

M I N U T E S

Washington County Fair Board

Minutes of a regular meeting, executive session, of the Washington County Fair Board held October 10, 1984, beginning at 4:45 p.m.

ATTENDANCE

Fair Board

Jeanne Leeson
John Love
Homer Speer
Margaret Sprecher

Staff

Adeline Hesse
Ron McAuley
Jamie Hammack

Guests

Joan Smith
Mike Shepard

HISTORICAL SOCIETY

Hesse read correspondence from Dr. Craig Wollner, Fairgrounds Committee chairman of Washington County Historical Society. The letter addressed several concerns of the Fair Board and outlined requirements of being on the National Register. The Board agreed any consultant's fee should be paid by the owners of the jail. Joan Smith of the Historical Society proposed an agreement be executed to formalize ownership. Hesse will consult with County Counsel. It was suggested that the Fair could be kicked off by celebrating the jail's placement on the National Register.

MOTION: MOVED BY HOMER SPEER, SECONDED BY JEANNE LEESON TO INSTRUCT THE EXECUTIVE DIRECTOR TO PROCEED FURTHER BY BRINGING A PROPOSAL TO THE FAIR BOARD. MOTION CARRIED.

CONSENT AGENDA

MOTION: MOVED BY HOMER SPEER, SECONDED BY JEANNE LEESON TO APPROVE THE BILLS AS SUBMITTED, THE AUGUST FINANCIAL RECAP, SEPTEMBER 5, 1984 BOARD MINUTES, AND THE AUGUST 1984 OFF-SEASON CALENDAR. MOTION CARRIED. (Bills listed on page 2).

CONVENTION FOOD PRODUCT

Hesse has made arrangements through the Oregon Filbert Commission to bring hazelnuts to the December Convention. It was suggested the Board bring a wine from Oak Knoll winery or from any other Washington County winery as a door prize.

DEDICATION DEED

MOTION: MOVED BY HOMER SPEER, SECONDED BY JEANNE LEESON THAT EXECUTIVE DIRECTOR, HESSE, SEND A LETTER OF RECOMMENDATION TO THE COUNTY COMMISSIONERS ASKING THEM TO SIGN THE PROPOSED DEDICATION DEED FOR 300' ON THE EASTERN BOUNDARY OF THE FAIRGROUNDS. MOTION CARRIED.

ADVISORY COUNCIL

The Board acknowledged receipt of a letter from the Washington County Extension Advisory Council and consensus was no action was to be taken by the Board and that Hesse would handle the matter further.

Bills for Approval, October 10, 1984

5449	Gem Top	23.00	Replacement canopy door
5450	Sierra Glass	545.00	Plexiglass for arena
5451	Northwest Natural Gas	41.05	Utilities
5452	Pacific Fence & Wire	200.00	Repair fence
5453	PGE	606.21	Utilities
5454	VOID		
5455	GTE	187.23	Office telephone
5456	GTE	231.27	4-H Horse Fair & Rodeo phone
5457	Cascade Business Machines	25.00	Typewriter Rental
5458	Garment Graphics	256.80	T-Shirts for Superintendents
5459	Cascade-Phillips	560.00	Portable toilets
5460	Finance & Administration	35.00	County Counsel - legal fees
5461	VOID		
5462	Your Town & Country Coop	440.33	maintenance supplies, fluid for tractors, truck battery, plumbing supplies, gasoline Spark plug socket, tune-up kit for truck
5463	Hillsboro Auto Parts	20.62	
5464	Yeager Ford Tractor	17.65	Oil, fuel, and air filters
5465	Don's Plumbing & Heating	54.00	Livestock barn repairs, drinking fountain repairs
5466	Ireland's True Value	109.48	Duplicate keys, staple guns and staples
5467	City of Hillsboro	579.68	Utilities
5468	Postmaster	100.00	Postage
5469	VOID		
5470	Addy Hesse	50.00	Car Allowance
5471	Jamie Hammack	25.00	Car Allowance
5472	VOID		
5473	Christy's Deli	14.10	Fair Board Meeting
5474	Albertson's	16.31	Fair Board Meeting
5475	Albertson's	13.77	Destruction Derby crew meal
5476	Jamie Hammack	23.10	Destruction Derby crew meal
5477	Color & Design	823.00	Draping & signing of M.E. booths
5478	Wolf Creek Hwy Water District	40.00	Plaques for rodeo donations
5479	Rocky Williams	70.00	Reimbursement - sign painting rodeo chute signs
5480	Homer Speer	6.60	Reimbursement - Lunch with Commissioner Hayes
5481	1st Interstate Bank	1,320.00	Gate change
5482	Albertson's	3.42	Destruction Derby crew meal
5483	Hillsboro Signs & Graphics	120.00	Warning Signs - Destruction Derby
5484	Award Specialties	95.00	Trophies - Destruction Derby
5485	Neil Rowman	50.00	Announcer - Destruction Derby
5486	Bill Hesse	106.00	53 bales of hay - County Fair
5487	Joanne Burton	38.00	Horse show fees
5488	Pinto Horse Association	26.00	Horse show fees
5489	American Paint Horse Association	25.00	Horse show fees
5490	Jeanne Leeson	73.00	Publicity expense
5491	J. Thayer Co.	46.32	Office supplies
5492	Hillsboro Garbage Disposal	280.00	Utilities
5493	Northwest Natural Gas	100.20	Utilities
5494	Hillsboro Argus	172.20	Advertising - Derby promotion
5495	Times Publications	222.00	Advertising - county fair
5496	PGE	153.59	Utilities
5497	Bernies Refrig & Appliances	195.02	Repair milking parlor
5498	Sunset Electric	42.41	Check service in M.E. Bldg and replace range outlet

