



REGULAR MEETING MINUTES

April 4th 2023

Public meeting held at the Clatsop County Fairgrounds in the exhibit hall.
92937 Walluski Loop
Astoria OR 97103
503.325.4600

FAIR BOARD MEMBERS

Kallie Linder, Chair
Brittany Israel, Vice Chair
Matt Bellingham
Mallory Litehiser
Sarah Finn—absent

WORK SESSION 5:00 P.M

- Fair Camping
 - *Sharpsteen led the discussion of camping rates and guidelines for the fair. He provided several documents, including the current general camping form, which needed to be updated. County Counsel was waiting for information and had suggested including a prohibition on long-term camping, capping it at 28 or 30 days to avoid tenants' rights. The form also needed to be updated to reflect a rate of \$35 plus tax, as currently taxes were not being charged to the customer.*
 - *Chair Linder pointed out that the fair camping rate was \$10 per night, not \$35.*
 - *Chair Linder suggested the most important things was to have a real camp host to be the contact person and a cap on the number of cars allowed to park in the area.*
 - *Vice Chair Israel suggested having security at the gate, as last year people not associated with 4H were in the area, resulting in police being called.*
 - *Bellingham noted security concerns were why the camping this year was Exhibitor Camping for 2023 and not limited to just 4H.*
 - *Vice Chair Israel noted Fairboard was responsible for security and associated costs.*
 - *Campers would be required to wear a wristband to be allowed entered into the camping area.*
 - *Sharpsteen suggested getting a quote for security. Chair Linder noted security was required, no matter the cost, and that it was needed for the entire week. Sharpsteen had found emails and contracts for prior security and offered to check the Human Resources volunteer database for potential security managers for the week.*
 - *Dogs would not be allowed in the camping area.*
 - *If the Sheriff's Office is called, the party would be required to leave the camping area.*

- *Camping sites would not be marked, as overcapacity had never been a problem except for last year when part of the area was too wet.*
- *The date on Line 2 of the form needed to be changed to Thursday, July 27. Earlier setup could be allowed with prior permission.*
- *It was suggested to determine a security budget and offer that as a donation to a local nonprofit to manage security, as had been done for previous events.*
- Strategic plan project as time allows.
 - No discussion was held.

The work session was adjourned at 5:24 p.m.

REGULAR MEETING 5:30

P.M.

The regular session of the Clatsop County Fairboard was called to order at 5:30 p.m.

Roll Call

All Board members present except Sarah Finn

Agenda Approval

Sharpsteen noted Wishing Tree did not have a representative present and should be removed from the agenda.

Litehiser moved to approve the amended agenda, removing Wishing Tree from the Business Agenda. Bellingham seconded the motion. Motion carried 4-0.

Public Comment

Friend of fair rep noted that a \$4,000 donation over the last two years was to be earmarked for stall repairs. They liked the green stalls in the front of Barn A and would like to do the same thing in the other barns. Their goal was to donate at least \$2,000 every year.

Consideration of past Minutes from March

Bellingham moved to approve the March 7, 2023, meeting minutes. Litehiser seconded. Motion carried, 4-0.

Board Member Reports

This agenda item was skipped.

Manager's report

- All contracting for ticketing is in the County Manager's office awaiting signature. The ticketing page has been built through TicketSpice. Changes to pictures or area descriptions could still be

made, but it is ready to go. Prices have been locked in at \$45 for general admission and \$65 for reserved. He had several questions related to ticketing, which were answered as follows:

