



Crook County Fair Board Minutes  
Fair Board Meeting 5:30 pm- May 17, 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 May 17, 2021 at 5:30 p.m. by Chairman, Gail Merritt.

**MEMBERS ATTENDING**

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

**STAFF ATTENDING**

- Casey Daly, Manager
- Micaela Halvorson, Office Assistant

**GUESTS**

- Sheena York, Firefly Events
- Steve Holliday, Crooked River Roundup
- Marv Sumner, Crooked River Roundup
- Jason Snider, Crooked River Roundup

**MINUTES**

Linda S. motioned to approve the minutes from April 19, 2021, Mike K. seconded the motion. Motion passed; minutes approved.

**PRESENTATIONS/DISCUSSION ITEMS**

- Crooked River Roundup-An announcement was made about ticket sales by the newspaper. It has been very positive response with ticket sales and sponsorships. They are still planning having zones for all of the attendees to satisfy the health department and OLCC's requirement. They have been working with Dan Swearingner for parking, he has done a couple of events and is working on getting more people to help. They would like to formally ask about using the people movers to use as a shuttle service. They have even been discussing having a route to downtown. They are also trying to figure out the best traffic flow for contestants. Gail asked about the city's people movers, Mike K. is not sure if they will be ready by rodeo. The CRR would like to see the fair board get involved maybe with the shuttles. Steve H. wanted to know about the lights. Casey explained that the distributor couldn't control the price and he couldn't offer any kind of timeline for availability. We asked the contractors to rebid the project using any kind of fixture that meets the specs and they are due on the 28<sup>th</sup>. The project will not be done before rodeo. The posts will depend on the lights so the sooner the better. The painting project should be done except grandstands staining project and they will

start work on it in the next week or so. Jason would like to still move the flagpole, but it won't happen before rodeo this year. The rodeo board will start meeting weekly and the fair board is welcome to join them if they would like. Marv would like to know about the watering schedule so he can start coming down to move things. Due to the extreme drought situation, the city has requested that we not water like normal, so we agreed to only water the RV spaces and out back only until the CRR events are done.

- Sheena York-Beverage Services –She owns her own company, Firefly Events, that specializes in events, community and corporate. She is currently in charge of the volunteers and beverage services for the rodeo and races as well as the vintage market that is held in August. Sheena presented a starting point on what she would do and what she would expect the fairgrounds to provide. She has private event insurance that covers alcohol. She does have OLCC requirements. She is wanting to know the hours and how things went in the past, what worked and what didn't work. She has a working relationship with Columbia Distributing so she isn't sure what opportunities that might bring as far as sponsorship or benefits. She is happy to negotiate with them. The events that the fairgrounds are in charge of are fair and the harvest hoedown. We have several events that ask us about a provider so Sheena would need to work with different promoters if that is something she is comfortable with. We don't serve alcohol without security present. Sheena asked about why the entire pavilion tent wasn't licensed for alcohol, Casey explained that we haven't done it in the past to try and maintain a more family friendly feel to fair. The question about hard alcohol was also brought up. Joe Barker's preference was to not serve it because of the level of drunkenness with it. There are more food requirements with serving hard alcohol and Sheena would like an additional security guard if it is being served, but it really is up to the fair board. The typical hours were to start around noon and was open until fair closed or at least until the music stopped. She didn't see an issue with that and is willing to work with security, OLCC, law enforcement, and her staff to watch and just make sure that no one is being over served and things aren't getting out of control. The percent that the fairgrounds asks for is 20% of gross. We take care of the security during fair and during events, the promoter is required to provide the security. Casey mentioned the Sales Committee and he isn't sure if they are going to have alcohol during the sale, there have been some discussions about it, but there are also some policies about alcohol and how close it can be to 4-H kids. Sheena will follow up to see if there are any other questions and thoughts. The only other vendor that is local is the Shut Up N' Drink cart. Dale said that there haven't been any issues with Firefly, but they have had some with the other vendor. During fair, the food/beverage percentage is 18%.

## **BOARD REPORTS**

- Gail Merritt: Nothing to report.
- Dale Cummins: He had a conversation with two of the commissioners about the RV Park. The attorney also reviewed the agreement. Dale has now been in discussion with Jerry Brummer on possible options. The fair board would like to have an executive meeting to discuss options further with the commissioners.
- Linda Smith: Nothing to report.
- James Savage: Absent.
- Stanley Flynn: Nothing to report.
- Mike Kasberger: Nothing to report.
- Mike McCabe: Absent

## **FINANCIAL REPORT**

Financial reports were presented to the board.

## **STAFF REPORT**

Micaela-She would like the fair board to think about sponsorships for fair and if there are any ideas on how to go about it. Gail asked about a mailing, we have not done one yet, but Micaela will get to work on it.

## **MANAGER'S REPORT**

Casey met with the marketing team from Pape to discuss the 5 signs that were agreed upon, and they have identified what the signs will look like and where they will go. One will go above the ticket booth in the main arena area, one on

April 5, 2024

the north end of the Crooked River Roundup on the back of the grandstands, one the south end, one above the crow's nest, and the 5<sup>th</sup> one they will talk to the family, but they are discussing painting it on the roof of the snack shack. There is a temporary banner that they are talking about putting up in the paddock area. We must fly a flag, and the discussion was to fly it in place of the POW-MIA flag. They also asked us to contact ODOT about changing the signs to include the Susie Yancey-Pape Arena on the fairground's signs around town. We said no, it was not doable. Dale doesn't like the idea of replacing the POW-MIA flag, the entire fair board agrees. We have another flagpole, however, that will encroach on the Crooked River Roundup. The CRR would like to relocate that flagpole. Casey suggested adding another flagpole when the relocation occurs. It will not happen by rodeo this year, but it is certainly doable in the future. Dale suggested hanging the Pape flag from the front entrance arch. The electric tractor was pushed back until August. The Grandstands project is coming along. We are going to ask Clear View Painting to do the staining of the raw wood. We were able to procure 110 gallons of Thompson's Water Seal with a nice golden color to it. We purchased it from Grocery Bandit for almost a third of the price. They are supposed to start that this week. The painting project is almost done. The budget and the narrative that goes with it were approved last week by the committee. The Baker Technical Institute is finishing up. Stanley wanted to know if we have considered hiring someone else to finish the gazebo, and yes, we have been discussing with a couple of contractors to see how much it would cost. There has been some money paid out in advance. PI was asking their members if moving their show to 4<sup>th</sup> of July weekend was an option, they did not want to be on the same weekend as the Crooked River Roundup Rodeo. They did not want to move to that weekend. Casey has not heard back from the Sales Committee. Casey was a little taken aback by the response from the Sales Committee. They were given several options for the sale during fair this year and were unwilling to work with us on those options. Dale asked about the Search and Rescue building now that they have moved. Casey will find out what the plan is with that building. Gail asked if the boat house is scheduled to be painted, and yes, it is. The board would also like Casey to pursue other avenues to getting the gazebo finished.

#### **ACTION ITEM**

#### **PUBLIC COMMENT**

No public comment.

Meeting was adjourned at 6:47 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