



Curry County Fair Board

29392 Ellensburg Avenue, Gold Beach, OR 97444

541-247-4541

Eventcenteronthebeach.com

Agenda

April 30, 2024

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

1. **Call to Order**
2. **Amendment and Approval of the Agenda**
3. **Approve Minutes**
4. **Public Comment (3 Minutes)**
 - a. Approve 4.2.24 Minutes
5. **Discussion Items/Action Items**
 - a. Quote – Arena Lights
 - b. Wine Festival Update
 - c. Fairgrounds Maintenance Update
 - d. Curry Fair Update
 - e. FY 25 Draft Budget
6. **Reports**
 - a. Commissioner Liaison Report
 - b. Superintendent Report
 - c. Fair Manager Report
 - d. Next Meeting – _____ 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 April 2, 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), Natasha Tippetts (Admin Assistant to BOC), Charles Buchanan (County Road and Maintenance), and Keina Wolf (Director of Finance) via phone.
 - ii. Other audience members: Tim Swank, Jeannie Knowles, and two representatives for the Indian Creek Fish Hatchery.

2. Amendment and Approval of Agenda

- a. Harms motioned to amend the agenda with the addition of 5. e. May Wine Festival update from Natasha. Roberts seconds. Motion carried unanimously.
- b. Swank motioned to approve the agenda with the amendment. Harms seconds. Motion carries unanimously.

3. Approve Minutes

- a. Harms motioned to approve the minutes as written. Alcorn seconds. Motion carried unanimously.

4. Public Comment (Three Minutes)

- a. No public comments

5. Discussion Items/Action Items

- a. Update from Maintenance Department
 - i. Buchanan provided a written list of fairground projects that have been completed, are on-going, or still need to be done.
 1. Completed/On-going
 - a. Repaired the water main that runs from the OSU building.
 - b. A work crew from community service assisted with cleaning out the horse barns and portions of the arena.
 - c. Electricity has been restored to the horse barns.
 - d. The drywall has been 50% removed from the arena pillars.
 - e. The south parking area sink hole has been filled.
 - f. A contractor has been contacted for a siding quote on the pavilion.
 - g. A quote has been received from an electrician to replace lights in the arena, horse barns, and floral building.
 2. To Do

- a. Pour concrete for sidewalks at the OSU building and an apron around the water valves at the south parking lot.
 - b. Replace the water main for the arena and livestock pavilion.
 - 3. Buchanan reported he has received a quote from Peterson CAT for a monthly excavator rental. It will be \$3,481.00.
 - a. Fitzgerald recommended the county renting the excavator to use between different departments within the county for the month to help alleviate some of the cost on the fairgrounds. Cost can then be split.
 - 4. Harms stated we need to find out if burn can be done within city limits.
 - 5. Spoke about the arena roof being done before the lights and siding.
 - a. Buchanan is in contact with a contractor who works with metal buildings.
 - b. Harms knows a contractor out of Silverton he can contact to see if making a different material roof would be feasible and less expensive.
 - 6. Harms requested an update on the horse barns.
 - a. Buchanan stated they are looking good overall. The daylight siding needs to be replaced, along with the outlets/sockets. He is getting a quote to have the lighting replaced with LED and moved to more logical places.
 - b. Harms asked about the gutters being cleaned out and a secondary arena area placed where the outdoor paddocks were previously located.
 - i. Buchanan stated would use the excavator when it is rented to take care of the arena area and post holes that need to be dug.
- b. Discussion- 4H Dorm Maintenance
 - i. Harms met with the 4H president, secretary, and fairgrounds maintenance person to go over the repairs and maintenance that need to still be done to the dormitories. Harms provided a list of action items that were discussed during that meeting.
 - 1. To use the funds that are being held by the City of Gold Beach for 4H, the fairgrounds will make the purchases and then submit them for reimbursement.
 - 2. There is an issue with the woman's bathroom leaking and the animal wash racks on the side of the building plugging up. Buchanan said after the water line is fixed, he will hire Roto-Rooter to come in and camera/jet the lines.
 - 3. Harms requested that Buchanan have the electrician look at the heater in the dorms that is not operating when they come for the lights.
 - 4. Buchanan offered county assistance to the maintenance person for misc. items.
 - a. Harms stated the budget needs to be revisited to see if this is feasible.
 - b. Fitzgerald explained that some of the pay to be given to the county will go to the BOC and road/maintenance departments. It will be billed later.
- c. Discussion- Maintenance Priorities
 - i. Roberts asked if the driftwood on the exit road should look at being dealt with.
 - 1. Harms will have Fitzgerald contact the road department and ask them to work on it when they have a moment and are in the area.
- d. Update from Finance Director
 - i. Wolf reviewed the storage contracts and found that they are short-term and end on 06/30/2024. Two weeks' notice would need to be given for early contract termination.
 - 1. One individual has paid on time every month and the other has not paid since 01/16/2024.
 - a. Harms asked if we could impound due to non-payment. Wolf stated that per ORS Statute, if the payment is not made by the 10th of each month a property lien can be placed on the stored items.
 - i. Alcorn stated the county will send a notice of delinquency.

