

**BAKER COUNTY FAIR BOARD  
Minutes of February 7, 2007  
Budget Workshop  
Board Meeting**

*Corrections  
made to minutes  
in red.  
Board approved  
minutes & corrections  
March 8, 2007  
Meeting*

**Budget Workshop**

**Members Present:** Chairman Ron Rowan, Vice Chair Dean Defrees, Rob Ellingson, Mark Johnson, Ann Kniesel, Tony Britt

**Members Not Present:** Andy Barr

**Staff:** Andi Sexton (Grant Writer), MaryLynne Evans (Fair Mgr.)

**Others in Attendance:** Cory Parsons, Jayne Shelden

**Budget Workshop:** The meeting was called to order by Dean Defrees, Vice Chairman. The Budget Workshop was called to order at 5:10 p.m. This workshop entailed a line-by-line analysis of each revenue and expenditure line in Budget Accounts 251 and 351. The proposed budget must be submitted to Administrative Service by February 20, 2007.

Due to a work day schedule of Extension Office Staff an un-scheduled item was presented prior to the Board Meeting being called to order. There was a quorum present.

Cory Parsons, Extension Staff Chair requested that a staff member present a proposal to the Board for consideration. Jayne Shelden, staff member of the Extension Office explained that the 4-H Leaders were purchasing Showworks, an access based computer program. The total package was \$1,500. for the software and 4 licenses. Their proposal was for the 4-H to contribute \$1,000 and the Fair Board contributes \$500. The \$500 would provide the Fair Board with one license to the program. It was established that regardless if the \$500 was contributed or not it would not prevent the purchase of the software. If the program were used to the fullest there would be an additional \$450 per year for on-line entry. Another consideration, the program is compatible with Quicken but not with QuickBooks. The Fair Office has QuickBooks. It was decided unanimously by the Board to refuse the offer of contributing \$500.00 to the 4-H Leaders to purchase the program.

The budget workshop was temporarily suspended.

**Board Meeting**

**Members Present:** Chairman Ron Rowan, Vice Chair Dean Defrees, Rob Ellingson, Mark Johnson, Ann Kniesel, Tony Britt

**Members Not Present:** Andy Barr

**Advisory Board Members Present:** Donna Lowry

**AB Members Not Present:** Bob Borgen, Janice Cowan

**Staff:** Andi Sexton (Grant Writer), MaryLynne Evans (Fair Mgr.)

**Others in Attendance:** Cory Parsons, Fred Warner Jr., County Commission Chair

**Chairman Ron Rowan called the Meeting to order at 6:15 pm.**

**II. Approval of Minutes:** A motion was made by Dean and 2<sup>nd</sup> by Ron to accept the minutes as submitted. The motion passed with all in favor.

**III. There was no public comment**

## **V. OLD BUSINESS**

**Items a. and b. Blue house lot and Updates regarding OMD/USFS** – Chairman Ron Rowan reported on a conference call that transpired on February 6, 2007 between Danny Santos of the Governor's office, General Caldwell and Jim Williford. Representing the Fair Board were Ron, Mark, and Andi. Rob entered the conference call late. General Caldwell told the board members the \$300,000 in Federal funds was re-allocated to another location however there was \$270,000 of state money available that had more flexibility. However, he was non-committal as to the expenditure of those funds. The deed exchange was discussed. Jim (Mark?) said it could be a couple of years before all was settled. A couple of positive developments came out of the conference call. It appears General Caldwell would like to get this issue behind him and he isn't in complete accord with (Jim) Williford on how it has been handled. Ron said he felt there were several issues on the table, those being: Pursue State money; obtain an evaluation/appraisal of property so the Board is prepared to negotiate with the OMD; settle on the disposition of the blue house property; and focus on the need for the area behind the old armory. Mark commented that there shouldn't be any haste to tear down the extension bldg. Fred Warner, Jr., mentioned that unless there was money from the State he didn't feel the Board has ability to negotiate with OMD. The final outcome of the discussion was to not be too hasty to sell the blue house property. There is a question if the assets can be used for the match for the Leo Adler Grant. An appraisal of the property would probably cost about \$2,000 so the numbers may have to "freshen" on the existing appraisal. The next step is to obtain the promised information from Danny Santo. Andi was directed to research State funds that may be utilized and prepare a document to OMD to express and define the boards intentions as to the disposition of the property. She will report at the March meeting on her findings.

