



# Curry County Fair Board

29392 Ellensburg Avenue, Gold Beach, OR 97444

541-247-4541

Eventcenteronthebeach.com

## Public Meeting Minutes

January 23, 2024

Meeting was called to order at 5:30 p.m.

Fair Board Members present: Ida Swank, Trista Donaldson, Samantha Roberts, Brad Alcorn, Ezekiel Harms, and Scott Mickelson

Other staff present: Fair Board Manager Chris Brose and County Counsel Ted Fitzgerald

### 1. Approval of the Agenda

Chris Brose requested that the item under “New Business – Sponsor and Advertising Packet” be removed. Chris also mentioned a spelling typo under “Manager Reports – Fair 2024 July 24-27...”.

**Roberts motioned to approve the agenda as amended. Harms seconded. Motion carried unanimously.**

### 2. Welcome New Board Members W/ Packets

New members of the Fair Board introduced themselves and provided brief history on why they applied to be on the Board; Ezekial Harms, Ida Swank, Samantha Roberts, Brad Alcorn.

### 3. Board Elections “President, Vice, Secretary”

**Swank motioned to appoint Harms as President. Mickelson seconded. Motion carried unanimously.**

The Board engaged in a discussion on the duties of the Vice and Secretary.

On the topic of the Secretary being responsible for accurate minutes, Alcorn informed the Board of the complaints he has received as a County Commissioner stating that the meetings are not recorded or live streamed. Harms agreed with Alcorn’s statement. Alcorn asked Brose if the current meeting was being recorded to which she stated that she was not able to secure a recording device. County Counsel Fitzgerald then provided a recording device.

Harms declared to table the recording device discussion and finish the agenda item.

**Swank motioned to appoint Roberts as Secretary. Donaldson seconded. Motion carried unanimously.**

**Roberts motioned to appoint Swank as Vice President. Mickelson seconded. Motion carried unanimously.**

#### **4. Approval of 12-5-2023 Minutes “Scott/Trista”**

Alcorn mentioned that when he read over the minutes, he wanted to inform the Fair Board that changing fees need to ultimately be approved by the Board of Commissioners. He requested that Brose bring the new fees to BOC Administrative Assistant Natasha Tippetts to be placed on the next Board of Commissioners meeting.

**Harms motioned to approve the 12-5-2023 minutes. Mickelson seconded. Donaldson and Mickelson voted unanimously.**

Harms asked County Counsel about the rules on recording County Meetings. Fitzgerald informed him that all County Boards and Committees are recorded by at least audio. Harms asked if the device currently being used was Fair Board or County equipment. Fitzgerald replied that it is County. Harms then asked what happens to the audio after. Alcorn replied that if it were video/audio, it would be posted on the County YouTube channel. He stated that unfortunately Brose was not able to secure a visual/audio recording device as well.

The Board and Counsel proceeded in a discussion on the reasons and benefits of recording. Harms stated that when Brose records the meetings that she could post them on the Event Center website.

Swank inquired on the use of the County Hearing Room which has equipment for both audio and visual. Alcorn stated we could use any County facilities and equipment at no cost.

Harms expressed that he likes the idea of the Fair Board Meeting still being held at the Fairgrounds and that obtaining a recording device would be his choice.

The Board discussed the use of the Docia Suite for the next meeting to assess the acoustics. The Board then agreed to move the next meeting to the Docia Suite.

#### **5. Audience Input (3 Minute Maximum)**

- Jeanie Knowles – Expressed gratitude to all Fair Board Members.
- Matt Howland, Economic Development Curry County – provided information on upcoming Job Fair.
- Ted Fitzgerald, Director of County Operations Curry County – explained the new process the Board of Commissioners have implemented for Public Comments that have created better efficiency for running meetings.

- Spirit Meller, subcontractor for Civil West (Engineer of Record for Fairgrounds – questioned the relationship between the Fair Board and Curry County/Board of Commissioners. Requested that a clear explanation on this topic be provided for the public.

