

**MINUTES  
BAKER COUNTY FAIR BOARD MEETING  
OF OCTOBER 1, 2003**

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

**Members Not Present:** Bob Borgen

**Advisory Board Members Present:** Nellie Forrester, Dave Noble, Janice Cowan

**AB Members Not Present:** none

**Others in Attendance:** Andi Sexton (staff), County Commission Chair Fred Warner, Jr., County Commissioner Carl Stiff, and both John Goodyear and Rob Dennis of the Baker Valley Church of Christ.

The meeting was called to order by Chair Ron Rowan at 7:05 p.m.

**Approval of Minutes:** A motion was made by Rob and 2<sup>nd</sup> by Dean to approve the minutes as submitted. Motion passed.

New Business Item 'The Baker Valley Church of Christ' was moved to the top of the Agenda. Mr. Goodyear spoke about his Church's 15 year usage of the Extension Building on Sundays and the letter dated Sept. 15 to increase the Church' rental rate to match the rental rate sheet. Mr. Goodyear and Mr. Dennis attended the board meeting to appeal the letter. They stated that the congregation is only here for 3 hours on Sundays, and the increased rate could not be afforded by their small congregation. Ron said the board has to treat everyone equally. The idea was raised to work out an agreement for work in trade of rent – the fairground has need for janitorial and maintenance assistance. **Dean moved and Mark seconded to keep the rate at \$100/month for 1 month and for Andi to work on an agreement with the Church. The Motion passed unanimously.**

**Community Bldg. Update:** Ron reported that he will be meeting with Jim Van Duyn and any other interested board members next Tuesday to discuss a timeline for the Community Bldg. Ron presented Jim's question if Andi would be available to assist with grant writing. Consensus was that an outside grant writer needs to work with Jim, not Andi. Fred commented that he would like to see something done with the building when the Armory project is completed. Mark Johnson said he would like to see the drawings and perfoma be the end of 2003 so that funding could be sought starting January 1<sup>st</sup>, 2004.

**Staffing Issues:** Andi shared the call she received from Debbie Hoops of personnel, that effective October 1, 2003 Paul Grove retired and is no longer a County employee. Fred discussed the possibility of sharing an employee in the 2004/2005 budget year if additional monies are received from the State, and that we should work on budget figures. Fred recommended that we have Gary Smith come tour our facilities to assess our maintenance needs for interim contract needs. Andi is to have Dewy Jacobs help

out with janitorial work on a short term basis until needs are assessed and put into a contract and out to bid with John Goodyear or any other entity. Andi is to contact maintenance contractors as well to get proposals and fees for maintaining the facilities.

**Financial Reports:** Rob made the motion and Andy seconded to approve the financial documents as presented. The motion passed. Discussion: We can give awards but not gifts. In regard to the open invoices: Elkhorn Archers rent should also be increased to reflect the current rental rates so that favoritism is not perceived. Also, look into having a per hour charge for those not using the facilities the entire day. Andi is to research the Elkhorn Archers bill and present at next board meeting the rates they are charged.

**Correspondence:** The letter regarding Greg Brinton violating BLI labor issues was for our information only.

**Old Business:**

- A. Rob Ellingson reported on maintenance issues: Rob met with Warren of Reinco to discuss items needing to be completed (weather stripping, floor repaint, concession roll down door, closures on doors). Reinco should be coming toward the end of the month to make repairs. Rob reported that the fire guys came to install fire extinguishers. The Fire Marshall will be back to say where the fire extinguishers should be placed – our concern is vandalism, that they not be put outside year-round. Rob also sprayed for weeds. More spraying will be done along fences and within the rodeo grounds. Concrete sand blasting will be occurring next Thursday with a cost of approx. \$4,000. Mark Johnson will assist with fixing the end of the community center. Plywood would cost approx. \$2,000. If we paint, Andi Sexton, Andy Barr, Dean, and Rob will help paint.
- B. Oktoberfest: Andi has lined up the inmates to assist with setup on Oct. 22. Ron will handle getting straw and working with the Baker FFA on the straw bale maze. Andi is to contact the Island City folks for a pattern (no longer in Union County – moved).
- C. Convection Oven: Rob and Mark will work together on purchasing a convection oven with a price approx. \$2,400, along with a service contract.
- D. Business Plan: Those present reviewed and edited the business plan that Andi wrote.
- E. Miner's Jubilee: A meeting is set for Oct. 15, 5:30 pm until 7:00 pm to discuss Miner's Jubilee 2004. BCU is hosting the meeting. Andi and Ron will attend.
- F. Big Bleachers: It was agreed to go into partnership with Thomas Angus to purchase a large bleacher, cost is \$2,500 to each party.
- G. Kitchen Issues: Andi is to pursue having the Fair Board being the entity licensed for commercial use of the main kitchen. Andi is to write up a protocol for 'for profit' users of the kitchen, and to have it reviewed for liability issues. Mark made the motion and Dean 2<sup>nd</sup> for the Fair Board to secure certification of the kitchen for multiple 'for profit' users of the kitchen

