

Minutes of a regular Fair Board meeting held January 3, 1979 at the fair office.

CALL TO ORDER Chairman Boyer called the meeting to order at 7:40 p.m.

ATTENDANCE

FAIR BOARD

Jerry Boyer  
Charles Colegrove  
Ralph Holland  
Agnes DeLashmutt  
Jerry Pflug

GUESTS

Gary Poole, Chr., Multi-Use Arena Comm.  
Larry Smith, Fairgrounds Booster  
Marge McCornack, Open Class Horse Show  
Steward  
Ray Woll, Multi-Use Arena Comm.  
Joe Lipscomb, Rodeo Committee

MANAGEMENT AND STAFF

Adeline Hesse  
Lorrie Maki

WELCOME NEW BOARD MEMBERS The new Fair Board members, Jerry Pflug and Agnes DeLashmutt, were introduced and welcomed by Chairman Boyer.

MULTI-USE COMMITTEE PLANS Gary Poole, chairman of the Multi-Use Arena Committee, presented plans for the proposed arena. Poole added the plans submitted are a result of several meetings and input from sources who will utilize the arena. Specifications include: 150 ft. wide x 240 ft. long, 30' along one side of seating with no posts - 800 permanent seats, 150' clear span; 1 building to be built in phases - PHASE 1 will be 75' side x 150' long at a cost of \$60,000 with only posts and roof - no concrete footings, walls, lights, sprinklers, etc.; additional phases will be additions lean-to construction - south end will have a 60' addition with movable wall for multi-use area which could include holding or portable stalls other areas to house 2 story office with announcer stand and trophy room. The steel building complete will have 36,000 sq. feet and cost approximately \$180,000 - cost includes only shell with no walls or interior improvements. After the plans are approved, a final prospectus will be made up.

Larry Smith, Fair Booster member, stated the Booster priorities have been established as the main exhibit building roof and drainage. Now that the new roof is in place, drainage will now receive their priority effort. After the drainage, the Boosters will discuss the Multi-Use Arena becoming the top priority. It was agreed that all should work together for maximum success.

The Expo Account is available for cost of acquiring a surveyor, architect, and other building plan expenses. Hopefully cost will be minimal.

The Multi-Use Committee secretary has begun a list of donators for the project, donations of backhoes, gravel, labor, etc.

A Multi-Use Committee member will attend the next Fair Booster meeting January 24th - 8:00 at the fair office.

OPEN CLASS  
HORSE SHOW  
DISCUSSION

Marge McCornack, Open Class Horse Department OHA Steward - 1978, has located a judge, Jim Havelhurts, for the horse show. The fee is \$100.00 per day. She again hopes to have sponsored classes.

OHA has requested that all non-members of OHA be charged \$1.00 per horse for all proof shows (equitation and halter not covered). Response to the request has not been favorable. McCornack asked the Fair Board for direction in obtaining OHA approval of the horse show at a cost of \$25.00. OHA approval will alienate some and benefit others.

The Fair Board suggested that possibly the Fair entry fee be raised to include OHA approval costs.

The 1978 horse show held Thursday during Fair was not well attended. It is true, because of extended 4-H activities prior to this time, possible participants are not yet recovered for additional activity. Halter classes on Saturday and open class horse show on Sunday, all day, was suggested to help 4-H participants rest in between the events. With this respite of almost a week, perhaps there would be more entries into the open class show.

McCornack also suggested the elimination of Shetlands and Morgans classes and a change from Pintos to Paints class.

In closing McCornack recommended Barbara Jackson be appointed as Horse Superintendent for Fair 1979 and related a willingness to continue for Fair 1979 as Steward.

The Fair Board thanked Mrs. McCornack for continued help in making the horse department a success and her recommendations for changes and superintendent.

RODEO BUDGET

Joe Lipscomb, Rodeo Committee, presented the following budget request for operation of a two performance rodeo at the 1979 County Fair.

<u>EXPENSES</u>			
Prize Money	\$1,400	Board Expense	300
Stock contracts	4,500	Miscellaneous	<u>400</u>
Dues/Fees	75		
Telephone	100	TOTAL EXPENSES	\$ 14,625
Ambulance	150		
Ticket printing	200		
Awards	200	INCOME	
Advertising	3,000	Ticket Sales	
Queen	300	5,000 @ \$2.50 ea.	12,500
Security	1,800		
Improvements	1,000	Signs	
Rain Insurance	500	10 @ \$175.00 ea	1,750
Sign costs	500	Beer	<u>700</u>
Clown	200	TOTAL INCOME	<u>14,950</u>

RODEO BUDGET  
CONTINUED

The Fair Board noted large amounts requested for security, improvements and advertising. A request of an itemized list for expenditure of funds relating to capital improvement, advertising and security was made to the Rodeo Board.