5499	Hillsboro Auto Parts	20.62	Tune-up kit
5500	Hillsboro Office Supply	43.33	Office supplies
5501	Sherwin-Williams	239.01	Paint and paint supplies
5502	Times Publication	12.00	Subscription renewal
5503	Clipper	45.00	Advertisement
5504	T-Bird Home Center	26.91	Plumbing repairs, light bulbs
5505	U-Haul Center	54.25	Repair M.E. Restroom (jack hammer rental)
5506	Baker Rock Crushing	138.00	Fill Material
5507	Hillsboro Farm Equipment	111.40	Replacement parts for Torro
5508	GTE	185.43	Office telephone
5509	Check 'n Balance	50.00	Bookkeeping services
5510	Hillsboro Towing	200.00	Destruction Derby - services
5511	Cascade-Phillips	250.00	Portable Toilets - Derby
5512	D.O.S.	14.97	Office supplies
5513	Hillsboro Chamber of Commerce	4.50	Luncheon
5514	Oregon Horseman's Association	82.00	Horse show fees
5515	Mode-0-Day	100.00	5 mannequins
5516	Jerri Backstrom	104.40	Replaces lost check \$5342 for Derby expenses
5517	Master Plumbing	614.50	Repair and install urinal and showers
5518	Trump Litho	33.50	Letterhead
5519	GTE	37.55	4-H Office telephone
5520	Pacific Fence & Wire	407.00	Repair for damaged fence
5521	Becky VanDyke	8.03	Milk parlor payment
5522	VOID		
5523	Kathy Terhorst	16.06	Milk parlor payment
5524	VOID		
5525	John Thomas	32.12	Milk parlor payment
5526	VOID		
5527	Pete Jansen	46.72	Milk parlor payment
5528	Robert Ireland	7.30	Milk parlor payment
5529	Mark Schoh	7.30	Milk parlor payment
5530	Glen Ireland	8.76	Milk parlor payment
5531	Dave Hering	8.03	Milk parlor payment
5532	Shelly Frame	7.30	Milk parlor payment
5533	Joe Evers	72.27	Milk parlor payment
5534	Jody Bell	7.30	Milk parlor payment
5535	Joe Bell	14.60	Milk parlor payment
5536	Associated Janivor & Paper Co.	1,114.23	Paper and cleaning supplies
5537	Finance & Administration	10,739.07	August Salaries - \$10,686.57 County Counsel \$52.50
5538	The Oregonian	759.75	Fair advertising
5539	Hillsboro Garbage Disposal	1,618.80	Utilities
5540	U-Haul	10.00	House jack rental - remodel porch
5541	PGE	1,957.63	Utilities
5542	Hillsboro Argus	24.60	Destruction Derby Advertising
5543	VOID		
5544	J. Thayer Co.	48.60	Office supplies
5545	T-Bird Home Center	8.71	Plumbing repair
5546	Copeland Lumber	577.92	Lumber to rebuild porch and general repair items
5547	Sherwin Williams	72.62	Paint and stain
5548	Postmaster	40.00	Postage
5549	City of Hillsboro	864.05	Utilities

INTERESTED DEVELOPER

Hesse provided a copy of a letter from LAW Development, Inc. They are currently constructing a hotel in the Aloha-Beaverton area. The company is interested in developing on the fairgrounds property.

