



# Curry County Fair Board

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Eventcenteronthebeach.com

## Minutes for meeting on February 27, 2024

Location: Curry County Annex, Hearing Room – 94235 Moore St.

### 1. Call to Order

- a. Meeting was called to order at 6:40 PM
- b. Board members present: Ezekiel Harms, Ida Swank, Samantha Roberts, and Brad Alcorn.
- c. County Employees present: Ted Fitzgerald (County Counsel), Rabiah Lee (Assistant to County Counsel), Natasha Tippetts (Admin Assistant to BOC), and Keina Wolf (Director of Finance).
- d. Other audience members: Tim Swank and Spirit Meller.

### 2. Amendment and Approval of the Agenda

- a. Roberts motioned to approve the agenda with the removal of '5 d. Approve Supplemental Budget (Pg. 18).' Swank seconds the motion. The motion was carried unanimously.

### 3. Approve Minutes

- a. 1.23.24 Minutes (Pg. 1) and 2.6.24 Minutes (Pg. 8)
  - Alcorn motioned to approve both sets of minutes as written by Tippetts. Swank seconds the motion. The motion was carried unanimously.

### 4. Public Comment (3 Minutes)

- a. Meller informed the board he is there due to the agenda item regarding Civil West and would only be coming to meetings when it is relevant for him to be there.

### 5. Discussion Items/Action Items

- a. Approve Fair Manager Job Description (Pg. 12)
  - Fitzgerald presented the board with the job description from the Coos County Fairground for suggestions on ways to better Curry County's current description.
  - Alcorn suggested a five-minute recess so the board members could read the Coos County job description.
  - Roberts asked if the office assistant position was also going to be filled and was told by Fitzgerald and Swank that it will not unless there appears to be a need for it.
  - After conversation about the pros and cons of each description and what the starting pay is for the job, Harms made a motion to approve the use of the Coos County job description with changes to conform to Curry County and Curry County Fair Board policies. Alcorn seconds the motion. The motion was carried unanimously.
  - Tippetts and Fitzgerald will get the amended description circulated to the board members by Friday so it will be ready for the Board of Commissioners to review and approve at their next meeting.

b. Prioritize Fairgrounds Maintenance (Pg. 15)

- Harms is curious what the underground infrastructure looks like in the areas needing repair. If Civil West has knowledge. It seemed like most of the plans were for structure.
  - Fitzgerald said the county has been finding pipes in surprising places while helping with repairs. Unless Civil West spent a lot of money to dig up and chase the pipes, they wouldn't know about the underground infrastructure.
- Roberts requested an update on the Business Oregon Grant. Fitzgerald said the money has been returned and the board is able to re-apply at any time using proper procedure. There are no longer deadlines to get anything done that were previously in place with the grant.
  - Alcorn stated there is around \$800,000.00 available to use for improvements. Would like to know if we should prioritize the repairs of the current structures.
- Roberts was curious if there are deadlines with Civil West that need to be met.
  - Fitzgerald explained that we are in the theoretical stages with Civil West. Money has been spent on design. The BOC was not involved in the acquisition of Civil West as the Engineer of Record. County Counsel was not involved in the process after requests to be. The current board is not bound by what the previous board did.
    - Harms explained he believes a binding is there due to the \$190,000.00 that was previously spent. It is hard to let that investment go to waste.
- Fitzgerald asked what the board believes the condition of the horse barn is.
  - Harms stated it seems to be one of the nicer buildings on the ground and does not understand why he was previously told it needs to be torn down.
  - Alcorn stated contrary to what he was previously told, the horse barn did generate income. One year it was around \$25,000.00. Believe that repairing the horse barn and renting it out at more appropriate rates for today would be beneficial.
    - Harms said an issue with this is that a portion of the barns would have to remain empty to accommodate for the use of barns by out of towners or 4-Hers.
  - Roberts was told previously that in the 1990's an engineer reported that the horse barn needs to be condemned. She would like to see the engineer's report that stated this. Also believe that to keep the horse barns it would be good to prioritize repairing the arena so the board can increase income from having a covered area for horse riding.
  - Harms believes fixing the electrical and minor structure issues, along with adding paddocks, we would be able to have an area for fair. The soil in the arena should be able to be made usable by fair.
- Swank mentioned a call that was received about livestock pens and an electric quote for arena lights. She is going to call to get more information on the quote for the arena lights.
  - Harms believes there may not be a need for lights in there.
- The board went over the priority list that Harms brought.
  - Roberts asked if it is still possible to have the county do some of the repairs

through a Memorandum of Understanding (MOU).

