



Board Meeting Minutes

February 7th 2023 5:30 P.M

Call to Order @ 5:30 introduction of new board members, fair manager and the people in the gallery.

Roll Call

Kallie Linder, Chair
Brittany Israel, Vice Chair
Malory Litehiser
Matt Bellingham
Sarah Finn
Courtney Bangs, Commission Vice Chair-Fair board Liaison
Kyle Sharpsteen, Fairgrounds Manger

Agenda Approval

Addition of agenda item regarding Joint statement regarding the HCP

Unanimous consent to add and approve.

Selection of Chair and Vice Chair

Kallie Linder nominated for Chair and Brittany Israel for Vice chair.

Unanimous consent to appoint Kallie Linder to Chari and Brittany Israel as Vice chair.

Public Comment

Laurie Tetlow. Discusses the people mover and the desire to do some renovations on the vehicle. Tom Tetlow has some donations for the repairs, but may need additional funds to do everything. They will provide a estimate of what will be needed.

Tim Clark. Does a lot of work with the animals but has the idea of new holding swine pens. No estimate available but wondering if the fair is interested. Will bring more information later to put an item in the agenda at future date.

Consideration of past minutes from January

Bellingham moves to approve, Israel 2nd

Unanimous approval.

Board Member Reports

None at this time.

Managers Reports

This is a beginning point for a lot of items that Manager has been working or discovered in the first two weeks. Attended the OFA convention and made a bunch of good connections. Talked about the bills in legislature regarding fairgrounds and if any board members could provide public comment in support could help get these bills passed. Maintenance tech has been doing a fantastic job covering the vacancy in the manager position. Building a team between all the staff is a top priority and we appear to get getting off on the right foot.

There are several maintenance issues, the roof is a big project going from some repairs to full replacements. Staff will work with an architect to develop some plans and specs for the roof project and come back with next steps. The septic tank for the upper restrooms got damaged at an event and has been repaired, but we need to protect it from future issues. Main septic tank has recently been serviced, we had a firm do this service, Manager will look into obtaining a license to operate system in house. Some of the oven equipment was having some issues, we have repaired some of the stuff, but we should have a tech come in and service our equipment, some equipment may be replaced cheaper than repaired. The heater isn't working, we will need to get the tech out. Ice machine failed, probably due to water issues with the water district. We spent half a day cleaning and trouble shooting and it appears to be functioning, but it goes to show that one thing going wrong, can take a whole day or most of a day away from working on other tasks.

County HR, manager and union are negotiating adding the staff positions into the union per the new MOU. There is another MOU being negotiated between the county and the union. Should be able to go soon. This has been a top priority.

Clubhouse repairs- has been a confusing issue. The gutter will be repaired and staff will continue to work on the MOU with OSU. The county had previously terminated the lease and transferred ownership to the county. The vision of the MOU is a little different based on that revelation and the MOU should focus more on use rather than maintenance. Staff will look into other fairgrounds agreements and work with 4H, but the pressing issue with the gutter has been addressed.

Upcoming meeting with business Oregon about the grant and details on the 8th of February.

Kitchen inspection- health department is coming out for an inspection, they will be coming out to do a consultation before the inspection, but will be coming out for full inspection prior to crab fest.

Started talking about the fair, Manager needs to figure out what is already in place, the concert is set up, but we need to get a better understanding of the budget. The group discussed prior events and vendors, and Manager will need to work with the board to get a better idea what is in place and what we want to see.

Budget needs to be completed. Board wants to have a budget meeting. As Manager gets budget completed, He will work with board to schedule a meeting. Manager will forward current budget to the

board and the draft budget before it is final. Manager discussed the revenue and appropriation status of current budget. There is a lot of work to do understating the budget software and the county budget process. It will probably be down to the deadline.

Envelops with cash in the safe. It appears that they were premiums for the open class and manager will follow up with the open class representative. The tongue point team works on this for us and they also will potentially contribute as interns during the fair. There is also an application for a brick dedication. The fair is not currently doing bricks and the check needs to be returned or destroyed.

Kitchen inventory doesn't line up. Discussion continued about developing a better system to check in and check out the kitchen before stocking up on kitchen items.

Talked about the concert and the stage costs. Manager has been exploring the cost difference in one-night vs two nights of stage rental. Manager will look into concert availability for Saturday night. Discussion continued about carnivals and how other fairs are doing with carnival. Brief comments about conflicts with our fair and other fair dates, Conversation will continue later on future fair dates after doing more research.

Business Items

Ethic training- Several board members have conflicts with the date and time. Manager will reach out to the county to find more details. Board request additional dates and times at the beginning or end of the date.

MOU 4H- discussions need to continue- less pressing now that the repairs are going to happen, but should focus more on use. Request was made to loop in a board member in the negotiation with 4h.

Mowing Contract- concerns from county manger on the solicitation process. Manger will work on a RFP to give the everyone a chance to bid, Also to establish some defined terms on how the mowing and maintenance will be performed. The Tetlow team will meet with Manager to discuss the proposal, create a RFP and send out for bids. Discussion continued about RFP process and public contracting.

Managers Authority- working on discovering where everyone's authority is, working through ORS 565 and county council to determine everyone's authorities to bring back an action item in the future if needed.

Rental of equipment- lots of community partners are using our equipment. If we want to do it, then we need to establish rates, terms. This goes in line with all our agreements. Concerns were raised about replacement and putting ourselves in a bad position where we have rented out equipment that our renters need. We need to get the protection in place.

Work session topic. Manager will need to know in advance of the meeting the topic of the work sessions so that can be published.

Two groups have come in requesting donated or discount rates/fees. The board gave direction that these situations come to the fair board to make a presentation. Future requests will be directed to come to the fair board. Rate sheet will be updated to indicate that requests need to be brought to the fair board.

Joint Statement HCP- Motion to draft joint statement regarding to the board of forestry

Unanimously approved

Financial statements

Revenue and appropriations reports provided to the board. Board was appreciative of receiving the reports directly from the financial software rather than a generated P&L report.

Round Table

Contracts and agreements- legal review from county council on various agreements. Rental, camping, deposits, alcohol, equity, Manager will work with county council to update and review other fair agreements. If direction was previously provided, it needs to be added to the forms.

ORS 565- presented to the fair board- all of us will need to read through this and understand the requirements in the law.

Projects- Roof is priority- Fair board wants to get the roof fixed right.

Events- start thinking about what events the board want to see. The opinion was that events have been tried and they were not successful on the first go, these events need to be developed. This will be worked on more over time. Some initial ideas were Broncs and Bull and Mud bogs, Harvest festival, drive through Christmas lights, (fair lights) cross county,

Good of the Order

Bellingham Welcome manager and board members, this place is a community meeting place and focus on this is the community center.

Israel welcome new fair members and Kyle- excited about the future

Litehiser- looking forward to working the with the board and the 4H programs and breakthrough in expanding the community aspect.

Finn Like working with forward thinking people

Linder Beef weigh in this weekend and is one of her favorite days. Asked if were ready, Kelly and Jack have it all set up. Concession stand, looking for an operator at the friends of the fair show, hoping 4h may be able to operate it. Keys- would like to see the doors get rekeyed. Its unclear how many keys are out and who all has keys. Impression is many people have keys that shouldn't have it.

Adjournment of meeting at 7:01pm

APPROVED BY