Lipscomb stated in order to have a capacity crowd, the Rodeo Board feels it is necessary to advertise for that purpose. Capital improvements such as a new P. A. system, replacement of shutes and lighting, and additional seating are needed for a better Rodeo.

Several Fair Board members questioned the need for a separate rodeo advertising campaign. The Fair campaign includes all phases of the Fair including the Rodeo. With this in mind and a minimal amount of funds for advertising, the proposed Rodeo advertising budget seems excessive.

Boyer added a new P. A. system has been purchased and with additional improvement suggestions and Rodeo Board manpower perhaps some capital improvement materials could be purchased. Security is needed internally including tickets, guards, cowboy gate control, etc.

Because of the large amounts requested for the budget, the Fair Board feels direction from the Rodeo Board is needed before the budget can be approved. At the work session to be held January 15, 7:30 p.m. the Fair Board will again review the budget. The Fair Board has not made a decision on price of rodeo admission.

ELECTION OF  
OFFICERS

NOMINATION BY RALPH HOLLAND, SECONDED BY JERRY PFLUG THAT JERRY BOYER BE CHAIRMAN OF THE BOARD AND MOVED THAT A UNANIMOUS BALLOT BE CAST BY THE SECRETARY. MOTION CARRIED.

NOMINATION BY CHARLES COLEGROVE, SECONDED BY AGNES DELASHMUTT THAT RALPH HOLLAND BE VICE-CHAIRMAN OF THE BOARD AND MOVED THAT A UNANIMOUS BALLOT BE CAST BY THE SECRETARY. MOTION CARRIED.

NOMINATION BY RALPH HOLLAND, SECONDED BY AGNES DELASHMUTT THAT CHARLES COLEGROVE BE TREASURER OF THE BOARD AND MOVED THAT A UNANIMOUS BALLOT BE CAST BY THE SECRETARY. MOTION CARRIED.

NOMINATION BY RALPH HOLLAND, SECONDED BY AGNES DELASHMUTT THAT LORRIE MAKI BE SECRETARY OF THE BOARD AND MOVED THAT A UNANIMOUS BALLOT BE CAST BY THE SECRETARY. MOTION CARRIED.

MINUTES APPROVED-MOTION: MOVED BY RALPH HOLLAND, SECONDED CHARLES COLEGROVE TO ACCEPT THE NOVEMBER 1, 1978 MINUTES AS PRINTED AND MAILED. MOTION CARRIED.

PAYROLL AND  
BILL APPROVAL

Payroll for November and December, 1978 was \$14,58.92 per month.

The following bills were read for board consideration and approval:

1540	Postmaster	\$	30.00
1541	Don's Plumbing and Heating		24.10

PAYROLL AND	1542	Ben Faber Electric	\$	2.60
BILL (CONT.)	1543	Chapman's		11.00
	1544	Hillsboro Auto Parts		28.53
	1545	Associated Janitor and Paper		11.10
	1546	Pool-Gardner		63.28
	1547	General Telephone		28.61
	1548	N. W. Natural Gas		16.73
	1549	VOID		
	1550	Hillsboro Harbage		79.00
	1551	Western Farmers		17.94
	1552	VOID		
	1553	Portland General Electric		20.69
	1554	Thunderbird Motor Inn		50.00
	1555	Petty Cash		20.72
	1556	Public Employee Retirement		258.82
	1557	Dolores E Maki		14.87
	1558	Petty Cash		24.06
	1559	Jean Burrell		238.00
	1560	Dept. of Finance and Administration		300.00
	1561	Liepelt and Son		86.00
	1562	City of Hillsboro		32.00
	1563	Don's Plumbing and Heating		8.50
	1564	Copeland Lumber		61.83
	1565	J. K. Gill		95.26
	1566	Ireland's True Value Hardware		1.59
	1567	Chapman's		4.50
	1568	Pool-Gardner Lumber		6.50
	1569	Jim Springer		150.00
	1570	Joe Evers		142.50
	1571	Charles Colegrove		150.00
	1572	Jerry Boyer		150.00
	1573	Ralph Holland		150.00
	1574	Edwards Building Suppl.		78.62
	1575	Thunderbird Motor Inn		48.80
	1576	First National Bank		229.30
	1577	Public Employee Retirement		258.82
	1578	Times		73.90
	1579	Bean and Duyck Roofing		138.00
	1580	Associated Janitor and Paper		21.15
	1581	VOID		
	1582	N. W. Natural Gas		129.39
	1583	Portland General Electric		396.50
	1584	Washington County Finance and Adm.		12.66
	1585	Sherwin Williams		11.11
	1586	General Telephone		29.73
	1587	Pool-Gardner Lumber		79.17
	1588	Pat's Blue Ribbons		186.75
	1589	Petty Cash		24.43
	1590	Washington County Blue Cross		181.50

MOTION: MOVED BY RALPH HOLLAND, SECONDED BY CHARLES COLEGROVE TO APPROVE THE PAYROLL AND BILLS AS READ. MOTION CARRIED.