**Item c. Grant Writing Update** – Andi provided the Board with a report on the Leo Adler Grant, Ash Grove Cement Plant \$10,000 grant (funds were presented at the January 3<sup>rd</sup> Board Meeting) plus a presentation that was given to the Northwest Farm Credit Services Local Advisory Committee on January 18<sup>th</sup> to obtain a \$10,000 grant. It is understood it the Northwest Farm Credit Service has approved the request for the grant at their Board Meeting. The Murdock grant has been applied for as well as the Meyer Memorial Trust. The Ford Foundation will be applied for when the cycle is re-opened. Fred mentioned there is a Leadership Conference provided by the Ford Foundation and suggest Andi and other members of the Board may want to participate. The information will be obtained.

**Invoice for Services** - Andi submitted an invoice for services. Specifically, the Leo Adler Community Grant was written for \$70,000, 1% of that is \$700.00. She also wrote the Ash Grove Community Foundation Grant for \$10,000, 1% of that is \$100.00. **A motion was made by Mark and seconded by Ann to accept the invoice and pay the \$800.00. Ron directed staff to pay the invoice as it was presented.**

**VI. NEW BUSINESS** - **Note:** This agenda item was addressed prior to the Financial Document to accommodate County Commission Chair Fred Warner, Jr.

**Item a. Office Structure/Staffing Plan** – Ron explained to the Board that MaryLynne had some unexpected family obligations occur which will cause her not to exceed the 20 hour a week hours. This is not compatible with the hours needed to work on the Fair. A decision must be made very soon since things begin to gear up in March. MaryLynne committed to remain in the office until other arrangements are made. Most desirably 8:00 a.m. to Noon.

Fred mentioned a new position, Marketing/Tourism, that is expected to be hired by March 1, 2007. It may be possible for the Fair Board to share this position, i.e., half time with the Chamber and half time with the Fair Board. At this meeting there seemed to be some uncertainties if the position would be on a contract with the County or through TLT. This position was on the County agenda on Monday, February 12, 1:00 p.m. at the Court House where this position and the duties will be discussed further. Ron, Andi and Ann will attend that meeting for the Board.

Andy informed the Board she has placed an ad for temporary help adding that it could turn into a full time position. There was also discussion on obtaining a University student to assist with the fair.

#### **VIII. Other**

##### **Two additional items were brought up by staff**

**Gentry Ford Car Sales Show** – Gentry Ford wants to rent the Show Barn for a car sales show on Feb 22 thru the 24<sup>th</sup>. They want to start moving their cars in on that previous Tuesday and move them out on the following Monday (Feb. 27<sup>th</sup>). In addition to the car sales they wanted to provide helicopter rides and use the gravel field behind the Show Barn. It was decided by the Board that the helicopter rides would have to be in the Leo Adler Ball Field. They also directed staff to charge for the 3 days they will use the Show Barn plus and additional day for the time they need to move the cars in and out.

**Use of the Old Armory** – staff asked if the old armory could accommodate a wedding in October with full kitchen facilities. Mark said it wouldn't be completed at that time. Staff will advise both Gentry Ford and the person requesting information about the wedding reception accordingly.

**IV. Financial Documents:** The financial documents were presented by staff. January Rental Worksheet: There was some confusion by staff as to the payment of Blue Mt. All Breed Dog Club. Andi assisted by explaining they pay after the event has been held. The check received the first of January was for 3 weeks in December. A check received in February is for the January dates. Those corrections will be made by staff to reflect the proper payment. Additionally, MaryLynne commented she would be more astute at obtaining the number of participants for this report. The deposits were accepted as presented. Accounts Payable: A correction needed to be made on the Accounts Paid 251 report. Specifically, the snow removal name was misspelled. It needed to be corrected to J D Stevenson Const. Additionally, each batch of paid documents needed to be preceded by the date the invoices are submitted to Administrative Services. Staff was directed by the Chairman to make the needed corrections. **A motion was made by Dean and 2<sup>nd</sup> by Rob to accept the financial documents with the corrections as discussed. The motion passed with all in favor.**

The meeting was adjourned at 7:35 p.m.

**Next Scheduled Meeting: March 7, 2007 at 6:00 p.m. at the Extension Bldg.**

The Budget Workshop immediately resumed after the Board Meeting.

Mark updated the Board regarding a meeting he had with Kevin Higley about a sound system and acoustics. They had some "quick-fix" suggestions that were relatively simple treatments and inexpensive. Those entailed mobile sound panels, curtains. He also spoke about obtaining and installing a canopy outside the old armory. This would fall under Fund 251 Budget Account 2-60-6507 that had funds to cover the cost. **A motion was made by Dean and 2<sup>nd</sup> by Rob to go forward with the acoustical panels and canopy for the old armory, and ~~for the horse stalls~~**

build ↑

The Budget Workshop adjourned at 8:40 p.m.

Respectfully submitted,

MaryLynne Evans, Fair Grounds Manager