



# Curry County Fair Board

29392 Ellensburg Avenue, Gold Beach, OR 97444

541-247-4541

Eventcenteronthebeach.com

## Agenda

April 2, 2024

5:30 p.m. – Docia Suite – 29392 Ellensburg Ave

1. **Call to Order**
2. **Amendment and Approval of the Agenda**
3. **Approve Minutes**
  - a. 3.20.24 Minutes
4. **Public Comment (3 Minutes)**
5. **Discussion Items/Action Items**
  - a. Update from Maintenance Department
  - b. Discussion – 4H Dorm Maintenance
  - c. Discussion – Maintenance Priorities
  - d. Update from Finance Director
6. **Reports**
  - a. Commissioner Liaison Report
  - b. Superintendent Report
  - c. Fair Manager Report
  - d. Next Meeting – April 30<sup>th</sup> at 5:30 p.m.

## 7. Adjourn

*(ORS 192.640(1)) ". . . notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.")*



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## Minutes for meeting on March 20, 2024

Docia Suite – 29392 Ellensburg Ave.

### 1. Call to Order

- a. Meeting was called to order at 5:30 PM
- b. Board members present: Ezekiel Harms, Ida Swank, Samantha Roberts, and Brad Alcorn.
  - i. County Employees present: Ted Fitzgerald (County Counsel), Rabiah Lee (Assistant to County Counsel), Natasha Tippetts (Admin Assistant to BOC), David Barnes (County Treasurer), Charles Buchanan (County Road and Maintenance), Jeremy Livingston (Fair Grounds Maintenance), and Keina Wolf (Director of Finance).
  - ii. Other audience members: Tim Swank and Katherine Mazur.

### 2. Amendment and Approval of Agenda

- a. Roberts motions to approve the agenda with the change to the next meeting date to 04/02/2024. Alcorn seconds the motion. The motion is carried unanimously.
- b. The board agrees to have the second meeting in April on 04/30/2024.

### 3. Approve Minutes

- a. Swank motions to approve the minutes as written from the 02/27/2024 meeting. Roberts seconds the motion. The motion was carried unanimously.

### 4. Public Comment (Three Minutes)

- a. No public comments

### 5. Discussion Items/Action Items

- a. Update from maintenance department (page 6)
  - i. Livingston informed the board about the following items:
    1. A broken waterline was discovered under the floral building and has been repaired.
    2. The shop, office, floral, and showcase building's power was having issues. CCEC offered to change out the line at no cost if the fairgrounds provide the line. Livingston found line on the grounds that was utilized.
    3. With the help of the county road department, the waterline behind the OSU building has been repaired. Patch work is being done now to prepare the area for concrete to be poured.
      - a. The main shutoff valve on the building is broken. A plumber is coming on Wednesday to assess the situation.
    4. On Friday, the Fire Marshall is coming to assess the situation with the Docia Building kitchen. They will do a walkthrough and let maintenance know what

needs to be done to bring the kitchen up to code. The fire suppressant system maintenance company has a red tag on kitchen until repairs/changes are made to the hood.

- ii. Buchanan informed the board about the following items:
  1. The waterline issue with the arena and livestock pavilion has been marked out and the county is getting a quote for repairs. The county will dig and backfill while the plumber lays the pipe. Buchanan noted that the previous work was pieced together and most of it is broken. The previous pipe used was three inches and the new pipe will be reduced to two inches. The valves also need to be replaced.
  2. Swank mentioned that Superintendent Jeannie Knowles had informed her that there was an issue with the lights in the floral building.
    - a. Swank asked Wolf if replacement of the fluorescent lights (with LED lights) is a covered expense with TLT funds is. Wolf confirmed it would be.
    - b. Harms requested that the county get a bid/assessment done for the floral building and the horse barn.
      - i. Buchanan is going to get bids and bring them to the next meeting for the board to review.
    - c. Harms requested an update regarding the removal of drywall in the arena so a structural engineer can assess.
      - i. The county has not removed the drywall yet.
      - ii. Livingston offered to do it if someone could let him know how far up it needs to be removed.
      - iii. Fitzgerald will call the engineer to find out and let Jeremy know.
      - iv. Swank and Alcorn expressed concern over the safety of the arena come fair time with the condition of the roof.
      - v. Harms mentioned using the paddock area as a secondary spot for an arena if the current arena is not usable.
        1. Mazur stated the area should be big enough if it is entirely fenced in.
    - d. Harms mentioned that the gutters on the horse barn need to be cleaned out and some of the fiberglass panels need to be replaced.
- b. Review Fair Board Applications (page 7)
  - i. Alcorn recommended readvertising for the three positions since there have been no new applicants. He also wants to have one on one conversations with applicants, as he did previously.
  - ii. Harms stated he wants to preview them as well and that people are going to be more cautious about applying due to past issues.
  - iii. Alcorn stated he has received multiple emails with compliments regarding the current board's transparency.
  - iv. Mazur recommended reaching out to Ron Crook or Brad Wentworth to see if they may be interested.
- c. Review Event Center and Fairgrounds Manager Applications (Pg. 21)
  - i. The board agrees that a close date needs to be set and then the applications reviewed after that date. From there interviews can be set up.
    1. The board agrees to a closing date of April 19<sup>th</sup> with a review of the applications at the April 30<sup>th</sup> meeting.
  - ii. Wolf stated the board needs to establish a criterion and scoring system, so it is equal for all who are interviewed.