- A \$1 service fee per ticket would not be added because of the increase in the ticket cost.
- The ticket price included parking and special pricing would include a family cap and seniors.
- The fair ticket would be \$10 for ages 6 to 54, \$5 for seniors 55 and older, and a \$40 cap per family. Service fees for credit card payments at the gate would be \$0.49 and online would be \$0.99. These would be in addition to the credit card fees.
- The Concert Committee had met several times via Zoom but needed to schedule another meeting.
 - Israel provided an update, noting they are close to ticketing. Andy was still on for making white cap for the VIP tent. The Saturday concert was on hold until Friday night's concert was finalized.
 - Sponsor letters are done. VIP would be 21 and older.
 - Limited parking up top would be available for select people at a certain level of sponsorship.
 - They had met with the Sheriff's Department, who liked that up top would be parking only for first responders and handicap rather than the concert or VIP. They also planned to meet with Chamber of Commerce to discuss parking. Changes to parking were necessary to get deputies to volunteer because of the issues they had last year.
- An event two weeks ago had a lot of noise complaints from loud music after 10:00 p.m. Future contracts should address noise ordinances, with groups who violate them not being allowed to return.
- The admin position had 30-plus applicants, and they would start scheduling interviews tomorrow.
- As noted earlier, they had started security discussions with the Sheriff's Office.
- He now had access to the design software for the webpage and had already made a flyer for the concert. He had scheduled a meeting with Public Affairs on Thursday to get the ticketing link put on the website.
- He had received drawings and specs for the tent, which were about 15 pages of a 300-page document.
- As part of his position with the County, he was automatically on the Safety Committee. They have been talking about confined space and fentanyl overdose responses. There was a lot of fear in the community about accidental exposure to fentanyl. Insurance in loss prevention had been working to develop awareness training and first critical steps.
 - Chair Linder commented that the Sheriff's Office had asked where the first aid station at the fairgrounds was located and if Narcan was available.
 - Sharpsteen responded that first aid stations were located in the exhibit hall, the manager's office, and at the clubhouse. The health department could provide first aid training.
- Draft Request for Proposals (RFPs) for beverage service and concessions have been completed. The beverage service will be sent out as soon as he has time to send it. The concessions RFP has not had any response, but three people have had interest. They should consider revising that RFP because it was more of a lease for the concession stand than a license or agreement to provide service. One model was to base a license fee on the revenue during the event.
- The formal kitchen inspection should be completed before CrabFest.
- Sharpsteen has talked with Sandra about the MOU with 4H and should meet with her again next week.

- Ethics training for Fairboard members is scheduled on April 5th at 10:00 a.m. Members should have received the link already. The training should take about 15 minutes. There had been some confusion about whether the training was at 8:00 a.m. or 10:00 a.m.
- The main priorities for fair planning now were vendors, maps, schedules, and marketing. About a dozen informal agreements need contracts, but probably another dozen are lacking any type of agreement or contract. The biggest challenge would be making the map.
 - Chair Linder asked if putt-putt golf was going to be booked, as that was a huge hit last year. That had not been booked yet, but bull riding and mutton busting, roaming comedy, and face painting have been locked in.
 - Imagination Movers had not been locked in but would cost \$20,000 and they would need a concert stage. There was agreement to not book them.
- The Board agreed a group meeting for fair stakeholders should be held in person on a weekday night for maximum attendance. The stakeholders included the FFA, 4H, Auction Committee, Community Competitions, and possibly the Sheriff's Office. Superintendents could be invited but would not be required to attend. Since it was a public meeting, it would have to be noticed. A Doodle poll could be used to select the date of the meeting.
- Events had been scheduled this weekend for Easter. The following week was Future Farmers of America (FFA), and then the grounds would be shut down for CrabFest set up.
- The maintenance tech was busy and had volunteer work crews in last week during spring break. They spread gravel around the bathroom and installed metal shelves in the shop. He was working on the draining ditch after the damaged culvert had been removed. The ditch was now open and another culvert should be installed this summer when it dried up. The gasket on the tide gate at the beaver dam was not sealing after being chewed by muskrats. A new gasket with a deterrent was available and would help with water flow into the ditch.
 - Bellingham noted the ditch never completely dries out as it was below the water table for that drainage.
 - The Board asked that hooks and/or benches be installed in shower stalls in the women's bathroom before the fair.
 - Wood slats outside the bathrooms were really slick and should have something added to prevent slips and falls.
- Discussion about ways to improve the arena, especially for horse shows, should be added to a future agenda.
- The RFP for mowing and field maintenance would close Friday.

