

Lincoln County Fair Board Minutes

June 23, 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 10:00 a.m. Wayne Belmont was present and Tanya Graham took minutes.

II. Approval of Minutes

The minutes of May 19, 2016 meetings were previously distributed by email and are approved as presented.

III. Other Business

A. Pacific Equestrian Club – Karen Daugherty, Shyann Vance and Claire Todd:

- a. Shyann Vance and Claire Todd with the Pacific Equestrian Club (PEC) presented a proposal to the Board for the use of the Lincoln County Commons indoor and outdoor arenas. PEC would like to use the arenas for clinics, shows, cow penning and reining and is willing to pay \$1,000 for its use.
- b. Karen Daugherty explained that historically PEC has used the Commons but lately they have not been able to utilize the area due to access issues. Typically there are about 4 gaming shows per year. PEC would like to see a 2 day event that would allow camping.
- c. PEC has been in talks with Todd Williver, Michele Osterhoudt and Amy Howard concerning scheduling and at this time, there does not seem to be a conflict with time pending approval of the Board.
- d. PEC is a 501 (c) (3) and has appropriate insurance.
- e. **Jim Buisman moved and Bill Hall seconded to approve the Pacific Equestrian Club's proposal as provided, subject to scheduling and proof of proper insurance. The vote was taken and passed unanimously with a vote of 3-0.**
- f. Karen Daugherty expressed an interest in being involved with the Lincoln County Commons Stakeholder Committee.

B. Extension 4-H Update - Todd Williver and Michele Osterhoudt:

- a. Todd Williver reported that 4-H activities are in full swing and livestock weigh-ins went well. They had 2 steer, 9 swine and 2 sheep. Dippity Ewe, the sheep shearing event, also occurred last month and went well.
- b. The Fair event planning is well underway and at this time, the rodeo event is planned to be a two day event. Saturday will be a "Challenge of Champions" bull riding tour and Sunday will be a junior rodeo combined with an on core presentation of Pro-Bull riding.

- c. Todd Williver also reported that cleanup of the grounds is going well.
- d. Michele Osterhoudt reported that there is still a lot of vendor space available. She is expecting more vendors to sign up over the next 30 days.
- e. Jim Buisman requested an update on the electric and water system repairs.
- f. Jack Whaley reported that the water system repairs along the southwest fence line are underway and will be completed by the fair event. The lights and electrical repairs are finished.
- g. Jim Buisman asked if alcohol will be sold at the fair event this year and if so, he would like it to be in a more secured area unlike last year.
- h. Todd Williver reported that there will be alcohol sold at the event and the only area that is legally required to be separated from areas that minors are in is the alcohol vendor area and the sales area. In previous years, there was a fenced off "beer garden" area. Last year alcohol was allowed in the entertainment area as it will be this year.
- i. Wayne Belmont stated that Marijuana products will not be allowed on the Commons grounds, only information/educational materials.
- j. The "No Smoking" signs will be modified to include "Vaping".
- k. Frank Geltner requested that the Lincoln County Fairgrounds signs be changed to reflect its new name, Lincoln County Commons "Home of the Lincoln County Fair".
- l. Wayne Belmont requested the Board to consider authorizing him to execute contracts for the Fair event, staying within the adopted budget.
- m. **Jim Buisman moved and Bill Hall seconded to approve Wayne Belmont to enter into and execute contracts for the Fair event, staying within the adopted budget. The vote was taken and passed unanimously with a vote of 3-0.**
- n. Bill Hall asked for a status update on the new bleachers. Jack Whaley stated that he will order them today once he receives approval from the Board. If ordered today, they should arrive in time for the Fair Event.
- o. **Bill Hall moved and Jim Buisman seconded to approve Jack Whaley to purchase and install new bleachers at the Commons. The vote was taken and passed unanimously with a vote of 3-0.**
- p. Bill Hall asked for the status of the tables and chairs order. Todd Williver stated that the tables and chairs will be ordered today.
- q. Bill Hall asked about the status of the floor cleaning machine. Jack Whaley stated that it has been ordered and should be arriving soon.
- r. Todd Williver stated that more metal panels for the arena are needed.
- s. **Bill Hall moved and Jim Buisman seconded to approve the purchase of cattle panels for the arena not to exceed \$10,000. The vote was taken and passed unanimously with a vote of 3-0.**
- t. The Pacific Equestrian Club would like to volunteer their time helping paint and cleanup the Commons.

