

Columbia County Fair Board  
Wednesday Workshop Agenda  
March 6, 2019

In session 5:58pm.

*In attendance:* Ingrid Chamberlain, Amanda McFeron, Todd Moore, Butch Guess, Maryann Guess, Jake Sperley, Lisa Masog,

Warren Grange (Eva Frost): to review plans/blueprints for the expansion, improvements to the 4H building. No more fire pit, but other expansion details still included in the plans. All of the improvements will not have any walls, but will be a covered and permanent structure not attached to the building. No wood posts – only brick, so no fire suppression system needed. Have a quote from an electrician to take a look at the electrical at the building to make adjustments to allow for all of the outlets to be utilized without blowing a fuse or canceling out other outlets. Also will replace any plugs that are not working, in addition to removing unnecessary GFIs. Will also put a fan in the kitchen to alleviate excess steam from the dishwasher. Also looking to help fix the shut-off valve for the water on the outside. Will take a look at the gutters on the outside of the bldg. as well. Grate over the collection for the water runoff will be solid – **Todd** suggested to get an extra owner's stock grate as replacement if anything were to happen to the existing grate. **Amanda** – how long will it take? Drawings to be stamped at the city engineers – estimated to take about one week, hoping to get started after that – estimated start date for concrete is the beginning of May 2019. Overall goal is to have the pad in before fair, if not done then, then it will be completed after fair. Need advice on Excavation – does FB have any suggestions? **Todd** – will contact WMI (Local to Columbia County) to get a bid. Need a tree removed, need 8 holes dug for the project – any advice on who can do this work? Possibly WMI? Want to keep the work bids local if possible. Will email **Amanda** the breakdown of costs for the drawings and the plans for the expansion/improvements. (Contact Eva Frost for additional information)

Car Show (Phil Sprague, Highway 30 Cruisers): Highway 30 Cruisers approached by Jake to come for an event (ie) Car Show, Car Show and Shine, etc. Jake – presented the idea to have a Classic Car Show on Sunday of Fair and have HWY 30 Cruisers facilitate the Car Show on Final Fair Day. Perhaps 10-2p with Registration at 8a to handle registration before gate opens for spectators. Car Show format: entrance fee, awards given with judging. Car Show and Shine: no attendance fee, no trophies. However, the Car Club would prefer to do a show if they facilitate something on Sunday. Usual entry fee is \$20 for cars to enter the fair. Sunday Fair Fee is ½ price – so admittance to fair on Sunday is \$5. Can we add the fee into the entry fee for spectators on Sunday? Amanda proposes to have some proceeds from car entries go back to the Fair. (ie) \$20/car with 2 tickets for 2 people - this price would include \$5 back to the fair. Be sure to clearly state on the entry documentation the breakdown of the fee to enter the car show and

also entrance to the fair. Phil estimates that there could possibly draw up to 150 classic cars. To drum up interest, the club will hand out flyers to know that the Fair is having a Car Show, club will provide their own judging and trophies. Maryann makes a motion for the Classic Car Show on the Sunday Final Fair Day, where the car entry fee is \$20 with a Max of 2 people with \$5 coming back to the fair, Amanda seconded motion, Motion carries unanimously. (Contact Ingrid Chamberlain for additional info)

**\*Logistics of this event:** Car Club will arrive as early as 8a to set up, Cars for car show will enter at Gate 2. Event will be 10-2p. Each car can come up with a max of 2 people with entry to the fair. Will accept entries up to the day of the show. Ticketing – will preprint car show tickets ahead of time, and entry monitors will need to contact the Bullpen if there are more tickets needed. Also, please get the flyer for the car show up on social media – Jake will be able to help with this marketing piece. Car Show info will be in the Fair Book and also on the website. Amanda will work on getting the Car Show info on the website and in the Fair book. Car Club has their own PA system, judging and awards. Club will need to have insurance for their event, Club currently has \$1Mil in insurance. If cannot get to \$2Mil, then we FB can approach the Commissioners to make up the difference. Car show falls under the tab of “Entertainment” and so should carry a \$2Mil insurance policy. Car Club carries a \$1Mil policy right now, can the commissioners agree to waive the extra \$1Mil and provide a waiver for this? Amanda and Butch will attend a Commissioners meeting to ask for the \$1Mil waiver. In the meantime, Car Club to write up a Letter of Intent for FB to present to the Commissioners.