**provided they follow a usage protocol for health and safety issues.  
Motion carried.**

- H. RV Rent: It was discussed that renting winter storage space to RV owners is a conflict of interest, and that we will not longer offer this service.

Other Business: Janice Cowan shared concerns regarding the small animal housing for Fair 2004. She said the leaders are concerned and want to be sure they have walls, misters and electricity in any new location they are housed in. Dean assured her that all steps will be taken to make sure their concerns are addressed. Janice also asked about usage of the facilities for a Christmas Bazaar as a fundraiser for 4H. The policy regarding usage by 4H was discussed, and it was restated that 4H has free meeting usage, with the exception of fundraisers, when any costs incurred by the Fair Board must be reimbursed.

Manager's 6-month review: Rob made the motion and Dean 2<sup>nd</sup> to increase Andi's time to ¾, and include pro-rated health benefits. Board members were asked to submit their written reviews to Ron Rowan for Andi's review the following week.

The meeting was adjourned at 10:35 p.m. by chairman Ron Rowan.

Respectfully submitted,

  
Andi Sexton, Fair Manager

**BAKER COUNTY FAIR GROUNDS  
RENTAL WORKSHEET - Presented to Fair Board Nov 5 2003**

INCOME: (A)

Rental worksheet for: **October 2003**

Date	Renter Club Name	Renter Contact Person	Function	Room / Bldg.	Head Count	Amount Due	Amount Rc'd	
01-Oct	Fairboard	Andi	Board Mtg.	Rm #1 - 7 pm	13	\$0	0.00	
03-Oct	Thomas Angus	Lori Thomas	Cooking	Kitchen	5	15.00	0.00	Invoiced
Oct. 6	Coffee Corral	Chris Barr	Cooking	Kitchen	2	15.00	15.00	
07-Oct	4H Assoc.	Janice Cowan	Meeting	Rm 1	20	0.00	0.00	
09-Oct	Ext.	Jay Carr	County Emp.	Rm 1	5	0.00	0.00	
13-Oct	Aglow		Meeting	Rm 2	20	30.00	30.00	
13-Oct	4H Dogs	Janice Cowan	Dog Meeting	Rm 1 6pm	5	0.00	0.00	
15-Oct	Ext.	Gali Andrews	OSU Well Water	Rm 2	40	0.00	0.00	
17-Oct	Armory Sgt.	Dan Devowitsch	at Armory	RV space, 2x	2	10.00	10.00	cash
17-Oct	Avon	Jenny MacKenroy	Avon	Rm 1, 10-2	5	25.00	25.00	cash
Oct. 18	Baker FFA	Randy Newman	Rodeo	Rodeo Grounds	50	0.00	0.00	
18-Oct	SWCDS	Donnie Clair	1010 Meeting	Room 1	20	25.00	0.00	Invoiced
18-Oct	BCLA	Jay Carr	Meeting	Rm 2, 1-4	30	0.00	0.00	
20-Oct	Coffee Corral	Chris Barr	Cooking	Kitchen	3	15.00	15.00	
Oct 22 - 30	Fairboard	Andi	Octoberfest/Pumpkin Patch	New Bldgs.	1100	0.00	0.00	
Oct 22 - 30	Ext.	Bob Parker	Woodlands Mtg	Big Room	?	0.00	0.00	
23-Oct	Thomas Angus	Lori Thomas	Offsite Use	4 bleachers	lots	220.00	0.00	Invoiced
23-Oct	Thomas Angus	Lori Thomas	Offsite Use	75 chairs	lots	37.50	0.00	Invoiced
27-Oct	4H Assoc.	Janice Cowan	Meeting setup	Big Room	?	0.00	0.00	
28-Oct	CC Committee	Andi	CC Timeline	Room #1, 5pm	5	0	0.00	
Oct. 28	4H Awards Night	Janice Cowan	Awards Night	Room2	100	\$0	0.00	
29-Oct	Prevention Youth Carnival	Lori McNeal	Carnival - Red Ribbon Week	room 1,2, and kitchen	100	100	100	
30-Oct	Acadamy Graduation	Sheila at Sherrif's Office	Graduation	Room 2 & Kitchen	60	0	0	
31-Oct	4H	Eth Kauth	Meeting	Small Room	20	0	0	
31-Oct	Party	Stacey Greenwood	Party	Room 1, 7-9 pm	20	25	25	cash

