



MINUTES OF THE

Lincoln County Fair Board

Lincoln County Fair Board
225 West Olive Street
Room 110
Newport, OR 97365
Phone: 541.265.4100
FAX: 541.265.4176

REGULAR MEETING OF MARCH 13, 2025, 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

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

II. ROLL CALL - ESTABLISHMENT OF A QUORUM

In addition to Vice Chair Robert, in attendance were County Counsel Kristin Yuille, Fair Manager Heather Tower, and Board member Irma Jimenez. Board member Andrea Summerlin and Ex Officio member Todd Williver attended virtually. A quorum was established.

III. DECISION/ACTION

A. Appoint Colleen Robert as Chair

Irma Jimenez nominated Vice Chair Robert to the Chair position. Andrea Summerlin seconded the motion. The motion carried.

B. Election of Vice-Chair

Irma Jimenez nominated Todd Butterfield to the position of Vice Chair. Andrea Summerlin seconded the motion. The motion carried pending Mr. Butterfield's acceptance.

C. Lincoln County Fair Board Minutes 02.13.2025

Andrea Summerlin moved to approve the minutes as written. Irma Jimenez seconded the motion. The motion carried.

IV. PUBLIC COMMENT (please limit comments to no more than 3 minutes)

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

VI. REPORTS

A. Fair Manager Report

Fair Manager Tower reported that she, Chair Robert, and Todd Williver met virtually with the casino this morning. The casino is very enthusiastic about hosting the Fair. They will support the fair with digital signage on Hwy 101. Josh Hector sat down with Tower to work on a rough P&L. Their forecast shows a loss of approximately \$10,000. The Board will need to find enough sponsorships to make up for this loss. Tower will revamp the sponsorship list and the vendor application and send them out. Tower further reported that she met with the camel vendor and found a great space at the casino. The bounce house vendor is also on board. Tower and Williver pointed out the need for panels and a plan to get them to the casino.

In relation to 4-H, Tower reported that they held the first round of weigh-ins with six cows. The clubs are preparing for the Fair.

She talked with Mike Copp, Facilities Manager regarding the demolition at the Commons. She is working with Andrea Summerlin to organize Job Corps members to join 4-H members to move everything out of the arena in preparation for the demolition. At present, due to the demolition, there is no water to the barn. Water will be needed for the Fair. Todd Williver suggested that one solution might be to work with the Newport Fire Department to access water from the fire hydrants.

Fair Manager Tower also reported that she attended the first Fairgrounds College class in February and found it to be useful. She stated that the classes can be taken individually for \$50 each. The information for each class is on the OFA web page. She encouraged members to attend.

B. Committee Reports

Irma Jimenez has been asking for volunteers and asked Board members for their lists of volunteers. She asked Fair Manager Tower to find out what services the casino will provide versus what duties will need to be performed by volunteers.

Andrea Summerlin reported that she will bring 8 to 10 volunteers to help 4-H clear out the arena on March 26th. She asked about the status of efforts to recruit more board members. Fair Manager Tower informed the Board that we currently have three or four applicants, and would welcome more. She asked that the Board please encourage potential new members to apply in the next 30 days. Summerlin additionally asked about a volunteer appreciation event. Summerlin and Jimenez will work together to develop a proposal. In response to Summerlin's inquiry about marketing, Fair Manager Tower stated that Casey McEneny reached out about designing a poster. He will start work soon. Fair Manager Tower will work with Public Information Officer Lipp to draft a press release. She asked that Andrea Summerlin push the Fair on social media. She further stated that she will be posting the entertainment line-up and the vendor application on the website.

Todd Williver had no report. He asked if the Board needed to order more clothing to meet NPRA requirements. Fair Manager Tower stated that an order will need to be placed once the Board has a better idea of how many volunteers will be working.

Chair Robert encouraged the members to visit other fairs. They have free passes for admission to all Oregon Fairs through OFA. She also reported that she and Fair Manager Tower had created and ordered new badges and lanyards for Board members and volunteers.

C. Update on Commons - Presented by County Counsel Kristin Yuille

Counsel Yuille stated that demolition will be starting on some of the buildings on the Commons, so the utilities are being shut off. She clarified that the expected timeline for the renovations would mean that the fair would not be held on the Commons until 2027.

VII. ADJOURN

Irma Jimenez moved to adjourn the meeting. Andrea Summerlin seconded the motion. Chair Robert adjourned the meeting at 4:17 p.m.

VIII. OTHER SCHEDULED MEETINGS AND APPOINTMENTS OF THE BOARD

- A. April 10, 2025**
- May 8, 2025**
- June 12, 2025**
- No meeting in July**
- August 14, 2025**
- September 11, 2025**
- October 9, 2025**
- November 13, 2025**
- No meeting in December**

