



Crook County Fair Board Minutes
Fair Board Meeting 5:30 pm, April 15, 2024
1280 S. Main St., Prineville, OR 97754
Telephone 541-447-6575

The regular meeting of the Crook County Fair Board was called to order on April 15th, 2024, at 5:30 p.m. by Chair Gail Merritt.

ROLL CALL/BOARD MEMBERS ATTENDING

- Gail Merritt, Chair
- Mike Kasberger, Vice Chair
- Linda Smith
- Casey Kaiser
- Linda Cross
- Mike McCabe

STAFF ATTENDING

- Casey Daly, Manager
- Haley Crow, Administrative Assistant

GUESTS: Jeff Papke (Crooked River Roundup), Ruth Miller, Rebecca Lambert (Crook County Foundation), Beth Jay (Holiday Partnership), Jase Rhoden (Friends of the Crook County Fairgrounds), Susie Hermreck (County Commissioner)

MINUTES:

There was a motion and a second to approve the minutes from March 18th, motion carries unanimously.

PUBLIC COMMENT(S):

No public comments.

PRESENTATIONS/DISCUSSION ITEMS:

- **Jase Rhoden (Friends of the Crook County Fairgrounds):** *Timeline and rough layout for building presented in a handout.* Capacity: 147 beef, a large show ring, and 8 animal pens. Would cover everything we are buying tents for, plus the show ring. The mission of the Friends of the Crook County Fairgrounds is to stand alongside the Fairgrounds and Fair Board to improve facilities that are used by the community, especially 4-H and FFA youth. The H-barn needs extensive repairs to continue to serve the events that use it and can't house all the animals during Fair as-is. We would like to build a 150'x200' open-air structure to replace H-barn. This will eliminate tent rental costs for livestock at fair and will be usable for the community year-round. We have a donor willing to donate the building, and local businesses willing to donate materials and labor for site prep. Local businesses and donors are asking for a letter of public support from the County and Fair Board. The Friends of the Crook County Fairgrounds is responsible for the following: removal of H-barn, coordination of site prep, recruiting/general contracting to oversee project, code compliance, erection of structure, and fundraising needed to complete the project.
 - FOTCCFG is unwilling to move the H-barn. If we did, we would be required to put a sprinkler system in it at its new location. The H-barn is too dilapidated to have much of a lifespan left. We will take care of the cost of removing the H-barn.

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- The Fairground's responsibility will be to give us information that we need to know about the grounds. The Fairgrounds will need to be responsible for the dirt that is inside the building, and then the maintenance of the facility. Once the facility is erected, the FOTCCFG will not have any say in how the facility is used, or how the animals are laid out during Fair.
 - We are asking for a letter of support from the Board that includes permission of the removal of the H-Barn.
 - Total price tag is estimated to be \$1.5M. Building at-cost and erection is about \$600k
- **Rebecca Lambert & Beth Jay (Crook County Foundation, Holiday Partnership):** 2023 update: gifting (toys, clothes, blankets) portion has been at Carey Foster Hall and the food has been at the Clover Building. This traditionally has been a County project, and during COVID the Health Department passed the project on to volunteers. We serviced 2,000+ people (low-income families, seniors, people with disabilities). On the food side, we served 645 households (each received food voucher or food box, access to food pantry set-up). 15,500 non-perishable items were donated. We thank the Fairgrounds for being such a huge facilitator of this project.
 - In the past, the County has gifted Holiday Partnership \$5,000 and when they stopped doing that, we assumed the County was giving the Fairgrounds lottery funds to compensate for using your facility.
- **Jeff Papke (Crooked River Roundup):** Rodeo planning is underway. We have been talking to past contestants about ways to improve the events for this year. CRR is requesting the storm drains be cleaned, goat heads be sprayed by the back pens and behind the chutes, muck & lime treat the stock pens, wood chips for timed event pens on the south end, camera pits put in, bucking chutes platform/steps (CRR will be coming to the Fairgrounds to take care of that project). Projects to go toward offsetting rent: overhang shade on the front of the crow's nest, 1" soil back into the arena right after graduation, add a holding pen using existing pipe.
 - **Casey:** Goat heads have been sprayed.
 - **Haley:** I believe the rent has already been offset by the new stall barn. *No projects can be further applied to this year's rent.*
- **Oregon Taxidermy Association Rental Fee Reduction Proposal** (tabled)
- **Alcohol Policy Update:** After discussion, the Board would like to proceed with parties of 50 people and fewer not being required to have an OLCC permitted vendor or security. For 51-100 guests, there must be an OLCC permitted vendor, and for parties of more than 100, security is required. There should be a list of reasons added to events with alcohol that would forfeit the return of the Damage & Cleaning deposit, such as: having more than 100 guests, consuming alcohol without letting us know first, or if the police are called to the event.
 - Haley will contact Eric Blaine with the updates.

