



Crook County Fair Board Minutes
Fair Board Meeting 5:30 pm- April 19, 2021
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 19, 2021 at 5:30 p.m. by Chairman, Gail Merritt.

MEMBERS ATTENDING

- Gail Merritt, Chairman
- Linda Smith
- Mike McCabe
- Mike Kasberger
- Dale Cummins, Vice Chairman
- James Savage
- Stanley Flynn

STAFF ATTENDING

- Casey Daly, Manager
- Micaela Halvorson, Office Assistant

GUESTS

- Kim Daniels, Prineville Chamber of Commerce
- Deb Shaw, Prineville Chamber of Commerce
- Duane Garner, Parks & Rec.

MINUTES

Mike M. motioned to approve the minutes from March 22, 2021, Linda S. seconded the motion. Motion passed; minutes approved.

PRESENTATIONS/DISCUSSION ITEMS

- Chamber Summer Banquet-Kim Daniels and Deb Shaw-The Chamber did not do a banquet last year. They have been discussing how to do one in 2021. The Chamber would like to propose doing the banquet awards during fair. They would like to possibly start around 4:30 on Friday afternoon and be finished around 6:00. It would be a community celebration and open for everyone to attend. The initial plans would be to have the tent open to anyone but have a small number of tables reserved for the chamber for award winners. They also suggested providing vouchers for the food vendors instead of providing a dinner. They are flexible in the planning and how it will look.
- Sheena York-Beverage Services Not in attendance.
- Fairgrounds Fee Waiver Committee Recommendation-A draft form was presented to the fair board that the Waiver Committee reviewed and recommends. Stanley would like to recommend that everyone pays

something including a percentage of alcohol commission fees. It costs the fairgrounds money to setup for these events. Anyone that would like to request a fee waiver would need to submit the form at least 30 days in advance to give the fair board adequate time to review the request and decide. Dale would like to propose a moratorium on waiving any fees for 12 months, because of the current financial situation of the fairgrounds. This would also give the fairgrounds an opportunity to reset with all requests and setup better parameters for any future requests. Dale would like the fairgrounds to publicly submit a statement to the fact that we continue to care about the community, but the fairgrounds is in a difficult financial situation right now, and for the next X number of months, the fairgrounds will not be waiving any fees. This is a monetary decision and is not based on anything else. At the end of X period, the fairgrounds will reevaluate our financial situation and determine the best course of action at that time. Stanley would like to propose that all users of the fairgrounds pay a fee of some type. **Dale made a motion to put a temporary stop on waiving all fees until the end of the 2021-22 fiscal year (June 30, 2022). Stanley seconded. All in favor, motion carries.** Dale would like to see the statement prepared and presented to the community regarding the fair board's decision. The fair board will reevaluate the process of waiving fees at the end of this time period. We have an agreement with the schools, city, county, police department, sheriff's office, and the 4-H that they may use the fairgrounds for no fee, this motion will not affect those entities.

- Baker Technical Institute-The county and city have contacted the fairgrounds about this organization that will be moving into the area. BTI is currently searching for a permanent home, however, Casey was instructed by the county court to allow BTI to use the infield to house a trailer and a truck until they find a permanent home.
- Added-Duane Garner Crook County Parks & Rec Master Plan Update-A Master Plan was made a long time ago and the city and district decided to update the plan in 2019. It is not set in stone, but more of a guidance for the future and what they would like to see happen. The city was able to provide some grant funds as well as the county to help the district pay for the plan. It is called the Unified Parks and Rec Plan. Duane will send Casey a copy of the current plan so that the fair board has an opportunity to read it over. Gail and Casey were under the impression that when the county helped fund the plan that the fairgrounds would be included in that plan. It is two separate plans. The Park & Rec is in the final stages of the plan and the fairground's plan was put on the back burner when COVID hit. Casey has been in contact with MIG, the company hired to do both plans, and they will begin working on it soon. The city has been included in the Parks & Rec plan and Casey Kaiser will be making a presentation to the city soon to have them implement the plan. The fair board has decided to read through the Parks & Rec Master Plan as well as the contract between the Parks & Rec and the fairgrounds, and give feedback to present to the county.

BOARD REPORTS

- Gail Merritt: Nothing to report.
- Dale Cummins: Nothing to report.
- Linda Smith: Nothing to report.
- Mike McCabe: Nothing to report.
- James Savage: Nothing to report.
- Stanley Flynn: Nothing to report.
- Mike Kasberger: Nothing to report.

FINANCIAL REPORT

Financial reports were presented to the board.

STAFF REPORT

Micaela-Nothing to report.

MANAGER'S REPORT

April 5, 2024

A group of people met with Max Hamlin from Environmental Health about things like FFA Alumni BBQ, the Merritt Community Scholarship BBQ, and our volunteer lunches. There are not a lot of things that he said no to. We have also been doing most of the current restriction/guidelines but need to include masks. The electric tractor grant money has arrived and it has been sent to First Energy, the firm that will be consulting the project. Now, we are waiting for the tractor to arrive. We had our first pre-bid meeting on the two charging stations that we will be installing. Only 2 contractors showed up to the meeting and we are waiting for their bids. There will be an app to use the stations. We will be generating revenue from this. We had our first fair planning meeting on April 6th. Everyone is very excited about having fair this year. We were very clear on the fact that we will not know exactly how fair is going to look until we get there. We have reserved the parks during fair as a backup plan. The Grandstand seating has all been sanded and the edges routed to make them smooth. The trays are being done right now as well. Most of the painting has been completed. We are in a possible situation where our risk level might change. We currently have a Pig Jackpot show scheduled for May 8th that may be affected. Jim Crittenden, one of our volunteers, has informed Casey that he will be taking a break from being at the fairgrounds as his wife's health is currently not well and he needs to stay home to take care of her. The volunteers have finished the portable stage. It is an old mobile home trailer frame and they converted it to a very nice 8' x 30' stage that has steps on both ends. It will be available to rent by the public to generate revenue, plus we will have an additional stage for fair this year.

ACTION ITEM

PUBLIC COMMENT

No public comment.

Meeting was adjourned at 6:59 p.m.

Next Regular Meeting Date: June 21, 2021 @ 5:30 p.m.

Respectfully Submitted,

Micaela Halvorson, Office Assistant

Gail Merritt, Chairman

April 5, 2024