



## REGULAR MEETING MINUTES

May 2nd 2023

Public meeting held at the Clatsop County Fairgrounds in the EXHIBIT HALL.

92937 Walluski Loop

Astoria OR 97103

503.325.4600

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### FAIR BOARD MEMBERS

Kallie Linder, Chair

Brittany Israel, Vice Chair

~~Matt Bellingham~~

Mallory Litehiser

Sarah Finn

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### WORK SESSION 5:00 P.M

- Fee schedule. Board members discussed getting Fair Board fees added to the County's fee schedule when it is updated in June. The Board also reviewed and discussed their rates, as well as requiring Board approval of requests for fee waivers or reductions of fees. There was debate about whether trash service should be included in rental fees or charged separately, and it was unknown whether the County had the proper insurance to cover horse stall rentals. Board members shared about and compared Yamhill's fees schedule to Clatsop County's. They also discussed the varying fees charged for different events which used the same facilities. The County had recently raised rates for some events and not for others, so the consensus was to review all of the rental agreements at the end of the year and look for ways to make the fees and rental agreements more consistent.
  - Security. The Board reviewed and discussed a quote provided by Axis Security. TCB Security would not be available for this year's fair, but the Board would try to get more quotes. They also discussed the possibility of having a security guard also work as the camp host.
  - Strategic plan project as time allows. This item was not discussed.
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### REGULAR MEETING 5:30 P.M

Call to Order @ 5:30 pm

Roll Call

Matt Bellingham was excused.

### Agenda Approval

The agenda was approved with the addition of the Bearman Creek Critters 4-H Club under the Business Agenda.

### Public Comment

There were no comments from the public.

### Consideration of past Minutes

The minutes of the last three meetings were not ready for approval. However, the audio would be published on the County's website.

### Board Member Reports

Israel reported that sponsorships for the concert were coming in and the sponsorship levels were being well-received.

Mallory reported that Brew 22 was working to get their trailer running in time for the fair.

### Managers' report

- Recruitment. A new recruit had accepted a job offer and her tentative start date was May 24<sup>th</sup>.
- Contracting. Several contracts still needed to be processed.
- Crab fest. The crab fest required a lot of staff and volunteer time, but the event went well. This year's attendance was similar to last year, but revenues were higher than last year. Cleanup would be completed tomorrow.
- Fair planning. The commercial vendors and the music would need the most attention. The Fire Department wanted to bring a lot of equipment, however space could be limited. He had spoken to Tongue Point Job Corps about getting paid and/or unpaid interns to work for the Board. He also shared information about options for carnival games.
- Event agreements. Twenty-five agreements were still not complete.
- Maintenance. Staff had focused on the crab fest for two weeks. However, the probation service kids helped with mowing and trimming; they might do some pressure washing as well.
- MOU's. Several MOUs had expired or would be expiring soon.
- Budget meetings. He briefly reviewed the budget meeting schedule with the Board.

He also reported that the IT Department might be able to provide some sound equipment and a donated truckload of wood chips would be delivered on Tuesday.

### Business Agenda

- Wishing tree, Alliah Wilson
  - Ms. Wilson and Shayla Haglund provided an overview of the Wishing Tree's services. The organization needed to start storing the food collected during their food drive in November. In the past, the Fair Board had allowed them to use the kitchen, recycling, and the storage space. If the exhibit hall is already booked, they would be willing to use the arena for the food drive. Board members discussed the availability of the facilities and asked clarifying questions about when and how each space would be used. It was

confirmed that no other reservations had been made for the dates the Wishing Tree wanted.

A motion was made to allow the Wishing Tree to use the event hall from December 7, 2023 to December 15, 2023 with no fees. The motion was seconded and passed unanimously.

- Head start- end of year event June 2<sup>nd</sup>
  - The Board discussed Head Start's request to use the exhibit hall for a reduced fee or for free.