- FINANCIAL STATEMENT** Financial statements for October and November, 1978 were reviewed by the Fair Board and are in order.
- CORRESPONDENCE** Pat Gosselin, Fair supporter and employee, sent a thank you note acknowledging Fair Board thoughtfulness during her recent illness.
- Thank You
- Open Meeting  
Law Correspondence from James Redden, Attorney General, was received in answer to questions asked re: Board meetings during County Fair. The Fair Board, because of the open meeting laws, will convene opening day of Fair and adjourn at the close of Fair, with a formal meeting regularly scheduled only once or twice a day. A press release will notify the public of this intention.
- HORSE SUPER-INTENDENT** An open class horse superintendent is needed. Barbara Jackson, who helped with the show last year, was recommended.
- MOTION: MOVED BY CHARLES COLEGROVE, SECONDED BY RALPH HOLLAND TO APPOINT BARBARA JACKSON AS OPEN CLASS HORSE DEPARTMENT SUPERINTENDENT  
MOTION CARRIED.
- SUPERINTENDENT POLICY** Board and Manager feel it would be advantageous for both superintendent and manager if written guidelines for procedures, processes and behavior could be made available to all superintendents. The Fair manager will draft a copy for the January 15th Board work session.
- HOLIDAY MARKET** Holiday Market was most successful in spite of inclement weather. Manager Hesse noted several problems that will be solved before next years event. Dates for 1979 will be Friday, November 23 and Saturday, November 24.
- NEW ADDRESS** The Fair office will no longer use a post office box - PO BOX 115. A mail box has been installed to receive mail at 872 N. E. 28th.
- INSURANCE BILL** The county insurance bill has more than doubled since 1978. Hesse asked county finance officers if a mistake has been made. Marge Post said that a mistake was made in the 1978 bill and that the 1978 insurance bill should have been twice the amount the Fair was billed for. L. Adams Insurance agency computed the amount of premium the Fair is required to pay. The Adams agency has been requested to provide an itemized list of coverage.
- ADDITIONAL PHONE** The fair office has increased phone usage with the growth of the fairgrounds.
- MOTION: MOVED BY RALPH HOLLAND, SECONDED BY AGNES DELASHMUTT TO APPROVE INSTALLATION OF AN ADDITIONAL PHONE AT THE FAIR OFFICE.  
MOTION CARRIED.
- CITY ORDINANCE CHANGE** At the request of Manager Hesse, the City of Hillsboro has changed Ordinance 2804 to now allow 3,000 people to assemble for four hours or more instead of 1,000. The 1,000 limitation was inhibiting full fairgrounds usage.

**DRAINAGE** Drainage plans have been prepared by Eldon McRobert. The total cost will be \$32,329.25. If donations of money and labor are received that amount can be reduced. The first week in May, if the fairgrounds has sufficiently dried, will see start of the project.

Manager Hesse, Colegrove, Greg Eades, Assistant City of Hillsboro Manager, Michael McKillip and Eldon McRobert met December 8th to discuss the City drainage outlets to be provided before the fairgrounds project can be initiated.

**MOTION: MOVED BY JERRY PFLUG, SECONDED BY AGNES DELASHMUTT TO ADOPT THE CONCEPT PROPOSAL FOR DRAINAGE OF THE FAIRGROUNDS AT A COST OF \$32,329.25, WITH A TARGET DATE FOR INITIAL STAGE DEVELOPMENT OF MAY 1, 1979. MOTION CARRIED.**

Manager Hesse has been working with CETA to obtain several Title VI employees to help in the drainage project.

Hesse will request from the City removal for dirt piled in parking area on the fairgrounds.

**CETA EXPIRES** September, 1979 will be expiration date of the three CETA workers now working for the Fair Board. The terms have expired and cannot be renewed by CETA.

**PRELIMINARY BUDGET** Preliminary budget (1979-1980) ideas will be discussed at the work session January 15, 1979

**NAME CHANGE** For financial stability it is necessary the fairgrounds be used year round. To initiate a program of positive action, the Fairgrounds Boosters have been putting together a slide presentation to inform, answer questions and gain community opinion on additional fairgrounds funding and improvements.

