



MINUTES OF THE

Lincoln County Fair Board

Board of Commissioners
225 West Olive Street
Room 110
Newport, OR 97365
Phone: 541.265.4100
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REGULAR MEETING OF APRIL 18, 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 3:31 p.m.

II. ROLL CALL - ESTABLISHMENT OF A QUORUM

In addition to Chair Helfrich, Vice-Chair Butterfield, County Counsel Yuille, and Fair Manager Tower were present. Colleen Robert and Todd Williver attended virtually.

III. DECISION/ACTION

A. Approval of Lincoln County Fair Board Minutes 03.21.2024

Colleen Robert requested a correction to the minutes. Under VI.A. "Fair Manager Report", "Only a few more spots are available in the indoor food court" should read "Only a few more spots are available in the food court". Vice-Chair Butterfield moved to approve the minutes as corrected. Colleen Robert seconded the motion. The motion passed.

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. Fair Board Expansion

The board reviewed the draft press release and requested that it reflect the requirement that board members be available to help with set up of the Fair, conducting the event itself, and tear down. They also provided feedback on the proposed application form. Vice Chair Butterfield reported that he had reached out to two contacts in the fishing industry. One has declined. He has not heard back from the other. Chair Helfrich reported that he is expecting an application this week, and that County Administrator Tim Johnson will be providing him with an introduction to someone at Umpqua Bank who may be interested. One application has already come in through Facebook. The Board will need to agree on its recommendations at the May 16 meeting in order to present them to the Board of Commissioners at the June 5 meeting.

B. Tractor Training

Chair Helfrich reminded the group that tractor training needs to be arranged for anyone operating any tractors on the Commons. There will probably be an all-day course, so may need to be set up on a weekend. County Administrator Johnson is working to find a facilitator and date.

C. Trailer Repair

Fair Manager Tower stated that Todd Williver volunteered to fix the trailer, but her husband and brother think they can fix it. Repairs will probably take a couple of days.

D. Sponsor Committee

Chair Helfrich reported that the Sponsor Committee met last night. Coastal has agreed to act as a general sponsor at \$2,500. Fair Manager Tower will split that sponsorship so that \$1,250 goes to the Fair and \$1,250 goes to the rodeo. Fair Manager Tower provided up-to-date dollar amounts for sponsorships; she has received \$2,350 in checks for the Fair and \$3,600 for the rodeo. She stated that Samaritan is providing a \$5,000 sponsorship for Fair. Chair Helfrich anticipates that Lakeview will commit \$1,000 as a rodeo sponsor. Colleen Robert reported that she is in the process of discussing electronic supplies for the Fair with T-Mobile. The Board would like Colleen to ask T-Mobile to provide wi-fi hotspots. She will add this to her conversation with the T-Mobile store manager next week.

E. Rename of the Rodeo

Chair Helfrich introduced the proposal to change the rodeo name to honor recently deceased rodeo volunteer Russell Clark. The suggestion was made to rename the rodeo "The Russell Clark Memorial Rodeo at the Lincoln County Fair." The group discussed options for renaming the rodeo or dedicating this year's rodeo to Mr. Clark. This decision is ultimately up to the Fair Manager. She is in the process of having the rodeo poster designed, so will need to make this decision in the next couple of weeks. The Board expressed its support of the manager's ultimate decision.

F. Rodeo Arena Repairs

Chair Helfrich shared that County Administrator Johnson had suggested repairs to the crow's nest at an estimated cost of \$25K to \$50K from County funds. Upon discussion, the group recommends that the crow's nest be torn down before this year's Fair (while preserving the electrical outlet) and not replaced until the renovation of the Commons. They also requested that the skirting be repaired in time for this year's Fair.

G. Budget

Chair Helfrich had a question regarding funding for portable toilets. Fair Manager Tower feels that this item is properly budgeted.

H. Lottery Funds

Chair Helfrich clarified that he intended to address the recent County Fairgrounds Operational Support Program funds, as opposed to lottery funds. The Lincoln County Fair has been awarded \$30,725 through this one-time program.

I. Volunteers

Chair Helfrich believes that we can expect volunteers from Oceanview, Lakeview, and the Marine Corp to staff the gates from 9:00 a.m. to 6:30 p.m. on 4th of July and from 9:00 a.m. to 9:30 p.m. on the other two days of the Fair. Fair Manager Tower noted that all volunteers go through Lincoln County training provided by the Human Resources Department, and would therefore need to be ready by June 15. The Volunteer form is on the Fair web page. Colleen Robert volunteered to help Fair Manager Tower with volunteer management.

J. Public Meeting Review - Presented by Kristin Yuille, County Counsel

County Counsel Yuille gave a brief reminder about email protocols. She reminded the Board that a quorum of the Board members (at this time, two) cannot communicate about Fair business outside of public meetings. She will send the Oregon public meetings rules to each Board member for review. She advised that the Board members should send agenda items to Kathleen, and she would send the agenda out no later than the Tuesday before the Fair Board meetings. The Board expressed concern about their ability to confer while physically at the Fair. County Counsel suggested that posting a "working session", as this would allow some leeway.

VI. REPORTS

A. Fair Manager Report

Fair Manager Tower reported that approximately twenty indoor vendors and nine food vendors have signed up. We could use more commercial vendors. She will initiate another "push" on Facebook and might do a press release for newspaper. She was on the Commons this week and noted that it needs lots of clean up and general maintenance.

She would like to coordinate some sort of clean-up day that would incorporate 4-H members and fair volunteers prior to the Fair. She will look for some dates at the end of May or beginning of June.

The Rotary Club of Newport will be holding its "Seas the Day" event again this year during the Fair on Saturday at 1:00 in arena. Bouncy houses and camels are both confirmed. Steve is working on the entertainment line up.

4-H will hold its second weigh-in on May 5 for livestock. The annual "Dippity U" event on May 11 if she can find a shearer.

B. Fair Board Member Reports

Colleen Robert reported on the purchase of jackets or vests. She suggests that members send order forms to Kathleen so that she can forward them to Colleen. Colleen will collect payment at the May meeting.

Daniel Helfrich reported that Terry with Pony Express will help with the Royalty Court this year. Our Queen has a facility in Lincoln City, so we can do everything there. He encouraged the Board to get the word out to interested equestrians that information will be coming out in early May regarding try-outs. Judges are needed to help with this event.

Kathleen reported that the County has donated three iPads for use during the Fair.

Fair Manager Tower reported that the Fair has been gifted an ATM from Polk County. We will need a third-party vendor bank to supply money. We will need to find somewhere to store it after the remodel.

VII. ADJOURN

Vice Chair Butterfield moved to adjourn. Colleen Robert seconded the motion. Chair Helfrich adjourned the meeting at 4:48 p.m.

VIII. OTHER SCHEDULED MEETINGS AND APPOINTMENTS OF THE BOARD

A. Upcoming Fair Board Meetings for 2024:

May 16, 2024

June 20, 2024

No meeting in July 2024

August 15, 2024

September 19, 2024

October 17, 2024

November 21, 2024

No meeting in December 2024