

(Mom)  
Michelle  
Freeze

### BAKER COUNTY FAIR BOARD

Regular Meeting  
May 2, 2012  
6:00 PM – Sm Mtg Room  
AGENDA

6:00 PM Public Board Meeting called to order

- I Introduction of Guests –
- II Public Comment Period:
- III Approve Minutes for April 4, 2012
- IV Financials – April resolutions/budget is sound - Colleen

V Correspondence: FFA  
OFA - UP

VI OLD BUSINESS:

- a. Grant Request- Ann Kniesel
- b. Cockram Stove – Ann Kniesel – will be sealing floor and painting cabinets in kitchen this next month.
- c. Grandstand Project – Mark Johnson
- d. Web page/Facebook – Angie
- e. Community Garden-Colleen- we are slow in getting beds filled. Have a total of 3 paid for and another 2 have committed. Next work party is May 17 at 4:30 PM. New gentleman for Rural Action is Mike Thorton. Will be calling all of the previous gardeners this week to see if we can get some more commitment
- f. Spring Conference-Angie – Good – Parliamentary Procedure
- g. Fair Policies update – Ron & Colleen
- h. Business Plan update – Ron & Colleen
- i. Fair Preparations – Colleen & Angie – Have started the advertising planning with the paper and with the radio. All of the entertainment is arranged. Sponsorship dollars are at \$11,619.00. Of that \$6,918.00 is in cash and \$4,701.00 is in kind. We are completing the premium book. Judges are arranged and contracts will be out next week.
- j. Old Time fiddler's Show – taco feed started advertising on radio and in print.

Mark Beggs  
Advertising

VII NEW BUSINESS:

- a. Bronc and Bull Committee projects
- b. Sound System – Event Center – Mark Johnson – will also be installing display board on event hall prior to fair this year
- c. Baker County Fair – Halfway – Colleen
- d. County Budget Meeting May 23 –
- e. Office will be closed on Monday, May 14. Both out of town

Thurs 5 or 5:30  
20x40 Tent - \$10,000 - offer in tent  
no sides more info to come from Bob  
made to look  
Baer

RFD  
2 weeks  
now

Leo Adler Scoreboard  
Marketing Mtg - Sunday



**VIII OTHER**

- a. **Boy Scout Project – Cory Parsons**
- b. **Next Meeting Date- June 6, 2012**

Baker County operates under an EEO policy and complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Assistance is available for individuals with disabilities and should be requested at least 48 hours in advance by calling 541-523-7881.



# BAKER COUNTY FAIR BOARD

## 5 – YEAR BUSINESS PLAN

2012 -2017

### MISSION STATEMENT

To manage, maintain & promote the Baker County Fair Grounds for the benefit of its citizens.

#### ***Baker County Fair Board***

A seven member volunteer board appointed by the Baker County Commissioners to oversee facility operations and maintenance of the Baker County Fair Grounds and Community Event Center as well as producing a quality County Fair.

#### ***Advisory Board***

A three-member non-voting board appointed by the Baker County Commissioners that provides additional expertise to the Fair Board.

#### ***Fair Grounds Manager***

Staff that conducts administrative business, coordinates, events, and markets the facilities for rentals on behalf of the board. The Fair Grounds Manager oversees volunteers, staff, and day-to-day facilities operations.

#### ***Past, Present, & Future***

The Baker County Fair has been in existence since the 1920's. On an annual basis the fairgrounds serves a wide range of citizens. The annual County Fair draws from the entire county with an annual attendance of 7000. The following are the numbers of individuals served by the fair grounds in addition to the annual fair thru use of the facilities.

	2010	2011	2012	2013	2014	2015
Public Use	29,385	22,586				
Private Use	4,487	2,896				
Youth Use	8,767	9,565				
Total Usage	42,639	35,047				

The future includes the marketing, management, and improvement of the Baker County Fair Grounds to serve the community as the site of the County Fair and the facility to use for events of all types.