A motion was made to allow Head Start to use the exhibit hall on June 2, 2023 for a fee of \$600. The motion was seconded and passed unanimously.

- Bearman Creek Critters 4-H Club
  - Lorrie Hartman requested use of the dairy barn on the evening of June 23, 2023 for a fundraising event. She provided details about the event and confirmed for the Board that 4-H had not yet approved the event. It was noted that the County's agreement with 4-H listed specific events for which the County did not charge fees. The Board discussed the request and agreed to tentatively hold the date to give the club time to get approval from 4-H. If 4-H did not approve the event, the club would be required to get insurance.

A motion was made to waive fees and earmark June 23, 2023 for the Bearman Creek Critters 4-H Club fundraiser in the dairy barn, pending approval of the event by 4-H. The motion was seconded and unanimously approved.

- Concessions
  - The Board reviewed and discussed the proposal from Josh's Family Snack Shack for a concession stand. The Board agreed the proposed revenue percentages were fine. They directed Staff to work on finalizing the proposal.
- Beverage service
  - Proposal were received from Oregon Beverage Service and King Tide Mobile Beverage Service. Staff reviewed the highlights of each proposal and the Board agreed that Staff should work on finalizing a contract with Oregon Beverage Service.
- Field Maintenance
  - Staff provided details of the contract and scope of work, noting that all required signatures should be on the contract by the end of the week.

Sharpsteen reported there was \$8,169 that could be used to provide holding pens for the pigs. Four quotes were received, including one from WW and one from Kansas. WW's quote was \$20,223. The Board and Staff discussed options for moving money within the budget or dividing the cost between two fiscal years. The Board also discussed getting donations from other organizations for the pens. Board members agreed the pens were needed now and discussed

with Staff options for covering the cost. Staff would follow up with the Finance Department on reallocating funds in this year's budget.

A motion was made to purchase pig holding pens as long as \$2,500 each is secured from the 4-H Association, Future Farmers of America (FFA), the Auction Committee, and the Livestock Association with the Fair Board contributing \$10,000 if the budget allows. The motion was seconded and unanimously approved.

### Financial Statement

- Revenue report
  - Staff explained that the County's financial software could not produce period reports, just year-to-date reports. The Board discussed their repeated requests for quarterly financial statements and previous year comparisons and asked clarifying questions about specific line items.
- Appropriation report
  - Staff presented highlights of the report and answered clarifying questions from Board members.

Sue Hansel was asked questions about the stall fronts and the models that we are looking to use. Were looking to replicate the ones in barn A. Staff will look for labels or tags on the stalls and look for pricing.

### Round Table Discussion

- June HCP letter- another meeting expected in June
  - The Board and Staff discussed making a presentation at the next meeting. Staff would find out the meeting date, time and location, and Finn volunteered to make the presentation with the County Attorney's assistance.
- Bills in Committee
  - This year, five bills have moved into committee. The bill for lost revenue due to COVID had the most support. The bill to increase lottery contributions also had quite a bit of support. The remaining three bills did not have much support.
- Biological Opinion
  - Staff presented reports from Tillamook County and NOAA on wetlands and flooding. The reports could impact flood insurance or lead to more restrictions on the use of wetlands. The County has issued a letter, which he would send to Board members.
- Volunteers
  - County HR assistant Jane wanted to know what the Board's needs were so she could contact her resources to find volunteers. The Board discussed options for recruiting volunteers from community groups in exchange for a donation. Volunteers were needed in several areas, but particularly for trash and recycling. Additionally, offering half-day

shifts would prevent volunteers from getting burned out. They also discussed donation amounts for the various volunteer jobs.

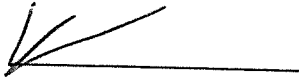
**Good of the Order**

Staff requested that Board members schedule a time for a regular five-minute checking phone call with him.

**Adjournment**

The meeting was adjourned at 6:51 pm

Approved

A handwritten signature consisting of a horizontal line with a stylized, multi-stroke mark above it.