To reflect this year round goal Washington County Fair must change its name for public knowledge of the off season availability. Suggestions are being considered. The name change will affect slide presentation, letterhead and signs on Cornell.

**BOOSTER REPORT** The December Booster meeting presentations included a drainage report, soliciting donation procedures, information on the planned county wide auction in July, and Washington County Dairy Assn. concerns re: Fair, premiums and milking parlor.

**LIFETIME PASS MOTION: MOVED BY CHARLES COLEGROVE, SECONDED BY RALPH HOLLAND TO ISSUE A LIFETIME PASS TO JIM SPRINGER AND JOSEPH EVERS WITH GRATITUDE FOR YEARS OF FAITHFUL SERVICE. MOTION CARRIED.**

To honor out going Board members and welcome new members, a potluck social will be held at Boyer's home February 10th - 7:00 p.m. Fair will provide meat and beverage. Board members will bring salads and desserts.

**AUDIT REPORT** The County audit report was picked up from the courthouse January 2 by Manager Hesse. The auditing firm asked the Fair Board final budget be approved by the Board of County Commissioners and be included in the Approved County Budget.

Hesse stated the original Fair budget was decreased drastically by the Commissioners. Therefore, a revised workable budget was submitted in time for Commissioner approval to the Department of Finance, and was not included in the Approved County Budget. Hesse will confirm this information with the County.

Continued discussion about the audit report will take place during the work session.

**JAYCEE HAPPY DAYS MEETING** The Hillsboro Jaycees are scheduled for Board meeting February 7. Topic of discussion will be usage of fairgrounds for the annual Happy Days.

**PRINTING BIDS** With the paper strike and cost of mailing, Hesse is considering a newspaper stock premium book distributed by hand over the entire county. Quotations for a 40 page newsprint tabloid to be inserted in all county newspapers was rejected because adequate funds are not available.

DeLashmutt requested a bid for the premium book remaining 8½x 11 in size and printed on newspaper stock. Bids received are for a small newspaper size and stock.

**NEXT MEETING** The next work session meeting of the Fair Board will be January 15th - 7:30 p.m. at the Fair office. The Regular meeting will be held February 7 - 7:30 p.m. at the fair office.

**ADJOURNMENT** The meeting was adjourned at 11:28 p.m.

Respectfully submitted,

Lorrie Maki, Fair Board Secretary

Washington County Fair  
Proposed Agenda

January 3, 1979  
7:30 p.m.

1. Welcome and introduction of new Fair Board members
  - Guests
  - 7:30 Gary Poole, Chr. Multi-Use Arena Committee  
Larry Smith
  - 8:00 Marge McCornack - comments on open class horse show
  - 8:15 Joe Lipscomb - Rodeo Committee                      Presentation of proposed --  
1979 rodeo budget (enclosed)
2. Election of Fair Board officers - Chairman, Vice-Chairman, Treasurer, Secretary
3. Approval of November 1, 1978 Board minutes
4. Approval of November and December payroll and bills
5. October and November, 1978 financial statement
6. Correspondence
  - A. Thank you note from Pat Gosselin
  - B. Attorney General James Redden regarding open meeting laws (enclosed)
7. Manager's report
  - A. Horse superintendent discussion
  - B. Holiday Market Report (3rd annual - Friday Nov. 23 and Sat. November 24, 1979)
  - C. Mail box installation - new address - 872 N. E. 28th
  - D. Insurance bill from County (letter enclosed to county)
  - E. Additional phone installation (target date - April, 1979)  
Cost: installation \$41 - 26.00 per month
  - F. City ordinance change (correspondence enclosed)
  - G. Drainage report (enclosed)    Application to CETA Title VI for special project
  - H. CETA funding for the three full time maintenance positions we have will cease September, 1979.
  - I. Preliminary budget (1979-1980) input from Board members
  - J. Name change to reflect availability of fairgrounds on year around basis (Washington County Fair and Community Center) - will affect letterhead, slide presentation, sign board on Cornell
  - K. Slide presentation
  - L. Booster report - next Booster meeting January 24, 8:00 p.m.



8. Department Head meetings schedules
9. Recommend Board set up work meeting for Wednesday, January 17th  
8:00 p.m. at the fair office
10. Adjournment

The Board encourages the attendance of citizens at its Board meetings. When a person wishes to bring a particular matter to the attention of the Board, it is recommended that the matter be first discussed with the Fair Manager in order that it may be given time on the meeting agenda and also time for the Manager to gather together relative information in order that the Board may give the matter adequate attention and consideration. However, if this is not possible nor desired by the party, the Board will listen to any citizen who appears before them, but will reserve the right to postpone the decision to a subsequent meeting.