

BAKER COUNTY FAIR BOARD
Minutes of January 11, 2006
Board Meeting

Members Present: Chairman Ron Rowan, Vice Chair Dean Defrees, Mark Johnson, Ann Kniesel, Rob Ellingson, Andy Barr

Members Not Present: Bob Borgen

Advisory Board Members Present: Dan Peters!!!!, Janice Cowan

AB Members Not Present: Mary Ellen Anderson

Others in Attendance: Andi Sexton (staff); Jim Van Duyn, Architect; Cory Parsons, OSU Extension; Dr. Carl Stiff, County Commissioner; Fred Warner Jr., County Commission Chair; Tony Britt, prospective Board Member

The Meeting was called to order at 6:05 pm by Chairman Ron Rowan.

Due to schedules of our guests the meeting began with guest presentations:

Jim Van Duyn, Architect – Corner Lot: Jim presented to the board the past architectural plans from 1999 and 2002 for the corner lot at Campbell and Grove, which were done as part of the New Armory/Department of Transportation Grant work done under the County Commission Administration of Brian Cole. Both drawings show the corner being landscaped, with walkways, a reader board and clock tower. Jim pointed out that a team of professionals had been hired to develop the plans, and that Urban Design Guidelines were used to address vehicle and pedestrian flow. Jim stressed that corner properties are significant for pathways, and can be used as landmarks by having structures to anchor the site (i.e., clock tower, reader boards, adjacent buildings, sculpture). Jim thought the cost for landscaping would be \$20/foot for a fully irrigated site. He recommended the usage of xeroscape plants, which use very little water. Rob Ellingson said the stub for water hookup is still at the site. **Next Steps:** The board is in agreement that the site contains greenery and a reader board. At the February meeting, the board would like to outline stages of progression for the site (landscape, electrical and water hookups, reader board, sidewalks). Andi is to investigate the cost of reader board expenses as well as irrigation costs. Documents that we will need for planning are the current drawings of the Readiness Center, Parking Lot Area, Berms, and Extension Building.

Approval of Minutes: A motion was made by Dean and 2nd by Rob to accept the minutes with the following change: To change 'Gamblestreet' to 'Campbell Street'. The motion passed with all in favor.

Financial Reports: It was pointed out that the Leo Adler Grant dollars were spent by the end of December 2005. Andi met with Ross Bond of Baker Electric to get an outline of work completed, and she will put together the report for Leo Adler and have Mark review it. It was also pointed out that Spence Industrial donated a large portion of the scissor lift expenses toward the project. Rob commented that Spence Industrial does this quite often. **A motion was made by Rob and seconded by Ann to approve the financial reports. The motion passed with all in favor.**

OLD BUSINESS:

meeting
Corner Lot: Discussed at the beginning of the meeting with Jim Van Duyn.

Old Armory Update: Phase I Construction is progressing. Mark talked with the BOLI wage and hour specialists to get further guidance regarding public works projects. The outcome is our project needs to be defined in terms of what is important to occupy the building. Additional stand-alone projects can be completed in a successive order, such as the roof, skylights, north entry door, and window work. Mark recommended to the board that the successive projects be put into a priority order. At this time, we don't know when we can accomplish each of the projects. We will gain occupancy of the building at the completion of Phase I and Phase II. The remaining projects are value added. **Dean made the following motion, The Certificate of Occupancy will constitute the conclusion of Phases I & II of the Old Armory project. The remaining items are stand-alone projects to be prioritized as funding becomes available. Ann seconded the motion, and the motion passed with all in favor.** It was recommended to have County Counsel review this motion.

NEW BUSINESS:

4H Community Service Projects: Janice shared with the board that the Eastern Oregon 4H Retreat will be held in Baker, which includes 6 counties and 80-90 kids. The 4H kids would like to conduct community service projects in Baker. The board recommended having the kids work on 1. Painting the fair partitions and open show display stands (lattice/peg boards, stair step displays) and 2. Painting the interior walls of the Extension Building big room, small room and hallways. The projects will be done on Saturday, March 11th. Ann Kniessel said she could oversee the partition and staircase work, and Rob said he would be in charge of getting the needed materials. Janice said the last time the kids were here, they painted the large room and hallways in 1-2 hours. The teams are in groups of 10-12 kids.

