

WORK SESSION
October 13, 1989

Fair Board

Jeanne Leeson
John Meek
John Thomas
Rocky Williams
Lloyd Baron

Staff

Cal Wade
Ron McAuley
Sue Oxendine

Guests

Dan Olsen

BOND FOR IMPROVEMENTS

Dan Olsen presented options to the board for raising revenue. The options discussed were:

1. Serial Levee
2. Fixed Rate Levee
3. General Obligation Bonds (GO Bonds)
4. Revenue Bonds
5. Certificates of Participation

After discussion and questions to Olsen the Board suggested we go with GO Bonds. The advantage to these bonds is that all the money will be available at once. The bonds cannot exceed two percent of the total assessed value of the county.

May 1990 is the target date for the election. A campaign will be started to inform the public why the fairgrounds is requesting the bonds. Meek would like to have the preliminary work done by December to present to the County Commissioners.

The campaign will have to be run by a professional. Leeson and Wade will contact Betty Atterbury. According to Olsen, employees of the government cannot promote or campaign on public time. Public funds can only be used to inform the public in a neutral manner. Elected or appointed officials can campaign as can outside groups.

Wade will get the preliminary work to Dan Olsen for review with George Shelley. This information will include how much the fairgrounds is asking, the time frame, and how the money will be used.

Carl Goebbel will be contacted to draft out the anticipated cash flow from the building. George Crandall will also be contacted to complete the rendering and construct a model. The board suggested a penalty clause be added to any additional contract with Crandall to assure the work is finished in a timely manner.

Williams suggested giving Crandall a figure to work with for the building construction. \$4.5 million was the suggested amount. Giving Crandall specifics for the building's construction and fixtures was also suggested.

The board discussed the improvements to be included with the requested funds.

1. Arena and grandstand
Stage over the bucking chutes with a movable announcers stand.
5500 seats - 4000 in the grandstand and 1500 on the side on mobile bleachers.
Roof over grandstand seating.
Remove poles and cables from the arena.
Concession and restroom facilities underneath the grandstand.
Sound system
Removable roof or tent over stage area.
Chipseal or blacktop areas in the back of the chutes and in pit area
Lighting in pits.
Grade rodeo pasture, pit area
2. Pave balance of main parking lot and finish paving inside fairgrounds.
3. Main Exhibit Building
Roof - composite roof \$15,840
 metal roof \$34,320
Floor - solid concrete - estimate \$35,000
Floor Drain
Heating - under \$10,000 for fans and heating units;
sprinkler system may be required
Total estimated costs for renovation - \$150,000
4. Livestock Pavilion
Multi-purpose structure for horse and livestock shows, trade shows.
40,000 sq. ft. single span
Concrete floor
Milking Parlor
Portable stalls
5. Cover warm-up arena
Pole structure 80' x 120' with overhang for bleachers
6. RV Spaces
10 spaces off the Cloverleaf Parking Lot
Improved dump station
7. Floral Building
Handicapped access
New roof or repair old roof with additional roofing on South end
8. Asphalt area behind 4-H barn and widen sidewalks

9. Property purchase
One million for both Quadrant and Gardner-Beacham
10. Contingency
Ten percent of total amount
11. Gate Entrances
Install removable turnstiles
12. Cloverleaf Building
Install air conditioning
13. Building Permits
14. Traffic Light
15. Street Assessments & Improvements

FAIR REVIEW AND PLANS FOR 1990

Improved security is needed in the pit area. Another entrance and exit to the rodeo arena was recommended. This would be possible if there were two security guards at the shop gate. Wade is considering contracting with the square dancers for additional security personnel.

Wade will attend the IFAE Convention in Las Vegas in November. He will meet with entertainment agents and review entertainers. The board authorized Wade to spend \$150,000 plus the \$5,000 that would have been paid to Ed Dougherty plus sponsorship dollars. This includes advertising money. Initial plans are to spend the greatest amount for Friday and Saturday evenings' entertainers.

