



CLACKAMAS COUNTY FAIR BOARD

March 2, 2022

4:30 p. m. HORNING Hall

Minutes

1. Call to Order

- a. Roll Call - Meeting was called to order at 4:32 pm by President Gary Linton, present was Vice President Matt Bunch; Secretary Raeline Kammeyer; Directors Dan Sandberg, Lauren Humphreys and Loren Bell. Excused absence Shirley Haney-Byrne. Staff present – Wanda Conlin
- b. Guests – Eileen Stein from BCS of Clackamas County

2. Communications

- a. Correspondence - none
- b. Citizen Testimony (The Chair of the Fair Board will call for statements from citizens regarding issues relating to the Fairgrounds and Event Center. Persons wishing to speak shall be allowed to do so. Testimony is limited to three (3) minutes. (Comments shall be kept respectful and courteous to all)

3. Consent Agenda

- a. Minutes from the February 16, 2022, Fair Board Meeting
Matt moved and Lauren seconded to accept the minutes as written. Motion passed.

4. Updates

- a. No financials until regular meeting on the third Wednesday
- b. Executive Director Report – Nothing to Report
- c. Fair Board Individual Reports – Lauren reported that she is in contact with Brian and giving him information on our operation. Requesting a short Bio from each member of the Fair Board. She is also setting up various dates for the public and various groups related to fair to meet Brian.
- d. Fair Board Committee Reports
 - i. Facilities - Dan reported that he will recommend that Brian part of the committee so that he will be able to stay informed on the development of the construction of the building. The recent meeting that was held was with the City of Canby. The city informed us that the Red Parking Lot is zoned light Industrial. They could give us a variance for an RV park there if requested. Dan reported that the City is very stringent of approval of development in the City. Our Project manager answered the various questions of what we are planning to do. Eileen Stein informed that the RFP was sent to the State for approval before it was to be posted. Hopefully, it will be posted at the end of this week. Gary requested a bimonthly report from Dan to be emailed to each Fair Board member. Dan stated that he was already giving a bimonthly report during our two meetings that we have started. Questioned why another report was requested when it would be presented to the Fair Board at the meeting. No motion was made.
 - ii. Rodeo Committee – none report



5. Old Business

- a. Policy Manual update – in progress with changes
- b. IGA - Document is at the county.
- c. Canby Plumbing Property – discussion Moved to executive session.
- d. Bleachers – Lauren reported that she has contacted companies that manufacture bleachers and was informed that even if we ordered them today they would be unavailable for at least 4 months or more from order date. She is going to be contacting the portable bleachers that we have rented from Washington County to see if we can use it in the 21 and over Chute(formally the Bull Pen). Tabled until more information has been found.
- e. Bull Pen - Looking at reconfiguring the Bull Pen and renaming it. Lauren presented a map that showed new entrances and exits that would make it easier for the public to access during the Rodeo. Tabled until more info is provided.

6. New Business

- a. Highway sign – Wanda reported that we can no longer sell sponsorships on our Highway sign. We can only advertise our current events and cannot charge for this service.
- b. Rental house – House requires some maintenance and basic improvements.
 - i. Improvements – List of improvements that needs to be done to the house was given to the Fair Board. Fair board agreed to have maintenance staff complete the list.
- c. Office Receptionist – Have hired a receptionist and started in the Office on March 1, 2022.
 - i. Gary would like notification when the office isn't open. Wanda will handle this from now on.
- d. OFA dollars – received an email from OFA about money awarded to 22 of the 36 counties. The Fair Board was surprised by this since we had no idea that there were monies available.
 - i. OFA Board meeting by Zoom 03/17/2022, 11 a. m. – If you can participate on the zoom meeting
- e. Canby Rodeo Association Agreement – Matt reported that the Agreement has been signed.
- f. Wi-Fi project – Miscommunication on the excavation for the WiFi project. An additional \$14,000.00 work order has come in and will need to be paid as the work has already been completed based on a verbal conversation with Tyler Nizer.
- g. CIS commitment – Wanda reported the money has been received.
- h. Meet and greet for new Executive Director – Lauren will post the various dates, times and location for meeting the new Executive Director Brian Crow.

7. GOOD TO THE ORDER

- a. Check Signers for March 5, 2022, and March 18, 2022

8. EXECUTIVE SESSION

Per ORS 192.660 (2)(a) To consider employment of a public officer, employee, staff member individual agent. Moved to executive session at 5:39 pm

9. RECONVENE TO REGULAR SESSION - reconvened to regular session at 6:07 pm

a. Board Member Comments – Loren Bell will review the Employee Agreement with the County Attorney and get it finalized with changes.

b. Next Fair Board Meeting will be Wednesday, March 16, 2022

10. ADJOURNMENT – Meeting was adjourned at 6:08 pm



Submitted by

3.16.22

Date