BOARD MEMBER REPORTS:

- **Mike McCabe:** I will talk to Susie this week about getting money from the County for events.
- **Mike Kasberger:** n/a
- **Linda Cross:** n/a
- **Linda Smith:** n/a
- **Casey Kaiser:** n/a
- **Gail Merritt:** is Cheryl Sundet going to plant the metal wash tubs for Fair again this year?

ADMINISTRATIVE ASSISTANT'S REPORT – Haley

- Forfeit future rental reductions for events that do not follow damage & cleaning policies? *Yes. Let's put it in the application fine print.*
- **Fair update:** 55 non-food vendors and will follow up with them in the next month. Premium book is finished and printed. 13 judges contracted, all entertainment/concerts are contracted, sponsorship \$ pledged: \$55,100, Bacon Buddies grant came in for \$1500 and the 4-H Association will be paying for judges' fees and orientation night, 4-H Photography club will be taking photos at Fair for us, Michael Estes wants to host a sheep shearing competition – will use the dog show tent on Wednesday late afternoon (he will be coordinating that whole event)
 - Classic fair games lead person (ordering supplies, finding/scheduling volunteers, game rules/set-up, etc.) – *Casey suggests Stanley as lead*
 - Fair contests lead person (watermelon-eating, ice cream-eating, etc.)? – Casey Kaiser (Linda C will talk to Prineville Produce about donating melons, maybe they could put on the event, maybe BJ's Ice Cream could put on the ice cream eating contest)
- Band of Brothers auction/raffle/event item: spend between \$50-75
- Next Funding Committee Meeting? (*Stanley out of town, TBD*)

FINANCIAL REPORT - Casey

- Nothing outstanding; revenue is not sufficient for expenses which is why we have been talking about revenue options.
- We have contracted JG's Professional Cleaning to cover the janitorial aspect of facility maintenance while Dennis is out.
- \$2M spreadsheet is behind the regular financials. Jockey Room project will pull funds

MANAGER'S REPORT - Casey

- Dennis is still out of work
- Permits were purchased for the Jockey Room, livestock pens were ordered from Wilco, we are waiting for the check for the forklift to clear and then will arrange transportation with Western Heavy Haul
- OFA Area III meeting on Wednesday (zoom link)
- OFA conference is in Deschutes Oct 17-19
- 4 non-revenue-generating events this month: CRR meeting, Police & Sherriff training in CFH, commissioner candidate forum in CFH
- Steve Holliday sent an email proposing a painting project for the senior class as a fundraiser for the senior class all-night party; paint 1/3 grandstands each year for the next 3 years. Little to no cost to the Fairgrounds.

ACTION ITEM(S):

- a. March minutes were approved.
- b. The Board voted to write a letter to the Friends of the Crook County Fairgrounds in support of the removal of the H-barn and construction of a new open-air livestock barn, and that Gail can sign on behalf of the Fair Board. (Mike K & Mike M seconds)

Meeting was adjourned at 8:06 p.m.

Next Regular Meeting Date: May 20th, 2024 @ 5:30 p.m.

Respectfully Submitted,
Haley Crow
5/14/2024

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