- Fitzgerald verified it is possible to do and if it is something the county is unable to do, they can help the board find a suitable person.
- Harms made a motion to have the county do preliminary field of scope work to the arena and livestock pavilion by removal of drywall, to find out what other work needs to be done. Alcorn seconds the motion. The motion is carried unanimously.
- The exit road will not be cleared until May or June due to potential weather that can cover the road again.
- The arena roof was discussed, and Harms said two years ago he was told the entire roof needs to be replaced. The ridges are mechanically seamed and the company that makes the ribbing is no longer in business, so panels cannot be purchased, and this is why the entire roof needs to be replaced.
  - Harms stated it may be beneficial to talk to an engineer and/or architect about changing the material being used.
  - Swank suggested rewriting the grant to help cover the cost.
  - Harms stated that a rough guess of cost per square foot would be \$10.00-\$12.00 per sq. ft. Meller calculated the square footage of the roof to be 34,000 sq ft using Google.
  - Swank has concerns about using the arena with the roof in its current condition. Someone could get injured.
  - Alcorn believes it should be a priority to fix the roof. The responsible thing to do would be to repair the arena before attempting to expand the rest of the fairgrounds.
  - Harms believes there has always been a battle to repair the arena without having income in to do it. Open to ideas to remedy this.
  - Harms would like to get the arena cleared out before the fair.
    - Wolf mentioned not to dispose of anything because it is potential property that needs to be managed differently.
    - Fitzgerald stated that county maintenance can clean it out. Will assist in finding somewhere to store the equipment.
  - Will work on the arena roof later.
- The OSU building siding and door need to be addressed.
  - County maintenance will scope the work to see what the cost will be to replace.
  - The door has been put out to bid for a like kind door and has had no response. Harms wanted to know if we could create something else that would work.
    - Fitzgerald doesn't see this being an issue.
- Fitzgerald stated the county can work on the electrical going to the horse barn.
- Roberts mentioned the south roll-up door in the archery room on the livestock pavilion. Chris Brose had stated in the January meeting that O'Neal Doors was supposed to be replacing the door.
  - Tippetts is going to investigate it and get back to the board.
- The Fairgrounds maintenance person can repair the siding on the floral

building.

- Fitzgerald believes if there is a clear vision moving forward there may be a possibility of extra funds coming in through county funds or donors to help with repairs.
- Harms brought up the possibility of using the fairgrounds for Jackpot shows that would assist in generating income.
- Fitzgerald and Wolf are looking into the \$11,000.00 that the City of Gold Beach is supposed to be holding for the 4-H Leader association. Would like to use the money for repairs to the 4-H dormitories.

c. RV Park Discussion – Civil West (Pg. 17)

- Roberts was curious what the results were with the Teams meeting between Manny with Civil West and Harms. She was curious if there is going to be a substantial cost to modify the plans to remove spaces to keep the horse barn.
  - Harms told her costs were not discussed at that meeting. There is an over 400-page document between Civil West and the Fair Board. Confident that there will be a substantial cost to change anything.
  - Fitzgerald mentioned that Meller had told him that the horse barn had been built on a low area and that is why it needs to be removed. Surprised to hear that after looking at it. Fitzgerald mentioned the board should be careful about moving in the wrong direction and wasting money and should be thoughtful about making sure there is accurate information.
  - The idea of the RV park has not been thrown out because the park does help with other aspects of the fairgrounds and will bring in revenue.
    - Swank believes the RV park should be at the bottom of the priority list due to all the other repairs that need to be made.
    - Fitzgerald stated if the RV park is built the TLT funds from it will go to the City of Gold Beach.
      - In 2016/2017 Gold Beach approved 1% of their TLT funds to go to the fairgrounds. In 2022 they changed it to a one-time payout of 2%.
      - Harms believes the board should keep in mind there is a chance the TLT funds could be re-routed in the future.
  - Harms stated during the walk through it seemed the priority was going to be repairing the existing structures and not focusing on the RV park. May be a wise idea to follow the theme of the RV Park without starting the RV park.

~~d. Approve Supplemental Budget (Pg. 18)~~

- Removed during approval of agenda.

## 6. Reports

a. Commissioner Liaison Report

- Alcorn stated no report at this time.

b. Superintendent Report

- No superintendents were in the audience to give a report.
- Going to invite the superintendents to the next meeting.

c. Fair Manager Report

- Swank informed the board that she has been in contact with Superintendent Jeannie and has the exhibitor tags ordered. There should be enough ribbons so more won't need to be ordered this year.
  - Swank and Tippetts are working on keeping things afloat.
    - Tippetts is working on a wedding that will be taking place at the fairgrounds.
    - The Spring Bazaar is coming up.
  - Harms brought up three bills he received from Civil West totaling over \$15,000.00 for work that was done in the month of January for project coordination, a meeting between Manny and Harms, other miscellaneous charges, and a retainer to do the design for the convention center. Harms stated he was not aware that the meeting was going to be an additional charge. Harms is going to speak with Manny about the charges.
    - Swank asked Meller if we pay every time he comes to a meeting. Meller said if he comes because he is curious then no, but if it is an invitation to come in then there is a charge that should be part of the fixed charge.
    - Meller stated the \$12,000.00 retainer is not required if the board chooses not to move forward with the convention center.
    - Roberts requested to see the contract between the Fair Board and Civil West.
      - Fitzgerald stated that any contracts need to be done through the BOC, and therefore, any contract that was previously done between the Fair Board and Civil West is not valid.
      - Meller believes if the current board and county counsel do not believe there is a valid contract between them and Civil West, then Civil West should be notified.
        - Fitzgerald noted that if he had been included in the previous conversations regarding the contract, like he had requested, they would have been notified then.
    - Alcorn stated the prior board and manager may have done things that were out of policy and/or unlawful. All the prior contracts should be reviewed by county counsel, and county counsel should reach out to the other parties of the contracts if there are issues.
      - Fitzgerald is going to review the bills from Civil West and the contract that was previously made.
      - Harms apologized again for the cost of having the meeting with Civil West. He was under the impression it was a conversation that would not be billed for.
    - Roberts requested the county policy and procedure so the board can become familiar with them.
      - Alcorn stated he will have Tippetts send it out.
- d. Next Meeting will take place on March 19<sup>th</sup>, 2024, at 5:30 PM in the Docia Hall.

## 7. Adjourn

- a. Meeting was adjourned at 8:38 PM