Added attractions to the fair were discussed. Staff will pursue the following:

- sheep dog exhibit
- Sparky Fire Booth
- state puzzle from the State Fair Governor's Booth
- gourmet food booth featuring Oregon Products sponsored by Fred Meyer
- Fairs of Yesteryear exhibit sponsored by Historical Society
- The cost of automatic shut-off valves in barns

Leeson offered to contact Tuality Hospital for donations of wheelchairs. Thomas will contact OR Dairy Products Commission for educational signs for the milk parlor.

The streets inside the fairgrounds will be named and street signs erected. Names will be discussed at a future meeting.

An improved PCC Booth and Agribusiness Booth were discussed. Wade has approached Beaverton Bakery about selling cinnamon rolls during the fair.

Leeson would like to incorporate a color scheme especially in the Main Exhibit Building. The drapery colors will be red and silver. Oxendine will work with Home Economics Superintendents to coordinate a theme.

A doll exhibit will be added when the new building is constructed. Space is now at a premium.

Barn space will be reevaluated by staff, 4-H, and livestock superintendents. Tie-out times for beef will be posted in the Premium Book. The 4-H Barn lights will be left on until 11:00 PM.

Conflicts between livestock show times and main stage entertainment were caused by the increase in animals showing. Staff and livestock superintendents are aware of the problem and will work closely to remedy the situation as much as possible.

Commercial exhibitors will be notified in a separate cover letter that all vehicle deliveries to booths must be made prior to 10 AM. Deliveries made after 10 will have to be hand carried.

Commercial booths will be reminded that the fair closes at 11 PM and they must abide by this closing. This should help speed the exodus of visitors.

Baron suggested installing permanent benches along the main roadway in front of the ME and Arts & Crafts Buildings. Nicely landscaped, they would be a welcome retreat for fairgoers. Baron suggested contacting service clubs to sponsor a bench.

At this time, additional stages are not needed. Space and stage requirements are dealt with on a year-to-year basis depending on the entertainment.

The 1990 fair theme is "Good Old Summertime - 1950's".

MISCELLANEOUS

Gazebo landscaping sign - A sign is needed acknowledging the sponsorship of the gazebo area landscaping by Sunset Chapter of Oregon Nurserymen.

PI Thankyou - these should be sent to individuals responsible for bringing the PI to Hillsboro. Shirley Huffman and Bob Herb were specifically named.

PI/Fair Board meeting - A date will be set for a meeting between the PI Executive Board and Fair Board to discuss the PI.

Check signing authority for Ron will be brought up at the next regularly scheduled meeting.

MEETING ADJOURNED AT 4:00 PM

WASHINGTON COUNTY FAIR BOARD
WORK SESSION
OCTOBER 13, 1989
AGENDA

Bond for Improvements

- A. Dan Olsen
- B. Go/No go
- C. Date
- D. Procedure

Market Study

Priorities of Improvements

(See attached from last session)

Fair

1989 and 1990

Adjourn 4:30 PM (will continue at future date if needed).

PI Steak Fry at fairgrounds.

BUILDING REPAIR COSTS AND PRIORITIES

The Board reviewed the improvement projects that were discussed during the September work session. Approximate cost for the Main Exhibit building repairs is \$150,000; Chuckwagon \$30,000; and arena seating \$35/seat for part wood & aluminum.

Work session priorities include:

1. Arena seating
2. Main Exhibit Building
3. Color code gates
4. Numbering poles in the parking lot
5. Feasibility study of the Main Exhibit Building
6. Burying electrical line
7. Chuckwagon
8. Greenhouse
9. Bond issue
10. Computer

The Board agreed the Main Exhibit Building and burying electrical lines were the top two priorities. The Main Exhibit Building was discussed as having two or three priority projects - roof, floor, and insulation & heating. These could perhaps be dealt with separately, section by section, or as a complete package. Dillon added that a sprinkler system would probably have to be considered.

Costs for burying the electrical system are not complete.

Meek suggested contacting the Active 20/30 Club, Jaycees and others who utilize the building to help with costs.

