

M I N U T E S

Washington County Fair Board

Minutes of a regular meeting of the Washington County Fair Board held Wednesday, October 6, 1982, in the Fairgrounds Office beginning at 4:10 p.m.

ATTENDANCE	<u>Fair Board</u>	<u>Staff</u>	<u>Guests</u>
	Charles Colegrove	Adeline Hesse	Sharon Cornish, Booster
	John Love	Valerie Bentley	Bruce Warner, City of Hillsboro
	Homer Speer		Stan Rickard, Architect
	Mike Swan		Ahti Korkeakoski, Contractor
	Margaret Sprecher, absent		

CONSENT AGENDA MOTION: MOVED BY HOMER SPEER, SECONDED BY JOHN LOVE TO APPROVE THE BILLS AS SUBMITTED, THE AUGUST 1982 FINANCIAL RECAP, AND THE SEPTEMBER 1 & 15, 1982, BOARD MINUTES. MOTION CARRIED. (Bills listed on Pages 2 & 3.)

M.E. ROOF The Board reviewed County Counsel's letters to Monty Duyck and Ralph Bean concerning settlement and repairs to the Main Exhibit Building roof. Bean has agreed by signature to pay the Fair Board \$375 (1/2 cost of additional roof repairs) not later than 90 days from date of letter (September 17). Duyck has verbally agreed to pay the Board \$375 and to repair the Main Exhibit Building roof as agreed with Dale Scheller.

BOARD ACTION The Commissioners have received an application to the Fair Board from Don Stinson, 4-H Swine Superintendent.

THANK YOU The Board noted a letter from Tuality Community Hospital thanking Hesse for helping to make their recent annual picnic a success.

TOWING The Board reviewed and approved an "Authorization to Tow a Vehicle." The form is for Fair Board control purposes only. Towing a vehicle can be authorized by a Fair Board member or Director of the fairgrounds.

CORNELL ROAD After the last Board meeting and discussion on the Cornell Road improvement as it affects the fairgrounds entrance, several Board members and Director were concerned with relocating the access to the middle of the property proposed for commercial development. In order to allow access for semi-trucks and trailers, the driveway cut 150' into that portion of the fairgrounds. The Board Chairman and Director met with several county planners about their concerns, and the planners agreed the proposed access was not a favorable one.

The City of Hillsboro then changed the access to the far eastern property line. The driveway would run 30' on both the fairgrounds and Port of Portland property. City Engineer Bruce Warner will be attending the meeting to explain the new entrance and its affects on the Port of Portland.

The Board reviewed a draft to the Board of County Commissioners of preconditions for right-of-way dedication of fairgrounds property for Cornell Road improvements. The Fair Board is recommending nine conditions for right-of-way acquisition including fence relocation; damaged trees replaced; oil and graveled driveway to connect new entrance to existing driveway; developer of commercial property guaranteed access; traffic control plan for fairgrounds