- ii. The City of Gold Beach told Wolf that the balance of the 4H fund is \$11,370.50.
- e. Updates from Natasha Tippetts on the May Wine Festival and other items
 - i. May Wine Festival
 - 1. Vendors are sending the applications and OLCC applications and fee to the fairgrounds. The city has informed Tippetts that there is an additional \$35.00 OLCC charge for the applications to be processed.
 - a. Tippetts brought six applications to the city today and will review the previously submitted applications for approval status.
 - 2. There are 10-15 vendors as of now. Will be advertising for more. There are currently no food vendors.
 - a. Tippetts will reach out to locals to see about hiring a band.
 - 3. Tippetts is coordinating with Miranda in economic development to do pre-sale tickets.
 - ii. Fair
 - 1. The representative from Indian Creek Fish Hatchery informed the board that there is a discrepancy on the website regarding the price of admission for the 2024 fair. The youth prices are \$6.00/day and \$25.00/four days.
 - a. Tippetts is going to take down the current pricing and Fitzgerald will research what other fairgrounds are charging.
 - b. Knowles informed the board that the last price increase was when the fairgrounds made parking free, and the youth prices were not raised when that occurred.
 - 2. Swank mentioned doing pre-sale tickets to draw more of a crowd.
 - 3. Fitzgerald stated that phone tracking software estimated a crowd of 9,000 last year.
 - 4. Tippetts informed the board that she is going through the fair binders now.
 - a. The entertainment that was spoken to about providing music for Friday night was not booked and is now not available.
 - b. There are no sponsors yet. Tippetts with working with Miranda with economic development on getting packets updated and distributed.

6. Reports

- a. Commissioner Liaison Report
 - i. Alcorn informed the board that if the levy does not pass there will be serious cuts and it will affect the general fund. There will be less employees doing more work, so not as many will be available to help with other departments.
 - 1. Fitzgerald stated that in the past the county has had to supplement the fairgrounds and if the levy does not pass, they may not be able to in the future.
- b. Superintendent Report
 - i. Knowles informed the board that Becky Schafer is typically the liaison.
 - ii. Docia Hall will be full during the fair. 4H will be upstairs and the other six departments will have exhibits downstairs.
 - 1. Knowles will need Livingston to confirm that the lift is in working order to get people and items upstairs due to being told last year that it is inoperable.
 - a. Tippetts informed everyone that she found the current certification.
 - 2. Knowles will do a walk-through with Livingston to show him the layout of where they need everything, including the outside gates and fences.
 - iii. Supers will pass out the exhibitor handbooks once they have received them. Someone will need to be onsite at the fairgrounds office once they go out because the book says

to go to the office for more information.

- iv. Monday of Fair week will be for entries to be dropped off and supers will be there from 8 or 9 until around 7. On Tuesday, the judging will be taking place from 8-5 in Docia Hall and the floral building. On Sunday awards will be handed out and exhibits taken out.
 - a. In the past the Fair Board provided \$250.00 for volunteers and judges to be provided with a sack lunch. Would like to have that again this year.
 - b. Knowles reminded the board that in the past the parking spots in front of the old office building were reserved for the superintendents and requested that happen this year.
- v. There will be no open class for cows due to the amount of 4H entries and not having enough space for more in the livestock pavilion.
- vi. Knowles informed the board that opening the gate at 12 on Wednesday, instead of 10, seems to be more optimal, especially since the carnival doesn't open until 12.
- vii. Harms asked when the superintendent's meetings are, and if it's possible to attend.
 - 1. Knowles informed him that they are on the 4th Thursday of the month at 5 PM, in the old office building, and everyone is welcome to attend.
- viii. Harms asked how the superintendents are chosen.
 - 1. Knowles stated they start as volunteers that move into the position after being with the group for some time. Most have been in for years and it is stable.
 - 2. Harms questioned if the superintendents are insured by the county.
 - a. Fitzgerald believes that they are but needs to investigate the volunteer policy to ensure they are covered by Workman's Comp. The county has requested lists of volunteers in the past and has not received them.
 - i. Knowles stated she can get a list of superintendent volunteers to the county.
 - ii. Alcorn informed everyone that volunteers need to be approved by the BOC before they can begin volunteering.
 - 1. Indian Creek Fish Hatchery representative asked if this is the same for the gate volunteers who are contracted and receive a donation to their organization for their service.
 - a. Alcorn informed him this should be an MOU.
 - i. Fitzgerald stated he would oversee it.
 - 2. Roberts asked if this has always been the way the volunteer policy has been handled.
 - a. Alcorn informed her it has always been in place but not followed.
 - 3. Knowles informed the board that there has always been overnight security for the fair.
 - c. Fair Manager Report
 - i. No report
 - d. Next Meeting- April 30, 2024, 5:30 PM, at Docia Hall.

