

CLACKAMAS COUNTY FAIR BOARD MEETING

April 12, 2018

4:30PM – Horning Hall

MINUTES

- 1. CALL TO ORDER** by Fair Board President Ted Kunze @ 4:33 p.m. Board members present included Gary Linton, Raeline Kammeyer, Matt Bunch, Greg Parker, and Dan Sandberg. Also present were Executive Director, Laurie Bothwell, and Executive Assistant, Susan Wells. Guests included Clackamas County Commissioner, Ken Humberston, BCS Director, Laura Zentner, Jim Williams, and Steve Nielsen.
- 2. CITIZEN COMMUNICATION**
 - a. Correspondence – none presented.
 - b. Citizen Testimony – none presented.
- 3. CONSENT AGENDA**
 - a. Gary moved to accept the minutes from the March 8, 2018, Fair Board Meeting. Seconded by Dan. All in favor, motion carried.
- 4. UPDATES**
 - a. Directors Report – Bills for review March 1-31, 2018, and Monthly Report. Thirty activities and events were hosted, including the 4H Tack Sale. Ely Arena was closed down based on Veterinary recommendation for Strangles & Rhino virus in the local area. The Decision America Tour and the Portland Regional Gem Show agreements have been finalized.
 - b. Fair Board Directors Report – none presented.
 - c. Commissioners Report – no report.
 - d. Rodeo Report – Dave Burke grateful for Building Assistance for the Rodeo Court Coronation. The Rodeo VIP is all organized and ready to go. Rodeo Sponsor rates will stay the same as last year. The Rodeo Committee is looking into having their own website.
 - e. CCF Improvement Foundation – Applicants are Cindy, Sandy, & John Richards.
- 5. OLD BUSINESS**
 - a. Budget 2017-18 Review and 2018-19 – Matt moved to adopt the budget as presented, Greg seconded the motion. All in favor, motion carried.
 - b. Electrical Project – The replacement of the electrical on the Main Lawn is taking place. After the Spring Garden Fair they will begin to update the panels in the other areas.
 - c. Fair Board Committees and Rodeo Committee Charter–Ted presented three different Fair Board Committees proposals. The Committees would be Human Resources, Facilities, & Finance. The Rodeo Committee Charter was also reviewed. Ted and Rodeo Committee President, Clay Rhodes, will define mission and set goals for the Charter. Raeline moved for the President to continue with the Committees and the Charter. Seconded by Gary. All in favor, motion carried.
 - d. Fair Management Agreement with Clackamas County – Discussion about changes that were made by the County Finance Director took place. Laurie will invite the Attorneys to attend the joint meeting with County Commissioners and County Staff on June 30th to do a final review.
 - e. Heritage Grant – Raeline has almost completed the Grant. She will submit it by the end of April.
 - f. Main Pavilion Roof – \$200K. Discussed excess with Commissioners.
 - g. Master Plan – The interviews have been completed. Laurie is working closely with LRS for any data requested.
 - h. MOU with 4H – Raeline volunteered to join the committee with Ted & Laurie replacing Roger Beebe's vacated spot.
 - i. Rental Properties – Raeline has done physical inspections in the area. Poor conditions reported with volatile rates starting at \$900/month. Greg reported that rental rates are currently based between \$1.00 and \$2.00 per square foot.
 - j. 2018 Fair & Rodeo

- i. Advertising – discussed last month & decided to offer discount through social media on Tuesday & Wednesday through social media for a \$3.00 discount off a combination admission/rodeo ticket as advertised in Molalla & St. Paul rodeo programs.
- ii. Fair Vendors – new & exciting selection.
- iii. Portable Shower Trailer – Look into building our own with 3-4 shower stalls. Discussed the need to consider how it will be maintained to survive cold weather. Will rent showers for the 2018 and will continue to research option of owning portable showers.
- iv. OLCC Permitting – No update on the OLCC permitting. The Rodeo Committee is concerned about serving alcohol in some of the area in the stands. They are ok with “Bull Pen” seating, but not in the other areas of the Grandstands.
- k. Other Old Business – None presented.

6. NEW BUSINESS

- a. Roger Beebe resigned from Fair Board, board accepts the resignation.
- b. Authorization to move forward with Fair Board appointment process. Gary moved to authorize Laurie to post position for Fair Board vacancy. Raeline seconded. All in favor, motion carried.
- c. Authorization of the 2018 Rodeo and its associated expenses. Gary moved to authorize 2018 Rodeo associated expenses. Seconded by Raeline. All in favor, motion carried.
- d. Approval for Reimbursement to CRA for PRCA Approval Fees. Dan motioned to pay \$1,347.64. Seconded by Gary. All in favor, motion carried.
- e. Blue Ribbon Award – Raeline nominated Mike and Sandy Corliss to be the recipients of the 2018 Blue Ribbon Award. Gary moved, Raeline seconded. All in favor, motion carried.
- f. Recommendations
 - i. Spending Allowance for Fair Superintendents. Authorized \$50 to be used for supplies, props, signage, promos, & incentives. Documentation required for each expense. Dan moved, Gary seconded. All in favor, motion carried.
 - ii. Free one day pass for each individual that places a static entry into the Fair – 1 pass for each static exhibitor. Raeline moved, Gary seconded. All in favor, motion carried.
 - iii. Body piercing vendor- Approved booking body piercing vendor on a one-year trial basis. Greg moved, Raeline seconded. 4 approved and Dan apposed, motion carried.
- g. Other New Business – None presented.

7. ADJOURN TO EXECUTIVE SESSION

Ted moved to adjourn to adjourn to Executive Session at 5:51 p.m. Greg seconded the motion. All in favor, motion carried.

8. RECONVENE TO REGULAR SESSION

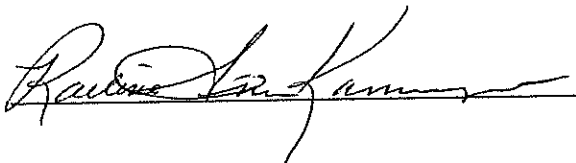
At 6:53 p.m. motion by Ted to reconvene to regular session. Gary seconded motion. All in favor, motion carried.

- a. Personnel (192.660(2)(b)) – Laurie reviewed the Ethics Policy. Fair Board to vote on it at the next Fair Board meeting.
- b. Employee Benefits (192.660(2)(b)) Gary moved to approve the spending allowance for married employees with children insurance allowance of \$1,071 per month. Matt seconded the motion. All in favor, motion carried. Staff is to continue researching rates and report back with findings.

9. ADJOURNMENT

Raeline moved to adjourn at 6:51 p.m., Dan seconded motion. All in Favor, motion carried.

Respectfully Submitted by:



Date: May 10, 2018

