

CLACKAMAS COUNTY FAIR BOARD MEETING

February 8, 2018

4:30PM – Horning Hall

MINUTES

1. CALL TO ORDER

Fair Board Vice President, Gary Linton call the meeting to order at 4:30pm. Members in attendance included Raeline Kammeyer, Matt Bunch, Greg Parker, & Dan Sandberg. Ted Kunze had previously arranged to be out. Roger Beebe was ill. Executive Director Laurie Bothwell, Executive Assistant, Susan Wells were also in attendance.

Guests Included: BCS Deputy Director, Laura Zentner and County Commissioner Ken Humberston, Heidi Sampson, Elan Langridge, Rob Campbell, Steve Nielsen, Jim Williams.

2. CITIZEN COMMUNICATION

- a. Correspondence – Dan presented the article in the paper about the Fair receiving the "Spirit of Rotary" award in December. Article was published in the Canby Herald.
- b. Citizen Testimony-Elan Langridge (Floral Superintendent) presented ideas on how to increase the number of entries in public competition. Requested a \$150 expense account for all Superintendent to be able to use in their departments for prizes, signage, & communication.

3. CONSENT AGENDA (Motion Needed)

- a. Minutes from the January 11, 2018 Fair Board Meeting. Motion to accept minutes by Matt, second by Dan. All in favor, motion Carried.
- b. Minutes from the January 23, 2018 Special Meeting and Budget Work Session. Motion to accept minutes by Matt, second by Raeline. All in favor, motion Carried.
- c. Minutes from the February 6, 2018 Budget Work Session. Motion to accept minutes by Dan, second by Matt. All in favor, motion Carried.

4. SPECIAL GUEST

- a. Robert Campbell, Director of Small Business Development Center, Clackamas Community College. Presentation for profoma business plan. Board will re-evaluate once Master Plan is put in place.

5. UPDATES

- a. Directors Report – Bills for review January 1-31, 2018 and monthly report. Working on budget, 31 event days in January. Facebook followers currently at 8,745. Replacing railroad ties with concrete flower bed borders around Ely Arena. Gravel has been placed around Rosebrook and Ely Arenas. Marketing staff new hire.
- b. Fair Board Directors Report – No report.
- c. Commissioners Report. Items #1-9 County is satisfied with the changes discussed, follows state statues. Still working on language of the MOU under items #10 & 11. County attorney, Steve Madkour, is reviewing.
- d. Rodeo Report – The Canby Rodeo Association donated \$1,000 to Providence Willamette Falls Medical Foundation from money raised during the Rodeo. Rodeo Court Coronation will be March 10, tickets are on sale at the Fair Office.
- e. CCF Improvement Foundation - Next meeting is Feb 25 at 7:00 p.m.

6. OLD BUSINESS

- a. Budget 2017-18 and 2018-19 – Budget proposal will be submitted to County this week for preliminary review.

- b. Business Plan – Master Plan finalizing details. LRC to sign and return.
- c. Development Grant – Ted is still working on this.
- d. Electrical Project – Laurie met with Ralph Williams from Clackamas County. Ralph has map of all electrical sites on the grounds.
- e. Fair Board Rental Properties (Fair Market Values) Raeline reported that they need additional time to research to ensure that all no laws are violated in the process of increasing rental rates. Tabled until March board meeting.
- f. Main Pavilion Roof – County just completed walk through. Hosted 6 contractors on this walk-through. Projected cost is \$108,000 for next year's budget. Timeline to start is September.
- g. Master Plan – Waiting to receive signed documents from LRC. Board is requesting late afternoon/evening meetings, when needed.
- h. MOU with 4H – Still working through ideas.
- i. MOU with Clackamas County – Plan to vote on this at March meeting. Revisions in 10.2 "within 1 year master plan" & "within 2 years, business plan".
10.3 & 10.4 strike partial
11.4 add "if buildings are eligible"
- j. 2018 Fair Recommendations
 - i. Motion: Recommendation to not raise admission/parking fees for Fair and Rodeo 2018. Moved by Raeline; second by Dan. All in favor, motion carried.
 - ii. Motion: Free admission until 3 on Thursday. Moved by Matt, second by Raeline. All in favor, motion carried.
 - iii. Motion: Increase Commercial Vendor booth space prices by 10%. Moved by Raeline, seconded by Matt. All in favor, motion carried.
 - iv. Motion: Increase Concessionaire Fees by 25% (Non Profit increase by 20%). Increase minimum flat fee to \$500. Moved by Matt, second by Raeline. All in favor, motion Carried.
 - v. Motion: Minimum flat fee for Non-Profit is \$ 300.00. Moved by Matt, second by Raeline. All in favor, motion carried.
 - vi. Motion: Increase all non-fair camping fees to \$25.00 per day including non-hook up campsites. Moved by Dan, second by Raeline. All in favor, motion carried.
 - vii. Increase stall rents by 25%. Increase late fees to \$35.00 per stall per occurrence. Moved by Raeline, seconded by Matt. All in favor, motion carried.
 - viii. Motion: Walk-around beer sales in Rodeo Arena shall be allowed in all sections except Section A & E, (formally section F). Dan moved, seconded by Matt. All in favor, motion carried.
- k. Clackamas County Fair and Rodeo Court Coronation – March 10th, Main Pavilion starting at 5:30PM
- l. Other – Lyle Hendrickson is offering advertising in Molalla & St. Paul rodeo programs that would include a coupon for discounted parking. Further discussion next meeting.

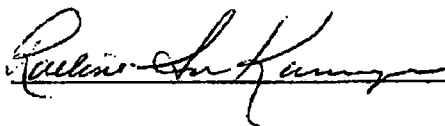
7. NEW BUSINESS

- a. Office Staffing – New marketing coordinator, Tyler Nizer, starts 02-27-18.
- b. Other – no other business

8. ADJOURNMENT

With no further business to address, Gary entertained a motion to adjourn at 7:52pm. Raeline seconded the motion. All in favor, motion carried.

Respectfully Submitted by:



Date: 3-8-18