## Bills for Approval, October 6, 1982

4015	Clackamas County	4.00	Eldon Carroll-transfer fee
4016	Gertrude Pearson	3.50	Open class premium payment
	Transfer to Gov't Pool	6,000.00	Transfer
4017	John H. Landers, Jr.	10.00	Judge for 4-H
4018	Eric Shultz	5.60	Mileage
4019	Adeline Hesse	50.00	Car allowance
4020	Waremart	44.63	Volunteer potluck
4021	Hanks	17.32	Volunteer potluck
4022	Ponderosa Provisioners, Inc.	45.63	Volunteer potluck
4023	Pt. H.A.	19.00	Horse show head fees
4024	ABRA	11.00	Horse show head fees
4025	P.O.A.C., Inc.	60.00	Horse show head fees
4026	O.H.A.	37.00	Horse show head fees
4027	Land Speed Insurors Agency	264.00	Chamber derby insurance
4028	Ben Faber Electric, Inc.	17.50	Tube for amplifier
4029	Check n' Balance	247.50	Bookkeeping for fair
4030	Baker Rock Crushing	351.16	Gravel
4031	Sherwood Lumber Yard	37.82	FFA fair supplies
4032	Pool-Gardner Lumber	30.76	Maintenance supplies
4033	Hillsboro Auto Parts	63.70	Welding equip., water truck, tractor
4034	Hillsboro Feed & Garden	16.11	Peat moss for land products
4035	Hillsboro Office Supply	80.24	Office & fair supplies
4036	Copeland Lumber Yards	165.04	Maintenance for fair
4037	T-Bird Home Center	201.92	Electrical & plumbing supplies
4038	School Office Systems	173.50	½ easel and projection screen
4039	Bill's Lock & Safe	41.20	Keys
4040	Ireland's True Value	115.30	garbage cans & general supplies
4041	Crawford Olson Equipment	380.00	Lawnmower
4042	Airco Welding Supply	45.00	Cutting torch supplies
4043	Full Circle, Inc.	422.56	Fuel & maintenance supplies
4044	Finance & Administration	35.50	Office supplies
4045	Finance & Administration	10.00	Office expense
4046	Finance & Administration	6,110.48	Salaries, permanent & part-time
4047	Decorators West, Inc.	928.00	Main Exhibit Building booths
4048	Yeager Ford Tractor	130.86	Tractor maintenance
4049	Hillsboro Rentals, Inc.	92.50	Equipment rental
4050	Scott Machinery	5.09	Lawn mower part
4051	JoAnn Henley	193.50	Photos and news releases
4052	Forest Grove Iron Works	20.79	Pegboard rack
4053	Willamette Industries	191.46	Paint
4054	J. Thayer Co.	30.60	Office supplies
4055	Gaylord Broadcasting	888.00	Radio advertising
4056	Times Publications	324.16	Fair tab & advertising
4057	Ann Hart	9.80	Advertising commission
4058	Minuteman Press	22.70	Letterhead
4059	Valerie Bentley	31.21	Paid Russ' mileage & F.B. meeting
4060	VOID		
4061	Valerie Bentley	25.00	Car allowance
4062	Northwest Appliance	25.00	M.E. Bldg. outlet service
4063	Jane Davis	20.00	Memorial for Rodeo Committee
4064	Postmaster	100.00	Postage
4065	Rock Creek Country Band	80.00	Fair Entertainment

## Bills for Approval, October 6, 1982

4066	KUIK	420.00	Fair advertising
4067	Lyle Spiesschaert	17.85	P.A. jacks for CCB
4068	Margaret Hesse	11.81	Supplies for wool display
4069	Petty Cash	21.98	Misc. office expenses
4070	Bob Osmondson	5.58	Derby supplies
4071	Christy's Deli	11.94	Fair Board meeting
4072	Clackamas County Clerk	15.50	Eldon Carroll court costs
4073	Associated Janitor & Paper	588.55	Restroom supplies & garbage can liners
4074	Pacific Coca-Cola Bottling	10.00	Sheriff's Bldg.
4075	Hillsboro Argus	247.20	Fair advertising
4076	Hillsboro Garbage Disposal	1,350.00	Garbage service
4077	The Oregonian	643.80	Fair advertising
4078	Northwest Natural Gas	24.36	Utilities
4079	Portland General Electric	1,837.86	Utilities
4080	I.B.M. Corp.	82.12	Maintenance contract for typewriter
4081	Oregon Fairs Association	575.00	Convention registration & meals
4082	Ashland Hills Inn	400.00	Deposit convention lodging
4083	General Telephone Co.	175.90	Phone
4084	A.C. Brundage	60.00	4-H horse office trailer hauling
4085	Joyce Stride	43.50	4-H horse show misc. expenses
4086	Suomi Enterprises, Inc.	21,096.95	Cloverleaf Community Building
4087	C.D.S.	51.45	FFA vegetable flats

activities; existing street light, signs, and board fence be relocated to new entrance; readerboard relocated or lighted; no project costs to Washington County or Fair Board; and School District and Port of Portland to dedicate right-of-ways also.

The City did include crosswalks on the new plan.

**LONG-RANGE PLANNING** The Board will meet on Wednesday, November 10, 1982, at 4:30 p.m. in the fairgrounds office to discuss and update the Board's goals set last spring.

**CLOVERLEAF** As a thank you to the community and to help market the Cloverleaf Community Building, Hesse suggested offering free use of the building for about 30 days. This would help make people aware of the new building. Hesse also suggested inviting local service clubs to an open house of the Cloverleaf Community Building. The Board decided to discuss these ideas at their next meeting after the general election.

