

BAKER COUNTY FAIR BOARD
Minutes of July 7, 2004
Board Meeting

Members Present: Chair Ron Rowan, Vice Chair Dean Defrees, Andy Barr, Lynn Perkins, Mark Johnson, Rob Ellingson,

Members Not Present: Bob Borgen (due to car accident)

Advisory Board Members Present: Nellie Forrester

AB Members Not Present: Janice Cowan

Others in Attendance: Andi Sexton (staff), Commissioner Dr. Carl Stiff

Cake and Ice Cream was served in honor of Dean Defrees birthday!

The Meeting was called to order at 7:10 pm by Chairman Ron Rowan

Approval of Minutes: A motion was made by Dean and 2nd by Rob to accept the June minutes as submitted. Motion passed with all in favor.

Financial Reports:

A motion was made by Rob and 2nd by Dean to approve the bills as submitted Motion passed. Green-bar folders were presented to all board members – they will be kept at the office and will have the monthly and yearly reports in them. Discussion regarding June deposits and which fiscal year they will be reflected into. Suggest also running Andi's Rental Worksheet and Deposit reports in a landscape format and attaching them to the greenbar reports. Andi and Mark reviewed with the board the June 3 meeting with David Lindley, CPA and Christena Cooke of County Admin regarding the Fair's reports vs County reports, as well as running checks in the Pioneer bank account vs cash. Consensus of the board is to print checks in house instead of issuing cash in order to track amounts.

OLD BUSINESS

June 8 & June 22 Parks Department Meetings Review

In summary the following has occurred via discussions with the Parks Department, the County Court and Babe Ruth:

- The Parks Department voted to hand over the management of Leo Adler field to us
- The most current agreement is dated 1983 and does not mention the Parks Department, and it mentions the YMCA
- We agreed to take back to the Fair Board the discussion so the board could vote on this topic
- The Leo Adler Foundation committee wants to be in the loop regarding decisions of the Leo Adler field, and they voted in our favor of managing the field.
- The County Court will draw up a new contract between the Fair Board, County, and Babe Ruth regarding usage and management of the field.

- Stipulations: First use is as ball field, concerns regarding infield usage.

Dean made the motion and Mark 2nd that we as a board will take over the oversight of the Leo Adler field and after the 2004 Fair we will get together with the Babe Ruth folks to review a contract. Motion passed with all in favor.

Review of June 16 County Needs and Issues Meeting:

Ron reviewed his and Andi's participation at the EOEDDC meeting mid June. The meeting purpose was to prioritize all projects in Baker County that would be eligible for grant monies. Our Old Armory project was submitted as the #1 priority by the County for infrastructure projects, and ranked third overall. Andi entered the project information into the database and Mark is to review the information and update it by September 1. Thanks to the County Court for making us a priority.

Recap of Grant Writing Proposal with Brian Cole

Mark and Andi met with Brian Cole on June 10 regarding his services for writing grants for the Old Armory project. Brian was going to charge \$3,000 a month and suggested we put out a RFQ for others. Ron sent an email out to all board members regarding Brian's proposal and other possible options. Brian was to submit a proposal to us by July 1 for this board meeting yet, after a lengthy discussion with Ron, he withdrew his proposal. Brian was firm on having a monthly stipend and did not want to work on a contingency basis. Brian also declined an invitation to be a part of the Friends of the Fair.

Fair 2004 To Do

Andi presented calendars for July and August with scheduled events and projects to be done for the Fair. Discussion:

- Hog Panels need to be re-arranged a bit and lifted up. Mark and Dean will work on this.
- RR Ties: Beth Phillips would like more in the Beef Barn. We will order 2 bundles, put them out, and after fair bundle them and store them.
- Straw: Andy Barr will arrange.
- Dump Truck & Tractor: Andy Barr will arrange
- Andi is to submit road closure request from the City for August 2-7.

NEW BUSINESS

Oktoberfest 2004:

Andy Barr will locate straw bale maze vendor.

COMMUNITY CENTER DEMOLITION

Rob reported that the National Guard will provide assistance in the demolition of the Community Center. Our obligation will consist of renting a crane. A mobilization crew will be here until the job is done. Rob will be on vacation August 10 – 25, so Mark will be the main contact. The project is slated for the

second week of August, right after Fair. Andi is to put announcements in both papers. Salvage is to be determined.

CHANGE IN MANAGER'S JOB DESCRIPTION

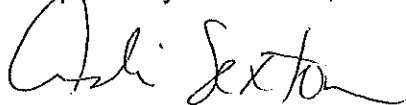
Ron reported to the board his and Andi's meeting with Debbie Hoopes regarding how to change the manager's job description to include grant writing. The recommendation is to include the language into the current job description, and to also change the pay from a level 10 – entry level position, to a level 15 – a management level position. Performance Goals will be written to performance appraisals, starting in September. **Rob made the motion that we adopt the new job description as proposed with a change in Andi's level from a 10 to a 15, effective retroactively to July 1. Dean 2nd the motion. The motion passed with all in favor.** A goal setting session will be scheduled in September with Andi in regard to grants to be written.

DISCUSSION REGARDING BOB BORGEN

Andi shared with the board her discussion with Kari Borgen regarding Bob & Betty's tragic car accident outside of John Day. Betty was killed in the crash. Bob is currently in Bend, recovering, with a shattered pelvis. The good news is Bob requested copies of the minutes and agenda for tonight's meeting so that he can call in any of his comments! Kari told Andi that Bob is concerned that he is going to miss the Fair, and his family will video as much of it as possible for him. Bob is to be moved to La Grande later this week or next. Consensus of the board was to send Bob some flowers, and to order his Fair shirts, even though it is likely he will not be out of a hospital for the Fair. All of our thoughts and prayers are with his family.

The meeting was adjourned at 10:30 pm

Respectfully submitted,

A handwritten signature in cursive script that reads "Andi Sexton".

Andi Sexton, Fair Manager