1. Tippetts will modify that one that the county uses for its hiring process.
- iii. Mazur asked if the board has considered using a temporary manager. Maybe reaching out to Coos County or prior managers to see if they know of someone.
  1. Swank mentioned she is aware of a local resident that has twenty years prior experience running fairgrounds. She offered to reach out to her.
- d. Discussion – Livestock Pavilion Storage Rental (Pg. 23)
  - i. Tippetts found the contracts for the two people who are renting the space. One has not paid since December 2023 and the other makes payment every month.
  - ii. Barnes mentioned in the past there has been 8-10 people utilizing the area for storage and it is a potential revenue stream.
  - iii. Harms suggested making the livestock pavilion strictly for 4h so the panels can stay up and the children can utilize it year-round. There is also potential for Jackpot shows which would bring in revenue. Need a liaison to work with 4h to see what their needs are.
    1. The children are unable to do steer weigh-ins in March at the fairgrounds because there is no way to contain the animals. There is a certified scale that is available for them to use.
    2. Swank had spoken with Margie House and was told by her that there is a need for children to have a spot to house animals with which they are working. House is concerned about maintenance of the area.
      - a. If the children were to house animals in the area, there would be a rental fee.
  - iv. The board agreed to continue to use the pavilion for storage during non-fair times while the building is repaired and then revisit the conversation.
    1. Wolf is going to review the current storage contracts to see if notice needs to be given when the storage is ended. She will update the board at the next meeting.
- e. Approve O’Neill’s Quote – Archery Doors (Pg. 24)
  - i. Harms motions to approve the quote from O’Neill’s and move forward with replacing the door. Alcorn seconds. The motion was carried unanimously.
- f. Approve Purchase of Exhibitor Handbook (Pg. 26)
  - i. The board agreed that quotes were needed from local printing places, as well as the online place that was previously used. Would rather keep the money local if the price is comparable. Tippetts is going to get quotes together to present at the next meeting. The board will decide after reviewing.

## 6. Reports

- a. Commissioner Liaison Report
  - i. Alcorn stated that the LPSCC committee had reported issues at the last fair with underage drinking. Summer from OLCC had gone to their meeting in the past to give an overview and offer suggestions on how to do better.
    1. Harms mentioned it would be beneficial to have the Sheriff tell us what we can do, along with them to better manage the situation.
    2. Roberts questioned if the issue was with the alcohol being sold to minors or the minors bringing it in on their own. Alcorn said that is unknown.
    3. Alcorn is going to coordinate with OLCC and Sheriff’s department to do presentations with the board at the end of May/beginning of June. Alcorn

- mentioned the addition of private security may be something to consider.
- ii. Alcorn stated that if the levy that is being presented to the public for a vote does not pass there will be serious cuts to the budget and county departments.
- b. Superintendent Report
    - i. No Superintendents were in attendance.
  - c. Fair Manager Report
    - i. Harms questioned if the board should continue the relationship with Civil West as Engineer of Record.
      1. Fitzgerald notified the board that he still has no response from Civil West regarding bills that were presented at the last board meeting for charges after the new year.
      2. The board will wait to hear the results of the conversation between county counsel and Civil West before proceeding with the discussion.
    - ii. Tippetts reported the Spring Bazaar has twenty-five vendors so far.
    - iii. There are an average of 30 calls a day coming in with questions about renting and the fair. The oven issue is causing a loss of potential revenue as people need to sometimes be able to use it when they are renting out the buildings.
    - iv. Tippetts is updating the Fair Board policies and procedures. There are currently conflicts between them and the counties policies and procedures.
    - v. Wolf suggested doing a re-evaluation of the fee schedule for the grounds.
      1. Tippetts and Harms explained that had recently been done.
    - vi. Mazur asked if the horse barns are ready to rent.
      1. The board informed her they are getting the water and electricity hooked back up so that is possible.
    - vii. Harms mentioned re-applying for the Business Oregon grant to assist with costs to repair/replace items at the fairgrounds.
      1. Roberts is going to coordinate with Val Early (Curry County Grant Manager) to start the process.
    - viii. Tippetts informed the board the permit for the parade has been approved for the next two years.

Next Meeting – April 2, 2024, at 5:30 PM. Docia Suite – 29392 Ellensburg Ave.

## **7. Adjourn**

- a. The meeting was adjourned at 7:17 PM.