

M I N U T E S

Washington County Fair Board

Minutes of a regular meeting of the Washington County Fair Board held February 6, 1985, beginning at 4:40 p.m.

ATTENDANCE

Fair Board

Lloyd Baron
John Meek
Jeanne Leeson
Margaret Sprecher
Homer Speer

Staff

Adeline Hesse
Ron McAuley
Jamie Hammack

Guest

Stan Rickard

CONSENT AGENDA

MOTION: MOVED BY JEANNE LEESON, SECONDED BY LLOYD BARON, TO APPROVE THE BILLS FOR APPROVAL, THE DECEMBER 1984 FINANCIAL RECAP, THE JANUARY 9, 1985 BOARD MINUTES, AND THE DECEMBER OFF-SEASON CALENDARS. MOTION CARRIED. (Bills listed on page 2).

MAIN ENTRANCE

Architect, Stan Rickard, submitted a drawing and described a proposed main entrance design in detail to Fair Board members. Members discussed handicap access, security, costs, materials, and the proposed site of the entrance. Rickard provided a cost estimate to the Board with the following breakdown:

Site Work:	
Excavating, grading, gravel fill, drainage	\$ 2,195
Concrete Work:	
Footings, columns, walls, flatwork	18,515
Roof Assembly:	
Beams, girders, joist, rafters, sheathing metal roofing, flashing & downspouts	7,905
Miscellaneous:	
Doors, windows, trim, plastering, painting	10,095
Fence:	
Fence & gates	5,550
Site Furnishings:	
Bollards, trash receptacles, flagpoles	9,400
Mechanical & Electrical	3,760

Bills for Approval, February 6, 1985

5653	Postmaster	100.00	Postage
5654	Permapost Products Co.	34.20	Dyche's mobile home move
5655	Bill's Lock & Safe	128.50	New Gate Locks
5656	GTE	189.46	Office telephone
5657	Finance & Administration	52.93	Office supplies
5658	Copeland Lumber	342.49	Hand saw, lumber for M.E. Kitchen, skill sander, sand paper
5659	PGE	438.58	Utilities
5660	Oregon Fairs Assn.	83.00	Convention meals
5661	Oregon Fairs Assn.	400.00	1985 OFA Dues
5662	Sherwin Williams Co.	162.76	Paint supplies
5663	Baker Rock Crushing	151.20	Crushed rock
5664	Your Town & Country Co-op	289.75	Regular gas
5665	Sunset Electric, Inc.	379.03	Rewire pole drops
5666	Stanley Rickard	70.00	Architectural services - handicap access
5667	Associated Janitor & Paper	115.19	Cleaning supplies
5668	Trump Litho	160.00	Business cards and letterhead
5669	Ireland's	3.45	Duplicate keys
5670	Finance & Administration	4,817.75	Salaries, \$4,809, County Counsel, \$8.75
5671	Northwest Natural Gas	218.15	Utilities
5672	T-Bird Home Center	50.22	M.E. Kitchen remodel, insulation for weatherization
5673	J. Thayer Co.	9.14	Office supplies
5674	Sav-On Office Supply	42.10	Office supplies
5675	York's Litho	15.00	Typesetting for Fairgrounds brochure
5676	Bates Graphic Design	50.00	Fairgrounds brochure
5677	Addy Hesse	50.00	Car Allowance
5678	Jamie Hammack	25.00	Car Allowance
5679	Valley Tire Service	7.50	Flat fix
5680	American Rabbit Breeders Assn	10.00	ARBA Sanction show fee
5681	Albertson's	8.97	Fair Board meeting, soft drinks
5682	Christy's	14.70	Fair Board meeting, sandwiches
5683	Garment Graphics	100.00	Deposit on Fair Board jackets
5684	Anthony's	13.00	Meeting w/ David Leland, M. Sprecher for commercial development
5685	Jamie Hammack	7.75	Reimburse for frame and mat for J. Love's appreciation award
5686	Cascade Business	65.50	Typewriter service contract
5687	Addy Hesse	6.62	Department Head meetings, soft drinks & donuts
5688	Motor Vehicles	7.00	Title change for water truck
5689	Finance & Administration	154.66	Parking signs for 1984 fair
5690	Larry Lee Excavating	400.00	Preparation of site for pole building
5691	Margaret Sprecher	47.10	Meal and gas reimbursement
5692	Sizzler	14.34	Lunch with Department Heads
5693	Stanley Rickard	105.00	Architectural services - main entrance
5694	Check n' Balance	100.00	October and November bookkeeping services
5695	Safeguard	344.69	Receipts, Checks, journals & binders
5696	GTE	171.81	Office telephone
5697	Northwest Natural Gas	229.07	Utilities
5698	City of Hillsboro Utilities	326.10	Utilities
5699	Sav-On Office Supply	18.87	Office Supplies
5700	Hillsboro Office Supply	17.76	Office Supplies
5701	J Thayer Co.	18.58	Office Supplies
5702	PGE	514.41	Utilities