**FAIR FORMAT MOTION:** MOVED BY MIKE SWAN, SECONDED BY HOMER SPEER TO ADOPT THE FOLLOWING ENTERTAINMENT FOR THE 1983 FAIR. MOTION CARRIED

TUESDAY	YOUTH CIRCUS
WEDNESDAY	DESTRUCTION DERBY
THURSDAY	RODEO
FRIDAY	RODEO
SATURDAY	RODEO 2 P.M. & 7:30 P.M.

**FRIENDS OF THE FAIR** The Friends of the Fair Committee met September 28. The lawn signs have been ordered and should be ready any time. The poster contest is moving along slowly. The Board noted two newsclippings announcing the contest, and the announcement was included in the 4-H Tele-Leader. The Committee's next meeting will be October 12, 7:30 a.m. at Anthony's.

**FORUM** Speer will be speaking at the Washington County Forum October 18 on behalf of the proposed hotel/motel tax increase Measure 8.

**COMMERCIAL EXHIBIT SPACE** MOTION: MOVED BY MIKE SWAN, SECONDED BY HOMER SPEER TO ADOPT THE FOLLOWING COMMERCIAL EXHIBIT FEES FOR THE 1983 FAIR. MOTION CARRIED.

OUTDOOR (GROUND ONLY)	\$9 PER FOOT
OUTDOOR (PRECONSTRUCTED MODULE)	\$14 PER FOOT
INSIDE (INCLUDING DRAPES & SIGN)	\$14 PER FOOT
FOOD CONCESSION	\$22 PER FOOT
NON-PROFIT FOOD CONCESSION	\$15 PER FOOT

**RESTAURANTS:**

FLAT FEE FOR NON-PROFIT AGENCIES	\$300
13% OF NET COMMERCIAL ENTERPRISES AND	\$275

**CAPITAL OUTLAY** Hesse asked the Board to prioritize a list of capital outlay items. Hesse will review the Board's input and discuss capital outlay at the next meeting.

**TICKET BOOTHS** The Hillsboro High School Construction Class can build three 6' x 8' ticket booths for the fairgrounds for the cost of materials only. The present ticket booths are in very poor condition. Hesse has incorporated ideas from several other fairs' ticket booths to come up with an attractive and functional design.

Swan was concerned about the kind of sheet metal to be used. Hesse will check on Swan's concern. The Board recommended skids for the booths so they can be moved easily. Board agreed to have the Hillsboro High School Construction Class build the ticket booths. The booths should be complete in March or April.

**DIRECTOR** MOTION: MOVED BY HOMER SPEER, SECONDED BY MIKE SWAN TO APPROVE DIRECTOR HESSE'S VACATION OCTOBER 8, 11, 12, 13, & 14, AND TO APPROVE HESSE'S ATTENDANCE AT THE OREGON FAIRS ASSOCIATION MANAGERS MEETING IN BEND OCTOBER 15 & 16. MOTION CARRIED.

Hesse will then have used 8 days of the 15 days she has available for last year's employment contract.

**APPRAISAL GUIDE** The Board reviewed a planning and appraisal guide for the Fairgrounds Director position prepared by Speer. Speer explained the Board and Hesse would use both the objective and subjective indicators as performance criterion. The Board agreed it would be good to implement the guide. Hesse felt the guide would be a comfortable thing. The guide will change as the Board changes, but the job description will not change. The Board will adopt the Fairgrounds Director planning and appraisal guide after the planning session in November.

**HOTEL/MOTEL** Sharon Cornish attended the meeting to tell the Board about another property site in Hillsboro that's being considered for a hotel/motel development. Cornish has written the State Economic Development Commission asking denial of the request of the proposed site because other Hillsboro locations may be more suitable.

Cornish also felt some recent dealings of the City of Beaverton and the Beaverton Chamber of Commerce concerning hotel/motel tax funds may affect the passage of Measure 8.

**CORNELL ROAD** City Engineer Bruce Warner informed the Board that the Port of Portland cannot live with the newly proposed fairgrounds access. The reason is in order to put the fairgrounds driveway on the fairgrounds east boundary, the Port's east driveway will have to be moved further east to match the fairgrounds proposed access. This would cause the Port to lose approximately 30 parking spaces and would disrupt the lot's circulation pattern.

