



MINUTES OF THE

Lincoln County Fair Board

Board of Commissioners
225 West Olive Street
Room 110
Newport, OR 97365
Phone: 541.265.4100
FAX: 541.265.4176

REGULAR MEETING OF OCTOBER 19, 2023, AT 3:30 PM

This meeting was audio and video recorded and a link is available at
co.lincoln.or.us/meetings

I. CALL TO ORDER

Chair Helfrich called the meeting to order at 3:32 p.m.

II. ROLL CALL - ESTABLISHMENT OF A QUORUM

Attending were Chair Daniel Helfrich, Todd Butterfield, Colleen Robert, and Fair Manager Heather Tower. A quorum was established.

III. NEW BUSINESS

A. Approval of Minutes from September 21, 2023

Todd Butterfield moved to approve the minutes from the September 21, 2023, Fair Board meeting. Colleen Robert seconded the motion. Motion carried.

B. 2024 Fair Dates (Action)

Fair Manager Tower proposed a three-day Fair starting the first weekend in July from Thursday through Saturday. Todd Butterfield moved to set the dates for the 2024 Fair as Thursday, July 4, Friday, July 5, and Saturday, July 6, 2024. Chair Helfrich seconded the motion. Motion carried.

IV. OLD BUSINESS

A. MOA/Bylaws

County Administrator Johnson reminded the Board that we do not have bylaws in effect. He asked the Board to review the draft of the bylaws and compare them to the MOA before the November meeting. Recorder Kathleen Kellay will provide an updated draft of Bylaws and the current MOA to the Board. Board members are asked to review the documents and send edits to Recorder Kellay. This matter will return on the November agenda.

B. Review of Vendor Sponsorship Approval

Fair Manager Tower introduced a discussion on the rates for nonprofit vendors. Nonprofit vendors currently enjoy a discount on space. This discount was originally extended in an effort to fill space not used by commercial vendors, but this is no longer an issue. Fair Manager Tower will bring an exhibitor packet with proposals for best practices going forward. This will come back on the November agenda.

V. DECISION/ACTION

A. Group Photo

A photograph of the Board members was taken after the meeting.

VI. DISCUSSION/INFORMATION (Note the Board could act on the following topics)

A. Commons Development Timeline

County Administrator Johnson reviewed his Staff Report and exhibits regarding the timeline for renovations of the County Commons. He provided the current status and projected timeline, including possible issues that might affect progress, and answered questions from the Board. He reminded the Board that the County is providing a facilitator to help the Board plan for the renovations. The facilitator is available in November. Recorder Kellay will send out a survey to find a day that would serve for a session with the facilitator.

VII. REPORTS

A. Updates from Fair Manager Heather Tower

Fair Manager Tower commented that the Oregon Fairs Associations Conference was worthwhile. While the service member session was mediocre, the education session was valuable. She also found the tour of the fairgrounds to be enlightening.

She shared the plaque awarded to the rodeo by the Northwest Professional Rodeo Association for Best Fair Rodeo/Best Independent Rodeo \$500 and Under Added.

In regard to 4-H, Tower reported that archery is still using the 4-H barn through the end of the year, and the barn will be used for the 4-H Christmas tree sale. 4-H is gearing up for annual enrollment, and Tower shared thanks from 4-H to the County for its support.

B. Updates from Board Members

Todd Butterfield reported that he was in contact with Tommy Thompson from Cruisers. He will ask Mr. Thompson to make a presentation to the Board at the January meeting regarding a possible car show in conjunction with the 2024 County Fair.

Daniel Helfrich reported that he has procured meeting space for the Lincoln County Fair & Rodeo Sponsorship/Marketing Committee at the Depoe Bay Community Hall for the year. The first meeting will take place on Oct 23rd at 5:30 p.m.

Colleen Robert reported that she has negotiated some sponsorships.

C. Review of Oregon Fairs Association Conference

This item was covered under Fair Manager Tower's update.

VIII. ADJOURN

Chair Helfrich adjourned the meeting at 5:14 p.m.

IX. OTHER SCHEDULED MEETINGS AND APPOINTMENTS OF THE BOARD

A. Thursday, November 16 - 3:30 p.m. - Lincoln County Fair Board