

M I N U T E S

Washington County Fair Board

Minutes of a regular meeting of the Washington County Fair Board held Wednesday, June 2, 1982, in the fairgrounds office beginning at 4:30 p.m.

ATTENDANCE	<u>Fair Board</u>	<u>Staff</u>	<u>Guests</u>
	Charles Colegrove	Adeline Hesse	Lyle Spiesschaert Extension Agent
	John Love	Valerie Bentley	Stan Rickard, Architect
	Homer Speer		Marilyn Mayfield, Fgds Secretary
	Margaret Sprecher		
	Mike Swan		

Hesse introduced Marilyn Mayfield to the Fair Board. Marilyn is the part-time secretary for the summer.

CONSENT AGENDA The May 5 Executive Session minutes need to be corrected to read John Love recorded the minutes.

MOTION: MOVED BY HOMER SPEER, SECONDED BY MIKE SWAN TO APPROVE THE BILLS AS SUBMITTED, THE APRIL 1982 FINANCIAL STATEMENT, AND THE MAY 5, 1982, BOARD MINUTES AS CORRECTED. MOTION CARRIED. (Bills listed on page 2.)

COUNTY COUNSEL County Counsel John Junkin responded to Hesse's questions on insurance requirements for functions in the Cloverleaf Community Building and for bicycle motocross at the fairgrounds. Junkin suggested the Board utilize a permit form similar to the one used by the Tualatin Hills Park & Recreation District when private parties (wedding receptions, etc.) serve alcoholic beverages on the fairgrounds. Junkin also suggested contacting the county insurance agent concerning that type of use.

For bicycle motocross events at the fairgrounds, Junkin advised that the American Bicycle Association should provide the fairgrounds and Washington County with proof of insurance naming the county as insured. The area to be utilized for motocross should be secured in a reasonable fashion that would prevent the unauthorized use of the area by minors or others. And the county insurance agent should be notified of the events.

For minors participating in a rodeo event, the minor's parent or adult responsible for the minor should be required to sign a release form. The Fair Board should also attempt to secure the area used by the minor in such a fashion that it does not provide any unreasonable risk to the minor. Hesse will check with the county insurance agent to see if a 6 1/2 chute for local minors would raise the fairgrounds insurance rates. If so, an entry fee could be charged to help cover costs.

INSURANCE The Oregon Fairs Association Board of Directors will be looking into various insurance companies who provide insurance especially for fairgrounds and special events. Clackamas County Fairgrounds does carry insurance separate from the county.

MOTOCROSS Hesse met with Russ Sterenberg, Director of Hillsboro Parks & Recreation Department and Mrs. Noel Grossman, volunteer parent, concerning the bicycle

motocross at the fairgrounds. The Parks Department is not willing to open up access to the southeast section requested for the track. Mrs. Grossman had some concerns about parking so far from the track and having to carry equipment such a distance. The Fair Board is willing to cooperate if the Grossman's are interested in starting a bicycle motocross track at the fairgrounds.

**ZONE CHANGE** The Board noted the zone change application was sent to the Board of County Commissioners for approval.

**MAINTENANCE EMPLOYMENT** Hesse has hired Eric Shultz as part-time summer maintenance help. Eric will be coordinating the physical set-up of arena activities and will be supervising the summer CETA crew. He will start work on June 14.

**USE FEES** The Board reviewed a recent newspaper clipping about the Hillsboro Elementary School District Board's decision to charge rental fees for groups not associated with the schools. Swan said the Forest Grove School District is also under pressure concerning their fee system.

**CLOVERLEAF COMMUNITY BUILDING** MOTION: MOVED BY HOMER SPEER, SECONDED BY MIKE SWAN TO APPROVE SUOMI ENTERPRISES' REQUEST FOR AN ADDITION TO THE CLOVERLEAF COMMUNITY BUILDING CONTRACT TO BRING DOORS UP TO FIRE MARSHALL STANDARDS. MOTION CARRIED.

**VOLUNTEER APPRECIATION AWARD** The Fair Board reviewed a draft of a nominee form for the Washington County Fairgrounds Volunteer Appreciation Award. This award is another way to recognize the individuals and businesses who donate time and materials to the fairgrounds. Hesse passed around an award certificate and suggested having the certificates framed before presentation.

The Board agreed that a panel of three (including one Fair Board member) should choose the winners of the award in each of three categories: Junior Award (18 years & under), Senior Award (19 years & over), and a Business Award. The presentation could be made in Friendship Square during the fair, and winners announced in a news release. The Board approved the Volunteer Appreciation Award. Hesse will order the necessary certificates and frames.

**ARCHITECT** Architect Stan Rickard updated the Board on the Cloverleaf Community Building progress. The City of Hillsboro made a couple moderate increases in the building's capacity. Previously the building's capacity was 299 people; the building will have more flexible usage now. The company manufacturing the metal building had to make some minor changes in the structure. These changes were accepted by the City. The Board issued checks for the building permit and the City structural plan check.

Rickard said the building is still on schedule. The construction company is getting everything in order. There will be no heat in the building in the first phase. The exterior finish will be changed from pleko to a competitive product meeting the same price as the pleko. Rickard assured the Board all is going well. The Board thanked Rickard for attending the meeting.

**BREAK**  
Y '82 Extension Agent Lyle Spiesschaert is coordinating a family-oriented wagon train expedition from Hillsboro to Kahneeta this summer. Spiesschaert requested use of the fairgrounds water truck for the expedition. Hesse pointed out the truck had no license or insurance coverage for on-road use.

Lilly Industrial Coatings donated 190 gallons of white paint. The maintenance crew will be painting the Main Exhibit Building and the grandstand.

