

M I N U T E S

Washington County Fair Board

Minutes of a regular meeting of the Washington County Fair Board held October 7, 1981, in the Fairgrounds office beginning at 5:10 p.m.

ATTENDANCE	<u>Fair Board</u>	<u>Director &amp; Staff</u>	<u>Guests</u>
	Charles Colegrove	Adeline Hesse	Herschell Plummer, architect
	Agnes DeLashmutt	Valerie Bentley	Craig Lee
	Jerry Pflug		
	Mike Swan		
	Jerry Boyer, absent		

4-H BUILDING  
Herschell Plummer is a local architect. He did oversee the construction of the new fairgrounds restrooms. Also to Plummer's credit Glencoe High School, Evergreen Junior High School, remodeling Hillsboro Senior Center, and work on the Portland State University campus. Plummer pointed out he has a special interest in the 4-H program.

Plummer met with a group of 4-H leaders and extension agents, and from that meeting presented a two phase schematic floor plan for the Board's comments and ideas. Of course, the plan was drawn to fit the \$81,000 budgeted from hotel/motel tax revenue.

Plummer has brought the restroom and shower facilities and demonstration area up to code. The new multi-purpose room is 40' x 52' about 2,000 square feet. The structure, ventilation and heating could be done for about \$34 per square foot. This would allow about a 5 percent contingency. The Board should get some good bids now due to the recession. The Board will also want to purchase chairs, tables and fixtures.

Phase II would include a corridor, storage, and office for \$43,000 in two years. New construction will also be concrete block with cement plaster over old section to tie the old and new together.

The 4-H Building addition should be designed for year around use. The multi-purpose room would hold 299 people seated on chairs; the maximum allowed by code without a 1 hour fire rated building.

The old foundation was buried several years ago and has not yet been checked. Hesse reported it was in poor shape when buried.

Plummer suggested heating the building with natural gas unit heating or leasing units when needed. Swan feels adequate heat is extremely important in order for the building to be usable. Most of the restroom and shower fixtures are salvageable. To meet code, a washable surface needs to surround the toilets. The wood partitions will need to be replaced with metal.

The multi-purpose room floor will be concrete, but an oak parquet floor could be added as funds allow. Oak parquet would make a nice dance floor, etc. House-type trusses would be used because they are less expensive. The present slope of the roof will be continued with metal roofing.

The Board could opt for a larger building but that would require a 1 hour fire rated building. There is not a list of needs from the original building plans. A new list of needs and requirements should be compiled.

The present building has no heat. If the money is available an air handling heating system would be best. If the funding is not available, gas unit heaters are inexpensive enough to be replaced by a system in a few years.

Plummer estimated it would cost \$24,000 or \$30 per square foot to add phase II (unfinished) to phase I. Even unfinished the storage and office area will need to have natural or artificial light, insulation, and ventilation if used at all.

The Board hopes to go to competitive bidding by mid-January. The building could be completed in 2 1/2 to 3 months depending on the weather. The building would have to be finished by mid-June before Happy Days.

Eventually movable partitions could be added to divide the multi-purpose room. The multi-purpose room will not be truly functional unless adequate tables and chairs are provided. Maybe the tables and chairs can be purchased through donations.

The restrooms will have concrete floors, hot water, all finish work and metal partitions.

Plummer suggested using a larger 1 hour rated building as an alternate plan in the bidding; and if the bids come in low enough, go with the 1 hour building.

Plummer's fee will be \$35 per hour for preliminary work with a 25 percent discount, total not to exceed \$800. If chosen as official architect the fee is 8 percent under \$100,000 and 9 percent over \$100,000. The \$800 preliminary fee will be included in the percentage.

The Board thanked Mr. Plummer for the schematic and for attending the meeting.

Swan would like to build the entire structure in one phase and leave part of the inside finish work for a later phase. The Board felt a corridor would be wasted space. Plummer will get a cost estimate for a shell construction and advise the Board.

CONSENT  
AGENDA

MOTION: MOVED BY MIKE SWAN, SECONDED BY JERRY PFLUG TO APPROVE THE BILLS AS SUBMITTED; THE AUGUST 1981 FINANCIAL RECAP; AND THE SEPTEMBER 9, 1981, MINUTES. MOTION CARRIED. (Bills listed page 3)

KYTE

The Board reviewed a thank you letter to Director Hesse for her help and cooperation in making "Free Day In The Country" a success. Hesse reported KYTE would like to come back next year and tentatively scheduled Sunday, September 12, 1982.

