

MINUTES

Washington County Fair Board

Minutes of a regular meeting of the Washington County Fair Board held November 14, 1984, beginning at 4:40 p.m.

ATTENDANCE

Fair Board

Lloyd Baron
Jeanne Leeson
Homer Speer
Margaret Sprecher

Staff

Adeline Hesse
Ron McAuley
Jamie Hammack

CONSENT AGENDA

Executive Director, Hesse, added the dollar amount of \$40.08 to check number 5569 written to Platt Electric. The dollar amount was not known until the day before the meeting and therefore it had not been entered in the Bills for Approval.

MOTION: MOVED BY JEANNE LEESON, SECONDED BY HOMER SPEER TO APPROVE THE BILLS FOR APPROVAL WITH THE ADDITION OF THE DOLLAR AMOUNT FOR CHECK NUMBER 5569 TO PLATT ELECTRIC OF \$40.08, THE SEPTEMBER FINANCIAL RECAP, OCTOBER 10, 1984 BOARD MINUTES, AND THE SEPTEMBER 1984 OFF-SEASON CALENDAR. MOTION CARRIED (Bills listed on page 2).

COUNTY WATER TRUCK AND GRADER

Correspondence was reviewed regarding the use of the County's water truck and grader. The County departments are under a new administration which requires more detailed accountings and the Board will be paying for these services in the future. Operation's Superintendent, McAuley is working on locating a water truck to purchase. The Fair Board will continue to cooperate with the County for the use of the grader.

CORNELL ROAD CONSTRUCTION

Walt Bartell, project manager, advised that the estimate given to the Fair Board was not accurate, Hesse reported. He also advised he could not guarantee any estimate given and that he could not discount the \$1,000 cost to reclaim the rock. Hesse will attend a meeting with Bartell and Senator Hamby, Friday, November 16, 1984 to discuss the project further. Hesse will proceed as needed.

ZONE CHANGE

Nancy Gordinier, Washington County Planner, and Maggie Sprecher attended the City of Hillsboro Zone Change hearing on behalf of the Fair Board. Sprecher reported the zone change was approved by the City. She thanked the city's staff for all of their work. Hesse will check out the next meeting date.

5550	Addy Hesse	50.00	Car Allowance
5551	Jamie Hammack	25.00	Car Allowance
5552	Nancy Grimes	5.00	Refund on camping
5553	Albertson's	19.58	Fair Board Meeting, Planning Session
5554	Christy's Deli	19.60	Fair Board Planning Session
5555	Sea Galley	11.20	Property Development - Hesse, Sprecher lunch
5556	San Francisco Airport Hilton	209.88	Fair Manager's Conference, room reservation
5557	Sunshine Pizza	35.55	Fair Board Meeting
5558	Western Fairs Association	90.00	Pre-registration fee
5559	Washington County	78.33	Overtime labor, water truck
5560	Albertson's	8.35	Office supplies
5561	Sav-On	16.44	Office supplies
5562	Secretary of State	20.00	Notary Application - Jamie
5563	City of Hillsboro	977.00	Building permits, mobile home
5564	Metro Safety & Fire	5.00	Bracket for fire extinguisher
5565	Anthony's	12.75	Property Development - Hesse, M. Sprecher, Larry Rice
5566	The Valley River Inn	400.00	Room reservation - Convention
5567	Elmer's Pancake House	16.75	Luncheon - Hesse, Speer, M. Sprecher, and Roy Rogers
5568	Albertson's	25.37	Volunteer Appreciation Potluck
5569	Platt Electric	40.08	Exit Sign light bulbs
5570	Oregon Sign Corporation	1,000.00	Deposit Fairgrounds Sign/Readerboard
5571	Copeland Lumber	173.41	Office Porch
5572	GTE	181.47	Office phone
5573	Finanace & Administration	99.91	Printing
5574	Hillsboro Garbage Disposal	400.00	Utilities
5575	Northwest Natural Gas	6.91	Utilities
5576	PGE	310.26	Utilities
5577	Sherwin-Williams Co.	72.62	Paint and brushes
5578	VOID		
5579	Check 'n Balance	50.00	August Bookkeeping
5580	U-Haul	21.00	Post hole Auger rental
5581	Postmaster	100.00	Postage
5582	Kentucky Fried Chicken	34.25	Volunteer Appreciation Potluck
5583	Jamie Hammack	9.00	Reimbursement recorder repair
5584	Albertson's	73.28	Volunteer Appreciation Potluck
5585	Bi-Mart	6.23	Volunteer Appreciation Potluck
5586	The Valley River Inn	50.00	Convention room reservation
5587	Oregon Fairs Association	390.00	Convention meal registration
5588	Postmaster	2.36	postage
5589	Addy Hesse	201.60	Mileage - trip to San Francisco

