general contractor. County is

assuming Paul will be coming back in 1-2 months, this is not a proposal to replace him. Propose using Fair's Facilities Fund of \$25,000, if it benefits the construction project. Timeline is May 15 for employee to be laid off. Rob said all of our contracting work is committed. No in house contracting work is available. Board in consensus not to share the employee. Ron thanked Fred for his proposal and said we look forward to any future opportunities that could be a win-win situation for everyone, but unfortunately the opportunity has passed at the new buildings site.

Benny Ruda was called upon to share his ideas regarding a Family Fun Night and the Team Sorting and Penning night for the 2003 Fair. Benny had called Andi and asked what the Board wanted for the 2003 Fair Year, and Andi asked him to attend the Board Meeting. He said the Thursday night event is a nice event for families. Easy to do, yet not a moneymaker for him. The Friday night event does take a lot of time for setup, and breakdown. Rob shared Ken McPheron's, of the Baker Elks, concerns about moving the Elk's panels. The Fair Committee will discuss the events and get back to Benny with their ideas for 2003.

Wall of Memories: Ron discussed the idea of having a Wall of Memories in the new Show Barn to house dedications and plaques as a legacy for the next generations, as well as fair posters. Ron talked with Gus Markgraff about putting together a show case with cabinets. Kay Markgraff asked the board to consider what the criteria would be for items to go into the case. The wall on the east side of the restroom would be where the case would go. A subcommittee of the Fair Committee, with Kay and Gus will determine the criteria.

Tiny Jones suggested to the board that the panels get put up as soon as possible since most folks have a break right before haying. The 4H Association will coordinate putting up the panels, and it will happen sometime in June, with most of the help being the 4H leaders and clubs.

Sandy Moore spoke on behalf of the Rough Riders 4H show May 24th. They would like the arena fee waived since it is a 4H event, and the money raised is for the club. Andy made the motion and Bob 2nd to waive the fees. Discussion followed. The motion was killed.

Allen moved to change the current policy to read that all 4H fundraisers will not be charged for usage, but they will reimburse the board for any costs incurred by the Fair Board. Dean 2nd the motion. The motion passed.

Financial Report: Andi updated the board on the financial reports that were mailed in the packets. She is concerned about our expenses and that we might not have \$30,000 to carry over. Andi is to talk with Christina on how to resolve budget issues.

Manager's Report: April report was mailed with packets. Discussion by board followed regarding reported messes left by renters, and usage of rooms in excess of what is documented in schedule book. No contracts exist between the Fair Board and the Church or AA. Andi is to enter into contracts with both entities. For AA, immediately. For the Church, effective July 1, 2003, to correspond with new fiscal year.

The board set the rates for the new buildings: \$150 for show barn, \$25 for kitchen, \$50 for barns. Electricity to be added to rental fees.

New Construction Report: Rob reported on the new buildings. The hood for the stove is too low, will be turned in for correct size. Cooke & Emily installed vents, which leaked. Wash racks are done. Sidewalk job awarded to Greg Brinton.

Extension Building Issues: Rob had the roof looked at. There are a number of potential leaks. Every screw is a possible leak. All of the screws need to be siliconed. Around the vents, water ponds on the uphill side. The metal is all rusted. Sheet metal needs to go over it. The gutters are all full of crud. A plumber needs to snake the PCV pipe to get it to drain correctly – the reason why puddle formed in extension building through old heating system. Andi was given the go ahead to seek grants to update the Extension Building s that it is more conducive to holding meetings i.e., new linoleum, painting of walls, replacing ceiling panels after roof fixed. It was also recommended we should sit down with the County to get their feedback on the future usage of the Extension Building, meaning, benefit of refurbishing a building that is used extensively by the community, and life expectancy.

The meeting was adjourned by Ron Rowan at 11:00 p.m.

Respectfully submitted,



Andi Sexton
Fair Grounds Manager

MAY - BAKER COUNTY REVENUE/EXPENDITURE REPORT
 07/01/2002 THRU 05/27/2003

REVENUES	A		B		Current B-A	UNENCUMBERED	
	BUDGETED	LAST MONTH YTD EXP/REV	THIS MONTH YTD EXP/REV	BALANCE		%	
BEGINNING FUND BALANCE	40,000	35,039.83	35,039.83	0.00	4,960.17	88%	
VIDEO LOTTERY FUNDS	41,976	40,868.00	40,868.00	0.00	1,108.00	97%	
SPECIAL EVENTS REVENUE	5,000	2,453.00	3,605.00	1,152.00	1,395.00	72%	
EARNED INTEREST	3,000	431.37	481.68	50.31	2,518.32	16%	
RENTAL/LEASE FEES	15,000	17,333.69	17,668.69	335.00	-2,668.69	118%	
MISC.	2,500	6,311.80	6,378.20	67.40	-3,879.20	255%	
COUNTY RENT	21,000	21,000	21,000	0.00	0.00	100%	
TOTAL REVENUE (DEPT 100)	128,476	123,437.69	125,042.40	1,604.71	3,433.60	97%	