General Conditions – Old Armory Project: Mark said there will be minor elements of work that come up in the Old Armory Project that need to be performed immediately to assist contractors on the job to meet their schedule needs. Mark expressed that these work items are generally very minor and disconnected to other elements of the Project as to be nearly impossible to qualify or quantify to put out for solicitations. His crew at Sid Johnson & Co. can be called in on a moment's notice to do the work since he is acting as the Project Manager on a volunteer basis for the Fair Board, yet, he doesn't want there to be a perceived conflict of interest. The other board members agreed that it is cost and time effective and makes fiscal sense to use Mark's resources on the project. **Dean made the following motion, " For the jobs that Delo, the Fair Board's maintenance staff, can do and when he is available, then Delo will conduct the elements of Work that need to be done to assist the contractors on behalf of the Fair Board. The use of Sid Johnson & Co.'s crew and equipment or other contractors for minor elements of the Work will be at the discretion of the Project Manager, Mark Johnson. Approval by the Board Chairman or Vice Chairman (refer to previous email for discussion) will be required for Work items anticipated to exceed \$1,000."** The motion was 2nd by Andy, and the motion passed with all board members in favor, and Mark Johnson abstaining from the motion. All board members will be emailed as situations occur.

Old Shelving: Dean made the motion for the sale of the old shelving at a \$200 minimum and with the proceeds going to the Friends of the Fair. Ann seconded the motion. The motion passed with all in favor.

Friends of the Fair: The Friends of the Fair meeting will be held January 31st, at 7pm. The goal is to get people here, tell them what the organization is about, and nominate a board. Ann will draft an agenda and email it to Ron. Ann will also make phone calls. Andi will work on a power-point presentation.

Christmas Bazaar: Janice reported that the Christmas Bazaar netted \$1,000 to the 4H Association. Andi is to bill the Association for the heat and electrical bills.

Elkhorn Spring Classic: The Jackpot Steer and Heifer show is scheduled for May 29th – Memorial Day. After some discussion, it was recommended that this event pencil out to be a moneymaker, that we should not be having the event if we are losing money. A budget for the event is to be presented to the board at their next meeting, and must be approved prior to going forward. Andi shared that Catie is willing to coordinate the event again, and Ron said it was his desire that this be an annual event since it is a great educational opportunity for kids. Ron asked Andi to get a proposal from Catie, and he said he would help with the event.

Oregon Fairs Association Convention:

Andi gave a recap of the convention. She passed out materials from the livestock show ethics workshops, and the workshops on Fair Boards and Extension working relationships. She also recapped a presentation that was given on the Economic Analysis of Oregon Fairs, and pointed out that the report does not include the Grant County Fair, only Tillamook and Hood River fairs, which seems to skew the data to represent more populated areas and not give a true representation of rural fairs. It was interpreted by Andi that the report was going to get published without Grant County's data. Andi is to follow up with John McCulley, the OFA Executive Director, to see if this is the case, and if so, Andi is encouraged to get letters of protest from other Eastern Oregon Counties that have small fairs and rural economies. Andi also shared the results of the Oregon Fair Commission visit to our 2005 Fair. The write-up recommended having signage for the fairgrounds along the I-84 corridor, and Campbell Street. The report also made it sound like our entire ten-year master plan was going to be completed by the 2006 fair! Andi is to look into the signage proposal.

Auditor's Comments regarding the Baker County Fair Board:

The County Audit did include a comment regarding the Fair Board. The Auditor recommends increasing premiums to \$10, if we continue to issue checks, due to so many small dollar amounts being written. The second recommendation was to go to a cash system. After discussion the board agreed that they could not afford \$10 premiums, and to stay with our current system. Janice prefers having the checks for handling by staff. The only recommendation was to have in the premium book the following: 'Premium checks must be picked up by September 15th. Any checks not picked up by the September 15th deadline will be forfeited.' All board members were in agreement with this recommendation.

Budget Workshop:

The Baker County Fair Board will meet on January 31st, at 3:30 pm to draft the 2005/2006 budget for the 251 and 351 accounts. This meeting will precede the Friends of the Fair meeting.

Meeting with Col. Caldwell

Mark reported that he and Fred Warner Jr. have an appointment in Salem, February 9th, with Col. Caldwell to review the unfinished items in regard to the New Readiness Center and 99-year leases. To date, the issues to be discussed and documented are:

- To swap the motor pool area for the house/lot across from the rodeo grounds.
- To have a use agreement for the Parking Lot

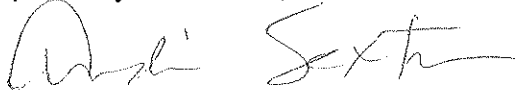
Mark said they will try to have a third party from the Governor's office in the meeting as well.

Board Members:

Bob Borgen told Ron Rowan that he was going to retire from the fair board. Unfortunately, we did not know he wouldn't be at this evening's meeting and we had cake and a card for him! No one has submitted applications to the County yet. Tony Britt said he would like to join the board that he enjoyed learning at this meeting about the various issues the board works on, and that his family is involved with the fair and he would like to be considered. The board encouraged Tony to submit an application to the County Commissioners.

Next Board Meeting: February 8, 6:00 pm

Respectfully submitted,



Andi Sexton, Fair Grounds Manager