C. Action Plan – "Lincoln County Commons – Home of the Lincoln county Fair"

- a. Bill Hall stated that the Board of Commissioners expressed a strong desire to expedite the masterplan process as well as implementation of the plan. To do this, a

revenue bond will need to be considered to acquire enough upfront funds. Preliminarily a 20 year bond could generate about \$6,080,000.

- b. Wayne Belmont reminded everyone that the TRT tax was crafted to cover construction and operating costs.
- c. Wayne Belmont and Jim Buisman would like to put together a request for proposal (RFP) to hire an architectural engineering service to refine a masterplan by taking all the plans and concepts that have been developed up to this point and refine them.
- d. Wayne Belmont also would like to see a committee formed to oversee the masterplan development.
- e. Wayne Belmont reported that he met with the Newport City Manager to talk about the Urban Renewal funds and how they can be integrated into the overall masterplan. In July, Wayne will be meeting with the Urban Renewal Agency to give an update on the masterplan process and the steps the County is taking.
- f. Jim Buisman stated that the RFP would cover refinement of the masterplan as well as provide services to actually implement the plan.
- g. Jim Buisman stated that a review committee can be put together to go over the RFPs and then select the one that best matches what is needed. Wayne Belmont stated that the committee would consist of 3-5 people determined by the County. The committee will make recommendations to the Fair Board who will then make recommendations to the Board of Commissioners who will ultimately make the final decision.
- h. **Bill Hall moved and Jim Buisman seconded to authorize Wayne Belmont and Jim Buisman to complete an RFP to hire an architectural engineering service to refine and implement the masterplan. The vote was taken and passed unanimously with a vote of 3-0.**
- i. Bill Hall read a letter submitted to the Fair Board by Linda Neigebauer concerning the possibility of stakeholder meetings being held around the County to help with the masterplan process.
- j. The Board agreed it is important to have public input and holding public meetings will be included in the RFP.
- k. A discussion occurred concerning the different types of buildings that can be built. It is important to think about the maintenance and lifespan of a building not just the initial building of the structure.
- l. During the next Fair Board meeting, Bill Hall would like to identify the different organizations that need to be involved in the stakeholder group.
- m. Emily DeHuff reported that FOLCAS has been looking at their future and has come to realize that it is only appropriate to move the store to another location off of the Commons property. Once FOLCAS finds a new location, they will operate the new site as well as the current site for a short period of time. With the decision to move off of the Commons property, they will not need to be represented on the stakeholder group.
- n. Jay Sanger, a member of the public, stated that he would like to volunteer his time with the Fair Event as well as the Commons. He stated that he has a great deal of experience working with various fairground activities.
- o. Jim Buisman suggested that he submit a resume to the Board.

D. County Staff Update:

- a. No County staff update was given.

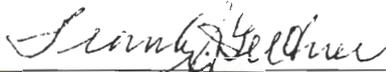
IV. Adjournment

The next Fair Board meeting is scheduled for Thursday, July 14, 2016 at 10:00 a.m. in the Lincoln County Courthouse, Commissioners Conference Room 108.

Meeting was adjourned at 11:25 a.m.

DATED this 14th day of July 2016.

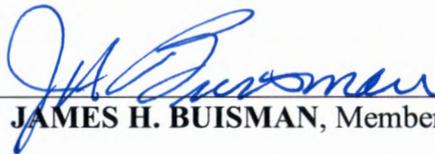
LINCOLN COUNTY FAIR BOARD



FRANK GELTNER, Chair



BILL HALL, Vice Chair



JAMES H. BUISMAN, Member