Since Warner just received the Port's refusal, he will study the options and meet with the Board at their next meeting. The Board thanked Mr. Warner for attending.

**CLOVERLEAF** Architect Stan Rickard and Contractor Ahti Korkeakoski attended the meeting to discuss final payment to Suomi Enterprises for the Cloverleaf Community Building. Suomi received the certificate of occupancy on September 22, 1982. Rickard doesn't consider the building substantially complete.

The Board reviewed with Korkeakoski Rickard's list of incomplete and unsatisfactory items. Korkeakoski agreed to have all items completed by October 18, at which time the Board will have final inspection.

The Board briefly discussed liquidated damages and asked Rickard to sift through the facts and draft a proposal for liquidated damages. The Board thanked Mr. Korkeakoski for attending the meeting.

The Board will have a special meeting October 18, 4:30 p.m. to discuss the final inspection of the Cloverleaf Community Building and final payment to Suomi. The Board thanked Mr. Rickard for attending the meeting. The Board agreed that Rickard should be compensated for services rendered beyond the contract requirements.

NEXT  
MEETING

The next regular meeting of the Fair Board will be held Wednesday, November 3, 1982, 4:30 p.m. at the fairgrounds office.

Meeting adjourned at 6:55 p.m.

Respectfully submitted,

Valerie Bentley

A G E N D A

Washington County Fair Board  
Regular Meeting  
4 p.m., Wednesday, October 6, 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 Sharon Cornish, Fairgrounds Booster. Update on Nendel's Convention Center. County & City submitted a resolution to the State Economic Development Commission recommending industrial revenue bonds be made available to finance the Shute Park Nendel's Convention Center.
- \*3. Bills for approval (enclosed).
- \*4. Financial recap for August 1982 for approval (enclosed).
- \*5. Board minutes from September 1 & 15, 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:
  - A. County Counsel letters to Bean and Duyck re Main Exhibit Building roof repair (enclosed).
  - B. Letter from Architect Stan Rickard about recent Cloverleaf Community Building inspection (enclosed).
  - C. Application from Don Stinson for a Fair Board position (enclosed).
  - D. Letter from Tuality Community Hospital (enclosed).
7. Review draft of letter to County Commissioners on right-of-way for Cornell Road improvements (enclosed). Map of dedication has been revised. Day to day changes will be available at the meeting.
8. Approve form for towing vehicles from Washington County Fairgrounds (enclosed). Board Action.
9. Set day for annual planning session.
10. Marketing Cloverleaf Community Building.

11. Adopt format for grandstand entertainment.

Tuesday	Youth Circus
Wednesday	Destruction Derby
Thursday	Rodeo
Friday	Rodeo
Saturday	Rodeo 2 p.m. and 7:30 p.m.

12. Report on the September 28 Friends of the Fair meeting from Charles Colegrove. (Newspaper clippings on poster contest enclosed.)

13. Adopt commercial space fees for 1983 fair.

	<u>Proposed 1983</u>	<u>1982</u>
Outdoor (ground only)	\$9 per foot	\$7 per foot
Outdoor (preconstructed module)	\$14 per foot	\$12.50 per foot
Inside (including drapes & sign)	\$14 per foot	\$13 per foot
Food concession	\$22 per foot	\$22 per foot
Non-profit food concession	\$15 per foot	\$12.50 per foot
Restaurants		
Flat fee for non-profit agencies	\$300	\$250
13% of net commercial enterprises and	\$275	\$250

14. Capital outlay items. Please number according to priority. Add any items not appearing on the list. (Enclosed).

15. Director requests 5 days vacation October 8, 11, 12, 13, & 14, and permission from Board to attend OFA Managers' Meeting in Bend on October 15 & 16.

16. Final review of Fairgrounds Director's Planning and Appraisal Guide.

17. Next regular meeting will be Wednesday, November 3, 4:30 p.m.

\*\*\*\* For your enjoyment . . . description of Fair Board members.

\* \* \* \* \*

\* Please note the meeting is scheduled for \*

\* 4 p.m. -- 1/2 hour earlier than usual. \*

\* \* \* \* \*

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