Bills for Approval, February 6, 1985

5703	VOID		
5704	Your Town & County Co-op	100.07	Plumbing and electrical supplies
5705	VOID		
5706	Marilyn Kirkland	20.00	Postage reimbursement, rodeo committee

Contractor's Costs:	
Overhead & profit	\$ 8,615
ESTIMATED PROJECT TOTAL	\$ 66,033

MOTION: MOVED BY HOMER SPEER, SECONDED BY JEANNE LEESON, TO ACCEPT STAN RICKARD'S PROPOSAL PROVIDED COSTS DO NOT EXCEED REQUESTED CAPITAL OUTLAY BUDGET. IN THE EVENT THE COST IS OVER BUDGET, SOME PHASES OF THE PROJECT WILL BE DELAYED. IN VIEW OF THE INCREASED SCOPE OF THE PROJECT, RICKARD'S FEE WILL BE RENEGOTIATED. MOTION CARRIED.

FAIRGROUNDS SURVEY

A land survey of the fairgrounds has been half finished by Peterson Land Surveying. They took an aerial photograph of the fairgrounds and overlaid the same with the master plan map. In doing so, they found the holding pens in the arena area will need to be relocated. Ron McAuley, Operations Superintendent, will remove the pens and Rocky Williams, Rodeo Chairman, met with the Rodeo Committee and they will reconstruct the pens.

COMMERCIAL DEVELOPMENT

Hesse and Sprecher met with David Leland, January 10, 1985 regarding development of fairgrounds "commercial property". Hesse also met with Steve Peterson of the Portland Economic Development Commission. Hesse reviewed notes from her meetings with the Board members.

Leland suggested the Fair Board clearly establish goals and objectives before going to public market with an offering. He also emphasized hiring a specialist at public offerings. Leland suggested timing the offering was critical. He cautioned public offerings are generally unattractive because government doesn't have one decision maker. Leland's final recommendations included contracting for a commercial appraisal of the property and contacting the Portland Development Commission for input and possible assistance.

Portland Economic Development staff, Steve Person and Larry Dully, expressed many of the same ideas Mr. Leland shared. PED Commission is considered an expert in public offering, that's their only mission.

They stressed how important it is to have short and long term goals defined and established. A successful technique used by PDC is appointing a small task force charged with dealing with development strategy of the property. Board and politicians must agree to process and then sign off authority. The Task Force would then move forward on a mutual, agreeable plan.

A key person, an expert, is needed to keep the Task Force on target; guide the project through the public and political process unique to public holdings, and finally to respond to developers and market. PDC staff recommended not committing to a commercial developer as they may not recommend the most compatible use for the property.

They also stressed timing of the offering and suggested the property value will continue to increase.

John Meek stated that from reading reports regarding the fairgrounds property development, it was not the right time to develop and that nothing should be happening at this point.

Lloyd Baron brought up the problem of timing; i.e. if development is two or three years away, when is the appropriate time to hire a staff person? Sprecher will visit with Port of Portland officials in regard to their plans for the airport property.

METAL STORAGE BUILDING

The Fair Board reviewed 5 proposals from Allen Construction, Econ-O-Fab Buildings, Demco Mfg, Inc., Harper Building Co., and Metal Building Erectors.

MOTION: MOVED BY JEANNE LEESON, SECONDED BY JOHN MEEK TO ACCEPT METAL BUILDING ERECTORS BID OF \$3,412. MOTION CARRIED.

4-H/FFA/OPEN CLASS LIVESTOCK

4-H Livestock leaders requested 4-H members be allowed to show the same animal in 4-H as in Open Class. The state policy allows this for senior members grade 10, 11 & 12. The new policy will require more premiums, ribbons, and more judges.

