

Minutes
Fairgrounds Advisory Committee
Tuesday, June 26, 2012

Convened: 11:30 am

FAIRGROUNDS ADVISORY COMMITTEE MEMBERS:

Nicole Berg	Cindy Phillips
Jerry Willey, Mayor of Hillsboro	David Villalpando
Andy Duyck, Board of Commissioners	Larry Pedersen, Chair
Don McCoun, Fair Board President	Jonathan Schlueter, Vice Chair

STAFF:

Rob Massar, Assistant County Administrator	Rod Rice, Deputy County Administrator
Candi Paradis, Facilities Manager	
Leah Perkins-Hagele, Fair Complex Manager	Nancy Karnas, Fair Assistant

1) Call to Order

- a) Chair Larry Pedersen was delayed the meeting was called to order at approximately 11:35 p.m. by staff. Cindy Phillips was not able to attend.

2) Public Comment I-none

- 3) Planning Update-** Assistant County Administrator Rob Massar stated that the county began working with a consultant Rod Markin who will compile data to be used to assess the current and future needs of the fairgrounds. Massar stated that once the analysis has been completed the county will have a good idea of where things stand and the future steps needing to be accomplished.

- 4) Facilities Update-** Deputy County Administrator Rod Rice stated that not much has occurred in the interim time frame since the prior meeting. The plumbing project has been deferred due to the weather but will hopefully be completed soon. Rice stated that a future item to be noted is the involvement of the Nation Guard battalion providing some labor for projects sometime in 2013. Rice stated that the projects would be brought to the committee to be review. County Commissioner Andy Duyck asked for clarification of which battalion is involved. Rice stated this is the Innovative Readiness Training team, a construction battalion with approximately 6-700 members that would be stationed in the region working on various projects. Rice continued that this agreement has been in the works for sometime but has been delayed due to changes in command and a deployment of the battalion. Rice stated that this delay has been convenient as it allows more time for funds to be raised for the projects. Rice also added that the fence project previously scheduled has now been deferred due to budget constraints.

- 5) Financial Planning Update-** Deputy County Administrator Rice informed the committee that the finance department is in the process of analyzing previous spending and revenue trends to gauge the future budgetary needs of the complex. Rice continued that the desired Ending Fund Balance is below ideal levels , the fund is a reserve in case of bad weather or other emergency issues. Rice stated that certain projects will need to be deferred and they will be brought to the committee for input when funds become available. Rice stated the county is confident the Hotel Motel Tax revenue trends are increasing which will allow these projects to be started later in the year. Member Nicole Berg asked what the normal budget is for the

complex. Rice replied approximately 2 million dollars annually. Berg requested that the committee be supplied with copies of the operating budget to aid in accurately assessing the needs of the complex. Rice stated that the entire county budget is available online but will meet with staff regarding printed copies for the future.

- 6) **Fair Board Fundraising-** Fair Manager Leah Perkins-Hagele informed the committee that she and Rice met with an attorney to aid in the formation of the fundraising group for the Fair Board. Perkins-Hagele stated that it was advised the nature of the group is educational therefore it would qualify as a 501 (c) 3 non-profit. Perkins-Hagele stated that the fees for the attorneys service would run approximately \$7000.00 which includes all the necessary steps to form the group. Chair Pedersen asked to clarify that this group is in fact a Fair Board related entity, Perkins-Hagele confirmed that. Member Berg inquired as to the group that was to be formed by the committee. Rice stated that this group is the one being referred to in the past meetings and will be the primary fundraising entity.
- 7) **County Fair Update-**Fair Manager Leah Perkins-Hagele reminded the committee of the fair dates of July 26th- 29th and directed them to the invitation to the VIP dinner event. Perkins-Hagele continued that it is approximately thirty days until the fair event with Horse Fair beginning July 6th. Perkins-Hagele stated that currently the concert and arena tickets are being sold on the website along with ride bracelets for the expanded carnival. Mayor Jerry Willey informed Fair Manager Perkins-Hagele of the mayors conference that same weekend which may result in several area officials not being able to attend.
- 8) **Other Matters of Information-** Fair Board President Don McCoun informed the committee that the fundraising group is selling raffle tickets for a Hawaiian vacation. McCoun stated that the trip was generously donated by All About Hawaii including airfare. McCoun stated that the tickets are being sold for \$20 each and the winner will be drawn at the close of fair.
- 9) **Future Agenda Items-** Chair Pedersen stated that the committee should consult with staff to schedule the next meeting in late September.

10) Public Comment II

- a) **Glenna Dryden, Hillsboro Resident-** Ms. Dryden inquired as to the status of the Cloverleaf kitchen remodel. Fair Manager Perkins-Hagele stated that the project will be completed sometime after fair has ended. Fair Board President Don McCoun asked if the kitchen would be upgraded to a catering standard, Perkins-Hagele stated that yes that is the plan. Mayor Jerry Willey asked what the budget for that project was; Facilities Manager Candi Paradis replied that \$20,000 has been allocated for the project. Member Nicole Berg inquired if there was to be another kitchen created for the 4H group; Perkins-Hagele stated that no, temporary facilities would be used for those activities. Commissioner Duyck stated that the project should also take the future exhibit hall into consideration as to not duplicate efforts.
- b) **Tom Black, Hillsboro Resident-** Mr. Black had several topics to address regarding capital improvement expenses. Mr. Black suggested that instead of purchasing a new mower as stated earlier in the meeting perhaps an agreement with the Hillsboro Parks Department could be arranged to offset the rental fees of the ball park that have not been received. Mr. Black suggests the Parks team maintain the mowing at the complex to delay the expense of new equipment. Mr. Black also stated that the fencing requirement for fair funding doesn't justify the expense of installing a new fence. Black stated that other options should be considered as to the extent of the fencing needed. Black also commented on the future Veteran's Plaza project stating that he would like to see recognition for the various volunteers that aid the facility in addition to the armed forces. Mr. Black closed with the suggestion that this committee focus more on the entire usage of the facility in regards to maintenance and improvements not just the needs of the 4 day Fair event.

- c) **Virginia Bruce- Leedy Grange-** Ms. Bruce stated that the signage for the Cloveleaf building during fair is inadequate and not properly marketed for the exhibits contained within. Chair Pedersen stated that is a matter for the actual Fair Board but would pass on the comments to the staff.

11) Adjourn

- a) With no further business before the Committee, Chair Pedersen adjourned the meeting at 12:40 p.m.

Leah Perkins-Hagele
Recording Secretary

Larry Pedersen
Committee Chair