County Counsel Fitzgerald explained that that information can be found in the MOU between the County and the Fair Board.

The Board discussed putting this on a future agenda to be further discussed and explained with information on the TLT monies as well.

## **6. Liaison Reports**

Alcorn communicated that his reports should be put on a Workshop to be presented.

Harms expressed that he would like to have a workshop to do a “walk-through” of the Fairgrounds.

## **7. Superintendent Reports**

Becky, Facilitator – Excited about the 2024 Fair. Inquired on the possible theme and how they can assist.

Harms requested to understand the dynamic of the Superintendents. It was explained that they are volunteers that control the open class aspect of the Fairgrounds. There are currently 16 superintendents that are all volunteers plus assistants. Becky explained that they also have more volunteers that come at fair time to assist as well.

David Barnes, Curry County Treasurer – explained that the County also holds the money and is the banker for the County Fairgrounds.

## **8. Master Plan**

Brose explained that this is an agenda item is continuous and is typically only discussed if changes were to be made. Brose provided all new Board members with the current Master Plan.

## **9. Civil West RV Park/Arena/Convention Center**

- Spirit Meller provided information on the status of the RV Park plans. He indicated that the designs and documents are ready to be released for bid. However, because of the delay the shower house and restrooms got separated in the bid documents. He expressed that because the RV park project has slowed down at this time, we might be able to put them back together so we only need one RFP for the entire project. The RFP is in Fitzgerald’s office for review.

Fitzgerald stated he had questions that had not been answered after receiving the RFP documents. Fitzgerald stated that he inquired on the public input and the modifications of the RV Plans. He will wait for answers until he is able to approve of the RFP.

Roberts requested that Spirit provide all documents and the RV Plans at a later meeting so that all new members of the Fair Board can be caught up on this matter.

- Spirit Meller explained that the arena was assessed in 2020 by a structural engineer who set restrictions on the building. He claimed Civil West did an assessment as well which determined the structure in good shape however, it needs new doors, siding, roof, etc. Civil West did issue an RFP for a contractor to strip out the sheetrock so an engineer could assess the columns but received none returned.

County Counsel Fitzgerald explained to the Board that previously he had offered the use of other County department employees and equipment at no charge for services such as this.

Roberts clarified that if we took this offer for the use of other County department employees and equipment, we would not need to gather RFPs. Fitzgerald concurred on that statement is correct and that it would be called an MOU (Memorandum of Understanding) between the County and the Fair Board.

- Spirit Meller provided a description of the proposed Convention Center. The description entailed that the Docia Suite be expanded to the Showcase (removing the showcase and rebuilding the extended Docia Suite to be named Convention Center).

Roberts commented on the fact that this would be tearing down the Showcase Room that was just remodeled.

Spirit explained that the Fair Board has already paid the Ausland Group who did a design for this proposed Convention Center but did not approve of the design. Brose was not sure on the dollar amount paid. After this was done, the Board approved Civil West as the Engineer of Record for the fairgrounds. The Fair Board has approved a work order to have Civil West create the concept design for the proposed Convention Center but is waiting on a retainer fee of \$46,000 before they can initiate the process.

## **10. Manager Reports**

- Updates “Dec Check Register” Financial

Brose provided the December Check Register to the Board.

Swank asked if there were any monies coming in through current Grants. Brose replied that the only Grant that has been awarded was the Business Oregon Grant for a total of \$277,777. She was notified the previous day by Deputy Treasurer Nick Vicino that the Business Oregon Grant did distribute approximately \$55,555 in October of 2022.

- Grounds Update Water/Septic/Landscape/Electrical “tree down”/driftwood exit rd  
Brose provided pictures to the Board of shore pine tree that blew over into HWY 101 in December.

Brose explained that the exit road for fair is no longer available for use. The king tides have brought in multiple feet of driftwood. She requested Fitzgerald to come take a look to see if the County can assist. Fitzgerald stated he would within the following week.