MOTION: MOVED BY LLOYD BARON, SECONDED BY JOHN MEEK TO ACCEPT THE FOLLOWING AS WASHINGTON COUNTY FAIR BOARD POLICY ON A TWO YEAR TRIAL BASIS:

SENIOR 4-H MEMBERS, GRADES 10, 11 & 12, AND FFA MEMBERS ARE ALLOWED TO SHOW THE SAME ANIMAL IN 4-H, FFA AND OPEN CLASS DAIRY CATTLE, DAIRY GOATS, BEEF, AND SHEEP, PROVIDING WE HAVE OPEN CLASS EXHIBITORS REGISTERED IN CLASSES FOR COMPETITION AND PROVIDING THE ANIMAL ENTERED MEETS THE OPEN CLASS SHOW REQUIREMENTS.

MOTION CARRIED.

PREMIUM BOOK

University Publishing will print the 1985 Premium Book and Fair Program, per a two year agreement. Lloyd Baron is trying to arrange to get a freezer so there may be an additional class for berries in the Land Products division.

PUBLIC AFFAIRS FORUM

Hesse will speak at the Public Affairs Forum, Monday, March 18, 1985, noon, at the North's Chuckwagon. The topic will be the hotel/motel tax. The fairgrounds and the WCVA will have a combined 12 minutes presentation with a question and answer period following.

1983-84 OFA ECONOMIC IMPACT

The board was provided with an OFA Economic Impact report. Information was taken from merit rate work sheets submitted to the County Fairs Commission.

DESTRUCTION DERBY

Hesse reported the Hillsboro Chamber of Commerce has requested putting on a destruction derby, Friday, July 19th. This derby falls between the two sponsored by the Fair Board. Volunteer burnout was discussed. Lloyd Baron stated the Chamber was trying to consolidate functions such as Western Days, the Hazelnut Festival and Salmon Bake. Hesse said there was a possibility of the driver's association sponsoring a derby in May or September. The same fee would be charged to each organization.

HOME-EC SUPERINTENDENT

Hesse reported she had not located a replacement for Home-Ec Superintendent, Nancy Raber. Lloyd Barron offered to contact Betty Burkhardt.

HILLSBORO AG CHAMBER COMMITTEE

Hesse and Baron serve on the Ag Chamber Committee which meets once a month on Tuesday mornings. They are involved with trying to get more entries in Land Products division during the County Fair.

OPERATIONS SUPERINTENDENT'S REPORT

Ron McAuley, Operations Superintendent, reported the following jobs were accomplished in January: painted floors in Cloverleaf Community Building restrooms, installed cabinets around water heater in Cloverleaf Building, painted ceiling in women's Main Exhibit Building restroom, excavation by Larry Lee for storage building site, painted interior walls in Cloverleaf Building (main floor area), Jay Bentley replaced faulty wiring in various locations.

February projects are remodeling Men's Main Exhibit Building restrooms and remodeling the Main Exhibit Building kitchen.

GREEN THUMB

The fairgrounds now has a second person hired under the Green Thumb Program. He has about 40 years experience as a painter. IT is a permanent appointment.

PAC REPORT

Margaret Sprecher stated she was scheduling another finance committee meeting. John Meek reported a time line has been established for the hotel/motel tax campaign. The official PAC name will reflect the ballot measure number. Fair Board members were encouraged to make a cash contribution for the campaign.

BUDGET

In a work session prior to the Fair Board meeting, Board members reviewed the proposed 1985-86 budget for submittal to the county. Some typeographical and math errors wre located and will be corrected by staff.

The projected 1984-85 budget will also be revised due to the cost of the new main entrance. The cash carry forward will be reduced and a capital outlay project for 1985-86 must be dropped.

The budget assumes the hotel/motel tax increase will pass and we will receive Community Block Development Grant dollars. The election will be held March 26, 1985 and if it fails, the entire budget will be revised and resubmitted to the Fair Board for review.

The proposed 1985-86 budget will be submitted to the County as revised by the Fair Board.

PROMOTION

Jeanne Leeson suggested contacting KXL about possibly arranging for Sally Jessy Rafael to appear at the fairgrounds as a "name" attraction. She will pursue the matter further. Hesse said it was important to coordinate dates as we have commitments with several major bands.

FAIR BOARD MEETING

The next Fair Board meeting is Wednesday, March 6, 1985, 4:30 p.m. at the fairgrounds office.