RODEO QUEEN

Hesse read a letter from Rodeo Committee Chairman, Rocky Williams, which recommended having a Miss Washington County Fair & Rodeo rather than a full court. Homer Speer noted that it was a big responsibility for one person and their parents.

MOTION: MOVED BY HOMER SPEER, SECONDED BY JEANNE LEESON TO HAVE A MISS WASHINGTON COUNTY FAIR & RODEO RATHER THAN A COURT CONSISTING OF A QUEEN AND TWO PRINCESSES. MOTION CARRIED.

SOFT DRINK PROPOSALS

Bids for exclusive beverage use were solicited from three companies. Coca-Cola submitted their written proposal, and Pepsi-Cola called their proposal to the office. A written copy of the Pepsi bid will be delivered within the week. 7-Up Company did not submit a proposal. The Pepsi offer was the most comprehensive and competitive.

MOTION: MOVED BY HOMER SPEER, SECONDED BY LLOYD BARON TO INSTRUCT HESSE TO ACCEPT EXCLUSIVE BEVERAGE USE FOR THE 1985 FAIR UPON RECEIVING THE WRITTEN PROPOSAL FROM PEPSI-COLA CO. MOTION CARRIED.

GOLD MEDALLION

The Fair Board was notified during the month of October that the 1984 Washington County Fair & Rodeo received a gold medallion.

FAIRGROUND FACILITIES PAMPHLET

Jeanne Leeson presented a first draft of a pamphlet describing the fairground facilities and their uses. The pamphlets will be distributed at the Chamber of Commerce, Washington County Visitors Association, and other various locations.

MAIN ENTRY GATE

Hesse is working with Stan Rickard to move forward on the design of the main entry gate. Hesse brought pictures from the Solano County Fair and Santa Clara County Fair main gates for new ideas.

VOLUNTEER APPRECIATION POTLUCK

The potluck was a success. Thanks went out to Maggie Sprecher for providing videos of the 1983 and 1984 fair.

MOBILE HOME MOVE

The Dyches' mobile home has been moved between the Cloverleaf Community Building and Armory, in accordance with the master plan. The move took place today, November 14, 1984 and we hope to have the Dyches moved back into their home as quickly as possible.

BLOCK GRANT APPLICATION APPROVED

The Washington County Board of Commissioners approved a Community Development Block Grant Application for handicapped access on the fairgrounds. Hesse will write two grants. One for handicapped access to the grandstand and one for handicapped access and bathroom fixtures for the Main Exhibit Building and Cloverleaf Community Building.

Hesse has been working on the project for over a year and both projects are announced in the official Community Block Grant manual. Stan Rickard has been retained to assist in providing preliminary design and cost estimates. The application requests are for approximately \$45,000. Hesse is soliciting letters from citizens to show support for the handicapped projects.

PAID PARKING

The Board reviewed a report on paid parking based on 1984 fair attendance. Homer Speer suggested that the program start as soon as possible. Hesse said that other fair managers reported the 1st year of paid parking is the most difficult because people are used to free parking. If the program is instituted the Fair Board and staff should be prepared for a volume of complaints.

It was suggested the public be educated by a small informational flyer which states the funds will be for parking lot improvement. Fair visitors will receive a service by having orderly parking, and parking lot security.

Everyone will pay for parking under the new program and free passes will be limited. Charge for parking will be \$1 per car or \$5 for a season parking pass. It was also suggested that the new program be published in the premium book. Board concurred to move towards paid parking in a reasonable and timely manner.

