

**Baker County Fair Board
Minutes of October 3, 2007
Board Meeting**

Members Present: Chairman Ron Rowan, Vice Chair Dean Defrees, Mark Johnson, Ann Kniesel, Rob Ellingson

Members Not Present: Tony Britt

Advisory Board Members Present: none

AB Members Not Present: Logan Kerns, Holly Kerns, Janice Cowan, and Donna Lowry

Staff: Colleen Taylor

Others in Attendance: Cory Parsons and Carl Stiff

Chair Ron Rowan called the meeting to order 6:10 PM.

Correspondence: Thank you note from Poco-Wing 4-H Club.

Approval of Minutes: Dean moved to approve the Sept 12, 2007 minutes. Motion seconded by Ann and approved by members.

Public Comment Period: Mark Coomer presented a check in the amount of \$10,000 to the board for the Phase II project. Michelle Dollar of the Board of Realtors presented a check in the amount of \$1500 to the board. Brian from the Record Courier covered both presentations and pictures were taken. Cory Parsons thanked the Fair Board for use of the Sheep and Beef Barns for the Ag Day on October 3 and 4 for all the 5th Graders. The 3rd had a total of 120 individuals participating and a group of approximately 90 was expected for the 4th.

Financial Documents: Rob motioned that the bills be paid, Dean seconded the motion and was approved by members.

Old Business:

Grants: Ann reported that the Leo Adler grant was sent in on Oct 1. The amount of \$25,000 was requested to be used toward the purchase of Tables and Chairs. Matching funds for the grant request was the request to OTEC. OTEC will be meeting in November to determine the amount that they may have available. Mite-Lite has provided us with a sample table and will be shipping a chair also. The cost of this project should be approximately \$45,385. This estimate would be for seating of 400 individuals. The chairs will run \$60 each, the round tables \$220.50 each and the Rectangle tables \$191.25. The estimate also includes carts to hold the tables and chairs for storage. The USDA grant has been submitted in the amount of \$27,000. This request was for the cabinets, painting, skylights and finishing of Phase II. Currently we are working on the Jeld-Wen Grant request in the amount of \$70,000 to assist with the kitchen equipment. The second grant being worked on is the Meyer Memorial for the North Entrance to the Event Center. Ann requested the project figures from Mark for the Entrance to help complete the grant

request. Board asked if we were eligible for additional funds from the Collins grant also. Colleen and Ann will check into it also.

Matching Funds Report: The matching funds report for the Ford Grant has been submitted to Ford. We currently have all the funds available in the 351 or commitment letters showing when funds will be received. We would like to raise another \$13,000 to prevent a complete drainage of our Capital Improvement. We are still in the planning stages of a fundraiser dinner.

Board Position: Tony has not been able to visit with Kirk and Michelle Sciolacci of Haines. They recently purchased the Heritage ranch in Haines. Tony will follow up with Ron on that conversation. If they are not interested then Ron will visit with Corey and Chris Gyllenberg. Colleen was requested to contact Heidi to advertise the position.

Rodeo Grounds Repairs: Erik Larson, the claim adjustor, contacted Colleen and will be faxing a cost estimate to Sid Johnson & Co. for their agreement on that estimate. To date Mark has not received anything. Colleen is also working with the Haines Stampede for the repair work. Colleen will have Haines Stampede contact Rob prior to doing any work to insure that the poles are placed where needed. Cory Parsons shared that he may have poles available and will check on them also. Haines is working with OTEC on the possibility of there assistance also.

Parole & Probation: The lease agreement is complete for Parole and Probation. Rob and Dean signed the agreement and Colleen will take the agreement to Fred Warner for his signature. The rent will be paid automatically each month. Colleen will invoice for the rent due from occupancy from Sept 17 thru the first of October.

Revamp Mission Statement: Discussion was held on the ideas for the mission statement for the fair board. The new Baker County Fair Board Mission Statement will be: "The mission of the Baker County Fair Board is to promote & coordinate the county-wide and year-round use of the fair ground facilities."

Rental Schedule of New Building: Colleen shared that she has not received the comparison information needed from the other fair grounds. Request was made to the Union County Fair Grounds, Malheur Fair Grounds, and the Grant County Fair Grounds. We have received the rates for the Pendleton Convention Center. Discussion was held on cost of the facilities with tables and chairs, rather that a separate charge, daily, and weekly charges. More discussion will be held when comparison information available.

General Caldwell: Discussion was held on the progress of events since the meeting with General Caldwell in August. Ron will be contacting General Caldwell directly to explore what needs to happen next to proceed with the appraisal differences and deed exchange request.

Phase II update/Supervisor Contract: Mark reported that our Phase II qualifies for exemption under the Oregon law requiring bidding for our Supervisor of the project.

Mark presented a draft of the exemptions and case for the board to review. Mark has visited with Fred also about the exemption, and Fred is in agreement. Mark will complete a final letter for Ron to sign for the exemption and supporting case for presentation to the County Commissioners meeting in November. Mark reported that he has visited with Frank Serrano of Powder River Corrections on the work needed to be done during Phase II and what parts the inmate crew would be able to complete. Mark is waiting for final word from Frank on that list of work. A draft list of the different areas of the project were present to the board members showing what would need to have a bid and what PRCF would be able to help us with. Mark will be drafting a bid solicitation in the next weeks to submit to approximately 75 contractors to begin the bid process. The board had lengthy discussion on adding air conditioning to Phase II and agreed to have it added.

New Business:

Mark presented an Arial picture and map of the fair grounds for the board to review. The Oregon Dept of Transportation is working on completing the "D" Street project, and the board needs to be looking at what curbing request we would like along "D" Street to help with our future plans. The project is scheduled for 2009. Signage for the Fair Grounds was also discussed. Some type of signage along the Rodeo Grounds facing Campbell Street was discussed as well as signage with ODOT at the exits.

The part of the extension building being used for storage by the county was discussed. Board requested Colleen to write a letter to Jason Yencopal about emptying that part to see if we could rent out that area. The Red Cross storage would also need to be moved. Colleen is to work with Jason on completing a Garage Sale of excess items also. Shredding of old Fair Board papers and checks discussed. Rob requested that Colleen have Delo take the items to his office for shredding.

John Goodyear of the Oregon Regional Theater contacted the fair office about helping put in an event board on the proposed green space along Campbell Street. The Planning Dept informed John in August that it would not fit into the Planning regulations. The Fair Board would like to look at the plan and possibly request an exemption. The board requested that Colleen contact John to attend the November meeting for discussion.

Profiles of board members were handed out and board members were asked to update their information. These profiles are used for grant request.

Dean shared that Randy Newman and his FFA group would like to build a new loading ramp for the sheep and hogs. Dean moved, seconded by Ron, and passed by the board.

Mark moved that the meeting be adjourned at 8:50 pm; motion seconded by Dean and passed by members.

Next meeting to be held on November 7, 2007, at 6 pm.

Respectively Submitted,

Colleen Taylor