

BAKER COUNTY FAIR BOARD
Minutes of Oct. 11 2006
Board Meeting

Members Present: Chairman Ron Rowan, Vice Chair Dean Defrees, Ann Kniesel, Mark Johnson, Tony Britt,

Members Not Present: Andy Barr, Rob Ellingson

Advisory Board Members Present: none

AB Members Not Present: Bob Borgen, Mary Ellen Anderson, Janice Cowan

Others in Attendance: Andi Sexton (staff); Cory Parsons (OSU Extension), Commissioners Fred Warner Jr., Dr. Carl Stiff.

The Meeting was called to order at 6:16 pm by Chairman Ron Rowan.

Approval of Minutes: A motion was made by Dean and 2nd by Ann to accept the minutes with the following edits: Remove Ann K. from the members present list; and on page 2, change 1007 to 2007. The motion passed with all in favor.

Financial Documents:

A motion was made by Ann and 2nd by Dean to accept the financial documents as presented. The motion passed with all in favor.

OLD BUSINESS

Business regarding Oregon Military Department Call of Sept. 25th, 2006

Mark recapped the call he received from the Oregon Military Department on September 25th: Jim Wiliford called him to say the OMD received their Federal Grant to complete the parking lot, and they want the Extension Building vacated and leveled by April 2007. Ron Rowan met with Fred Warner Jr., and Mark to discuss our options. Result is no additional funding from the County, and Fred's suggestion is that the County sell property to aid in completing the Old Armory Project. At this Fair Board meeting Fred said the potential of the USFS purchasing property (corner lot) to add on to the Readiness Center is a dead issue (two months ago USFS was looking to the readiness center site). Fred emailed General Caldwell to request a meeting to discuss options. We are interested in a solution, but nothing has been brought forward. The Fair Board's position is they will continue to seek grant dollars, but if don't get grants we wont move. **Action:** Ann will contact local realtors to find out the process of getting property appraisals. Several board members voiced concern that property should not be sold without getting an appraisal – i.e. pulling a figure out of thin air seems like a mistake. Ann will see if she can get the value of the Blue House Lot and the Corner Property. **Action:** Fred will get General Caldwell to come to town to have a conversation about our issue. Things on the list include the discussion of a 'community' parking lot. The county will hold off on their property sales idea until having a conversation with General Caldwell. It was also discussed that there should be State legislative connections to help remedy this solution.

Fair Grounds Manager Position: There was only one applicant for the position. The board reviewed the application and unanimously decided the applicant was not qualified. Andi is to return the application to Debbie Hoopes for her to process. The board felt the position was not advertised adequately. Andi is to have Debbie readvertise the position, for two consecutive weeks, in the Baker and La Grande papers. Cory said the Extension Service could also post the position. Andi is to also see if Debbie can have the position posted on the county website.

Horse Stall Project: No new information. Andi emailed Michelle but did not get a response.

Tractor: The tractor was repaired and then sold by Denzel Robbins at Robbins Farm Equipment. Three potential buyers contacted Denzel requesting information about the tractor. The money received will go into the 251 account, per Christena Cooke's recommendation, and then when it is time to lease or purchase a new tractor, the dollars will come out of the 251 account, and any amount over the sale will come from the 351 account. The sale dollars were posted to the miscellaneous line, in the amount of \$7833.27. **Action:** Rob will be the lead to develop a RFP for tractor leases.

Tony Britt said he would talk to Walker Creek, a CAT representative, about a municipal lease program.

Sand for Arena: Tony and Rob will get together to strategize on best way to remove rock from arena and get additional sand. Tony said the freight is very expensive for hauling. It was recommended that the County Road Department services be used. It was also discussed that we get charged by the Road Department.

Grant Update: Andi gave an update on the Leo Adler grant. We applied for \$95,000. Fred reviewed the grant application at this meeting and was concerned that only \$10,000 was listed as the County's contribution toward Phase II. The County gave the Fair Board an additional \$50,000 for the project. Andi and Mark explained that money is being kept in the 351 account for project administration and general conditions. Andi recommended explaining the County's total project commitment to the Leo Board at the time of the interview process.

Fair 2007: Cory spoke on behalf of Janice Cowan. He asked if the board had set the Fair dates yet. The board said they were going with the same first week of August and had no indication from the Association to do anything different. The board said they set the dates based on the Association's recommendations. Cory said he would go back to Janice to see if the Association had a recommendation other than what is already set.

Executive Session: The board then met in Executive Session to discuss the Grant Writing/Administration RFP. Andi was the only one that submitted a proposal and she felt it best that she was not present for the discussion.

NEW BUSINESS

Review of Grant Writing/Administration RFP: Dean made the motion and Ann seconded to accept Andi's Grant Writing Proposal, Option C's with the following conditions:

Page 4 of 5: Under Grant Writing, Option C: To change Grant Award Notice to Grant Award Payment

Page 5 of 5: Under Additional Items for Consideration – Option C: To change the percentage rate to 5.5%. The motion passed with all in favor.

Negotiations With Andi: Andi disagreed with the change to page 4 of 5. The negotiated agreement is for Andi to receive 50% of her fee at time of grant award notice, and the remaining 50% of her fee when the board is paid by the granting institution. Regarding page 5 of 5, Andi agreed to the 5.5% for the grants that have been started during her employment (Myer Memorial and Ford Family Foundation), and any other grants fully written during Andi's employment will receive a 1% administration fee (Leo Adler, Ash Grove, First Bank/Sterling Bank, Farm Credit Services).

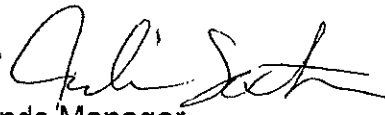
Mark made the motion to amend the original motion to: 'Accept Andi's Grant Writing Proposal, Option C for Grant Writing/Administration with 50% of Andi's fee due at time of grant award notice, and the remaining 50% of Andi's fee paid when the board is paid by the Granting institution, and, Under 'Additional Items for Consideration', to pay a fee of

5.5% of the grant total for those grants currently in progress during Andi's employment, and 1% for grants completely written during Andi's employment yet not yet notified of award status. The motion passed with all in favor.

Discussion Regarding retaining Andi's assistance until the Fair Manager Position is filled: The board asked Andi if she could stay on and help in the office until her replacement is hired. Andi said she would be willing to come in one day a week, and help with board meetings, but can not commit at this time to any additional time due to her priority of writing grants in conjunction with other employment commitments. Andi will consult with Christena and Debbie on how best to fulfill this agreement, meaning if she stays on as an employee or becomes a contracted worker. At this time Andi's official resignation date remains October 31, 2006.

The meeting was adjourned at 9:00 pm.

Next Meeting: November 8, 6pm at the Extension Bldg.

Respectfully submitted, 
Andi Sexton, Fair Grounds Manager