Business Agenda

- ~~Wishing tree~~
 - Wishing tree was removed from the agenda.
- Tim Clark - swine pen
 - Chair Linder reported that Tim had received a quote to update the swine holding pens, which were rusty and hard to open. If the Fairboard decided to move forward, it needed to move quickly to so the pens would be ready by fair. Historically, the majority of the cost had been paid by the Fairboard, with 4H, FFA and the Auction Committee chipping in.
 - Sharpsteen noted that since the cost was more than \$5,000, it was a capital improvement which typically required it to be in the budget. It could be added to the next fiscal year budget, and it would have to go through the procurement process. It probably would not need to go through a formal bid process, but they should get two other quotes.

- The pens were needed for fair, and as that was in the next fiscal year, it could be paid for out of the next fiscal year's budget. However, the pens take four to six weeks for delivery so had to be ordered before the next fiscal year. In prior years, they had paid a deposit, which was 35% of the quoted cost.
- Money had been included in this year's budget for new pens, but the full amount had not been spent. Those funds could potentially be used towards the deposit.
- The quoted price was \$18,627 for ten holding pens.
- Faith Samuelson stated that there were new regulations regarding 4H purchasing equipment and layers of liability. Oregon State University also had new stipulations affecting 4H. Sharpsteen believed that OSU was considering donating everything they owned. It was suggested they meet with Sandra, Lori, and/or Julie present to discuss the new regulations.
- Discussion regarding the pens was tabled until after the meeting about legal liability.
- Pewee Showmanship
 - Sharpsteen provided copies of the entry and liability release forms for the Open Class Pewee Swine Showmanship.
 - Pewee Swine Showmanship had historically been funded through the 4H leaders' association. Now the Auction Committee was fiscally sponsoring the Swine Showmanship.
 - Jack Edwards clarified that the kids showing pigs do not sign waivers. There were show guidelines, and a copy could be provided to Fairboard.
 - Sharpsteen believed items concerning Pewee Showmanship and Auction not covered by the 4H MOU should be run through the Fairboard to keep them informed of who the parties are, what they are offering and provide a proposal or schedule and a certificate of insurance.
 - Bellingham disagreed that the Adult and Pewee Showmanship should have to go through the Fairboard, as those were just events taking place at the barn and did not affect anything else outside of the fairgrounds or scheduling. He likened it to CrabFest putting on a game inside the barn during the Crab Festival. The rental agreement with 4H for fair week should cover Showmanship events.
- Auction committee
 - Chair Linder noted there is disconnect between groups that run everything at the fair. The Fairboard wanted to plan a concert for Saturday night after the auction, but then they heard the auction was moved and a lot of other conflicting information about the auction time. If the auction was being moved, they would like to discuss why they want to have other events on Saturday as well as the auction.
 - Sharpsteen believed the Auction Committee and the Swine Showmanship were separate from 4H. There were agreements with FFA and 4H but not the Auction Committee. Agreements should include a condition that an agent from each program that attends each Fairboard meetings to give updates on plans involving the fairgrounds.
 - Jack Edwards stated he had asked about booking weigh-in dates for next year, but Sandra had already booked the 2024 dates several months ago. He did not believe a four-hour event needed an MOU. He suggested the date and time for the auction be set at the same time the weigh-in date was set.
 - Sharpsteen believed that was giving the Auction Committee and 4H authority, which should belong to the Board, to make decisions on how the fair would be handled and operated.
 - Chair Linder noted the Fairboard was just asking for some communication and collaboration, so everyone was on the same page.

