

MINUTES FROM THE YAMHILL COUNTY FAIRBOARD
monthly meeting held in the Rodeo Show Office at the YC Fairgrounds
at 6:30 PM, January 13, 2016

The meeting was called to order at 6:31 PM by Chairman Gary Wertz. In further attendance were board members Don Parrish, April Courtney and Leslie Lewis. Also in attendance were fair manager Al Westhoff, office manager Lana Drew and Commissioner Stan Primozych. Portland Karting Association was represented by Paul Smark and Mark Reece.

REPORTS

PKA

PKA confirmed their event dates. The board offered use of the disc implement to prep the ground before further work on the track area.

NOVEMBER MINUTES

Don Parrish moved to approve the minutes as presented; April Courtney seconded and the motion carried.

FINANCIAL REPORTS

Leslie Lewis presented the StateYam and the Cash Flow reports. Al Westhoff presented a projects report; the board approved moving forward with the projects. Leslie Lewis presented research on getting a replacement for Al's position once he retires. It was suggested that money be set aside in contingency for this consideration. Leslie requested that the Board of Commissioners commit to the \$12,000 for three years to offer stability in the budget considering the new hire. Lana Drew presented the AR's as of December 31, 2015.

OLD BUSINESS

No old business.

NEW BUSINESS

Fair Board Representatives - Don Parrish moved to reconfirm Al Westhoff and Lana Drew as agents acting on behalf of the fair board in business transaction for the fairgrounds. Leslie Lewis seconded and the motion carried.

Work Session – The board will meet on February 10th for a work session to consider the Procedures and Policies Manual as well as contracts, rate sheets and all other related documents and policies set forth for the 2016-17 Fiscal Year.

Concessions Consideration - Al presented a request by the TRV OHSET that Dutch Bros. be permitted to bring in a coffee trailer for the OHSET meets. Our current policy is that when arena concessions are requested the arena concessioner gets first right of refusal to be open for the event and for any other concessions. If other concessions are permitted to come in they must have all necessary licensing and insurance and pay the fairgrounds 15% of the gross sales for each day here. April Courtney moved to not make an allowance but rather stand by the current policy; Don Parrish seconded and the motion carried.

Open Board Position – John Kemper has submitted an application for the currently open position. Don Parrish moved to approve and recommend him to the Board of Commissioners; Leslie Lewis seconded and the motion carried.

OPERATIONS REPORTS

Manager's Report-

OFA Award – Gary and Stan will receive the 'Youth Program Award' at the convention Friday lunch.

Money Counter – Stan will check into the fair using the finance offices money counter during fair.

Beer Garden - The area currently used for the Beer Garden during fair will be enlarged so the operation may move back and give better pedestrian flow during fair.

Fair Entertainment – All main entertainment has been secured – Old Dominion, Phil Vassar, Craig Morgan and Skid Row.

Fair Theme – The 2016 theme will be 'Find Your Fun'.

OFA Convention – All board members and Commissioner Primozich will be attending the convention this year.

USW – The contract for the new location for the USW (former dog control bldg.) is in progress with County Counsel. They are very happy with the remodel all of which was done for under \$800.

5th Wheel RV - The RV has been sold. We did receive several inquiries from the listing.

Security Residence – The remodeling of the previous USW building is underway as it will be the new security residence. The expenses are being tracked and it looks like the project should come in under \$9,000.

2016 Fair – Al is still working on securing entertainment for Thursday. We do have Old Dominion on Wednesday, Craig Morgan on Friday and Skid Row on Saturday.

Procedure Manual – County Administration and Human Resources would like a completed Procedures Manual and job descriptions for the office staff. The board does need to schedule a work session to consider these.

Rodeo Committee –

Gary Wertz reported that the 4th and final of the 2015-16 Fall Frenzy Play Days will be held on January 17th. The Play Days have done well thus far with the revenue being a big help for the fair rodeo.

Youth Organizations –

There was not a report presented.

Seeing there was no further business the meeting was adjourned at 7:43 pm.

Submitted by Lana Drew