OSA SERVICE  
RD

MOTION: MOVED BY JERRY PFLUG, SECONDED BY MIKE SWAN TO SUGGEST BERT ALLENBY OF DOUGLAS COUNTY FOR THE OREGON FAIRS ASSOCIATION DISTINGUISHED SERVICE AWARD. MOTION CARRIED.

Bills for Approval

October 7, 1981

3376	Pacific Dance Ltd.	25.00	3404	Gaylord Broadcasting	910.00
3377	Dance Folkloric	35.00	3405	Harry Sharp & Son	6.23
3378	Christy's Deli	18.45	3406	Hildah Highbe	109.03
3379	Teri Neuman	10.00	3407	Jody Jones	12.91
3380	Jody Jones	10.00	3408	Silver Eagle Co.	30.16
3381	Hillsboro Sanitary Landfill	61.50	3409	Atlas Sound	21.05
3382	Hillsboro Towing	100.00	3410	Western Farmers Assn.	8.78
3383	Carol Callahan	40.00	3411	Columbia Audio	844.00
3384	David Garrison	5.00	3412	Park Dunes	22.05
3385	IBM	922.50	3413	Waremart	12.50
3386	VOID		3414	Postmaster	54.00
3387	PGE	1,464.50	3415	T-Bird Home Centers	107.24
3388	Portland Comm. College	345.56	3416	Stanton-Cudahy Lumber	125.40
3389	Blazer Industries	200.00	3417	West Union Feed & Hrdwre	95.76
3390	Times Publications	441.00		Transfer to Gov't Pool	33,000.00
3391	Finance & Adm.	78.97	3418	Todd Barnes	11.68
3392	Interagency Food Bank	21.30	3419	Randy Bell	7.01
3393	The Times	7.50	3420	Joe Evers	46.74
3394	General Telephone	123.51	3421	Dave Grossen	17.53
3395	Pay-n-Save Corp.	86.12	3422	Bill Hering	11.68
3396	Sunset Electric Co.	324.13	3423	Peggy Hillecke	25.71
3397	Russell Dyche	32.72	3424	Pete Jansen	64.26
3398	Northwest Natural Gas	24.68	3425	David Schoch	23.37
3399	Hillsboro Garbage Disp.	1,329.00	3426	John Thomas	30.38
3400	Copeland Lumber Yards	398.31	3427	Kathy Terhorst	11.68
3401	Metro West Ambulance	525.00	3428	Dairyfolk Farm	14.02
3402	Pacific Fence & Wire	2,109.00	3429	Kalberta Acres	17.53
3403	Oregonian	735.75	3430	Hales	19.45
			3431	Adeline Hesse	8.86
			3432	Finance & Adm.	6,937.57
			3433	Hillsboro Utilities	655.05
			3434	Hillsboro Rentals, Inc.	60.50

