



## REGULAR MEETING MINUTES

July 11, 2023 at 5:00 P.M.

### FAIR BOARD MEMBERS

Kallie Linder, Chair  
Brittany Israel, Vice Chair  
Matt Bellingham - Absent  
Sarah Finn - Absent  
Mallory Litehiser

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### WORK SESSION 5:00 P.M

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- Review of Fair Planning Spreadsheet:
  - Working with multiple vendors who have mini golf and may need to pick it up. Contractors with mini golf are requiring rental of other items, not just the mini golf. B. Israel offering to pick-it up, if needed. Rockwall with National Guard is confirmed. Rascal Rodeo confirmed for Tuesday, August 1. At least eight (8) volunteers needed. B. Israel may be able to dress-up mini horses as unicorns and can use the back of Barn B for unicorns/mini-horses.
  - Portable restrooms finalized in the next couple of days. Comment that there was not enough in 2022 around the buildings.
  - Generators and lights confirmed. 14 lights.
  - "Sawyer Brown" borrowed trailer malfunctioning, will know in a couple of days if it can be used.
  - Stage hands sign-ups online with New Life Church we can share that same sign-up.
  - Working on contract with TEAMS for \$7,500 for two (2) people every day, four (4) people on Thursday, and six (6) people during the concert.
  - Fair security meeting scheduled for Friday, July 21 with security owner, Fire Department, and Sheriff's Office to go over emergency planning and to hear concerns.
  - Concert flagging estimate received from "Angels" out of Tillamook for seven (7) people for \$4,900 for 8 hours. Fee schedule received.
  - Recology/trash confirmed.
  - Marketing: Radio, Coast Weekend, The Astorian (print & digital) and Public Affairs office assisting with Spotify. Getting messaging out about arriving early on Friday (night of the concert).
  - In conversation with ODOT. ODOT willing to work with Fairgrounds the evening of the concert and will provide quote for flagging, if needed. They can potentially help with signage and VMS board.
  - Hardcopy tickets distributed to local businesses for selling.
  - Fire Department will provide First Aid Station at their booth.
  - Four (4) Additional bleachers are available for pick-up at CMH field for use during Fair. Will use at least two (2)

- Seeking volunteer support from high schools to help with trash pick-up, monitoring bouncy houses, keeping Jenga picked-up, wiping tables, regulating parking, hose down food tent area in the morning. Paid groups in the past to help with roles during the fair.
- Community Competitions: Possibly increase premiums for next year.
- No sponsorships for Rascal Rodeo.
- TLC a Division of Fibre Federal Credit Union is interested in being a fair sponsor (not concert sponsor). Possible sponsor of the OMSI Science Festival.
- 4-H corn pit: Might be some room to put it inside. If it's nice weather, possibly have it outside. Comment that it would be fun for little kids and the parents can watch a show of older kids while the little kids play in the corn pit. After Sunday the Main Arena will be set-up and corn pit can be set-up after that. Use straw bails. Toys and buckets in the garage.
- Bands: 25 hours of band time to book. Budget for \$10,000. A Facebook post to go out for "call to musicians". Musician suggestions: Jesse, Jake – contact information will be provided to K. Sharpsteen.
- Budget of \$295,000 we're at \$280,000.
- Identified that 2023 vendor booth fee is \$200 and was \$250 in 2022. Unsure if this was intentional or not. Food vendors pay a percentage to the Clatsop County Fair & Expo.

### **REGULAR MEETING 5:30 P.M**

**Call to Order @ 5:30pm**

**Roll Call**

All board members in attendance with the exception of Matt Bellingham and Sarah Finn.

**Agenda Approval**

M. Litehiser motion to approve. B. Israel second. Agenda approved.

**Public Comment** – No public comment.

**Consideration of past Minutes from April**

Approval of meeting minutes tabled for the next meeting.

**Board Member Reports**

**B. Israel-** \$59,000 in sponsorships. Meeting on a weekly basis. Walkthrough of the concert area to be scheduled. Per M. Litehiser the tent that covered the bar area in the VIP section in 2022 belonged to Astoria Downtown Development. K. Sharpsteen to ask Carroll Unruh if Oregon Beverage Services has a tent. Check with Romeo Entertainment about merchandise tent and who provides this. Lewis & Clark Bank has a large tent and two (2) 10x15's and one (1) 10x20'.