EXPENSES	A		B		B-A Current	UNENCUMBERED	
	BUDGETED	LAST MONTH YTD EXP/REV	THIS MONTH YTD EXP/REV	BALANCE		%	
FAIR MANAGER	12,000	4794.67	5996.5	1,201.83	6,003.50	50%	
SEASONAL/TEMP	2,500	1746.36	1863.54	117.18	636.46	75%	
PART TIME	7,500	12,015.96	12,034.20	18.24	-4,534.20	160%	
RETIREMENT	4,903	2257.48	2260.78	3.30	2,642.22	46%	
SOCIAL SECURITY	1,683	1419.57	1521.86	102.29	161.14	90%	
WORKERS COMP	590	71.39	598.18	526.79	-8.18	101%	
TOTAL PERSONAL SERVICES	29,176	22305.43	24275.06	1,969.63	4,901	83%	
AUDIT	500			0.00	500.00	0%	
UTILITIES	25,000	17,585.47	19,200.72	1,615.25	5,799.28	77%	
LAUNDRY/GARBAGE	1,500	513.75	658.51	144.76	841.49	44%	
REPAIRS/MAINTENANCE	4,000	1094.63	1094.63	0.00	2,905.37	27%	
INSURANCE-FIRE/LIAB	5,500	5675	5675	0.00	-175.00	103%	
BONDS	200	0	0	0.00	200.00	0%	
TRAVEL	1,000	649.36	649.36	0.00	350.64	65%	
SUPPLIES	3,000	1974.4	1992.49	18.09	1,007.51	66%	
DUES - OFA	100	735	735	0.00	-635.00	735%	
SPECIAL EVENTS	8,000	-36	95.99	130.99	5,904.01	2%	
AUGUST FAIR (2002)	25,000	24,192.07	24,292.07	100.00	707.93	97%	
HALFWAY FAIR	5,500	5,500	5,500	0.00	0.00	100%	
OFA TRUST FUND	1,000	0	0	0.00	1,000.00	0%	
FAIR BOARD IMPROVEMENT	0	0	261	261.00	-261.00	#DIV/0!	
TOTAL MATERIALS & SVS	78,300	57,884.68	60,154.77	2,270.09	18,145.23	77%	
CAPITAL OUTLAY	20,000	2777.49	2777.49	0.00	17,222.51	14%	
TOTAL CAPITAL OUTLAY	20,000	2777.49	2777.49	0.00	17,222.51	14%	
TRANSFER TO LEAVE FUND	1,000	0	1000	1,000.00	0	100%	
TOTAL ALL OTHER	1,000	1000	1000	0.00	0	100%	
TOTAL EXPENSES (DEPT 100)	128,476.00	83,967.60	88,207.32	4,239.72	40,268.68	69%	
NET INCOME/LOSS	0	39,470	36,835	0	-2,635	-36,835	

NOTE: We need to carry over \$30,000 for next year.

	<u>-30,000</u>	<u>-30,000</u>
Remaining Capital to last until June 30, 2003	<u>9,470</u>	<u>6,835</u>

Manager's Notes:

Just some nitpicky items:
 Under August Fair (2002): County line item is actually August Fair. We need an additional line item, because I spent 100 that goes toward 2003 Fair (artwork). Same for Fair Board Improvement. The amount of \$261 was actually a Fair 2003 expense for wristbands and should go into a Fair 2003 line item.

Andi Sexton

From: "Rob Ellingson" <rpe3@eoni.com>
To: "Andi" <asexton@eoni.com>
Cc: "Andi Sexton" <bakerfair@bakercounty.org>
Sent: Wednesday, May 28, 2003 3:12 PM
Subject: Fwd: Board meeting

Date: Wed, 28 May 2003 15:09:48 -0700
To: Andy Barr,Ron Rowan,Dean Defrees,Lynn Perkins
From: Rob Ellingson <rpe3@eoni.com>
Subject: Board meeting

Hey all,

I will not be present at our next Board meeting as I will be attending my son's graduation in Portland. At this point I have lost my voice to laryngitis or some such thing and therefore have trouble talking. That will probably give you reason to cheer. Nevertheless, there are a couple things I wanted to voice to you before then.

I will be out of town from June 3 to June 7, then leaving again on the 9th, hoping to return by the 13th. We will then be gone from June 21 thru July 2. I will also be out of town from July 9 thru the 14th.

Terry Schumacher (sp) called Andi this week and wondered why the Demo Derby wasn't mentioned in our advertising. Of course she didn't know anything about the Demo Derby as Terry hasn't bothered to ask if they could do it again this year. He also said they wanted the fairgrounds on Saturday at 9:00 AM. With the parking area shortage, we will have cars and trailers everywhere. We should try to get as many as possible to park their trailers north of the arena in that open field. I realize that it is a ways from the barns but I don't see where we have much choice. At any rate, since that is the last day of the Fair, people will not want to leave the rodeo grounds area too early.

Last year, the Demo Derby crew came around noon and wanted everyone out of the arena area. Of course there were horse trailers, campers and the like in there for the fair. Terry's folks were all excited about getting every one out right now!! We finally were able to clear the area for them, but it was annoying. Andi suggested that we have Terry come to the Board meeting and you all can discuss the matter with him. I am suggesting \$500 for the arena rent or higher if you so deem. Last year it was \$400. You also need to emphasize that he have his cleanup crew in on the next Sunday or Monday at the latest. They are to clean the grandstands, the grounds (in and out of the arena) and the announcers stand. Obviously we need to have it clean when they arrive.

Secondly, the barns are coming along OK but with too many delays. We should be detailing the wiring and plumbing now that the walls are in and painted and I don't see anyone over there today. The cooking hood should be in BOI any time and as soon as they have the fire system switched to the new one, it will be ready to install. The building inspector made us put a return air louver in the concession area which was totally

05/28/2003