FAIR BOARD MEMBERS SUGGESTIONS FOR 1990

Additions to fair

Sheep dogs
Play School
Frog Jump
Doll Exhibit - Maggie
Fairs of yesteryear
Governors Booth - state puzzle
Sparky - fire booth
Fred Meyer booth sponsor Oregon products
PCC Booth (improved greatly over Wash. Co. fair booth)
Cinnamon rolls
Agri-Business booth as seen at State Fair
Color theme
Wheelchairs from Tuality
Arrows for traffic flow
New exits for rodeo (spectators)
Bracelets for commercial & food booth exhibitors
Educational signs in milk parlor
Name streets and put-up street signs
Grass test plots
Fence panels for new show ring

Fair Board members list of 1989 problems

Trucks on grounds past 10AM
Theme
Decorations need to be in place by horse fair
Need automatic shut off faucets in barns
Barn space
Do not have security chase people
Conflict with livestock show & main stage
FFA & 4-H passes need better accounting

Other

Demolish swine barn & create open area with pens and covered area.
Remodel east horse stalls.
State tie-out times in premium book and in barns.
A number of people stay on the grounds after closing.
Publicize 4-H Day more.

Washington County Fair Board
Work Session
May 10, 1989

The 1988 fair critique and plans for the 1989 fair were reviewed. Areas still needing attention include designated parking in the pit area, better lighting for the pig races, possibly landscaping the inside of the Main Exhibit Building, contacting celebrity judges for contests, and improving communications with Civil Air Patrol for parking during peak entertainment nights.

Preliminary inquiries for landscaping the Main Exhibit Building have been made by staff. Staff will continue to pursue. Baron stated the Master Gardeners would like to have a demonstration garden at the fairgrounds. The group will be invited to the June meeting to discuss the requirements for the garden.

The prospect of having a Washington County products booth(s) was discussed. Wade has tried to get groups interested but has not had any success. Board members will research to find a commercial group willing to organize a Washington County products division for 1990.

John Thomas & Wade will meet to discuss a system for the livestock release.

Leeson suggested using colored mats or plates in the Home Ec. section for a spot of color. Flowers & shrubs would also set off the area. Oxendine will pursue both ideas with Department Superintendents.

Standards for commercial booths were discussed. A policy needs to be drawn up requiring certain standards or booth space will not be renewed the following year. Meek suggested requesting commercial booth not to use polyurethane this year and banning it next year.

Wade has met with Tri-Met regarding bus service to the fair. Tri-Met wants to provide the service but can not commit until negotiations with drivers have been finalized.

Someone will be hired to change the readerboards during fair. Baron suggested Leo Desanto. Wade will contact him.

Floodlights for the 28th St. readerboard will be obtained. Wade will contact the carnival about the power source.

A notice will be placed at the gates stating there was a printing error in the Entertainment Guide tickets. The special is "purchase one regular adult admission ticket to receive a free ticket."

Decorations were discussed. New ones are needed.

Staff will have prices of new decorations by the June meeting.

Chuckwagon

The estimate to refurbish the Chuckwagon based on the architect's drawings is \$30,000 excluding labor. The figure does include labor costs for a plumber, electrician, and roofers. The Fair Board has not made a commitment to 4-H to spend \$30,000 on the building. However, the hood for the grill should be installed and locked storage cabinet built as soon as feasible.

The Chuckwagon discussion was postponed until October or November.

Rajanese Trailer

Wade has planned to use the trailer as a restrooms facility for the new livestock pavilion if funding is approved. A final decision will be made if and when the funds are released.

Fair Dates

The Board agreed to hold further fairs during the present time slot. We presently hold our fair the week immediately following the Expo center which closes the last weekend of July.

Budget & Computers

The new and old computers are running in tandem for the budget. "Bugs" are still being worked out of the new system.

Staff hopes to have two additional work stations in place next year.

Air Show

Williams, Meek, McAuley, Wade, and George Kneese met to discuss Air Show parking. Advertising is being placed. Carol Strahan and Patti Poe will do the cash count; the boosters will collect monies. A bike club has approached Wade about parking bikes inside the fairgrounds during the event. Rates will be worked out by Wade.