- SURVEY** The Board looked over a proposal from Bob Moore, Moore Information, to survey county residents about the fair. The proposal's major thrusts would be to find out why people don't attend and what population segments future efforts should be concentrated on. The cost would be approximately \$10 per interview.
- Hesse pointed out she did not solicit the proposal from Moore. A survey could be considered as part of updating the 1975 long-range plan. Hesse would like to utilize such a survey in planning fair activities.
- LEGAL SERVICES** County Counsel Greg Hathaway wrote Director Hesse concerning the payment for legal services. The Fair Board will not be charged for legal services during fiscal 1981-82. Counsel will try to collect legal fees for roof litigation in the lawsuit. For fiscal 1982-83, the Board will be responsible for the payment of legal services. Bunny Sherlock will no longer be legal advisor for the Fair Board as she is now employed by Unified Sewerage Agency. Greg Hathaway will be handling all Fair Board legal matters.
- SMALL CLAIMS** County Counsel wrote to Eldon Carroll concerning Carroll's stop payment of a check representing 15 percent of gross receipts for operating a mechanical bull during the 1981 fair. The Board agreed to proceed with a claim in Small Claims Court if payment is not made by September 25.
- BOARD TERMS** Pflug has received no response from the Board of County Commissioners concerning his letter indicating he will not be available for reappointment.
- FAIR THEME** The Fair Board tabled discussion of a 1982 fair theme until the next Board meeting when all members will be present.
- 1982 FAIR DATES** MOTION: MOVED BY JERRY PFLUG, SECONDED BY MIKE SWAN TO SET THE 1982 COUNTY FAIR DATES AS AUGUST 10-14. MOTION CARRIED.
- Davis Amusement will again be available for the Washington County Fair. Davis Amusement will contract for the same terms including sponsoring an ad in the Fair program for \$200.
- CAPITAL OUTLAY** The Fair Board tabled discussion and evaluation of capital outlay until the next Board meeting when all members will be present.
- BOOSTERS** At their September 23, 1981, meeting, the Boosters considered asking the Fair Board for total responsibility of the grandstand concession. The group felt fixing the arena area electrical panel would be too great a job and should be handled by the Fair Board. The Boosters requested a list of priorities from the Board, so they could begin planning the 1982 work season. The Board will forward a list of priorities after capital outlay discussion at their November meeting.
- D DERBY MEETING/RODEO** Several Destruction Derby Committee members and Fair Board members met to discuss the 1981 derbies and how to improve for 1982. Pflug felt there were two major decisions to be made. First, should there be two or three derbies during the year. Second, if there is a derby during the county fair, what day and time of day should it be held. The group also discussed pre-registration, pit fees, how many should be allowed in the pit, paying the help, and changing the derby format.

Gene Seibel, Rodeo Committee Chairman, will be checking into the possibility of running the Rodeo Wednesday, Thursday, and Friday which would open up Saturday for the Destruction Derby. Seibel will not be applying for the Fair Board, and BJ Clausen will be this year's Rodeo Chairman. The stock contractor will be available August 10-14, 1982. All committee budget work will be done at the fairgrounds office to eliminate confusion.

One week before the fair, there should be a meeting with all grandstand/main arena users. Seibel thought everything ran very smoothly between the derby and rodeo committees considering the intensity of fair week. There were a few instances, however, when the committees did come head to head.

The final decisions concerning the rodeo and destruction derby performances will be made by the Fair Board with consideration of each committee's input.

**P.A. SYSTEM** The Board reviewed the inventory for the fairgrounds new public address system. The project total was \$2,741.43 - \$1,000 under the initial estimate. Lyle Spiesschaert did a good job putting the system together.

**SUPERINTENDENTS** Bev Seibel, who has been assistant superintendent in the floral department for 3 years, has volunteered to take Marie Alberding's place as superintendent.

**MOTION: MOVED BY MIKE SWAN, SECONDED BY JERRY PFLUG TO ACCEPT BEV SEIBEL'S OFFER TO BE OPEN CLASS FLORAL DEPARTMENT SUPERINTENDENT FOR 1982. MOTION CARRIED.**

The Board wondered if Jerry Boyer might be interested in being Open Class Horse Department Superintendent since he will be retiring from the Board in December.

The Arts & Crafts superintendent and assistant superintendent have indicated they are interested in resigning. Any prospects should be knowledgeable about arts & crafts and be well organized. Mike Swan will visit with Ken and Caroline Azure about taking over the Arts & Crafts Department.

**OFA CONVENTION** The Board will pay motel rate for members attending the Oregon Fairs Association convention December 6, 7, & 8, 1981, at the Valley River Inn in Eugene, Oregon. Spouses meals will be paid by the Board. Mike Swan and Jerry Pflug will not be attending this year's convention. Hesse will send motel reservations and convention registration.

**EMPLOYMENT AGREEMENTS** **MOTION: MOVED BY JERRY PFLUG, SECONDED BY MIKE SWAN TO AMEND EMPLOYMENT AGREEMENTS TO INCLUDE: FAIR BOARD WILL PROVIDE ERRORS AND OMISSIONS INSURANCE; AND FAIR BOARD TO INCREASE SECRETARY AND MAINTENANCE SALARIES \$50 PER MONTH FOR THE 13 MONTH PERIOD SEPTEMBER 1, 1981, TO SEPTEMBER 30, 1982; AGREEMENTS TO BE SIGNED BY OCTOBER 26, 1981. MOTION CARRIED.**

**SPECIAL MEETING** The Board will have a special meeting to discuss the 1982 fair format on Monday, October 26, at 4:30 p.m. in the fairgrounds office. (Meeting later changed to Tuesday, October 27, at 4:30 p.m.)