Meeting adjourned 6:25 p.m.

Respectfully submitted,

Jamie Hammack
Secretary

A G E N D A
Washington County Fair Board
Regular Meeting
4:30 p.m., Wednesday, February 6, 1985

1. Call to order.
2. Public Welcome. This time is provided for members of the audience to comment on any item(s) on the agenda prior to the Board's discussion and decision. It is respectfully requested that those addressing the Board state their full name for the record.

GUEST: 5:00 p.m., Stan Rickard, review new entrance and authorize to project for competitive bid.

- *3. Bills for approval (enclosed).
- *4. Financial recap for December, 1984 (enclosed).
- *5. Board Minutes from January 9, 1985 (enclosed).
- *6. December 1984 off-season calendar (enclosed).

*Consent Agenda: Any item may be removed for separate consideration upon request of any Board member or anyone from the audience.

7. Correspondence:

- A. Rodeo Board minutes (enclosed).

8. Executive Directors Report:

- A. Update on survey, drainage, parking lot and lighting projects.
- B. Discussion on development plan. Meeting January 10, 1985 with David Leland of Leland & Hobson, Urban Land Economics/Market & Development Analysis. Meeting January 31 with Steve Peterson of Portland Economic Development Commission.
- C. Fairgrounds request to builders of metal storage building. We have received proposals from the following to build a 24' X 48' storage building:

Allen Construction, Dallas	\$4,066.00
Econ-O-Fab Buildings, Beaverton	\$3,995.00
Demco Building System, Salem	\$4,410.00
Harper Building Co., Sherwood	\$4,250.00
Metal Building Erectors, Salem	\$3,412.00

- D. At this time, I would recommend entering an agreement with Metal Building Erectors, Salem.
- D. Reminder: Appreciation evening for John Love will be Saturday, March 2, at 6:30 p.m., Jeanne Leeson's home.

- E. Request for 4-H Livestock leaders to allow 4-H youngsters to show the same animal in 4-H and Open Class. Correspondence to and from Duane Johnson (enclosed).
Recommendation: Support the suggestion of the 4-H Livestock leaders to allow senior 4-H members, grades 10, 11 and 12, and FFA members to show the same animal in 4-H, FFA and Open Class Dairy Cattle, Dairy Goats, Beef, and Sheep, providing we have open class exhibitors registered in classes for competition and providing the animal being entered in open class meet the requirements of the open class show. The policy will be on a two year trial basis.
- F. Premium book update. University Publishing, per our two year (1984-1985) agreement, will print both the premium book and fair program.
- G. Monday, March 18, 1985, noon, Public Affairs Forum, Chuckwagon, Beaverton - topic Hotel/Motel Tax (enclosed).
- H. Oregon Fairs Association Economic Impact 1983-84. Information taken from the merit rate work sheets submitted to the County Fairs Commission (enclosed).
- I. The Chamber has requested having a destruction derby on Friday, July 19th.

9. Operations Superintendent's Report:

- A. Jobs accomplished in January:
 - 1. Painted floors in Cloverleaf Community Building restrooms, (community service crew).
 - 2. Installed cabinets around water heater in Cloverleaf Building.
 - 3. Painted ceiling in women's Main Exhibit Building restroom.
 - 4. Excavation by Larry Lee for new storage building.
 - 5. Painted interior walls in Cloverleaf Building, main floor area.
 - 6. Hired Jay Bentley to replace faulty wiring, various locations on grounds. Approximate cost for labors and materials \$1,300 - \$1,400.
- B. February projects:
 - 1. Men's Main Exhibit Building restrooms, remodel.
 - 2. Finish Main Exhibit Building kitchen remodel.

10. Old Business:

- A. Hotel/motel Political Action Committee report from Meek. Fund raising report from Sprecher.

11. New Business:

- A. Approval of proposed 1985-86 budget (enclosed).

12. Non-Agenda Item:

- A.
- B.

13. Announcements:

- A. Next regular Fair Board meeting is Wednesday, March 6, 4:30 p.m. at the fairgrounds office.

B. Monday, February 4th and 18th, are county holidays for staff. Office will be closed.

IF AT ALL POSSIBLE, PLEASE COME TO THE FAIR BOARD MEETING 15 MINUTES EARLY FOR A WORK SESSION ON THE BUDGET. THIS WILL SAVE A SPECIAL MEETING

*If you will be late or unable to attend, call 648-1416.