#### ***Capital Assets***

The following capital assets are currently available at the Baker County Fair Grounds:



<b>Cockram Arena</b> – Indoor Show Arena (8100 sq ft), Kitchen, heat, restrooms, Grass Courtyard
<b>Rodeo Grounds</b> – Arena and Grand Stand (seats 750)-, no restrooms, announcer stand, stock corrals ( ), covered horse stalls (4 ), bucking chutes ( ), Roping chutes, arena lights, water, electricity
<b>Event Center</b> – 6400 sq ft, Coml. Kitchen (gas grill, 2 convection ovens, gas range, freezer, refrigerator, ice maker), restrooms, heat/AV, electrical
<b>Grass Courtyard</b> -
<b>Corner lot</b> – undeveloped lot on Campbell/Grove
<b>Livestock Barns</b> - Sheep/Swine Barn-north of Cockram Arena, Beef/Goat Barn – south of Cockram Arena
<b>Equipment</b> – Dance Floor Dishes Bleachers 6 Low and 2 high sets Tables Chairs RV Hookup (electrical & water) Benches

**Non-Capital Improvement - 5 year goals In order of Priority**

<b>Goal</b>
<b>Web Page</b> - consultant met with 1/2011 – second meeting 2/2012 – July 1, 2012
<b>Develop Marketing Strategy</b> -Reviewed with Baker County Marketing 1/2011- reviewed again with Baker Economic Development 1/25/12 – Aug 1, 2012
<b>Sound system for Event Center</b> -Estimated cost as of 1/17/2012 is <del>\$29,000</del> 9/1/2012
<b>12- 12ft Powder-River Panels to complete Beef Ring</b> -commitment received from Behlen to provide this in exchange for 2012 fair sponsorship.

Completed  
8/1/2012

**Capital Improvement Goals - 5 year goals not in priority order**

<b>Goal</b>
<b>Rodeo Grounds</b> -Repair Grandstands 11/30/2012
<b>Rodeo Grounds</b> – Restrooms/Concessions
<b>Rodeo Grounds</b> – Trees/landscape along East Fence

#1

3





Rodeo Grounds – repair/rebuild boundary fence

Rodeo Grounds – rebuild stock corrals

Rodeo Grounds – Permanent Horse Stalls

Campbell St Corner Lot – Fencing/landscaping

Ken to grade Carl to talk to Fred

5-Acre Field – Fence/Landscape

Community Event – North (Main) Entrance- Estimated cost as of 1/17/2012 \$73,541

Community Event – Sound/Audio System- Estimated cost as of 6/14/11 \$7,870.00

Community Event – Bioswale Landscaping & West Entrance plants

in process 8/1/12

Community Event – Events Center Roof Replacement/Wall Energy Retrofit- Estimated Cost as of 1/17/2012 is \$157,500.

Community Event – Hall Floor Treatment- Estimated cost as of 1/17/2012 \$8,800

Community Event Area Separation Curtains- Estimated cost as of 1/17/2012 \$11,800

Community Event Accordion Partition

Community Event Exterior Insulation & Stucco Finish System- Estimated cost as of 1/17/2012 for stucco finish \$4,500

Community Event SE Access & Parking

Cockram Arena – complete Store Room in NW corner

Cockram Arena – Alley Gate between Event Center and Compound

Cockram Arena – Split the Back Lights from front lights

Cockram Arena – install light pole with lights

Cockram Arena – Switch for lights facing Leo Adler Field

Energy Trust of Oregon - Ann  
Energy Audit

3  
1

2  
Add to



**Cockram Arena - Grass Area - Low Fence**

**Cockram Arena - moving of large animal scale to beef barn - addition of a small scale for swine and sheep barn- Dakota Parsons working on this project as a Blue Mountain Boy Scout Eagle Project (2/2012)**

**Leo Adler Field - D-Street Landscaping**

**Projects completed between 2009 - 4/2012**

**Develop Assistant Fair Manager- hired Angie Turner - 4/15/2010**

**Lawn Mower & attachments- completed 5/2010**

**Community Event - Office & Meeting Rooms- completed 11/16/2009**

**Community Event - Acoustic/Audio/Video Design & Engineering-consulting completed 6/2011**

**Community Event - Audio/Video & Acoustics-Funds received by Leo Adler Grant. Acoustics installation completed 3/19/2012.**

**Community Event - West Entry/OSU Extension- parking completed/Bioswale completed.**

**Community Event - Exterior Landscaping & Sidewalks- West entrance sidewalks completed 8/10/2010**

**Community Event - Exterior Painting- Completed 10/2011**

**Cockram Arena - Plywood installation on walls- installed 2/9/2010**

**Cockram Arena kitchen-replace old freezer, refrigerator, microwave-completed 7/2010**

**Cockram Arena - upgrade range/grill-currently raised \$4200 toward goal of \$7000 - stove ordered from Vulcan 3/21/12 - Completed**

**Cockram Arena - paint plywood, kitchen, bathrooms- completed 6/2010**