- Jack Edwards says auction committee has ask for someone on the Fairboard to attend their meetings, but no one comes. Chair Linder noted she had been on the Board for six years and had never been asked to attend. After discussion about representation at both Auction Committee and Fairboard meetings, it was suggested that a joint meeting be held in two weeks.
 - Sharpsteen asked if the Auction Committee was operating under 4H's liability. Faith Samuelson replied that the Committee is its own 501c(3). Sharpsteen stated the Fairboard should know who was on the committee, formal contact information, and when they meet. He was not sure that any of the Fairboard members knew that information.
 - Bellingham noted that there was no intent from Fairboard members to control the Auction Committee, saying when the auction would be or when they could load out. They just wanted better lines of communication, so they knew what was going on in case they wanted to plan things around the auction.
 - Sharpsteen stated he had not received a formal schedule of 4H events for the week of the fair.
 - Chair Linder believed there was miscommunication, noting the Board needed information from participating groups so that when they are asked a question, they know the answer.
 - Bellingham noted that the Board was "charged" with what happens on the grounds with the fair, giving them responsibility for what happens at the fair. That did not mean they needed to control all of it.
- Ticketing prices- parking- admission- specials
 - This topic was discussed previously under the Manager's Report.

Financial Statement

- Revenue report
 - Sharpsteen stated Sarah had asked for period reports from this year and last year, but the County's accounting software did not have the ability to pull up period reports with year-to-date or budget comparisons. He provided the revenue report, noting revenues at this time of year are low because they are reliant on rental income.
- Appropriation report
 - Sharpsteen clarified that the donation from trust fund, 81-8980, had \$4,000 in realized revenue and he would try to find out where that money went. The actual budget module had earmarking capability, but it could be only on the expense side.

Round Table Discussion

- Circus
 - Sharpsteen reported receiving several calls a week from the circus. Several Fairboard members commented that the event last year was awful, and they had received many complaints about it. The rent last year was \$1,200, but Vice Chair Israel believed it would not make money this year. Fairboard agreed to not allow them to come back this year.

- Donations
 - Sharpsteen had received a lot of requests for donations of event tickets to charity events. Fairboard requested that anyone seeking donations should make an in-person request at the monthly meeting. Decisions would be made at that time.

- Sports practice requests
 - Sharpsteen asked if sports teams could use the fairgrounds, and if so, what the fee, if any, should be. Fairboard agreed that as long as the team was using the arena and did not require any work from maintenance, school teams could use the facility without charge. Teams would need to schedule their practices and have a specific purpose to use the arena.

Sharpsteen added two items to the round table discussion.

- Wood chips
 - The owner of Olney Mill had alder wood chips and wanted to know if the fairgrounds could use them. Hampton would donate more chips before fair, but with the horse show and other events getting more wood chips is not bad idea.

- County fee schedule
 - The Countywide fee schedule would go to the County Commission in June. Fairboard fees have never been included, but the County would like all service fees listed in one place. At the next work session, he will have a spreadsheet of all the fees for discussion.

Good of the Order

Vice Chair Israel reported she would talk to Tony, Nathan, and Mallory to figure out the concert. They needed to get tickets up and going, as they were about two months behind schedule.

Bellingham noted the car show would take all of the room for the second concert. If they had the second concert, they would have to take everything down and put it up again before the concert.

Sharpsteen noted there would be no reserved seating or chairs for Saturday night's concert, so the only the sound board area would need to be maintained.

Chair Linder wanted to ensure that port-a-potties and sodium lights were ordered for fair. Discussion followed about how many lights to order and where they should be placed. Bellingham noted they were usually ordered Peterson Cat, although they might have to rent a couple from ERS in Seaside. They would need 12 to 15 lights. Dumpsters also need to be ordered.

Dallas Cox noted that one major problem at last year's concert was the dike access road. Sharpsteen noted they had been talking with the Sheriff's Office about traffic control, and that gate access would be included in the plan.

Adjournment

The meeting was adjourned at 7:28 p.m.

APPROVED BY