Brose added that there are three electrical boxes that are in dire need of repair. Brose stated that she has reached out to local electricians for bids on repairs and have not received any answers back.

Brose provided pictures to the Board of a sink hole on the South side of the road. Covered in wood and cones at the moment. She has not been able to identify the source. The previous manager had it scoped by the City of Gold Beach as well as Spirit Meller. Meller states that there is a telecom conduit but it looks like it is coming from more up hill.

Continuing on the main road, Brose describes multiple potholes. Fitzgerald offers assistance from the Curry Road Department to fill them with rock.

The old main office is cleaned out and ready to get demolished if the Board continues with the proposed Convention Center Plan. Swank asked if anyone else like Friends of the Fair have storage in that location. Brose replied yes and they will need to move it.

Docia – The kitchen hood was just replaced. Building will be repainted soon. The drapes have been replaced to all black. New storage racks for chairs were purchased.

Showcase – Maintenance has been touching up the paint. Drapes have been replaced to all black as well.

Office – Front door will need to be replaced.

Floral – Located a leak from the roof. Maintenance was able to fix. Provided pictures of the siding to the Board. Brose stated that Maintenance would be able to complete the siding himself.

OSU Building – Brose stated that the previous manager failed to inform anyone that the heat pump was out for nearly two years. Brose has now had the heat pump replaced as of October. Brose provided pictures of the siding of this building as well which are in a similar condition as the Floral building which Maintenance will be able to repair. Brose described the rust that has formed on the North side doors of the building. Brose stated she has received one bid so far for the replacement and will be attempting to retrieve more. Swank questioned the cost of the bid (if it needed three). Brose stated the cost will be over \$14,000 therefore it would require more than one bid. Fitzgerald explained the County Policy on bid processing which is that you do not need to receive three bids if you reached out to three companies. One company could have refused to bid and that would count as one you reached out to.

Brose provided information on the livestock/archery building. She listed that the roof is blowing off, there are no gutters, and the walls are rotten. O'Neil doors have been contracted to replace the South side roll up door. Brose stated that she needs the Engineer on Record – Civil West – to start the process for remodeling this building.

Brose stated that she has discovered a leak in the dorms, so the water is currently shut off. She explained that they could either dig up the current water line and locate the leak or dig up an area and lay a new water line.

The Board engaged in a lengthy conversation on the uses of the stables and arena. Brose and others mentioned the unusable soil in the arena itself for running horses. Swank asked if there was a cost estimate on how much that would be to replace to make it usable. Brose replied an estimate was put together and it would be approximately \$25,000.

- Job Fair on Friday  
Spring Bazaar on April 5<sup>th</sup> and 6<sup>th</sup>  
Wine Festival on May 17<sup>th</sup> and 18<sup>th</sup>  
Fair on July 24<sup>th</sup> through 27<sup>th</sup>

Swank inquired on if we still had the same people who bring the rides to the fair this year. Brose replied that as far as she knows but has not been able to get ahold of Harry.

## **11. Old Business**

Brose provided handout of the Master Gardener Map. Brose explained that the Master Gardeners would like to lease a small lot to place a greenhouse for community education classes, demonstration gardens, etc.

Brose provided information on the supplemental budget. Brose had brought this supplemental budget to the Curry County Budget Committee. She was instructed to re-do it in a different way and bring it back. Brose has since re-done the budget and will be sending it to the Budget Committee again for approval.

## **12. New business**

Brose asked the Board how they would like to choose a Fair Theme. Swank mentioned “Seashells and Cowbells”. The Board agreed to allow the Superintendents and the Fair Manager to decide the theme.

Brose mentioned that the Grand Marshalls of the fair last year, Bill and Julie Sherbarth, were unable to attend due to fires. She recommended that we bring them back this year. The Board seemed to agree on this idea.

The Board engaged in a lengthy discussion on the fair dates, the rides, etc.

Fair Board President Harms adjourned meeting at 8:51 p.m.

X

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Ezekial Harms  
Fair Board President

X

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Chris Brose  
Fair Board Manager