

CLACKAMAS COUNTY FAIR BOARD MEETING

May 10, 2018

Minutes

1. CALL TO ORDER

The meeting was called to order at 4:32p.m. by Fair Board Vice President Gary Linton. Board members present included Raeline Kammeyer, Matt Bunch, Dan Sandberg, Greg Parker and Ted Kunze, who arrived at 5:04 p.m. Also in attendance was Executive Director Laurie Bothwell, Executive Assistant Susan Wells, Commissioner Ken Humberston & Tracy Grambusch, Financial Analyst for BCS. Guests included, Fair Employee Tyler Nizer, Lauren Humphries, Matt Rhinehart, Rodeo Committee Members, Lyle Hendrickson and Clay Rhodes, and 4-H Extension Employees Trisha Applebee and Jan Williams.

2. CITIZEN COMMUNICATION

- a. There was no citizen correspondence presented.
- b. Matt Rhinehart presented the idea of having a booth at the fair for children's firearm safety. Kid S.A.F.E. Foundation is a 501(c)3. He is requesting this as a donation booth. It was suggested for this to be discussed and a proposal be presented by Fair staffing in accordance with vendor regulations at the next board meeting.

3. CONSENT AGENDA (Motion Needed)

- a. Minutes from the May 10, 2018 Fair Board Meeting – Greg moved to approve the minutes with the inclusions of the general/rodeo combination discount tickets. Seconded by Matt. All in favor, motion carried.

4. UPDATES

- a. Bills were presented for review. The fairgrounds hosted 14 events during April, including a dog show, and the Collectors West Gun show. Spring Garden Fair had 8,037 attendees. Total income was \$25,018 of which over \$17K went to our partner OSU Master Gardeners. Canby Wine Food & Brew is coming up June 1-3. A grant was earned for \$3K.
- b. Fair Board Directors Report – No one had nothing to report.
- c. Commissioners Report – Ken Humberston reported that an agreement was reached for the MOU between the Clackamas County Fairboard and the Clackamas County Commissioners. It will be signed and there will be a ceremonial signing to follow.
- d. Rodeo Report – A.J. was inducted to the St. Paul Hall of Fame. Miss Rodeo USA will attend the Clackamas County Rodeo. This will likely be the final year for the Honor Flight. Miss Rodeo Oregon, Jessie Conforth will have a fundraiser in on May 20 in Oregon City. Work Parties are scheduled for Rodeo grounds on May 19 & July 14. The NW Youth Rodeo will be July 20-22. Ticket requests are due to Rodeo Committee President by June 1. "Special Cowboy Moments" Producer wants to do a Segment about the Canby Rodeo. "Doc" Harms & Dan Mickelson will be interviewed for the segment that will be recording.
- e. CCF Improvement Foundation – The Foundation Board discussed the \$14+K rebate received from Energy Trust for the improvements to the Ely Arena Lights. Their next meeting will be July 10th in the Main Lawn Complex at 7pm.

5. OLD BUSINESS

- a. 2017-18 Budget – We are on target for spending for current fiscal year. We are waiting to see if BCS adopts the budget for FY 2018-19 as presented. Laure Zentner has been appointed Director of BCS.
- b. Electrical Project – The new electric operated without any issues for the Spring Garden Fair. The next area to be upgraded is the Grove Market Place. The electrician we will use for fair

