



Clatsop County Fair & Expo Board of Directors
92937 Walluski Loop
Astoria, OR 97103

Meeting Minutes

March 6, 2018

MEMBERS PRESENT

Mike Autio, Chair
Paul Mitchell
Jack Ficken
Kallie Linder
Jack Edwards

In attendance:

John Lewis, Fair & Expo Maintenance Supervisor
Anne McBride, Fair & Expo Administrative Coordinator
Monica Steele, Budget & Finance Director
Jared Delay, 4H

Call to Order

Meeting called to order at 5:30 pm by Chair, Mike Autio

Consideration of Agenda & February Meeting Minutes

February meeting minutes not presented at this time.

Health & Welfare

Mike welcomed Anne McBride as the new Administrative Coordinator, John Lewis, the Maintenance Supervisor and Monica Steele, Director of the County Budget & Finance department.

New Business

Kathi Mattinen has been placed on Administrative Leave as of March 6, 2018 at 4:30 pm.

Report from John Lewis, Maintenance Supervisor. The hole in the dyke has been repaired. The dyke has been cleaned out and is running smoothly. The cost is estimated at \$1,000.00.

A budget meeting with Monica and Cam is set for March 7 at 9:00 am to discuss proposed budget.

A Maintenance Tech position has been posted. A wage range of \$16-\$18/hour has been set. At \$18/hour the position would still come in within the proposed budget amount as the wage is intended for a Tier 1 applicant with a family using full benefits.

A Pepsi vending machine was added to the lobby area of the Exhibit Hall. We get 20% of sales. Concessionaire, Jake Shiewe, is in negotiation with the Fair to act as the lead concessionaire to run the food court during events. A contract is being signed.

The Civil War reenactment group has contacted the Fairgrounds in hopes of using the facility for their program. The first event could be as soon as Labor Day. There was concern of flying the Confederate

Flag on county grounds. Monica was able to reach Heather Reynolds. Heather texted she did not know of a county policy in place that would not allow the Flag to be flown County property.

The roof repair contract is being completed and approved by the county.

Mike Schacher had presented his final invoice for the construction of the Dairy Barn. Payment is being processed through Monica at Budget & Finance.

Security cameras are being installed by IT. To date five cameras are being strategically placed to film the grounds. Observation of the grounds can be accessed via phone or office computers. The video and audio is being recoded and saved on the network. Paul mentioned it would be a selling point for future event participants as it would ensure security of their equipment/products. All agreed. End of Maintenance report.

Mike Autio commended John for stepping up and running the Fair Office and logistics of the property in Kathy's absence. A motion to instate John Lewis as interim Fair Manager was presented by Jack Ficken. Second: Paul Mitchell. Motion approved unanimously. John is entitled to a 5% increase for his out of class payroll status. A motion to approve John's 5% increase to be retroactive to the date of Kathi's first day of her leave of absence. Second: Mike Autio. Motion approved unanimously.

Report from Paul Mitchell on Fair Event. Final planning for musicians Diamond Rio and Thompson Square are being negotiated. Hotel rooms will be provided by the Fair & Expo. Sale of merchandise and ticket sales is being finalized. It was agreed seating should be by general admission with VIP section seating. Doors will open at 7PM on Friday night August 3. Each act will be on stage 70 minutes. The contractor requires a 50% down payment which will be taken from the 2018-19 budget. Both bands will cost \$45,000 plus a \$3500 miscellaneous cost fee for a total of \$48,500. The cost does not include hotel rooms and additional support. The County Commissioners will be presented with the contract in the following week. Once signed, the announcement of the musicians will be made public.

A 4H report was made by Jared Delay. He stated there were quite a few more steers being raised by 4H members. This might present a spatial problem with the amount of room the animals need. There was a discussion on having equestrian competitions a week early. The discussion was tabled as the 4H is discussing alternatives.

Other

Jack Ficken shared that the Port of Astoria is paying 177k per acre for raw land.

An overview of catering fees was discussed. Caterers pay the Fair & Expo 10% of their sales for each event. They are required to sign a contract with these terms and provide health certificates and OLCC licenses for each event.

The next meeting of the Board will be in Executive Session on Thursday, March 8 at 5:30 pm.

Adjournment

The meeting was adjourned at 6:12 pm.

Next Meeting 2018

Dates: April 3, - 5:30 pm.