**Managers' report**

- Two (2) applications received for seasonal hires. Hired one (1). End of the fiscal year and audit is currently taking place with the county. Auditors coming to Fairgrounds on 7/12 to discuss processes. Concessions is running during events. Fields are getting mowed and will be mowed again the Wednesday before Fair. In conversation with Big River to have "mud drag" events in the lower field they asked if they can dig in that field location. Received a copy of the conditions of approval when the Fairgrounds was built and was told this area is in a flood plain. One condition states that motorized racing needs to be done indoors. Contractor is willing to work with us to have these events indoors. County's SAIF representative did a courtesy walkthrough. Painted edge of pedestrian bridge bright yellow prior to Scandinavian Festival. Business Oregon approved grant update. A schedule is built for the project to be done by this FY. Buildings & Grounds had bookshelves, filing cabinets, and white boards available for use. Shavings delivered and bringing two more

loads on Thursday. Will need to put shavings down for mutton busting. Working through on-call contracts (annually). Horse barns to be pressure washed and painted. M. Litehiser has a pressure washing contact in Seaside. Electricians and IT onsite to get power and internet to the lower warehouse. Events: Hampton BBQ and Williams Wedding. Upcoming events after Fair: CSI Camp, Cascadia Coastal Cup, Fishing Tournaments.

### Business Agenda

- Lower Columbia Classics Swap Meet 2024 (*handout provided*). Facility Rental for Exhibit Hall and Main Arena is \$3,000. Request from organization to discount facility rental rate for event and keep it in the range it has been in the past. Overview provided: Raises money for local high schools, Clatsop Community College, provides tuition assistance, and donated to the food bank and Wishing Tree. In the past, swap meet took place on 2<sup>nd</sup> Saturday of March. Paid \$1,150 in 2022 and \$1,200 in 2023 for facility rental. Averages \$2,600 in profit per year. Uses Exhibit Hall and Main Arena approx. 65 vendors (\$10-40 per booth/table/space). 500-550 walk-in attendees. Motion (B. Israel): Facility rental rate for the 2024 Lower Columbia Classics Swap Meet to be \$1,200 (the rate it was in 2023). Second M. Litehiser. Motion carried. Organization asked to come back annually if requesting a discount.
- UTVs Exhibitor Campground. 4-H club member requested to have an UTV/ATV in the campground to transport themselves. Individual making request is a parent (not an exhibitor) with a medical reason. Discussion: Question was asked if the individual has a handicapped placard (this was not known). Suggestion for individual to provide proof of insurance and there needs to be a reason for them to have the UTV/ATV or medical note from a doctor. 4-H organizer with OSU has received permission to use UTV/ATV to transport trophies/equipment onsite and is to be parked by the 4-H building. Concern that other campers would bring their UTV/ATV if they see one in camp. In the morning anyone can drive up to the Fairgrounds before 9:30 a.m. Direction from board is that UTV/ATVs are not permitted in camp and to provide the individual making the UTV/ATV request with a parking pass instead.
- Astorian Sponsorship. Clatsop County Fair & Expo paid for a \$5000 package with The Astorian. They offered to drop \$1000 off the package for a \$1000 sponsorship. Motion (M. Litehiser): Any sponsorships or trading is not passed through, it is paid up front. Second B. Israel.

### Financial Statement

- Revenue and appropriation reports for FY 22-23 and FY 23-24 were presented. Suggestion to discuss the reports in more detail quarterly.

### Round Table Discussion

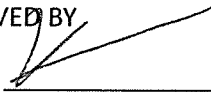
- OFA October 5,6 & 7, 2023 at Deschutes County Fairgrounds. Board in attendance expressed interest to attend.
- 4-H stall install in Sunday. Not putting up swine pens until knowing if the new pens are coming in. Columbia County Fair is borrowing bleachers. Round pen was set-up and not used last year.

**Good of the Order**

- M. Litehiser: Papa Murphy's – Seaside will be a food vendor. Application needed. Vendor asked to use refrigerator space. Discussion: If we offer walk-in refrigerator space for one vendor, we will need to offer it for others. We will allow use of refrigerator space for this vendor. Other Fairs rent a refrigerator truck for vendor refrigeration. Will confirm with noodle vendor from last year – have not received a vendor application. Feedback that in previous years there has not been enough food vendors or enough variety of food.
- M. Litehiser: Receiving phone calls that calls are not getting calls back. Staff is fielding incoming messages and prioritizing phone calls to return. Suggestion to update voicemail to inform caller that call will be returned in 24 hours. Concern voiced that Fairground's voicemail is the former Fairgrounds manager – the voice is actually a staff member from IT. Staff working on updating the website to include more Fair-related information.
- K.Linder: Re-key property after Fair.

**Adjournment at 6:54 P.M.**

APPROVED BY



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