7. Adjourn

- a. The meeting was adjourned at 7:50 PM.



Curry County Fair Board

Agenda Report

Agenda Date:	Agenda Item Title:
April 30, 2024	Approve Copeland Electric Company Quote
Description and Background:	
<u>Attached is a quote form Coplin Electric for the arena lights. Maintenance determined with an engineer that the arena roof will not impact the new lights. With Fair and other events being held in the Arena, this is being brought to the Board to discuss and possibly approve.</u>	
Attachments:	
CEC Quote – Arena Lights	

COPLIN ELECTRIC COMPANY CORPORATION

P.O. Box 1316 Coos Bay Oregon 97420

541-404-5535

Coplinelectricalcompany.com

Coplineco@gmail.com

CCB# 249372

Arena Lights

Customer: Curry County Fairgrounds

Date: 2/6/2024

Address: 29392 Ellensburg Ave Gold Beach OR 97444 Email: curryfairmanager@gmail.com

Phone:

Bid for electrical as follows:

Includes:

1. Replacing high bay lights in the arena.
2. Bid based on site visit conditions.
3. 1-year parts and labor warranty for material provided by Coplin Electric Company.
4. All labor, materials and permitting required to preform the work as listed above.

Excludes:

1. Any sheet rock replacement.
2. Any sheet rock patch and or repair.
3. All possible power company fees.
4. Cut, Patch, & Paint,
5. Roof Penetrations.
6. Trenching and Backfills.
7. Lift rental.

Requires 50% deposit to begin project.

Bid for electrical as listed above.....\$23,050.30

Any additional work will be negotiated prior to start or billed on a time and material basis.

General notes and exclusions:

1. This quote excludes any and all insurance requirements other than listed on my basic insurance certificates, specifically, but not limited to, Waivers of Subrogation, Additional Insured, Pollution Writers, increased policy limits, and etc.. Any special provisions will be subject to additional fees.
2. The schedule shall be made to preform our work on an 8-hour day, 40-hour week basis. This proposal does not include provision to preform overtime work for delays not caused by Coplin Electric Company LLC.
3. Any unpaid, late or past due (contract and/or time and material work) balance will be subject to additional fees including but not limited to collection charges and legal fees.
4. Any work performed other than listed in the inclusions above will be negotiated prior to start or billed on a T&M basis at the labor rate of \$140.00 per man hour (Including any code/inspection requirements for any and all existing wiring).
5. Excludes all non electrical (and or framing if necessary) work and or any fees that may be charged by utility company's or others.
6. Bid may be withdrawn if not accepted within 30 days of the date listed at the top of this proposal.

Sign and return for approval.

Signature

Date

Please don't hesitate to call with any questions.

Thank you for the opportunity to bid/perform your electrical work.

Brian Coplin

CEC LLC



Curry County Fair Board

Agenda Report

Agenda Date:	Agenda Item Title:
April 30, 2024	Wine Fest Update
Description and Background:	
<u>Natasha and other staff have been working together on executing the wine festival and will bring stats and information on the planning thus far.</u>	
Attachments:	



Curry County Fair Board

Agenda Report

Agenda Date:	Agenda Item Title:
April 30, 2024	Fairgrounds Maintenance Update
Description and Background:	
<p>County Maintenance has been working on clearing out Arena. They also are currently doing some digging to get water running correctly to the dorms. Jeremie has been keeping daily maintenance of the grounds and repairing the kitchen in the Docia. He has also been assisting with the scheduled events at the Docia and Showcase.</p>	
Attachments:	



Curry County Fair Board

Agenda Report

Agenda Date:	Agenda Item Title:
April 30, 2024	Curry Fair Update
Description and Background:	
Natasha will bring information on the events booked for the 2024 County Fair with current expenses.	
Attachments:	



Curry County Fair Board

Agenda Report

Agenda Date:	Agenda Item Title:
<u>April 30, 2024</u>	FY 25 Draft Budget
Description and Background:	
<u>County Finance Director Keina Wolf will provide a draft of the FY25 Budget. She will be available by phone to discuss.</u>	
Attachments:	