

Lincoln County Fair Board Minutes

October 13, 2016 – 10:00 a.m.
225 West Olive St, Room 108
Newport, Oregon

I. Call to Order/Roll Call

Acknowledging that there was a quorum with Bill Hall and Jim Buisman present, Chair Frank Geltner called the meeting of the Lincoln County Fair Board to order at 10:08 a.m. Wayne Belmont was present and Tanya Graham took minutes.

II. Approval of Minutes

The minutes of the September 8, 2016 meeting were reviewed by the board electronically. There being no corrections, the minutes were approved as distributed.

III. Other Business

A. Warming Shelter – Traci Flowers:

- a. Traci Flowers reported that she spoke with Jenny Demaris, the Emergency Services Manager, concerning weather emergencies. Jenny has agreed to add Traci to the notification list when there is a weather emergency.
- b. Traci Flowers also reported that she has worked with Amy Howard and Jim Buisman in developing a Policy and Procedures document for activation of the Emergency Warming Shelter. The Board reviewed the document.
- c. Bill Hall would like the shelter to be called Hazardous Weather Shelter vs. Emergency Warming Shelter. Often times it is not cold weather that activates the shelter but hazardous conditions.
- d. A discussion occurred concerning who would have the final authority to open the shelter.
- e. Jim Buisman suggested using the National Oceanic and Atmospheric Administration Weather website to help in determining the criteria to use as the opening protocol. If a hazardous weather condition is forecasted, then Traci will notify property management, Maintenance, OSU Extension, Legal Counsel and the Board of Commissioners. Once the determination has been made to open the shelter, then Traci will send out notification to Emergency Services, the Public Information Officer, Samaritan House, Salvation Army, Jonah's Whale, Newport Police Department and Lincoln County Sheriff's Office.
- f. The County Commons is not available Friday nights for use as a shelter and the shelter will need to be closed each day by 7:00 am.
- g. Jack Whaley stated that once FOLCAS has completed their move, the floral building at the Commons will be available for use as a Hazardous Weather Shelter.
- h. Traci Flowers stated that Gracewinds Haven has begun the process to receive their 501 (c) (3) status and is working on getting liability insurance. Wayne Belmont

stated that the County will be liable until Gracewinds Haven has secured the proper status and insurance.

- i. **Bill Hall moved and Jim Buisman seconded to approve the ~ Policy and Procedures for Hazardous Weather Shelter (HWS) and Lincoln County Commons – Main Hall ~ document with amendments. Staff is authorized to formalize and execute the finished document. The vote was taken and passed unanimously with a vote of 3-0.**
- B. Extension 4-H Update - Michele Osterhoudt:**
- a. Michele Osterhoudt reported that the agreement with Oregon State University and Lincoln County is in process. Wayne Belmont stated that the agreement will most likely stay the same for the upcoming year.
 - b. Michele Osterhoudt also reported that she and Todd Williver will be attending the Oregon Fair Association conference next week.
 - c. Michele Osterhoudt updated the Board on the new lock system at the Commons and how well it is working.
 - d. OSU Extension will be starting their new after school program and it will be held in the Harney building at the Commons.
 - e. Trick or Treat Street will be at the Aquarium on October 29 from 5:00 pm – 7:00 pm. There will be a can food drive at the event.
- C. OFA – Official Representative:**
- a. **Bill Hall moved and Jim Buisman seconded to approve Todd Williver as the official representative/delegate at the Oregon Fair Association Conference. The vote was taken and passed unanimously with a vote of 3-0.**
 - b. **Jim Buisman moved and Bill Hall seconded to approve Michele Osterhoudt as the alternate official representative/delegate at the Oregon Fair Association Conference. The vote was taken and passed unanimously with a vote of 3-0.**
- D. RFP – Master Plan Update:**
- a. Wayne Belmont reported that the Master Plan RFP is out and inquiries are coming in.
 - b. Wayne Belmont recommended that the review committee of the RFP be comprised of one Fair Board member, Wayne Belmont (County Counsel), Jack Whaley (Facilities Maintenance Supervisor), Roy Kinion (Public Works Director) and the Newport City Manager or his designee. The five member committee will review the RFPs and make their recommendation to the Board of Commissioners. Once a consultant is selected, then the public meetings with public input will be scheduled.
- E. County Staff Update:**
- a. Wayne Belmont asked about the Commons site signage. The current signs read Lincoln County Fairgrounds and they need to read Lincoln County Commons “Home of the Lincoln County Fair”.
 - b. Wayne Belmont and Frank Geltner are working on the Highway 20 sign as well as an electric sign in partnership with the City of Newport.

- c. A discussion occurred concerning various types of signs and Roy Kinion stated that for 3 generic interim signs, the cost would be roughly \$1,000.
- d. Wayne Belmont reported that the Annual Fair Report is being drafted and will be submitted soon.

IV. Adjournment

The next Fair Board meeting is scheduled for Thursday, November 10, 2016 at 10:00 a.m. in the Lincoln County Courthouse, Commissioners Conference Room 108.

Meeting was adjourned at 11:00 a.m.

DATED this 10th day of November 2016.

LINCOLN COUNTY FAIR BOARD



FRANK GELTNER, Chair



BILL HALL, Vice Chair



JAMES H. BUISMAN, Member