**Monthly Renters:**

New Directions N/W		1,100.00	1100
Baker Valley Church of Christ	John Goodyear	100.00	100
		<hr/>	
Total Rents A/R for Month		<b>1,717.50</b>	<b>1,420.00</b>
Amount Still Owed:		<b>297.50</b>	

**BAKER COUNTY FAIR GROUNDS  
ACCOUNTS RECEIVABLE - Report for Nov. 2003**

**INCOME: (A)**

Total Rent To be Rec'd for October 2003 Rental Worksheet:	1,717.50	
Monies Not Yet Rcd:	297.50	
Deposits for Oct. Business = Total (A):		1,420.00

**DEPOSITS MADE: (B)**

Invoice #	Rent Date		Monies Rcd	County Acct#
	09/17/03	OTLS	rodeo pens, big room	135.00
2067	9/26 & 9/27	Baker County Unlimited - Poetry Arts	CC & Porta Potties	210.00
	30-Sep	Coffee Corral	Kitchen	15.00
	06-Oct	Coffee Corral	Kitchen	15.00
		Record Courier	Reimbursement	98.18
		- we paid bill not ours		
	13-Oct	Aglow Fellowship	Big Room	30.00
	17-Oct	Det. Sgt. Dan Devowitsch	Park RV - \$5.00 night	10.00
		no electricity/hookup		
2071	17-Oct	Jenny McInroy - Avon	Sm. Room	25.00
	20-Oct	Coffee Corral	Kitchen	15.00
2073	29-Oct	New Directions NW - Lori McNeil	big Room, Kitchen, Sm	100.00
	31-Oct	Stacey Greenwood	Small Room	25.00
		McElroy Printing, Inc.	Reimbursement	140.15
		double billed - reimbursement		
	03-Nov	Coffee Corral	Kitchen	15.00
2070	June 12 2004	PT Cruisers - Big Gathering 2004	Kitchen, Big Room and \$150 deposit	225.00
	Oct Rent	New Directions	Bldg. Rent	1,100.00
	Oct. Rent	Baker Valley Church of Christ	Ext. Big Room	100.00
				2511003606301
				2511003606302
		<b>Total (B):</b>		<b>2,258.33</b>
		<b>#1 Difference between income documented and Actual Deposits: (B-A):</b>		<b>838.33</b>
		<b>Search for Discrepancy:</b>		
		<b>#2 Monies deposited yet not in this months worksheet (i.e., next month's events, or previous months)</b>		<b>838.33</b>
		<b>#3 Monies pre-deposited for this month (not in this dep., yet on worksheet)</b>		<b>0.00</b>
				<b>0.00</b>
		<b>TOTAL MONEY DEPOSITED FOR SEPT: ((B-#2) + #3)</b>		<b>1,420.00</b>
		<b>Actual Discrepancy: (equal rental worksheet total?) (does cell g8 = cell g55?)</b>		<b>0.00</b>