M.E. BLDG. Mr. Duycke has agreed by phone to fix the Main Exhibit Building roof by  
ROOF July 1. County Counsel John Junkin will be writing to confirm the agreement.

SPEECH Director Hesse will be the guest speaker at the Hillsboro Optimist Club meeting Tuesday, June 15, at 7 a.m.

BOOTHS Approximately 90 fair booths have been sold and paid in full. All but three R.V. units have been moved out of storage. Board members reviewed the booths and concessions booked for the fair.

Hesse and Colegrove met with Spiesschaert & 4-H Chuckwagon Coordinator Sheila Welton to discuss the Chuckwagon menu. Hesse sent menu forms to all food concessionaires and restaurants to help eliminate excessive duplication of products. Welton was displeased because she was directed not to sell several items she requested. After talking with another concessionaire booked for similar items, Hesse ok'd the products in question.

Welton also wishes the Fair Board had a better understanding of the Chuckwagon function and her position. The Board agreed the Chuckwagon would have to abide by rules set for other food concessionaires and restaurants.

SCHEDULE OF ACTIVITIES The Board reviewed a schedule of fairgrounds activities from May through the end of the year. Hesse noted the "Free Day in the Country" will not be held at the Washington County Fairgrounds this year. She also pointed out that a flea market-type event called "Swap Co" has been tentatively scheduled seven times.

BUDGET HEARING Secretary Valerie Bentley attended the Budget Hearing June 2. The Budget Committee and Board of County Commissioners raised a questions on the Fair Board budget. There was a misunderstanding in the Committee of the Hotel/Motel tax revenue and the \$30,000 to be received by the Fair Board if the Hotel/Motel tax does not pass. One committee member understood that if the Hotel/Motel tax does not pass, the Fair Board would receive the revenue up to November 2 and then a transfer from the general fund to equal \$30,000. As Bentley did not understand this, she asked for clarification. Dept. of Finance & Administration Director Marge Post explained the process. If the Hotel/Motel tax does pass November 2, the Fair Board would continue to receive 1 percent of the 3 percent increase. If the Hotel/Motel tax increase is defeated, the Fair Board would receive revenue to November 2 and the \$30,000 from the county general fund contingency.

FRIENDS OF THE FAIR "Friends of the Fair" Committee will meet again on Tuesday, June 8, at Anthony's, 7:30 a.m. Art Piper of the Beaverton Chamber of Commerce will advise the committee on the chambers' stand on the Hotel/Motel tax increase.

MOTION: MOVED BY HOMER SPEER, SECONDED BY JOHN LOVE TO AUTHORIZE CHAIRMAN COLEGROVE TO DECIDE WHETHER TO ASK FOR A SEPARATE BALLOT TITLE FOR THE 1 PERCENT HOTEL/MOTEL TAX FOR THE FAIRGROUNDS, BASED ON THE INFORMATION PRESENTED AT THE JUNE 8 MEETING. MOTION CARRIED.

A G E N D A

Washington County Fair Board  
Regular Meeting  
4:30 p.m., Wednesday, June 2, 1982  
Fairgrounds Office

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 name for the record.

Guests: 5:00 Stan Rickard - Cloverleaf Community Building progress report (discuss heat for the building).

5:20 Rennia Meek - Preview on entertainment schedule.

- \*3. Bills for approval (enclosed).
- \*4. Financial recap for April 1982 for approval (enclosed).
- \*5. Board minutes from May 5, 1982, for approval (enclosed).

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

6. Correspondence (enclosed):

A. County Counsel

B. Board of County Commissioners - request for zone application

7. Director's Report:

A. (1) Summer part-time secretary is Marilyn Mayfield

(2) In the process of securing maintenance person to supervise CETA crew and be in charge of arena activities

B. Newspaper article on use fee for the Hillsboro Elementary School District (enclosed).

C. Change order on Cloverleaf Community Building - add \$502.55(enclosed).

D. Volunteer Appreciation Award - Board Action (information enclosed).

E. Premium Book will come out June 3 in the Argus and all Times newspapers. (List of pick up locations enclosed.)

F. Donation from Merrill Bushnell, Pacific States Cast Iron (enclosed).

G. Donation of 190 gallons white paint from Lilly Industrial Coatings.

H. Roof litigation update.

I. Hesse will be guest speaker at Hillsboro Optimists Club on Tuesday, June 15, at 7 a.m.

- J. Approximately 90 fair booths have been sold and paid in full.  
All but three R.V. units have been moved out of storage.
- K. Schedule of Events (enclosed).
8. Report from Homer Speer on May 12 budget hearing in Beaverton and Mike Swan report on May 13 budget hearing in Forest Grove.
  9. Proposed advertising budget for 1982 fair (enclosed) - Board discussion and action.
  10. Destruction Derby update from Chuck Colegrove. Work assignments enclosed. Rules & Regulations have been revised.
  11. OFA Distinguished Service and Friends of the Fair Award (enclosed) - make nomination - Board Action.
  12. Mike Swan report on Youth Auction Committee meeting May 25.
  13. Announcements:
    - (1) The OFA Board of Directors will meet at our fairgrounds on Friday, June 4, at 10 a.m. You are welcome to come to the meeting and/or join us for lunch at the Red Baron at 1 p.m.
    - (2) Next regular Fair Board meeting is Wednesday, July 7, 4:30 p.m. in the Fairgrounds Office.
    - (3) Next get together is Monday, June 28, 4:30 p.m. -- gear up for the July 4 Destruction Derby.
  14. Executive Session - Review evaluation program booklet.

\*\* If you will be late or cannot attend, please call 648-1416.