



Crook County Fair Board Minutes
Fair Board Meeting 5:30 pm, October 21st, 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 October 21st, 2024, at 5:30 p.m. by Chair Gail Merritt.

ROLL CALL/BOARD MEMBERS ATTENDING

- Gail Merritt, Chair
- Mike Kasberger, Vice Chair
- Casey Kaiser
- Mike McCabe

STAFF ATTENDING

Haley Crow, Administrative Assistant

Casey Daly, Manager

GUESTS: Eric Blaine, County Legal Council / Jamie Berger, County Budget Manager / Kim Griffin, Open Class Livestock Superintendent / Susie Hermreck, County Commissioner / Carmin Shelton / Beau Shelton / Doug Smith, Crooked River Roundup / Ken Fahlgren

MINUTES: Mike McCabe motions to approve the minutes from July 23rd 2024, Mike Kasberger seconds the motion, Gail Merritt abstains; the motion carries. Mike Kasberger motions to approve the minutes from September 16th 2024, Mike McCabe seconds the motion; the motion carries unanimously. No discussion.

PUBLIC COMMENT(S):

No public comments.

PRESENTATIONS/DISCUSSION ITEMS:

- **Treasurer's Reports (Susan Hermreck, Jamie Berger):** {Jamie presents a packet with the Fairgrounds financials} Pages 1-5 are broken out by what goes on the books during the fiscal year (July 1 – June 30), and page 6 is the Fair financials which is project coded by each Fair, since fair crosses fiscal years. Page 1 & 2 is Fairgrounds Operations expenses/revenue. The operating budget is about \$1M and the fees/charges for rentals and such is only covering less than 20% of that operating budget. To maintain operations, there is a lot of other revenue that is needed. The General Fund has been contributing \$250k for the last couple years, Transient Room Tax plus discretionary TRT dollars for FY 2024 was \$128k, City of Prineville's contribution has been 13k for the past couple years, \$200k in ARPA dollars were given to the Fairgrounds as a one-time contribution. Operating budget is also used to balance Fair expenses that aren't covered by Fair revenue.

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- Takeaway: Expenses are increasing. If County [General Fund & TRT] support isn't able to continue, what is going to happen to the operating fund? What do we do when our fees aren't covering our expenses?
- Susie: We have hired a gal to help look for grants, I have a list of ideas for creative revenue sources... We have a new Justice Center that doesn't have an operating budget and a contract for \$40k janitorial... We have a General Fund that's pretty well fixed, we have a Sheriff's Department that's needing... We are going to reassimilate our budget in January... I'm trying to come to the Fair Board earlier rather than later.
 - *Mike M emphasizes that the Fairgrounds has never been profitable, Susie emphasizes that she came to the Fair Board to present the financials and mention about the possibility of some of the Fairgrounds' budget going away. Jamie emphasizes that every county department is going to have to take a hard look at their expenses to balance the quickly-rising costs county-wide. Haley emphasizes that whatever creative decisions the Fair Board comes up with, its will be crucial for the County to back the Fair Board and not undermine them if the public calls to complain about, for example, a pen fee being raised. Susie agrees and says to have complaints be directed to her.*
- **Grievance Against the Fair Board (Eric Blaine)**: Friday afternoon a gentlemen who attended a Fair Board meeting filed a grievance. I brought copies so you can read what the gentlemen has written but would suggest not discussing this topic today; we do have 21 days to respond. Seth Crawford asked me to pose the question to the Board about whether the Board was interested in training on public meeting laws and executive session.
 - *The Board says that they would prefer in-person training.*
 - *Eric will return with more information about the grievance, and it will be an agenda item at that point.*
- **Fair Rabbit Judging Feedback (Laura Fladung)**: *tabled; not present*
- **Crooked River Roundup Project Presentation (Doug Smith)**: {price sheet in the Discussions Tab} We met with our bucking chutes operator, stock contractor, and other staff and came up with some plans to modify the bucking/stripping chutes and back behind them to make them safer and more efficient. The Roundup is asking for the cost of this project (\$25k-28k) to be put toward future rent, whatever that rent may be after the contract negotiations. We would like permission to level the ground, build everything back up, and be finished by the first rodeo in April, knowing that the cost of this project may or may not go toward the negotiated rent.
- **Funding Committee Update (Mike Kasberger)**: Manure spreader has been delivered, we have approval for a replacement pick-up and it will be coming from Kendall Ford, we started purchasing a flail mower, the City of Prineville donated a dump truck to us, City of Prineville has been delivering excess fill dirt from the Combs Flat road project, the parking lot by the Grimes Christmas Scene is slowly getting graveled, the parking lot has been leveled.
- **Hoedown Committee Update**: *tabled until the financial decisions for Fair are made. The Board expresses that they don't want to have a work session to discuss the topic of budget concerns and the relation to the Hoedown Fundraiser. There will be a committee meeting next week sometime.*
- **2025 Fair Schedule & Pen Fees (Casey)**: we have communicated to 4-H and FFA that we were likely going to go back to the "old" show schedule with animal shows starting on Wednesday and load-out on Sunday. We are also talking about pen fees being raised from \$9 to \$20.
- **2025 Fair Theme: Timeless Traditions ideas (Haley)**: *tabled by Haley*

BOARD MEMBER REPORTS:

- **Casey K**: none
- **Mike K**: none
- **Gail**: Christmas in the Pines will begin setting up soon.
- **(Mike McCabe left early)**

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ADMINISTRATIVE ASSISTANT'S REPORT – Haley

- Sponsor Thank-Yous have been mailed out, with an Old-Fashioned Hoedown save the date. I scheduled an ad to run in Your Round-Up for the Hoedown fundraiser as well.
- I have heard from some board members that they would like to see an exchange of volunteer hours for getting to use our facility for free. If there is anything the Board would like to see on that form, please let me know. I'm hoping to have a draft to you for the November meeting.
- I have a packet of information for Board that includes a series of previous contracts with the Crooked River Roundup, a mock contract for what they would pay if we charged are current regular rates, notable pages from the most recent 990, definition of a 501©5 which the Roundup files as.
- I attended some great educational sessions at the OFA conference: Optimizing Board Collaboration (I think we should take a look at our Board's policy manual and update it and make sure everybody is familiar with it), Succession Planning (preparing future employees, superintendents, and board members by putting together operating procedures for each position)

FINANCIAL REPORT – Casey

Already presented by Jamie and Susie.

MANAGER'S REPORT – Casey

- Western Fairs Association convention is coming up January 19th-22nd; we have funds for three people to attend (1 staff + 2 board members). Let us know ASAP if you would like to attend.
- Eagle Roofing came and did an evaluation and found two issues; they will be coming back in to make those repairs.
- OFA conference next year is October 17-19 in Hillsboro.
- 4 non-revenue-generating events: Homecoming, blood drive, CRR meeting, police and sheriff training
- There are 6 spots remaining at the County table for Hospice auction – let us know if you would like to attend.
- We won an award for our website and social media marketing for Fair.

ACTION ITEM(S):

- a. July 23rd 2024 minutes were approved.
- b. September 16th 2024 minutes were approved.
- c. Mike K motions to adjourn the meeting, Casey K seconds, motion carries unanimously.

Meeting was adjourned at 7:35 p.m.

Next Regular Meeting Date: November 18th, 2024 @ 5:30 p.m.

Respectfully Submitted,
Haley Crow
11/7/2024

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