

Lincoln County Fair Board Minutes

January 12, 2017 – 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, Bill Hall called the meeting of the Lincoln County Fair Board to order at 10:05 a.m. Wayne Belmont was present and Tanya Graham took minutes.

II. Approval of Minutes

The minutes of the December 1, 2016 meeting were reviewed by the board electronically. There being no corrections, the minutes were approved as distributed.

III. Other Business

A. OSU Extension/4H Update – Todd Williver and Michele Osterhoudt:

- a. Todd Williver reported that the Youth in Action event was very successful.
- b. Todd Williver also reported that due to the Newport Armory closure, there have been some changes to various 4H programs. Currently the Archery Club and the Dog Club are temporarily using the livestock barn for their activities.
- c. Todd Williver updated the Board on the status of the bleachers. They have shipped and will be arriving Sunday, weather permitting.
- d. Michele Osterhoudt reported that she is working on updating the Fair website as well as increasing volunteer involvement.
- e. Michele Osterhoudt is also looking at various activities that can be added to the fair event for "Eclipse Monday".
- f. Todd Williver reported that he attended the Wooden Boat Show planning meeting where he was able to explain why the Fair event dates cannot be changed this year but reassured them that the dates for 2018 are being reviewed.
- g. Wayne Belmont reported that the contract with OSU, for the Fair event as well as other County activities, is almost complete. A few minor modifications need to be made and then it will be ready for signing.
- h. **Jim Buisman moved and Bill Hall seconded to authorize the Chair, Frank Geltner, to sign the OSU contract when complete. If Frank Geltner is unavailable to sign, then the Vice-Chair, Bill Hall, is authorized to sign the OSU contract. The vote was taken and passed unanimously with a vote of 2-0.**

B. FOLCAS Update – Emily DeHuff:

- a. Emily DeHuff, the Chair of FOLCAS (Friends of Lincoln County Animals), reported that they have started the remodel of their new building and would like to continue using the Floral Building at the Commons until the remodel is complete. Once the remodel is complete, FOLCAS would like to continue using the Floral Building as a second store location that focuses on selling secondhand furniture.
- b. Emily DeHuff requested that the Fair Board review FOLCAS's lease of the Floral Building and consider adjusting the cost range. Currently the lease specifies that the rent will be 10% of the monthly gross sales with a minimum of \$650 and a maximum of \$1,300. FOLCAS is requesting that the Fair Board lower the minimum from \$650 to \$500 during the summer months of 2017. The justification

for this decrease is that as FOLCAS transitions into their new location and turns the current Floral building into a furniture store they would like an adjustment period to make sure both stores are successful.

- c. Wayne Belmont stated that the lease has not been increased for many years and the Fair Board already has been giving FOLCAS a very significant price reduction on their current lease.
- d. Jim Buisman would like to see the current agreement left in place with no modifications.
- e. Bill Hall would like FOLCAS to make their transition and after a few months then re-evaluate if they still need a modification. If a modification is needed then they can come back to the Fair Board and make a request.
- f. Emily DeHuff stated that FOLCAS has been very grateful for the significant price reduction they have received on their lease over the years. With the money saved on the lease they have been able to help provide funding for spay & neuter services in the community.

C. Master Plan Update:

- a. Wayne Belmont reported that the Master Plan review committee has met with the Contractor who submitted a proposal for the Master Plan. The meeting went well and there were some suggested changes made to the proposal. The contractor will be submitting a revised scope of work documenting the changes as well as the adjusted timeline and estimate costs.
- b. Jim Buisman reported that he was satisfied with the review committee meeting and the suggested changes presented. The committee found the proposal (with revisions) to be acceptable and once the Fair Board approved it, the proposal could be forwarded to the Board of Commissioners for final review and approval.
- c. Jack Whaley and Roy Kinion agreed that the proposal with amendments was ready to move forward to the Board of Commissioners.
- d. **Jim Buisman moved and Bill Hall seconded to approve the Master Plan proposal received with revisions. Additionally, the Fair Board recommends forwarding the proposal to the Board of Commissioners for consideration. The vote was taken and passed unanimously with a vote of 2-0.**

D. County Staff Update:

- a. Bill Hall reported that after the Fair Board approved the policy and procedures for the Hazardous Weather Shelter at the Commons, the nonprofit group that coordinates the shelter was able to secure the use of the Radiant Church for the shelter. However, recently there was an altercation at the church during shelter operations and the church temporarily suspended use of their building for the shelter. Now the shelter is back at the Commons and there has been a number of issues come up.
- b. Amy Howard stated that the interior bathrooms need to be locked and porta potties need to be brought in. The cost to add additional port-a-potties to the Commons would be about \$200.00 per month.
- c. Jack Whaley stated that during one of the shelter evenings at the Commons there was an incident that someone went over to the high school and broke a window and damaged a vehicle, the Newport Police Department handled the situation.

- d. Wayne Belmont reported that he spoke with Tracy Flowers concerning the security of the shelter and she stated that TCB Security is doing patrols and helping out.
- e. Jim Buisman stated that the current Hazardous Weather Shelter Policy does not address anything about security and should be modified to reflect that routine security will be provided and all incidents will be handled by either the security company or the police department.
- f. Additional modifications to the Policy need to include that the nonprofit group in charge of the shelter will cover the cost of additional port-a-potties that need to be placed on site.
- g. **Jim Buisman moved and Bill Hall seconded to approve Wayne Belmont to make revisions to the Hazardous Weather Shelter Policy and Procedures reflecting the changes concerning port-a-potties costs and security measures. The vote was taken and passed unanimously with a vote of 2-0.**
- h. Amy Howard reported that the City of Newport has requested the use of the main hall for physical fitness training on February 9 and 15.
- i. Amy Howard also reported that the Emergency Readiness Fair is set for September 15-17 and the Health and Human Services Exercises is scheduled for September 20-30.
- j. Jim Buisman stated that any significant construction at the Commons won't be occurring until at least 2018 so any events that need to be scheduled for 2017 can be scheduled as normal.

IV. Adjournment

The next Fair Board meeting is scheduled for Thursday, February 9, 2017 at 10:00 a.m. in the Lincoln County Courthouse, Commissioners Conference Room 108.

Meeting was adjourned at 10:45 a.m.

DATED this 9th day of February 2017.

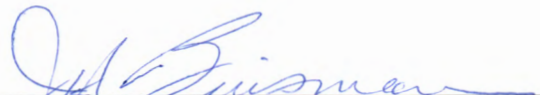
LINCOLN COUNTY FAIR BOARD



FRANK GELTNER, Chair



BILL HALL, Vice Chair



JAMES H. BUISMAN, Member