



Crook County Fair Board Minutes
Fair Board Meeting 5:30 pm, April 17, 2023
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 17th, 2023, at 5:30 p.m. by Chairperson Gail Merritt.

ROLL CALL/BOARD MEMBERS ATTENDING

- Gail Merritt, Chair
- Stanley Flynn
- Mike Kasberger, Vice Chair
- Susie Hermreck
- Linda Smith
- Linda Cross

STAFF ATTENDING

- Casey Daly, Manager
- Haley Crow, Office Assistant

GUESTS

- Jeff Papke (Crooked River Roundup)
- Dennis Hildebrand & Mark McKinnon (Friends of the Crook County Fairgrounds)
- Andy Parks, Christina Heron & Jamie Berger (Crook County Treasurer/Finance)

MINUTES

Susie motions to approve the minutes from March 20, 2023; Stanley seconds the motion. Motion carries; minutes are approved. No public comment.

PRESENTATIONS/DISCUSSION ITEMS

- **Crooked River Roundup – Jeff Papke:** the [outdoor] arena other than the farming is done; we did need an additional 300y of soil, and what that means is an extra \$3900. We originally went in with an estimate from Taylor NW, which was not exact, but we believe the new dirt will make for a great arena not just for Roundup but for PeeWees and High School Rodeos. This is an investment in the future. We went in and leveled the short and long roping boxes. We were hoping to set up a walkthrough to look at the rodeo grounds with the Fair Board and the CRR Board. The Roundup has also put a system in place that if there is a project we want to do, there are 6 things we need to identify before putting it before the Fair Board: picture/image of where it is/what we want to do, detailed explanation of the project, expenses and who is paying for them, permits required, start and

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finish dates, who will be doing the work. All this needs to be ready by Friday noon before the [Fair Board] meeting dates so we can get the info to you prior to the meeting.

- **Susie:** there needs to be three bids on each project so we can explain to the public why/how funds were spent on a specific project.

Our big cause for this year at Rodeo is the WFF. May 7th is a cornhole tournament at Wild Ride to benefit the Wildfire Firefighter Foundation. Rippin' Lips fishing tournament is also coming up.

- **Friends of the Fairgrounds – Dennis Hildebrand & Mark McKinnon:** Update on the proposed livestock building: we became a 501©3 non-profit and are calling ourselves the Friends of the Crook County Fairgrounds. We have a funder for the building and can order it when ready. We met with Alex, a representative from Pacific Builders, and with Russ Deboot to make sure the building and fire lanes will be to code. Since talking with everyone, the price of the building is up to \$429,000 plus the cost of the sprinkler system (\$120,000). We have people assigned to do the earthwork. The building will need 5 man doors for ingress and egress in addition to the 3 roll-up doors. The building changed from an ag building to a commercial building, the risk category was bumped to substantial due to the amount of people in the building at one time, the Fairgrounds is in a special wind zone, the addition of the sprinklers and doors also changed the engineering, and the beam at the haunch point was expanded to 6'. The funder wants to start in 2023 and finish by Fair 2024.
 - **Casey:** the commissioners are looking for a business plan, which will help us hand something tangible to folks: start date, who is doing the work and when, expenses, etc. That will help the Fair Board put their stamp of approval on the project as well... The H-barn will be put to auction.
 - **Fair Board:** project should be completed by May 2024 to be ready for the summer events. The building of the barn will have to do with what kind of winter we have. The concrete [footings] will need to get done by November 15th to avoid the freezing snow and rain. By Thursday I am hoping to have a poster ready from Dana Signs that we can present to the Fair Board and donors.
- **Crook County Finance – Andy Parks & Jamie Berger:** We have been reducing the number of funds down to one pocket of money, which ideally will be easier to manage. We have a starting budget for 2024 of \$48k with a contingency of about \$19k. There is a fiscal policy that says you need to have about 3 months of working capital in the starting fund balance (in this case, around \$254k). There is another policy that says there needs to be money set aside for major, unexpected repairs (in this case, ~\$50 or 60k). We are looking at needing a ~\$315k minimum fund balance that carries over year after year and would increase as the budget increases. We are doing a one-time transfer of \$300k (lottery fund) to get the \$19k contingency to where it needs to be. On an ongoing basis, we are comfortable with upping the allocation of the video lottery dollars for the Fairgrounds from 33% to 50%, which will bring that money from about \$85k to \$128k on an ongoing [yearly] basis. Going forward, the lottery dollars will not be used to make up deficits throughout the year. If the HB passes to allow more lottery dollars to come in, we might want to revisit the allocation of the lottery or general fund dollars.

BOARD MEMBER REPORTS

- **Stanley:** n/a
- **Linda Cross:** n/a
- **Mike K:** We got the water line put in from the canal to the tank, and now we are working on plumbing for the tank.
- **Susie:** There were complaints about trash cans overflowing during the Stock Growers event.
- **Linda S:** trash & cardboard was taken care of from the Queen Coronation.
- **Gail:** We are doing the school boards again to put along the fence during Fair. 8'x4' plywood that is decorated by a classroom or art class (on theme for Fair). FFA has agreed to cook for the opening barbecue again.

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OFFICE ASSISTANT'S REPORT - Haley

- Prineville Picassos (4-H Art Club with 14 members) want to do a beautification project for Fair this year, so if there are any ideas, I would like to get the ball rolling with them. We have \$38k+ pledged for sponsorship dollars. We also have several vendor applications (15 food, 10 craft, 7 edu/info, 7 commercial) and would like to get back to them with confirmation in May.

FINANCIAL REPORT - Casey

- March financials are in the Reports tab. We are right on track to where we usually should be, though as Andy pointed out we should be generating more revenue.
 - **Haley:** should we get a committee together to discuss current fees & rates?
Rates were last adjusted less than 36 months ago; we can certainly arrange a meeting to talk about how to bring in more revenue. In this tab is the \$2m tracking sheet.

MANAGER'S REPORT - Casey

- The cowboy bathrooms are complete except for the caulking and hanging toilet paper holders, soap dispensers, and such. The foundation for the shop lean-to has been poured, the tank is in-process, GMP is starting to take off... The first \$60k of the \$277k capital funding will be able to be realized after the bond sale is finalized. George McCart is working on the drawings for the jockey room. We will get started with that project this year but not finish it until next. The gazebo: the solar kit has been installed and it just needs to be stained. We are being required to add a sprinkler system to GMP, which will incur an additional cost of about \$60k for that project.
- Spring leadership for OFA is during the next Fair Board meeting [see handout]... Board members are welcome to go but are not required. There is a virtual option. Reschedule the Fair Board meeting?
- Scott Profily will be sponsoring an additional VIP tent for the Neal McCoy concert on Friday during Fair. It will accommodate 20 people.
- Legislative updates were emailed to the board earlier this week.
- The CRR needed to bring additional dirt into the arena and are asking CCFG to pay \$3900. Do we want to cover that cost? **Mike K motions to deny the payment for the extra dirt, Linda C. seconds the motion; motion carries.** Going forward, invoices need to be provided for all payments needed from CCFG.

ACTION ITEM(S)

1. March minutes were approved.
2. The Board denies the payment of \$3900 for the additional dirt needed to fill the outdoor arena.

PUBLIC COMMENT(S)

No public comments.

Meeting was adjourned at 7:05 p.m.

Next Regular Meeting Date: **May 18, 2023 @ 5:30 p.m.**

Respectfully Submitted,

Casey Daly

Gail Merritt, Chairperson

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