

# Lincoln County Fair Board Minutes

July 14, 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 June 23, 2016 meetings were previously distributed by email and are approved as presented.

## III. Other Business

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

- a. Todd Williver reported that the Commons are being prepped for the upcoming fair. The rodeo panels have been inventoried and assessed for condition. Todd Williver is requesting \$10,212 to replace cattle panels that are no longer usable.
- b. **Bill Hall moved and Jim Buisman seconded to authorize the expenditure of \$10,212 to purchase new cattle panels from Coastal Farm Supply. This will be a capital expenditure. The vote was taken and passed unanimously with a vote of 3-0.**
- c. Todd Williver reported that if heavy epoxy paint is applied to the cattle panels every other year then it will extend the life of the panels.
- d. Todd Williver presented a proposal to purchase a specialized tent that can be used for the fair event as well as other activities. The tent is a tensile fabric structure. It has 6 arches that give it high visibility. The fabric can be screen printed with signage/branding that would allow the County to place its logo on it. The tent comes with high-strength aluminum poles that won't rust.
- e. Currently the Commons has a tent but with all of the various activities one or two more tents would come in handy.
- f. Wayne Belmont would like Todd to see if the new tent system would allow for set-up on hard surfaces as well as grass.
- g. **Bill Hall moved and Jim Buisman seconded to authorize the expenditure of up to \$10,000 to purchase a new tent for the Commons. The tent will have the County logo as well as Lincoln County Commons screen printed on it. This will be a capital expenditure. The vote was taken and passed unanimously with a vote of 3-0.**
- h. If the tent arrives before the fair event, Frank Geltner would like the tent set up at the Commons for advertising exposure purposes.

- i. **Bill Hall moved and Jim Buisman seconded to amend the above tent motion to include two tents for \$10,000 with both tents having the County logo as well as Lincoln County Commons screen printed on them. This will be a capital expenditure. The vote was taken and passed unanimously with a vote of 3-0.**
- j. Todd Williver would like the Board to give out “Fair Board Choice” awards. Todd Williver and Michele Osterhoudt would put together the judging criteria for the various entries.
- k. Frank Geltner requested that the Fair Board have a specific area at the fair so that they have a strong presence. Michele Osterhoudt will have an area setup for the Board.
- l. Todd Williver also reported that the new chairs and tables are being ordered. They will arrive in plenty of time for the fair event.
- m. Todd Williver stated that the storage area has been cleaned up and the ramp has been built.
- n. Michele Osterhoudt handed out passes from the Oregon Fair Association for entry to all County fairs in the state as well as the State fair.
- o. Michele Osterhoudt also passed out a draft of the 2016 fair poster. The poster has marine life hidden throughout it and can be used as an interactive piece. The creator of the poster is Casey McEneny.
- p. OMSI will be at the fair this year in the main exhibit hall.
- q. Todd Williver introduced Karen Daugherty. Karen is requesting the use of the Commons for the Newport Booster Club auction on October 14. The auction event has become so large; there are not a lot of spaces in Newport that can hold the event.
- r. The Board was fine with the Newport Boosters using the Commons on October 14 as long as nothing else is scheduled on that date.
- s. Frances Fogarty suggested that the Fair Board consider signage on Highway 101 and Highway 20 advertising the upcoming Fair.
- t. Wayne Belmont would like to see a reader board placed on the corner of Highway 20 and Harney Street. Permission will need to be received from the landowner of the property.
- u. Frank Geltner stated that we need to look at getting as much advertising out there as possible.
- v. Michele Osterhoudt requested signage for additional handicap parking during the fair event. Currently we have two spots at the high school but additional spots are needed.
- w. The Board was in consensus to authorize Bill Hall to approve expenditures that may come up concerning signage rentals for this year’s fair event.