JAIL AND LOG CABIN

Permagon Pest Control sprayed the jail and log cabin. The services were donated to the fairgrounds at a value of \$150.00. Jeanne Leeson was given thanks for submitting the story to the Oregonian.

COPY MACHINE

The fairgrounds purchased a 5015 Savin Copier through the County. Cost is approximately \$1,800.

WATERLINE

The City of Hillsboro will construct an 8" waterline, westerly across N.E. 34th Avenue at an estimated \$2,000.

WESTERN FAIRS CONFERENCE REPORT

Hesse will be mailing a copy of a report of her trip to the Western Fairs Association Conference held in November. She toured five fairgrounds in California and learned a lot. Hesse thanked the Fair Board for sending her.

COMMERCIAL DEVELOPMENT

Hesse reported on her meeting with Larry Rice and Maggie Sprecher concerning the development of fairgrounds property. The Board reviewed a letter from Larry Rice which outlined the areas of discussion in order to confirm his understanding of the project. Leeson expressed her concern about paying someone to compile data base we already have available.

The purpose of a Request for Proposal was discussed at length and it was suggested that other professional opinions be solicited. Hesse said the Fair Board had no commitment with Mr. Rice and she will seek other individuals to aid in writing the Request for Proposal. The commercial development project is so important, everyone should feel comfortable with the individual chosen to assist the Fair Board and staff.

DEDICATION DEED

County Counsel reviewed the dedication deed to the City of Hillsboro from Washington County and Washington County Fair Board. Dan Olsen of County Counsel made one minor correction on page two of the deed which states that although technically surplus for actual use for fairgrounds, the property is essential to future development for the benefit of the fair.

MOTION: MOVED BY JEANNE LEESON, SECONDED BY LLOYD BARON TO APPROVE THE CHANGE IN THE DEDICATION DEED CORRECTED BY COUNTY COUNSEL. MOTION CARRIED.

OPERATION SUPERINTENDENT'S REPORT

McAuley reported jobs completed in October were; rebuilt cable on 28th Street, fixed hole in roof of Sheriff's building, sprayed for weeds around buildings, reorganized and painted interior of shop, turned off water to barns, concession booths, and drained water heaters. He also installed florescent lights in the shop, main exhibit building restrooms, and the office hall. Also, bids for the mobile home move and storage building were received.

November projects include; remodelling the Main Exhibit building Men's Restrooms, remodel the Main Exhibit Building kitchen, and to finish the Cloverleaf Community Building kitchen.

BOOSTER MEETING

McAuley and Sprecher attended the Booster meeting on behalf of the Fair Board. Approximately 12 people were in attendance. McAuley reported the Boosters approved a request for emergency lighting in the Main Exhibit Building and Arts & Crafts Building.

Dale Scheller and Rocky Williams will represent the Boosters on the hotel/motel tax Political Action Committee. There will not be a December meeting, but special sessions will be held as needed.

FAIR THEME

The 1985 Fair theme will be "A Fair to Remember." Ideas were presented at the volunteer appreciation potluck.

POLITICAL ACTION COMMITTEE

A budget of approximately \$7,000 or \$8,000 was adopted. \$3,000 of that will be expended for brochures. As of the last meeting there wasn't a chairman for the finance committee. The next meeting will be at Hale's, December 14th, 1984 at noon.

NEXT FAIR BOARD MEETING

The next Fair Board meeting will be January 2, 1985 at 4:30 p.m.

Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Jamie Hammack
Administrative Secretary

A G E N D A
Washington County Fair Board
Regular Meeting
4:30 p.m. Wednesday, November 14, 1984