COUNTY MARKETING POLICY

Board members reviewed correspondence to and from County Counsel regarding policy for marketing the fairgrounds "commercial" property. It appears that there is not a policy and the Board will move forward on marketing, complying with ordinance, which fits in with the Master Plan.

PROPERTY DEVELOPMENT

The Fair Board discussed approaches to the market place in regard to developing. They also discussed procedures for soliciting proposals from firms. It was consensus that the development be managed in an orderly way and that the Board needs a set of criteria which they instructed Hesse to research. The Board agreed Executive Director, Hesse, should obtain professional assistance rather than make a costly mistake.

The Board suggested drafting a thank you letter to Task Force members and also asking them to continue on an "on call" basis. They discussed involving other people in order to broaden bases.

MOTION: MOVED BY HOMER SPEER, SECONDED BY JEANNE LEESON, TO WRITE THE TASK FORCE MEMBERS, ACKNOWLEDGING RECEIPT OF THEIR REPORT, THANKING THEM AND ASKING THEM TO CONTINUE ON CALL. MOTION CARRIED.

Members reviewed the Task Force Report and discussed compatible establishments, i.e. hotel, restaurant, travel agencies, convention center (people oriented activities). They agreed the long range goal is to provide public facilities.

Members raised the question of leasing and the legal aspects. They instructed Hesse to continue reasearching the entire project.

VOLUNTEER POTLUCK

Volunteer Appreciation Potluck will be Tuesday, October 23, 1984, at 6:30 p.m. in the Cloverleaf Community Building.

HOTEL/MOTEL TAX FUNDING

There will be a hotel/motel tax funding steering committee meeting October 19, 1984 at noon, at the Sea Galley restaurant. Chairmen of the committee will be County Commissioner, John Meek and President of the Washington County Visitors Assn., Jack Rosenberg.

SIGN AND CONSTRUCTION UPDATE

The proposed illuminated Readerboard/Sign for the new easterly access was shown to board members. The sign was designed by Oregon Sign Co. who has a contract with the State of Oregon.

MOTION: MOVED BY HOMER SPEER, SECONDED BY JOHN LOVE, TO PURCHASE THE ILLUMINATED READERBOARD/SIGN IN GREEN COLORS AS PROPOSED. MOTION PASSED.

The cost of putting 600' of road, consisting of baserock plus 2" AC which extends the fairgrounds easterly road was quoted as \$5,986.00. The State of Oregon Cornell project manager, Walt Bartell will submit a written proposal.

MOTION: MOVED BY JEANNE LEESON, SECONDED BY HOMER SPEER TO CONTINUE THE FAIRGROUNDS ROAD TO THE EASTERLY BOUNDARY AS PROPOSED. MOTION CARRIED.

BOOSTERS

The Washington County Fair Boosters have donated \$500 to the hotel/motel tax campaign. Boosters are working on several other projects i.e. buttons. Attendance at meetings has been good. There will be no meeting in December. 1985 officers are President - Nick Matthiesen; Vice-President - Ray Wold; Secretary - Betty Wold; Treasurer - Chuck Colegrove; Publicity - Sharon Cornish; Directors - Larry Bellamy (3 years), Wally Crawford (2 years), John Gates (3 years), John Leffel (1 year), and Fred Boyles (2 years).

DERBY RECAP

Board members reviewed the September 8, 1984 Destruction Derby Financial Recap which reflected a \$2,573.71 profit.

PLANNING COMMISSION

There was a procedural error by the City Planning Commission wherein the City failed to move the fact finding on the Fair Board request for a comprehensive plan change. Hesse will attend the Tuesday, October 16 meeting. A memorandum from the City of Hillsboro addressing the potential noise conflicts of future commercial developers and the fairgrounds was presented. In effect, it states the City would require land use approvals to require provisions of "hold harmless" clauses and noise disclosure statements.

1984 ADMISSION

Members reviewed and discussed admission prices and commercial space fees and agreed they were reasonable.

MOTION: MOVED BY HOMER SPEER, SECONDED BY JEANNE LEESON TO ACCEPT THE RECOMMENDED 1985 FAIR ADMISSION PRICES AND COMMERCIAL SPACE FEES. MOTION CARRIED.

