

BAKER COUNTY FAIR BOARD
Minutes of November 3, 2004
Board Meeting

Members Present: Mark Johnson, Dean Defrees, Rob Ellingson, Ron Rowan, Andy Barr

Members Not Present: Bob Borgen

Advisory Board Members Present: Nellie Forrester

Advisory Board Members Not Present: Janice Cowan

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

After waiting 10 minutes for Randy Newman, who did not show, the meeting was brought to order by Ron at 6:10 pm.

Rob moved and Andy 2nd to approve the minutes of October 6. The motion passed with all in favor.

Financial Documents: A bill paid to Eagle Cap Nursery for the fountain in the Show Barn was questioned – we paid retail, and the board felt the price was too expensive, considering the amount of events the fountain has been ‘in’ with advertising. The fountain also needs work and is not plumb with the building, we also want to know if it needs to be drained. To not have the same occurrence, the board recommended pre-approving any bills over \$1,000 as well as bills that are out of the ordinary line of normal business. **Mark moved and Rob 2nd to pay the bills. The motion passed with all in favor.**

OLD BUSINESS

Construction Projects:

Show Barn: All work has been completed. Andi shared with the board that Valley Metal called and is requesting payment immediately – they were under the assumption they would be paid right after the job was completed, w/o submitting an invoice. After some discussion, the board recommended that Andi call Valley Metal and inform them that we did not consider the job complete because we have not rec’d copies of any inspections, and no one has had a walk-thru, and we don’t have a suggested maintenance schedule. The board said we also need to be invoiced.

Concrete Work: All work is completed.

Maintenance Issues: Rob will call the city and get the rodeo grounds water shut off.

CC Corner Property: Rob has arranged to have the topsoil from the parking lot excavation moved to the corner property by Britt Sand and Gravel.

Oktoberfest: Andi shared the success of the school tours, and the very low turnout at the Blues/Brews and Brauts, and Saturday event. Andi thought the low turn out had to do with a conflict with other events: Home Coming, Baker County Livestock Annual Meeting, and the previous week’s Crossroads event. Some ideas were discussed on how to improve next year: have the event closer to Halloween, check with other

schedules (Chamber calendar was blank); lower cover charge, and figure a way to involve families more.

Grant Writing Update:

Leo Adler Grant: Ron shared with the board how the Oct. 25th meeting went with the Leo Adler board. Ron, Andi and Mark attended. The meeting was 'tense' due to Norm Kolb telling those in attendance that he thought we should have \$200,000 leftover from the construction project and wanted an explanation. Ron, Andi and Mark didn't have any knowledge of the past project or dollars spent. We tried to stress the current fair board's mission and Master Plan and efforts for moving toward improvements. It appears the Leo Board has a lack of confidence in the Fair Board. Andi took the Leo board copies of the Master Plan, and floor plans of the Old Armory the next morning.

MJ Murdock: The letter of inquiry was sent Oct. 25 and to date we have not heard back.

Other opportunities: Dean suggested Andi get in touch with Fred about 'tax write-off' grant opportunities, meaning, businesses looking for projects that they can invest in as a tax write-off. Andi also discussed a Rail Road grant opportunity that Fred was going to look into on our behalf.

Partnerships: Jay Carr of OSU has bumped up his budget request for the Old Armory project to \$20,000. The money is to be spent in this fiscal year, and they would like it dedicated to carpeting and kitchen appliances.

Leo Adler Field: We still do not have a contract, and the field still has not been mowed. The board would like immediate action on getting the field mowed and the water lines blown. Carl said he would work with Fred Warner, Jr. on finding out why Babe Ruth has not done the work, and to expedite getting it done, as well as the contract between all entities.

Update on Fair related projects: Dean is working with Randy Newman on getting a new auctioneer's stand built – Randy was to attend our meeting tonight but must have forgot. Dean will also contact Mr. Stephens about getting the pig panels welded; Rob & Delo are fixing the small chute; and we will hold off on building signage for now.

Ground Lease w/ National Guard: Andi passed out documents she rec'd from the Commissioners office – a copy of the Ground lease with the State of Oregon, and a copy of the unsigned MOU. The board reviewed the documents, and observed that the State of Oregon has a 99-year lease, but there isn't anything discussing a 99-year lease for the Fair Board or County. Also, the legal description of the property being leased to the Armory appears to include the Extension Building site. Again, we will see if Fred can get this clarified, as well as the MOU signed.

Friends of the Fair Dinner: it was unanimous to cancel the November 20th dinner due to too many other events going on during the holidays, as well as a feeling of 'loss' regarding the Oktoberfest event. It was recommended that we focus our energy on rolling out the Master Plan and informing the community of the Old Armory project instead.

Filling of Board Vacancies: The board reviewed the board application from Dan Peters. After some discussion it was recommended that we try to get more applications so that we can fill the board vacancy and the advisory board vacancy.

2004 Report to the Oregon Fairs Commission: Andi reported that the 2004 report was sent before the deadline of October 31st. Andi included a copy of the updated Master Plan, as well as a copy of the bound 2004 Fair Review document.

REVIEW OF CORRESPONDENCE:

OFA Convention Registration Packet: Rob and Mark expressed interest in attending. Andi might attend, if not on vacation.

Oktoberfest Thank-yous: South Baker School send individual thank-yous from all the first graders for the tour and goodies.

Letter of Resignation: Lynn Perkins official resignation was rec'd.

County Admin Svs request for Authorized Signatures: Ron, Dean, Andi, and Rob are the signers for bill authority.

NEW BUSINESS

Old Armory Project: Status of A&E Request for Qualifications: Mark shared his correspondence with County Council regarding proper procedures for sending out requests for qualifications. Mark will handle sending them out to solicit A&E qualifications for the project.

Fair Grounds Usage Report for 2003/2004: Andi shared the report she put together regarding usage of the facilities. The board recommended removing the data that has head counts for equipment usage off site. Andi will redo the report to reflect only the usage on site, and to breakout into separate columns the usage that is free to 4H/FFA and OSU.

Upcoming Presentation to Kiwanis: Dean was asked by the Kiwanis club to give a presentation on 'what is happening at the fairgrounds'. Andi and Dean will be giving a presentation to Kiwanis on the Master Plan and our top three projects on Nov. 9th. The board thought this would be a great 'testing ground' to roll out the Master Plan and start our Public Information campaign. Dean and Andi met to line-out the presentation: They will bring the large map of the fairgrounds property, the photo of the grounds 20 years ago, and Andi will work on putting together a brochure version of the Master Plan.

The meeting was adjourned at 8:30 pm.

Respectfully submitted,

Andi Sexton, Fair Manager