**BAKER COUNTY FAIR GROUNDS**  
**A/R OPEN INVOICES - REPORT**  
 Report for Nov. 2003 Board Mtg.

INVOICE DATE	NUMBER	CUSTOMER	AMOUNT	DESCRIPTION
09/02/2003	2055	Baker City Elks	\$1,570	Miners Jubilee
09/02/2003	2059	Swire Coca Cola	200	Fair Sponsor
09/17/2003	2061	Bingham Bingham & Watt	125	Fair Sponsor
09/18/2003	2064	Elkhorn Archers	373.38	CC Use - Winter
09/18/2003	2063	Haines Rodeo Assoc.	216	4th July Tables/Chairs
11/04/2003	2074	Thomas Angus Ranch	272.5	bleachers, chairs, kitchen - Oct. 23
11/04/2003	2075	BCACD - SWCD's	<u>25</u>	Sm. Room - Oct. 18
		Total A/R Outstanding:	<b>\$2,782</b>	

**BAKER COUNTY FAIR GROUNDS**

**ACCOUNTS PAYABLE - September 2003 FUND 351**

Sid Johnson & Co	Towel Dispensers	\$134.29
Ellingson Lumber	Reimburse for Refrigerator	\$449.99
Baker City Awnings	Drop Curtain - Deposit	\$850.00
Elkhorn Electric	RV Pedestals Installation, etc.	\$11,099.93

Fund 351 - Total A/P September \$12,534.21

## BAKER COUNTY FAIR GROUNDS

### ACCOUNTS PAYABLE - Oct 2003 FUND 251

OTEC	New Barns Meter 22527176	\$19.95
OTEC	NEW SHOW BARN METER 22527175	\$42.17
OTEC	CC Meter 20256003	\$34.86
OTEC	Area Light	\$9.76
OTEC	Rodeo Grounds	\$49.96
OTEC	Ext. Bldg. - meter 22573532	\$624.32
Cascade Natl Gas	New Bldg.	\$44.16
Cascade Natl Gas	Cc Meter 591471	\$28.08
Cascade Natl Gas	Ext. Meter 240012	\$255.68
Municipal Pipeline	Nozzle	\$1.50
Unicom	2 lines	\$93.60
Cellular One	cell phone - Sept.	\$39.72
Cellular One	Cell Phone - Oct.	\$37.48
Ryder Bros.	Office Supplies	\$66.48
	Oktoberfest Supplies	\$84.19
Thatchers Ace Hardware	Maintenance Supplies - Drywall patch	\$13.87
The Baker City Herald	Fair Ads	\$15.00
Crown Janitorial	Supplies - Ext. Bldg.	\$6.64
Baker Valley Auto Parts	Maint. Ext. Bldg.	\$16.68
Co-Op Supply	#2 Diesel	\$23.52
Ron Rowan	Reimburse Fair Expenses	\$50.00
Action Plumbing	Clean Out Storm Drains	\$133.47
Hudson Printing	Tickets - Blues/Brews	\$37.35
Hudson Printing	Posters - Oktoberfest & Pumpkin Patch	\$150.00
Robbins Farm Equip.	Tractor Battery	\$140.70
Baker Sanitary Svs	Tool Show Dumpster	\$121.25
Baker Sanitary Svs	Sept. Trash Svs	\$93.85
Baker Sanitary Svs	Tool Show Toilets	\$60.00
Baker City	Water Bill - 424500007 - East St. - Sprinklers	\$166.69
Baker City	Water & Sewer - 432200012 - Ext. Bldg.	\$253.83
Baker City	Water & Sewer - 424600005 - Show Barn	\$129.90
Oregon Trail Landscape	2 'Maxi Paws' - sprinklers	\$38.00
Ellingson Lumber	Labor	\$90.00
Oregon Trail Cleaners	Laundry Svs	\$2.90
Ne-Hi Enterprises	Pumpkin Patch Sign	\$45.00
Baker City Copy Ship & Mail	Oktoberfest Supplies	\$117.95
Baker City Copy Ship & Mail	Oktoberfest Supplies	\$30.49
Baker Lock & Key	Grease CC Lock	\$47.50
Natural Structures	Plastic Tubes - Events	\$350.00
Lumbermans	Bark & Plastic Mulch - Show Barn	\$155.63
	Fund 251 - Total A/P for Sept.	<u>\$3,722.13</u>