

Crook County Fair Board Minutes  
Fair Board Meeting 5:30 pm- April 13, 2017  
1280 S. Main St., Prineville, OR 97754  
Telephone 541-447-6575

- 1) Call to Order- 5:30 p.m.
  - a) Roll Call Board Members (Quorum)- Gail Merritt, Linda Smith, Bill Gowen, Tim Ray, Stanley Flynn, Linda Cross, Dale Cummins, Casey Daly (Fairgrounds Manager), Micaela Halvorson (Fairgrounds Office Assistant), Commissioner Jerry Brummer
  - b) Guests: Jason Snider, Evelyn Morse, Gary Gregory, Phil Stenbeck
  - c) Approve March 9, 2017 minutes- Bill G. motioned to approve, Tim R. seconded. Minutes approved.

**PRESENTATIONS/DISCUSSION ITEMS:**

**2) Presentations/Discussion Items**

- a) **Crooked River Roundup Update** The south end has been taken out. The new layout is there. The idea is to have 2-50' alleys that are 8' wide. Everything that is existing now for roping is going to stay the same, just going to go backwards and install a few gates. There is a phone line that goes across the roping box that we should probably trouble-shoot. The idea came up about using the high school for parking. Do they have to come through the infield or can they use the canal road to bring people through? The CRR would have to talk to Carl to get approval. Jason was looking for clarification on how the board would like to help out with their events. There are going to be potentially 3 areas that are serving alcohol, the north and south ends of the grand stands and in the infield. The LED lights for the rodeo booth have been order and as soon as they arrive, Cooper Electric will install them.
- b) **Santa's Room- Evelyn** Initially the plan was to remount the walls, insulate, sheetrock, fix the floor, put in can lighting in the ceiling and try to address the electrical because right now the circuit breaker pops about 4 times every evening. There have been several road blocks along the way as far as making this happen. They would still like to fix the floor, it does have a crack in it and they do not want anyone to trip. At the very least it needs to be repainted. Gary still thinks that we would be able to insulate and sheetrock fairly inexpensively. Evelyn would like to have an electrician at least look at it to see if something can be done. Evelyn got 2 double cabinets that Home Depot donated to her. The employees had painted elves on them and the person that she talked to couldn't think of a better person to have them than Mrs. Claus! Evelyn is looking to see what they are permitted to do so that she can have an idea to raise the money. Gary and Casey have discussed what is needed. Gary thinks that insulating the walls and doing some creative woodwork to make it work would only cost around \$500 (not including the floor). It might be more cost effective to put carpet in that room. Gail would like to know if the sheetrock would damage those walls. There are already holes in the walls. Gary will patch them when he paints. He thinks that he will be able to "glue" 2" x 4" to the wall so that if we want to go back to the original building it is plausible. The board requested a drawing of the changes that Evelyn and Gary are proposing. The electrical has been updated and should be able to accommodate any heating needs now. Evelyn and Gary do not need to come to the board again, just send it to Casey and he will get it to the board.
- c) **Non Profit Pamphlets Handout Fair Policy** Different groups have been greeters at the front gate. They have asked if it would be ok to hand out their brochures. We have never had an issue in the past but should probably put a policy in place. It is going to be open to all or closed to all. The difference between the groups handing out the information at the front gate verses having a booth are it gives people the choice to receive the information compared to having it

forced in their hands. The Non-Profits receive a 10'x10' space at no cost as it is. The fair board has said no handing out pamphlets/brochures unless they have a booth.