- will be on call from the County. With the upgrades we are making, we do not anticipate any need for an electrician to be on sight 24/7.
- c. Fair Board Committees– Matt Moved to adopt the charters as presented, Gary seconded the motion. All in favor, motion carried. Fairboard members were appointed as follows to each committee.
 - 1) Facilities Committee – will be chaired by Raeline; Gary was appointed to this committee. It was recommended that a livestock superintendent also be part of the committee.
 - 2) Finance Committee – will be chaired by Greg; Dan & Raeline were appointed to this committee. Suggested that applicant for Fairboard, Andrea be approached to join this committee.
 - 3) Human Resources Committee – will be chaired by Ted; Gary & Greg were appointed to this committee.
 - 4) Rodeo Charter Committee – chaired by Ted Kunze; committee members will include Dan Sandberg and Matt Bunch. Rodeo Committee members will include Clay Rhodes, Todd Gary and Dan Mickelson.
 - d. Fair Management Agreement with Clackamas County - Dan was concerned about two issues addressed in the MOU. One was if the Fairgrounds property was sold, the County would have 5 years to decide to rebuild. If not the funds would go into general fund. Second, was hazardous materials. It was clarified that no hazardous materials will be dumped on grounds if a disaster occurs. Greg moved to approve the Fair Management Agreement between CCFC & Clackamas County Commissioners for the version dated April 30, 2018. Seconded by Dan. All in favor, motion carried. *Note: Ted was not present for this vote.* Ken Humberston will schedule a ceremonial signing. Agreement was signed during recess before entering executive session by Ted Kunze.
 - e. Grants – Regional infrastructure Fund has been submitted by Raeline for \$750K. A Community Partnership Grant was granted for \$3K for the Wine Food & Brew, Heritage Grant was submitted by Raeline on April 27.
 - f. Main Pavilion Roof - nothing new to report.
 - g. Master Plan – Laurie has provided documents requested for the Master Plan. CCFC survey is available on the web page.
 - h. MOU with 4H – project on hold.
 - i. Rental Properties - This has been deferred to the Finance Committee.
 - j. City of Canby Transient Lodging Tax – City of Canby just adopted and TLT Tax of 6% in line with Clackamas County. Collections will begin July 1, 2018.
 - k. 2018 Fair & Rodeo
 - i. Advertising will roll out soon.
 - ii. Continuing to seek out new Sponsorships.
 - iii. Fair Vendors – Booth spaces are approximately 90% full.
 - iv. OLCC Permit – Carrol Unruh is waiting on the approval for the OLCC Permit. We should have approval by the next Fair Board meeting.
 - v. Tickets – Fair and Rodeo tickets are available for sale on Etix.
 - l. Other Old Business – A Civil War Booth will be included in Pioneer Village. This was of no legal concern about this from the Clackamas County Legal Counsel, Stephen Madkour. There will be no re-enactment. Gary suggested that we approach the Confederate Tribes of Grande Rhonde about having a presence.

6. NEW BUSINESS

- a. Ethics Policy – Raeline moved to adopt the Ethics Policy as presented to Board on April 9. Seconded by Matt. All in favor, motion carried
- b. Fair Board Appointment – Gary moved to recommend to the County Commissioners the Appointment of Lauren Humphries to fill the Fair Board position vacated by Roger Beebe, with

term ending 12/31/19. Greg seconded the motion. All in favor, motion carried. Laurie will submit recommendation to the County Commissioners.

- c. Rodeo Committee Member – Reappointment, tabled for discussion in Executive Session.
- d. First Amendment Expression Policy – The board will review and discuss at next month's meeting.
- e. Other – Gary noted that complaints are on Facebook about the fair being "too expensive". People are questioning why the costs have increased and are complaining the entertainers are the same. Gary says we need to be more proactive. Dan also recommended that Staff try to secure sponsorship for the parking lots to help reduce/illuminate the costs for our patrons.

7. ADJOURN TO EXECUTIVE SESSION

At 5:54pm a motion was made by Ted, seconded by Greg to recess to Executive Session, in accordance with ORS 192.660(2)(b). All in favor, motion carried.

No action was taken.

8. RECONVENE TO REGULAR SESSION

At 6:05 p.m. Gary moved to reconvene to regular session, seconded by Matt. All in favor, motion carried.

Rodeo Committee Member – Gary Linton moved to approve Jim Williams for Rodeo Committee Membership based on requirements set forward by the Fair Board. Dan seconded the motion. All in favor, motion carried.

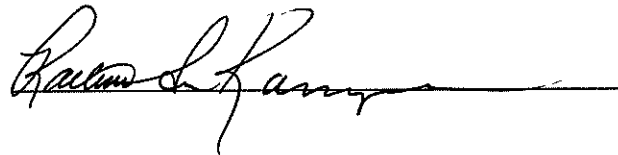
9. NEXT REGULAR BOARD MEETING

Thursday, June 14, 2018, 4:30PM in Horning Hall.

10. ADJOURNMENT

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

Respectfully Submitted by:



Date: June 14, 2018