**REGULAR MEETING** The next regular Fair Board meeting will be held November 4, 1981, in the fairgrounds office beginning at 4:30 p.m.

Meeting adjourned at 6:35 p.m.

Respectfully submitted, Valerie Bentley

A G E N D A

Washington County Fair Board

Regular Meeting            Wednesday, October 7, 1981  
Fairgrounds Office        4:30 p.m.

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.

Guest: Herschell Plummer - 4-H Building preliminary information

- \*3. Bills for approval
- \*4. Financial recap for August 1981 for approval
- \*5. Minutes from September 9, 1981, for approval

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

MOTION: MOVED THAT ALL CONSENT AGENDA ITEMS BE APPROVED.

6. Correspondence: A) Appreciation letter from KYTE enclosed. B) Board suggestions for the Oregon Fairs Association Distinguished Service Award (form enclosed). C) Letter and proposed survey from Moore Information enclosed, Board discussion-future budget item? D) Letter from Greg Hathaway regarding legal services enclosed. E) County Counsel/Eldon Carroll-mechanical bull vendor enclosed. F) Letter from Pflug to Commissioners enclosed.
7. Some possible themes for 1982 Fair:
  1. Your Best Choice
  2. Family A-Fair
  3. Remember When
  4. Your A-Fair
  5. Growing, Preparing, Sharing
  6. Grow a Show
  7. Grass Roots County Fair
  8. A Few of My Favorite Things
  9. Days to Remember
  10. Homemade & Handy
  11. Summer A-Fair
  12. Fun For Everyone
  13. Take the Fair to Heart
  14. Home Sweet Home
  15. The Joys of Summer
  16. Happiness Is
  17. Cherish the Hand
  18. Other suggestions welcome
8. Fair Dates: August 10-14, 1982? (Letter to Davis Amusement enclosed)
9. Evaluate 1981-82 Capital/Outlay as budgeted. Reprioritize?
10. Report from Mr. Colegrove & Valerie regarding Sept. 23 Booster meeting.
11. Report from Mr. Pflug and Mr. Colegrove regarding Destruction Derby meeting Sept. 30.
12. Final report on new fairgrounds P.A. system enclosed.

13. Suggestions for Open Class Horse Superintendent.
14. Oregon Fairs Association Convention December 6, 7, 8, 1981, at the Valley River Inn, Eugene. Board member participation.
15. Special Meeting. Board needs to look at 1982 Fair format regarding Rodeo and Destruction Derby. Set date and times.
16. Next regular meeting will be November 4, 1981, at 4:30 p.m.

vjb

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

# WASHINGTON COUNTY FAIRGROUNDS

872 NE 28 HILLSBORO, OR 97123  
503-648-1416

September 18, 1981

TO: Fair Board Members  
FROM: Adeline Hesse, Director  
SUBJECT: 4-H Building

After a September 15 meeting with architect Herschell Plummer, I conducted a telephone survey September 15 & 16 of Fair Board members to see if you approved of hiring Herschell Plummer of Englund, Plummer & Associates to make a preliminary analysis on salvaging the 4-H building and constructing the new facility we need.

Plummer agreed to attend a couple of meetings for input from Fair Board members and/or others designated by the Board, such as a small three member 4-H Home Ec committee. Additionally, he will provide us with a preliminary sketch and give us building cost estimates. His fee would be \$800 or less. The \$800 would apply to the 8-8½ percent he charges if he is the architect chosen by the Fair Board. Plummer will inventory the condition of the plumbing, wiring and structure before the October 7 meeting.

The current 4-H building is ladies' and men's restrooms and shower facilities and a small meeting room.

I believe time is of the essence in utilizing the committed funds from the hotel/motel tax. All Board members agreed that we need to move ahead as rapidly as possible.

The Fair Board should be ready to give Mr. Plummer their ideas concerning the building's function at the Wednesday, October 7, meeting. This will allow him to bring specific information back to the November meeting. Traditionally, no meeting has been held in December. I would hope by January 1982 a decision could be made on hiring an architect to draw up the working plans, provide us with estimated construction costs, and draw up the bid and contract documents.

The project goal is to have a usable, modern, completed building by August 1, 1982.

