

CLACKAMAS COUNTY FAIR BOARD MEETING

June 8, 2017

6:00PM – Horning Hall

MINUTES

1. CALL TO ORDER

Fair Board President Gary Linton called the meeting to order at 4:00pm. Fair Board members in attendance included Dan Sandberg, Raeline Kammeyer, Matt Bunch, Ted Kunze, and Greg Parker. Laurie Bothwell, Executive Director and Kris Vavrosky, were also in attendance.

Guests Included: Dick Eagle, Clayton Rhodes, Rick Kauffman, Jim Williams, Steve Neilsen, Greg Perez, Grant Sharp and Laura Zentner, Deputy Director of BCS.

2. CITIZEN COMMUNICATION (Introduction of guests, questions and correspondence)

- a. Clay Rhodes, Canby Rodeo Committee President, presented a letter to the Fair Board requesting the reinstatement of fair office privileges to the rodeo committee secretary. This will improve the efficiency of document flow for both groups. The Fair Board will take this under advisement and will send a letter to the Rodeo Committee with their decision.
- b. Rick Kauffman gave an update on the announcer's stand project. The volunteer team will be putting up the walls and roof this weekend. The electrician will come in next week and install all the wiring so that the insulation and sheeting can be installed the following weekend.
- c. Rick Kauffman also requested that due to time constraints the Conex project be delayed until the 2018 Fair and Rodeo.

3. CONSENT AGENDA (Motions Needed)

- a. Minutes from the May 11, 2017 Fair Board meeting. Matt Bunch moved to approve the May 11, 2017 minutes. Greg Parker seconded the motion. Dan Sandberg requested clarification regarding the Conex. All in favor, motion carried.
- b. Bills for review and approval for May 1 - 31, 2017 total bills \$101,062.34. Raeline Kammeyer moved to accept the bills as presented. Matt Bunch seconded the motion. All in favor, motion carried.

4. UPDATES

- a. Executive Director Report:
 - i. Upcoming events include the Wine, Food & Brew (June 2-4), the Oregon Renaissance Faire (June 10th & 11th and June 17th & 18th) and the Clackamas Kennel Club All Breed Dog Show (June 23rd – 25th).
 - ii. There was an injury during the recent Clackamas County Gaming Association weekend event. The individual injured is expected to make a full recovery.
 - iii. Facebook likes are now at 7,800. The goal is to have 10,000 followers by Fair time. We are offering a fair, rodeo & carnival package to the 10,000th person who clicks like.
- b. Fair Board Directors Reports:
 - i. The heavy rainfall and flooding issue in the Horning Hall and paved parking lot area in May during the Junk Refunk event was discussed. Flooding had not been an issue until the road was redone by the City of Canby. Unless revisions are made to the roadway, more flooding could occur in the future.
- c. Commissioners Report – none.
- d. Rodeo Report – Dan Sandberg:
 - i. The Rodeo Court is participating in parades and rodeos. They are doing extremely well in their presentation at events.

- ii. Rodeo Director membership additions of 2 new members are being considered. Applications have been received.
 - iii. Steve Sundholm, Equus Veterinary Service, will be the Rodeo veterinarian again this year.
 - iv. The Rodeo VIP will remain the same this year as last year.
- e. CCF Improvement Foundation Report – Raeline Kammeyer reported that the Foundation Board is meeting tonight at 6:30pm following the Fair Board meeting.

5. OLD BUSINESS

- a. Budget – Laurie Bothwell entertained questions regarding the budget. She noted that the Fair Board approves the upcoming year's budget in January and it is then sent to the County for approval. The next budgeting period will be for the fiscal year 2018-2019 and it will take place in January, 2018.
- b. MOU with Clackamas County – No report
- c. MOU with 4H – Gary Linton stated that the Fair Board needs to move forward with the development of this MOU. It will be necessary to give the Extension Service a year's notice to prepare for the commencement of the MOU. A committee appointed by Gary will begin this process.

Greg Parker stated that it is import that the Fair Board be a Policy Board with a focus on ensuring that CC FEC is financially stable, able to cover expenses and break even with all events and activities occurring on the grounds, and achieve self-sufficiency. Discussion followed.

Gary Linton also stated that there needs to be a committee to address rental structure. He has obtained information regarding facility rental fees throughout the State for comparison purposes.

- d. Property Acquisition – Canby Garden lots 28 & 29. Nothing new.
- e. Horning Hall Repairs – Repair costs have been submitted to the County risk Manager, Dwayne Kroening. Gary Linton stated that he will be meeting with him regarding damages and reimbursement of repair costs and if no progress is made, the Fair Board will need to secure their own legal counsel to pursue reimbursement from the City.
- f. Main Pavilion Roof Repair/Replacement – We are currently waiting to hear back from A-Tech/Northwest, Inc. in Canby.
- g. Master Plan – the subcommittee met and it was determined that the goal for the Master Plan will be to think big, look to the future, project year around and include funding, infrastructure of the facility and new buildings.
- h. Heritage Grant – Ted reported that we are not able to make the deadline for the Heritage Grant. However, we are able to apply for the Development Grant. The deadline is July 1. Ted will be attending the upcoming train session as required for this grant.
- i. RV Spaces – Matt Bunch reported that due to time constraints, this project will be tabled until after Count Fair.
- j. County Fair – Laurie Bothwell reported that we are moving forward with fair planning, marketing and advertising. Everything is on target at this time.
- k. Highway Sign – Greg Parker reported that after further investigation and communication with the ODOT representative, cost would be prohibitive to attempt to obtain a license to advertise on the Highway sign. This is as a result of the 1965 Communication Act.

6. NEW BUSINESS

- a. Fair Board Meeting Time – Gary Linton requested that the meeting time for the monthly meetings be changed to accommodate the Clackamas County Board of County Commissioner's liaison representative. Ted Kunze moved to change the monthly meeting time to 5:30 pm. Greg Parker seconded the motion. All in favor, motion carried.
- b. Rodeo Seating – Gary Linton reported that he has contacted several companies regarding repair and renovation of the grandstands. He is looking into replacing the current wooden grandstands as well as possibly increasing seating.

7. CONVENE TO EXECUTIVE SESSION

At 5pm a motion was made by Gary, seconded by Raeline Kammeyer to recess to Executive Session, in accordance with ORS 192.660 and its subsections. Purpose of the session was to discuss employees.

8 RECONVENE TO REGULAR SESSION

The Board reconvened to regular session at 5:44pm. At this time, Roger Beebe joined the board meeting.

- a. Maintenance Repairs – it was decided that a committee to include Greg Parker and Matt Bunch would seek bids in order to secure a maintenance company to provide maintenance repair services for the facility. This project will begin after fair in August. Ted Kunze moved to obtain bids for maintenance repair services. Dan Sandberg seconded the motion. All in favor, motion carried.

6. ADJOURNMENT

With no further business before the Board, Ted Kunze entertained a motion to adjourn at 6pm. Matt Bunch seconded the motion. All in favor, motion carried.

Respectfully Submitted by _____ Date_____