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.
 - *3. Bills for approval (enclosed).
 - *4. Financial recap for September, 1984 (enclosed).
 - *5. Board Minutes from October 10, 1984 (enclosed).
 - *6. September 1984 off-season calendar (enclosed).
- *Consent Agenda: Any item may be removed for separate consideration upon request by any Board member or anyone from the audience.
7. Correspondence:
 - A. Letter from Bruce Warner, County Land Use and Transportation Department and response (enclosed).
 8. Executive Director's Report:
 - A. Cornell road construction update.
 - B. Zone Change has been submitted and will be reviewed by the City Hearing Board on November 7. Nancy Gordinier and Maggie Sprecher represented us at the meeting. Comments from Sprecher.
 - C. Rodeo Committee recommendation to have a Miss Washington County Fair & Rodeo rather than a court consisting of a Queen and two Princesses. Board Action. (October 1, 1984 Rodeo Minutes enclosed). Contestant Luncheon, Saturday, November 24, 1 - 3 p.m., official contest, December 9, 1 p.m. at McKay Creek arena, Coronation Dance to be announced.
 - D. Proposals from soft drink companies (enclosed). Board Action.
 - E. Washington County Fair received a Gold Medallion for 1984.
 - F. Leeson and Hesse are working on a pamphlet for promotion of multi-use of the fairgrounds facilities. Comments from Leeson.
 - G. Agreement with architect, Stan Rickard to move forward on design of Main Entry Gate per master plan (enclosed).
 - H. Volunteer Appreciation Potluck was well attended. Sprecher set up her T.V. to show video tapes of the 1983 and 1984 Fair. Bill Hesse donated pumpkins and nuts for 25 centerpieces which were given away to volunteers. Thanks to all for the help.

- I. Dyche's mobile home move - have purchased sewer and moving permit from the City. We have proposals for electrical, plumbing and moving. This project will cost approximately \$3,000. The goal is to have the move take place on November 13.
 - J. Submitting an application for Community Block Grant monies. Project would be to have handicapped access and installation of handicapped bathroom fixtures. Funding would be applied for in 1986, 1987. I attended a seminar at PCC - Rock Creek, October 24th. It looks quite favorable for us. Stan Rickard is doing some preliminary cost estimates.
 - K. Parking report (enclosed).
 - L. Permagon Pest Control has sprayed the jail and log cabin with dursban t.c. for beetles. The service was donated to the fairgrounds; \$150.00 value. Latest correspondence to Historical Society (enclosed).
 - M. Purchase of 5015 Savin Copier through County. Cost is approximately \$1,800. County purchased 30 machines.
 - N. City of Hillsboro will construct an 8" water line, westerly across N.E. 34th Avenue at an estimated \$2,000 (enclosed).
 - O. Report on visit to Solano County fairgrounds, Vallejo, California, in regard to commercial development, i.e. hotel construction.
 - P. Highlights of Western Fairs Association meeting.
 - Q. Report on meeting with Larry Rice in regard to commercial development (enclosed).
 - R. Dedication deed, Resolution and Order for Board Approval (enclosed).
9. Operations Superintendent Report:
- A. Jobs accomplished October, 1984.
 - 1. Rebuild cable on 28th street.
 - 2. Fix hole in roof of Sheriff's building.
 - 3. Spray for weeds around buildings.
 - 4. Reorganize and paint interior of shop.
 - 5. Turn off water to barns, concession booths, drain water heaters.
 - 6. Install florescent lights in shop, M.E. restrooms, and office.
 - 7. Take in bids for mobile home and storage building.
 - B. November projects.
 - 1. Remodel men's restroom M.E. building.
 - 2. Remodel kitchen in M.E. building.
 - 3. Finish Cloverleaf Community Building kitchen.
 - 4. Report on November 7 Booster meeting. Comments from Jeanne Leeson.
10. Old Business:
- 1. Sprecher announcement of 1985 Fair Theme.
 - 3. Sprecher update on Political Action Committee for hotel/motel tax. Overall Co-Chairmen are John Meek and Jack Rosenberg, Public information Co-Chairmen are Jeanne Leeson and Joan Smith, Distribution Co-Chairmen are Margaret Sprecher and Homer Speer.

11. New Business:

- A.
- B.
- C.

12. Non-Agenda Items:

- A. Please be available to sign Christmas cards following the meeting.
- B. Hand out hotel confirmation for Fairs convention.

13. Announcements:

- A. Oregon Fairs Association Convention is December 2, 3 & 4 at the Valley River Inn in Eugene.
 - 1. Lloyd to pick up 300 Hazelnut convention samplers and get to Addy.
 - 2. Jeanne Leeson chairing workshop on Monday, December 3, 2:30 - 3:30 p.m.
- B. Next regular Fair Board meeting is January 2 or 9, 1985.

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