- d) **Proposed Verizon Cell Tower** We were contacted back in late fall by Yogi Sandstrom, he represents Verizon. Verizon is interested in possibly constructing a cell phone tower on the fairgrounds. They have proposed 3 locations. The area would be 35' x 35'. The possible revenue would be \$1,000 to \$1,500 per month. We signed the right of entry so they could do the survey, Casey has talked to the judge and he is interested as a revenue source. For one of the locations, the Racing Commission would have to be contacted. **Bill motioned for Casey to pursue the proposal from Verizon for a cell tower. Tim seconded. Motion carries.**
- e) **LED Sign Discussion** Last fall, summer, and spring, we went through the process of getting the LED sign approved. The city and the county wrote a lease for a portion of Pioneer Park. The requirements were pretty stringent on the usage of the sign, and the lease spells out that the sign is for Air Quality, Public Safety, and Fairgrounds events. Since the sign has gone up, we have been receiving a couple of calls a week from outside groups that would like to have information included on the sign. It has become a little cumbersome so we need to determine if we want to revisit the lease. Phil stated that the city actually ended up changing their code due to this sign. He would like to say thank you for the sign. From the Air Quality side of it, the first day that the air quality information was displayed, there was a sudden uptake on the amount of calls received, website hits, and emails. It was a huge success as far as that portion goes. Phil has received some grant money from the DEQ and would like to discuss getting some of that to the fairgrounds. The lease was set up this way because we kind of knew how this was going to go and wanted to keep it contained. Since the sign is adjacent to a highway, there are some OARs that apply to it. There is some latitude for the use of that sign, government entities, non-profit, churches...we did not go there we chose to keep the uses fairly tight when the lease was written. The lease allows us to open this back up for discussion with the city council if we so desire. We can charge to do "advertising" of the approved groups. The fair board would like have a work session to discuss this issue further. Phil did state that when requests come in for the signs, he recommend that they follow the fairgrounds lead with black backgrounds. They are going to have the work session prior to bringing this to the city council.
- f) **Fair Vendor Booth Approval** Micaela asked the fair board to help accept or deny vendor booths. She came with several for approval. It was mentioned to possibly do just the food vendors but all of them were presented to the board. Dale suggested that she bring the vendors that should be a no and have the board vote. Or if she needs additional input, she can feel free to reach out to the board members.
- g) **Stan Foster Meeting April 26, 2017 4:30pm** A special meeting has been posted to the public.

#### **ACTION ITEMS:**

#### **REPORTS:**

**Gail Merritt:** We are in the process of getting the school board out. Yesterday, they went to Brothers and it was extra special. They have never done a board before. They were invited in and talked about fair and what it was. They took a tour of the school. Gail would like to send the coloring books to them as a thank you for their hospitality. They will deliver the rest of the boards to the schools next week.

**Tim Ray:** Nothing to report.

**Stanley Flynn:** Nothing to report.

**Linda Cross:** Nothing to report.

**Dale Cummins:** Nothing to report.

**Bill Gowen:** He has asked EOFF electric for a sponsorship and no reply.

**Linda Smith:** Nothing to report.

**Commissioner Brummer:** Inquired how the budget committee meeting went.

**Micaela Halvorson:** Working on the concert. Announce next week and on sale the following week.

**Manager Report (Casey Daly):** Financials are available. Met with the budget committee today that consisted of the judge and Kathy Gray. The proposed budget was fine, there were no questions. They agreed to fund the boat house roof repair; the judge would like to see the difference in price for a metal roof. The replacement of the doors on the arena has been approved. The technology upgrade was discussed and they would like to see us get some sponsorship and then they might be able to kick in a little bit of money. They have agreed to \$45,000 to repair two strips of asphalt. We asked for \$220,000 worth of capital improvements and ended receiving around \$62,000. OSHA visit, everything has been fixed except half of the stairwell. Sewer project is completely done. Tent panels are on site. We have the Veterans Resource Fair on May 13<sup>th</sup> so need to get the panels installed prior to that day. The acoustical hall panels are up in Carey Foster Hall. The echo seems to be better in there. Tomorrow is the Community Service Day with the 4-H kids, there will be 2 groups. They will be leveling off the stalls. Spring Conference update: the legislative goals were presented. The group did get to meet with Mike McLane and Dennis Linthicum. The Oregon Hunter's Association has purchase the fairgrounds 40 new banquet tables. They would like us to stencil on them that they were donated by the OHA and they also have asked that the tables not leave Carey Foster Hall. So we can't rent them or use them for other things. It was around \$2,500 so thank you Oregon Hunter's Association.

Meeting Adjourned: 7:13 p.m.

Next Regular Meeting Dates: May 11, 2017 @ 5:30 p.m.