



MINUTES OF THE

Lincoln County Fair Board

Board of Commissioners
225 West Olive Street
Room 110
Newport, OR 97365
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REGULAR MEETING OF JUNE 20, 2024, 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. He extended a warm welcome to new members Andrea Summerlin and Irma Jimenez.

II. ROLL CALL - ESTABLISHMENT OF A QUORUM

Attending in person were Vice Chair Todd Butterfield, County Counsel Kristin Yuille, Fair Manager Heather Tower, Board Member Colleen Robert, Chair Daniel Helfrich, and County Administrator Tim Johnson. Ex Officio member Todd Willver and Board Members Irma Jimenez and Andrea Summerlin appeared virtually. A quorum was established.

III. DECISION/ACTION

A. OFA Convention

The Oregon Fair Association's 2024 Convention dates are October 17, 18, and 19 at the Deschutes County Fair Grounds. All members are available to attend. The Fair budget has \$2,500 available for travel. Andrea Summerlin moved to purchase registration for the five tickets and two hotel rooms for the nights of October 17, 18, and 19. Todd Butterfield seconded the motion. The motion carried. Recorder Kellay will make the reservations and secure the hotel rooms.

B. Approval of Lincoln County Fair Board Minutes 05.16.2024

Todd Butterfield moved to accept the minutes as presented. Andrea Summerlin seconded the motion. The motion carried.

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

There was no public comment.

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

A. Communication

Chair Helfrich reminded the group that Fair Manager Tower must be informed about anything involving the Fair so that she can be aware of potential issues on the ground. Counsel Yuille welcomed the new board members and alerted them to the fact that three members of the Board now constitutes a public meeting, which requires public notice. She therefore asked that they be mindful not to have any gatherings that constitute a quorum. Counsel Yuille will contact the new members to provide training on public records and public meetings.

B. Contracts

Chair Helfrich requested the status of the Business Oregon grant award of \$30,725. There has been no contact since he signed the form and returned it to Business Oregon. This money has not been received.

C. Transit Idea

No viable transit solutions to the parking situation have been proposed, and it is too close to the Fair date to continue to pursue. The group discussed options for disabled permit parking. Fair Manager Tower will get signage printed for reserved senior parking on senior day.

D. Meeting Times and Dates

In light of two new members joining the Board, Chair Helfrich reviewed the current meeting schedule and asked if it needed to be changed. After discussion, the Board decided to change the meeting dates to the second Thursdays of each month at 3:30 p.m. Board Member Colleen Robert moved to change the meetings to the second Thursday of the month starting August 8. Co-Chair Butterfield seconded the motion. The motion carried. Board meetings for the remainder of 2024 will be August 8, September 12, October 10, and November 14, with no meeting in December.

E. Vendor Handbook/Vendor Management

Chair Helfrich asked that all Board members familiarize themselves with the vendor handbook before the Fair and carry a copy with them while on site. Fair Manager Tower asked that she be alerted as soon as possible if there is a conflict. Counsel Yuille reminded the Board that she and Administrator Johnson will be on site at various times, and can be tapped to help with vendors.

VI. REPORTS

A. Fair Manager Report

Fair Manager Tower gave an update on the status of the various Fair components. She reported that the indoor vendor and food court spaces are full, but there are still some outdoor spaces available. She will have the map of vendor spaces completed soon. The entertainment is set. There is a Rodeo production meeting tonight at 6:00 in the Commons. All the RV spots are full. The bounce houses, camels, and ATM's are ordered. Open class intake starts on Sunday, June 30. The Job Corps will come in to help set up on Monday, July 1. Vendors come in on Wednesday, July 3. Heather has road signs and fair posters to put up. She asked that a plan to get the posters up be addressed at the production meeting tonight. Banners are on order with Chinook Winds. The Fair clothing has arrived and will be dropped off at an embroidery shop on Monday to be picked up during Fair week. She briefly outlined the Fair schedule, which is available on the website.

B. Board Member Reports

Board Member Robert discussed the Open Class schedule. She reminded the Board members that she needs them in Open Class on Thursday afternoon to choose one adult and one youth submission that is outstanding. She asked that the Commissioners be reminded to swing by Wednesday, July 3, to judge Open Class entries. She stated that the VFW will be represented in the Open Class building, sponsoring patriotic awards.

Chair Helfrich stated that he is still trying to get participants for the opening ceremony for rodeo. Three VFW Auxiliary Posts have offered to help. He thanked Board member Summerlin for attending the Waldport Chamber of Commerce's lunch last Tuesday on behalf of the Fair. Summerlin said that there were about 50 people in attendance. She handed out fliers for the Fair.

Vice-Chair Butterfield reported that he has not heard back from Bay City Cruisers. He also reported that the tractors have been serviced and asked about the location of safety apparel. He plans to have the arena tilled before the week is over. Todd Williver advised the group on preparing the arena.

Board member Jimenez asked what was expected of her. Fair Manager Tower explained that members of the Job Corps would be coming on Monday, July 1, to start setting up. It would be a good learning experience to be there, but she would especially appreciate help on Wednesday, July 3, getting vendors

in and set up. She would also appreciate having members onsite to help out as needed on Thursday, July 4, Friday, July 5, and Saturday, July 6. They can also greet people and help serve the senior BBQ. New Board members Jimenez and Summerlin can "shadow" the more experienced Board members. Tear down will be on Monday, July 8.

Administrator Johnson reported on work that has taken place on the Commons. Nearly \$10,000 worth of stump removal and arbor services has been completed. Replacement arena panels have been purchased and will be installed next week beginning on Monday, June 24.

VII. ADJOURN

Vice Chair Butterfield moved to adjourn the meeting. Board Member Summerlin seconded the motion. Chair Helfrich adjourned the meeting at 4:29 p.m.

VIII. OTHER SCHEDULED MEETINGS AND APPOINTMENTS OF THE BOARD

- A. No meeting in July 2024**
 - August 15, 2024**
 - September 19, 2024**
 - October 17, 2024**
 - November 21, 2024**
 - No meeting in December 2024**