1984 EXHIBITOR STATS

Noticeable declines in Land Products and Dairy Cattle. Homer Speer suggested awarding higher premiums. Hesse stated high premiums do not generate high exhibitor turn out in other counties.

DECEMBER CONVENTION

Jeanne Leeson will be giving a program at the December Convention. Board members should turn their hotel registration forms into Hesse.

BOARD TERMS

Margaret Sprecher and John Love board terms expire December 31, 1984. They should write to commissioners expressing an interest in reappointment.

DONATION

Stimson Lumber is reviewing the Fair Board's need for logs at the destruction derbies. The donation would be approximately a \$4,000 value.

OPERATIONS SUPERINTENDENT REPORT

Ron McAuley reported on September projects completed. The following is a list of fall projects: put up bronze plaque in show ring, repair livestock racks, paint and reorganize shop, remodel Men's Restroom in Main Exhibit Building, top soil barns, remodel Main Exhibit Building kitchen, level and seed show rings, repair fences, repair and rebuild A-Boards, rebuild drinking fountains, build planters for flowers, and water drainage for barns. Russ and Laurie Dyche's mobile home will be moved in conformance with master plan, within the next 30-40 days. Painting the front of the Arts & Crafts building, building a storage barn and spraying the lawns were also discussed.

'85 FAIR DATES

Executive Director, Hesse, recommended the 1985 Fair dates to be August 6 - 10 and the Fair Board contract with Davis Amusement for the carnival.

MOTION: MOVED BY JOHN LOVE, SECONDED BY HOMER SPEER TO SCHEDULE 1985 FAIR DATES AUGUST 6 - 10. MOTION CARRIED.

PARKING

Homer Speer recommended a parking charge of \$1.00 per car for the 1985 Fair. The number of passes, patrolling of parking areas, and other cost factors were discussed. Hesse was instructed to look further into the possibility and bring a recommendation back to the board.

RODEO COMMITTEE

John Love reported he had not attended the last Rodeo meeting but that they were in the process of forming committees and naming chairmen. Hesse reported Judy Brooks has resigned as chaperone to the court and the rodeo board will recommend eliminating the court, with a possibility of a queen only.

NEXT BOARD MEETING

The next Fair Board meeting will be November 14, 1984 at 4:30 p.m. at the fairgrounds office.

REGULAR SESSION RECESSED AND BOARD MEMBERS WENT INTO AN EXECUTIVE SESSION.

EXECUTIVE ATTENDANCE

Jeanne Leeson
John Love
Homer Speer
Margaret Sprecher

The Board deliberated on the issue of executive director's salary and duties.

THE REGULAR SESSION RECONVENED AND THE FOLLOWING MOTIONS WERE MADE:

MOTION: MOVED BY HOMER SPEER, SECONDED BY JOHN LOVE, THAT EXECUTIVE DIRECTOR, HESSE, RECEIVE \$127.00 RAISE PER MONTH, PER THE BOARD'S DISCUSSION. MOTION CARRIED.

MOTION: MOVED BY HOMER SPEER, SECONDED BY JOHN LOVE TO INSTRUCT HESSE TO REDRAFT THE FAIR DIRECTOR'S JOB DESCRIPTION IN LIGHT OF CHANGING ROLE AND BRING TO THE FAIR BOARD FOR REVIEW AND APPROVAL. SAID JOB DESCRIPTION TO BE REVIEWED IN ONE YEAR. MOTION CARRIED.

Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Jamie Hammack
Administrative Secretary

A G E N D A
Washington County Fair Board
Regular Meeting
4:30 p.m. Wednesday, October 10, 1984

1. Call to order.
2. Public Welcome. This time is provided for members of the audience to comment on any item(s) on the agenda prior to the Board's discussion and decision. It is respectfully requested that those addressing the Board state their name for the record.

- *3. Bills for approval (enclosed).
- *4. Financial recap for August, 1984 (enclosed).
- *5. Board minutes from September 5, 1984 (enclosed).
- *6. August 1984 off-season calendar (enclosed).

*Consent Agenda: Any item may be removed for separate consideration upon request by any Board member or anyone from the audience.

