

BAKER COUNTY FAIR BOARD
Minutes of September 14, 2005
Board Meeting

Members Present: Chairman Ron Rowan, Vice Chair Dean Defrees, Mark Johnson, Rob Ellingson, Andy Barr, Bob Borgen

Members Not Present: Ann Kniesel

Advisory Board Members Present: Dan Peters

AB Members Not Present: Janice Cowan, Mary Ellen Anderson

Others in Attendance: Andi Sexton (staff), Commissioner Dr. Carl Stiff, Commission Chair Fred Warner, Jr., OSU Livestock Advisor Cory Parson

The Meeting was called to order at 6:10 pm by Chairman Ron Rowan

Approval of Minutes: A motion was made by Rob and seconded by Dean to approve the minutes as submitted. The motion passed with all in favor.

Financial Reports:

A motion was made by Rob and 2nd by Dean to approve the financial reports and bills as submitted. The motion passed with all in favor. Discussion: In regard to the Miner's Jubilee carnival invoice, which was submitted to BCU and still not paid, the board voiced concern that BCU is the agent rather than the board directly. The board recommends 'taking out the middle man' and working with the carnival directly. Also, the BBT bills are being held until BBT delivers products. Mark shared concern that the documents submitted need more substance.

OLD BUSINESS

Old Armory Project: Mechanical and Electrical RFQ's: The board reviewed the documents and made changes regarding how the documents would be reviewed and eliminated the discussion regarding executive session. Fred Warner Jr. shared with the board the contract review process. Due to the need to expedite the project, it was decided to make the RFQ's due October 4th, so that the board could meet the evening before the Contract Review Board meeting, make a selection, and present the recommendations to the Contract Review Board the next day.

Leo Adler Field Agreement: Fred reported that the Babe Ruth/Little League folks still have not signed the agreement, and that the commissioners will go forward with having the document signed by the commissioners and the Fair Board. The document is to be approved by the commissioners at the October 5 commissioner session.

Old Armory Project – Asbestos Project Update: Mark reported on the asbestos removal project and the finding of additional asbestos and that an addendum was made. The total cost of the project is \$10,822. Fred recommended getting copies of the bills to the commissioners for possible reimbursement of the expenses.

Oregon Military Department – Andi reported on the new signs that were posted at the parking lot regarding towing of unauthorized vehicles. It was agreed that the signs are probably a boiler plate design. Mark reported that Williford is working on the sidewalk expansion. It was discussed that Colonel Caldwell will be retiring soon and it would be best for the Fair Board and County Commissioners to put together a list of all the issues still needing to be resolved. Fred

recommended that he and Mark travel to Salem to visit with Colonel Caldwell sometime in mid-November.

NEW BUSINESS

Fair 2005: Board members had reviewed Andi's report. In summary, the fair went very well, close to budget, and even though attendance was low, fair sponsorships and the sale surpassed last year's figures. Needs for 2006:

- To have Randy Newman and the FFA kids make signs for the new buildings. Dean will contact Randy with the project needs. Randy is to submit designs and costs before any work begins.
- To put the FFA and 4H logos on the auctioneer booth
- To get 7' x 30' shade cloth
- The 4H Association will be looking into purchasing a new portable PA system for inside the Show Barn.
- To contact the neighboring fairs to get their 2006 Fair Dates and make a decision to change our Fair dates at the November 2006 meeting – based on recommendation from the 4H leaders

Contract Review Board: Fred Warner Jr., discussed the contract review board process. The CRB meets twice a month and reviews contracts over \$5,000. The purpose is to protect the County and county entities regarding issues that arise when spending public monies. Fred recommended that the Fair Board present recommendations to the contract review board, for their review and as a step for 'protection' prior to awarding contracts.

Old Armory Mechanical & Electrical RFQs: It was recommended that Andi advertise the Fair Board meeting date change so that all bases are covered.

September 28 & October 5 Commissioner Sessions: Andi and Mark will attend the meeting and present the 2004/2005 accomplishments, Fair results, and an update on the Old Armory project. Mark and Andi will also attend the October 5th session to present the recommendations for the mechanical and electrical work.

Oktoberfest: The 2005 Oktoberfest will be postponed due to the need to focus on the Old Armory project grant writing efforts and development of the Friends of the Fairgrounds board. It was recommended that Andi send out a press release to seek out any other groups that would like to host the Oktoberfest. Tyler Brown's name was mentioned as a possible organizer.

Friends of the Fairgrounds: Andi updated the board on the recent developments: The Bylaws have been signed and submitted to the Department of Justice, as well as a name change from the Friends of the Fair to the Friends of the Fairgrounds. The Department of Justice approved all of the documents. The next step is board development. It was recommended that an October meeting be set.

Andi's Performance Review: Ron and Dean shared Andi's performance review which was done prior to this evening's board meeting. Goals are to be submitted to include: to have one more event to replace the Oktoberfest; to have a March 1 deadline for the Friends of the Fairgrounds board development; and to develop additional alliances with civic groups. Andi will be cutting her hours to 20 hours per week, effective November first, and bring them back up to 30 hours a week May first. It was recommended that the 2004/2005 accomplishments be submitted with Andi's performance review to the County personnel department head.

Phone Books: There was discussion regarding the confusion with our name not listed in all the phone books. Andi will contact the County to see if we can be added to the County listings.

OSU Rental Agreement: Rob brought a copy of the County rental agreement with OSU and said there is an error in the document. Andi will research the error and get back to the board with the findings.

There being no further business, the meeting was adjourned at 8:30 pm.

Respectfully submitted,
Andi Sexton, Fair Grounds Manager