**CASA For Kids Fair Booth (Karen Miller, Program Manager for Columbia County for CASA):** Fee was waived last year – want to get the word out about the need for CASA volunteers. Do not get a lot of funding and want to return again this year to spread the word about Foster Kids and the need for volunteers to help with CASA and Foster Kids/their programs. Currently there are only 36 volunteers active. Many people who were CASA have left for a variety of reasons. Can CASA return to Fair again and will Fair please waive the fee for entry to have a booth? We are happy to be anywhere on the fairgrounds, just want to be visible and available to the public. Amanda makes a motion to waive the fee for the CASA for Kids Booth at the Fair, seconded by Ingrid, Motion passes unanimously. (Karen Miller contact info: PH: 503-410-5043)

Oregon Legislator – House Bill 2613

**Ingalls & Associates:** 1 year contract with Scott Ingalls for Fair marketing and sponsorships. Need to make it official that Scott will be working again on the Marketing & Sponsorships for Fair. Should we consider extending his contract to 2 years in the future. Already have identified over 100 new Fair Sponsors to approach this year alone. Ingrid makes a motion to use Ingalls & Associates for 2019 Marketing and Sponsorships, Amanda Seconds motion, motion carries.

**Layout – Jake:** Thoughts to place vendors along the road of barns on the way to the 4H building. Entertainment placement – possibly putting the Kid Zone down by the Master Gardens. Food Vendors are currently asking for another placement where foot traffic is more prominent.

Proposing to place vendors along the road on both sides by the barns and away from the food vendors. Additionally, propose to intermingle the Carnival and the Animals/Kid Zones and then approach Rainier to move the carnival rides into the space and the back fields instead of their traditional footprint they have used. Todd proposes to get the ride layout from Rainier and work with them to accommodate position changes.

This year, the Kid Zone: Robotics by SHHS and SHS demonstrations, Sensory Table, Water Table, Color Table, Haybale maze enclosed area, Bounce House from Don's Rental, Bubble Machine, STEM Activities, Net Sports and Activities ("My Back Yard"), Misting Pad and MORE SHADE.

Kids who painted the back of the Floral Building are offering to come paint the Information Booth. They will be coming next month to present an official proposal.

**SIDE NOTE:** Amanda spoke to Brian Gray of Knife River about the possibility of adjusting their sponsorship to the Fairgrounds this year by extending the roof line of the fair office and pour a concrete pad off the back to create a new feature on the fairgrounds called the "Knife River Stage". Brian liked the idea and has asked for more details to make it happen. Proposed dimensions are 40' wide X 36' long to include a 5' walkway (ADA approved width).

Electricity to Camp Post in front of the Goat Barn: CanDo will come out to give an estimate of improving the outlets to 120V

Gutter Conditions: they are in bad shape. Need to address them now to avoid additional cost in the future. Estimated \$2.50/linear foot with 2000 linear ft to fix. Todd wants to do preventative measures to keep the cost down and not put off the repairs and leave them because they may cause cost in the future. Clean the gutters for sure to keep them from getting any worse. Todd has been working on the fairgrounds with his own equipment. Butch will be ordering some things online that can be kept on the fairgrounds so that Todd can take some of his personal tools home. Butch is asking for approval to purchase tools for the grounds, Maryann makes motion to pay for the tolls for the grounds, Ingrid seconds the motion, motion carries.

RE: Concrete Zamboni now has to recharge in order to clean the entire concrete floor in the pavilion. Can the Zamboni have a new battery installed? Todd's wife willing to come out to look at it and see what she can do with it.

Parking Services bid for 2019 Fair & Rodeo: Butch has the bid form the parking people, it is the same as last year. This year we will use the scanners and will accept credit cards for parking. Amanda suggest that Jay needs to come in earlier and train the people in the parking about the utilization of the upgraded technology. He also needs to hear the feedback that they got last season. Also need more training for the parking attendants.

**Maryann** – proposes that we still need the Daybreakers for the ticket booth and will use the Kiwanis people for the parking lot. Invite both groups to the next Work Session and explain to


them the intention to utilize the automated machines again this season and hear their concerns regarding last season. Find out if Jay can come out and give a presentation on training.

Next CCFB Work Session: Wednesday, April 3 at 6pm (option 1) or Saturday March 30 at 9a (option 2)

Work Session Adjourned 8:06p

NOTE: A copy of these minutes will be posted to the Columbia County Fairgrounds website at [www.columbiacountyfairgrounds.com](http://www.columbiacountyfairgrounds.com).

Approved by the Columbia County Fair Board  
For Columbia County, Oregon:

By:   
Butch Guess, President

By:   
Amanda McFeron, Vice President

By:   
Mary Ann Guess, Treasurer

By:   
Ingrid Chamberlain, Board Member

By:   
Todd Moore, Board Member

By: \_\_\_\_\_  
Jake Sperley, Board Member

By: \_\_\_\_\_  
Lisa Masog, Secretary