7. Correspondence:

- A. Lincoln County Fair & Rodeo - Request to bring a food product December 2 Convention. Product which is unique to Washington County - How about hazelnut?
- B. City of Hillsboro - Dedication Deed, east boundary of fairgrounds.
- C. Washington County Home Extension Advisory Council, Jeri Ann Reese
- D. LAW Development Inc.
- E. Real Estate Commissions response from County Counsel, Dan Olsen, follow-up letter to Bob Davis, Sr. Analyst.
- F. Conveyance of Task Force Report from Chairman James Moore.
- G. Correspondence from Washington County Historical Society regarding log cabin and jail.

8. Executive Director's Report:

- A. Reminder: Volunteer Appreciation Potluck. Date Change to Tuesday, October 23, 6:30 p.m. in the Cloverleaf Community Bldg.
- B. Hotel/motel tax funding status.
- C. Cornell Road construction update.
- D. Fairgrounds Booster Meeting Report (September 5 and October 3, 1984 meeting). Officers nominated: President - Nick Matthiesen; Vice-President - Ray Wold, Secretary - Betty Wold; Treasurer - Chuck Colegrove; Publicity - Sharon Cornish; Directors - Larry Bellamy (3 years), Wally Crawford (2 years), John Gates (3 years), John Leffel (1 year), and Fred Boyles (2 years).
- E. Derby Financial Recap (enclosed).
- F. Hillsboro Planning Commission approved our comprehensive plan change on September 11, 1984. It will be forwarded to City Council for final approval. Enclosed is a city staff memo to our request - please note page 2, potential noise conflicts statement.

- G. The County is purchasing 28 copy machines under 1 contract so we have an opportunity to purchase a new machine to meet our daily needs at an approximate cost of \$1,700 - \$2,000 which includes a comprehensive maintenance contract.
- H. Request the Fair Board to declare surplus the items on enclosed list. They will sell in the county auction on December 1, 1984.
- I. Recommendations to Board on admission prices and exhibitors space:

<u>Daily Admission</u>		<u>4-H & FFA Season Admission</u>	
Adults	\$3.50	Youth Member bractlet	\$1.00
Seniors (62 & over)	2.00	Leader bractlet	\$1.00
Youth (6 - 17 years)	2.00	4-H Parent pass	\$5.00
Under 6	FREE		
<u>Season Passes</u>		<u>Commercial Pass Booklet</u>	
Adult	\$10.00	Booklet of 10 passes	\$15.00
Seniors (62 & over)	5.00		
Youth (6-17 years)	5.00		

Commercial Exhibitors Space (1 free commercial pass book per 10 X 10 booth)

	<u>1985</u>	<u>1984</u>
Outdoor - ground only	\$12 ft.	\$10 ft.
Outdoor - modules	\$16 ft.	\$15 ft.
Inside (includes drapes & sign)	\$16 ft.	\$15 ft.
Food Concession	\$26 ft.	\$24 ft.
Non-Profit Food Concession	\$17 ft.	\$16 ft.
Non-Profit Restaurants	\$350 flat	\$325 flat
Commercial Restaurants	\$300 + 13% net	\$275 + 13% net

- J. Statistics sheet - number of exhibitors and exhibits for 1984 (enclosed).
- K. OFA Convention will be held December 2, 3, and 4 in Eugene, Oregon.
- L. Board member terms to expire December 31, 1984 include Margaret Sprecher and John Love (enclosed).
- M. Stimson Lumber - possible donation of logs for destruction derby (enclosed).
- N. Ron McAuley has been with us 6 months and is now on Public Employees Retirement. I have also authorized him to drive the fairgrounds pick up to and from work.
- O. Western Fairs Managers Conference program (enclosed).

9. Operations Superintendent's Report:

- A. Jobs Accomplished in September, 1984.
 - 1. Rebuilt office porch.
 - 2. Leveled show rings.
 - 3. Painted interior of office.
 - 4. Removed staples from all tables.
 - 5. Fixed water leak in east pasture and east side of livestock barn.
- B. October project.

10. Old Business:

- A. 1984 Fair Dates discussion.
- B. Parking change? (enclosure from Oregonian).
- C. Rodeo report from John Love (minutes of September 10 enclosed).
- D.

11. New Business:

- A.
- B.

12. Announcements:

- A. Next Fair Board meeting - November 7 or 14? Addy will be at the Western Fairs Managers Conference November 6-9.

13. Executive Session:

- A. Copy of Director's contract.
- B. A request for updated salary information for all fairgrounds positions have been solicited from 5 other county fairs. We will have the personnel office review before 1985-86 budget.

**If you will be late or unable to attend, call 648-1416.