Capital Improvements

The economic study is two weeks behind schedule due to an accident suffered by Carl Goebel. Leeson & Wade have met with Sonny Condor and the architect. Three options for location of the pavilion will be presented by the team:

1. The 12 acres along Cornell Road that are presently for sale.
2. Behind the Arts & Crafts Building.
3. Cluster with the livestock pavilion and arena in the present day arena site.

Wade believes the economist & architects are leaning towards the cluster. The Fair Board will need to analyze the options based on funding possibilities. Other groups such as the Rodeo Board, will also be contacted for their concerns and opinions.

The economists do not recommend selling the 12 acres. The frontage is important for visibility. Perhaps a buyer could be found whose building (such as an amphitheater) would tie in with the fairgrounds.

The three committees, boosters, and rodeo board will be invited to a presentation by the economists.

Project Funding

The Board is in favor of the bond issue. When to go before the voters is the big question. Community support is growing and the momentum should be maintained. The County Commissioners are also in favor of a bond issue. Nothing can be placed on the ballot until the final work is in on the lottery funds. The consensus of the board was to pursue the preliminary background for the bond issue. Wade will contact Betty Atterbury about the hows & way of a bond campaign.

Main Exhibit Building

Wade asked for direction from the Board. Basic renovations would be to install casablanca fans and heaters. "Luxuries" include a new floor and single span. The roof is another consideration and should be included with the bond issue. Until a decision is reached on what will be done with the building the addition of a sprinkler system will not be researched.

Wade would like to improve the south end by adding an additional heater, installing fans, and constructing doors between the south and middle sections.

MOTION: MOVED BY JOHN MEEK, SECONDED BY LLOYD BARON TO BRING BACK THE MAIN EXHIBIT BUILDING REPAIR ISSUE THE FIRST MEETING AFTER FAIR. MOTION PASSED.

Board members concurred with Wade that if funding is approved for the grandstand and livestock pavilion all spare cash will be needed for matching funds.

Arts & Crafts Building

Wade would like to see the building stay in its present location with the addition of restroom facilities. Williams feels the building detracts for the aesthetics of the fairgrounds. Meek suggested refacing the structure. The discussion was put off until a later date.

Stage

For \$30 - \$35,000 an outdoor portable stage could be built. It would be in 2 sections and either one or both sections could be rented. The cost would be amortized over a 3 to 4 year period.

Three other options are available for consideration.

1. 24 x 40 table top stage with sound wings.
2. A permanent wood stage (liability would have to be considered).
3. A stage over the bucking shoots.

Funding for a stage could be included in a bond issue.

Why the fairgrounds exists

The Board agreed the fairgrounds is a community gathering place with youth an important part of the fair. A "mission statement" should perhaps be included in the Premium Book next year.

Newsletter

A "fact sheet" needs to be written and sent to state legislators, commissioners, city and county leaders, and others to acquaint them with the fairgrounds goals. Those in the "power structure" need to be aware of the fairgrounds' projects before they work on their budgets.

The suggestion was made to have Leeson write a column for the Argus to keep the public informed of happenings at the fairgrounds.

Goals for Executive Director

The tentative goals were reviewed. There were three changes. Item 8 under Operation and Administration changed to read "To inform and work well under the direction of the Washington County Fair Board". Under County Relationships item 2, an addition: To cooperate with Washington County Boosters and other organized groups such as Rodeo Board, Extension Service and county & city Chambers. and item #3, To keep board of County Commissioners well informed. (underlined words are additions)

Fair Booth

The Board concurred with Wade that a fair booth would be an excellent method to market the financing of the proposed new buildings. Renderings of the Economic study, Master Plan, and models of the proposed facilities should be on display.

Entertainment Survey

Wade would like to have a phone survey of Washington County, Lake Oswego, and West Hills to find out who and what type of fair entertainment is appealing to the public.

Meek believed this could be part of the bond election process.

Master Landscape Plan

McAuley has requested a master landscape plan be drawn up by a professional. As more and more trees and shrubs are being donated to the fairgrounds a plan is needed to preserve the park like setting.

Suggestions were made that a community college might have classes who would be willing to take this on as a project.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Sue Oxendine
Secretary