**B. County Staff Update:**

- a. Jack Whaley reported that a lot of painting has occurred at the Commons and things are starting to look good.
- b. Jack Whaley also reported that there is a water flow issue. Maintenance has worked on increasing the flow and has improved it to the best of their ability however, there appears to be a problem up the line off of County property. Jack has tried to contact the City of Newport concerning this issue but has not heard back from them. Jack

has exhausted all of his resources to fix the current water line and he may need to connect into the 7<sup>th</sup> Street or Harney Street connection. If he connects into a different connection, the 3<sup>rd</sup> Street connection will be removed. The cost to move the connection could be anywhere from \$9,000 to \$17,000.

- c. Jim Buisman stated that when the new building goes in, the 3<sup>rd</sup> street water connection will not work. We will need a high pressure connection. This could ultimately cost the County \$100,000. This needs to be addressed with the City of Newport and a short term fix needs to be looked at in time for the Fair.
- d. The Fair Board directed Wayne to speak to Spencer at the City of Newport and see if he could get the City public works to respond to the water problem.
- e. The suggestion of using the fire hydrant as a connection was made. Last year Todd Williver had to tap into the hydrant for water and was able to attach a temporary meter that he had acquired from the City of Newport. Last year when the meter was acquired, the City told Todd that they would not do that again.
- f. Wayne Belmont stated that he would talk with the City of Newport.
- g. Jack Whaley reported that the Search and Rescue (SAR) building project is moving forward and permits have been received. Sand from the SAR site has been moved over to the rodeo arena and most of the rocks have been removed. A final rock walk will need to occur once the sand is spread out.

**C. Request for Proposal (RFP) Update:**

- a. Wayne Belmont handed out a draft of the RFP to hire an Architectural/Engineering firm to refine the master plan for the Commons.
- b. The RFP is a global request that will include the refinement plan as well as the specific site plan for the finished product. The refinement plan process will be a very open public process with multiple public meetings.
- c. One of the issues that need to be looked at in the refinement process is an analysis of the existing facilities and infrastructure as well as current users that are on site.
- d. The Lincoln County Animal Shelter is currently looking at upgrading or redeveloping their facilities. As part of the masterplan, we need to determine if the animal shelter will continue in the same location.
- e. We will also need to look at Transit and if bus storage will be continued in the same location.
- f. With all of the changes that will be made to the property, all users (historical and current) need to be brought into the conversation.
- g. Emergency Management will also need to be a part of the conversation.
- h. The Road Department personnel use the area for parking and that will need to be evaluated.
- i. The Lincoln County School District will need to be included in the discussion.
- j. Wayne Belmont stated that once the RFP has been finalized, it will be sent out.
- k. The RFP selection committee that will review the applications and/or proposals will be selected at a later date.
- l. A Masterplan Steering Committee that will help guide the consultant in the masterplan refinement process will also be put together at a later date.

- m. **Bill Hall moved and Jim Buisman seconded to approve the RFP masterplan process authorizing staff and fair board members to make final refinements to the RFP. The vote was taken and passed unanimously with a vote of 3-0.**
- n. Frank Geltner would like the mission statement added to the RFP. Also, Frank would like there to be wording in the RFP that encourages the consultant to provide grant writing option recommendations.
- o. Emily DeHuff from FOLCAS reported that they have made an offer to purchase property off site. If the purchase occurs, then the transition to a new building would begin in about a year.

**IV. Adjournment**

The next Fair Board meeting is scheduled for Thursday, August 11, 2016 at 10:00 a.m. in the Lincoln County Courthouse, Commissioners Conference Room 108.

Meeting was adjourned at 11:20 a.m.

DATED this 11th day of August 2016.

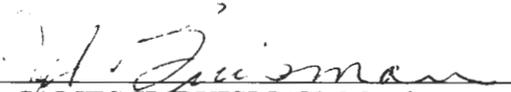
**LINCOLN COUNTY FAIR BOARD**



FRANK GELTNER, Chair



BILL HALL, Vice Chair



JAMES H. BUISMAN, Member