

Minutes
Fairgrounds Advisory Committee
Tuesday, April 17, 2012

Convened: 1:00 pm

FAIRGROUNDS ADVISORY COMMITTEE MEMBERS:

Nicole Berg
Jerry Willey, Mayor of Hillsboro
Andy Duyck, Board of Commissioners
Don McCoun, Fair Board President

Cindy Phillips
David Villalpando
Larry Pedersen, Chair
Jonathan Schlueter, Vice Chair

STAFF:

Rob Massar, Assistant County Administrator
Candi Paradis, Facilities Manager
Leah Perkins-Hagele, Fair Complex Manager

Rod Rice, Deputy County Administrator
Sia Lindstrom, Deputy County Administrator
Nancy Karnas, Fair Assistant

1) Call to Order

- a) Chair Larry Pedersen called the meeting to order at 1:05 p.m.
 - i) Chair Pedersen began the meeting by introducing a new procedure for the meeting process to include the public's comments. The public will have an opportunity at the beginning and end of each meeting session to address any pending issues. The closing opportunity would also allow the public to inquire directly to the presenters or committee members. Chair Pedersen did clarify that these commentary sections are designed for short communication and any issue requiring more than 10 minutes would need to be discussed directly with staff or members when more time can be allocated to the matter.

2) Public Comment I-

- a) **Tom Black, 870 NW Garibaldi St., Hillsboro-** Mr. Black inquired as to the agenda item Perimeter Fencing Update particularly on where the funding for this project originates. Mr. Black commented on the fair budget of \$60,000 for capital improvements and it was not clear as to where the funds for the low bid of \$170,000 would come from. Mr. Black asked if there is a need for this fence, where it is to be built and what or when discussion for the design of the fencing occurred. Chair Pedersen stated that the questions have been noted and would be addressed during the agenda item.

3) Facilities Update- Facilities Manager Candi Paradis began a presentation of projects completed and upcoming for the complex.

- a) Completed projects included:
 - i) Roof Extension completed on February 23rd under the \$23,000 budget coming in at \$22,450.
 - ii) Gutter Project completed on February 23rd under \$9,180 budget coming in at \$8,721.
- b) Upcoming and current projects include:
 - i) Eliminating ponding around barns by installing reject rock and improving draining by grading. Project scheduled to begin April/May 2012 using donated rock, in-house labor and equipment.
 - ii) Waterline leak repair, main line is leaking in several places at a rate of 9 gallons per minute and a cost of \$8,935 annually. Repairs will improve water pressure, upgrade current access points and save

approximately \$745 monthly. The project is expected to cost \$32,000 with expected return on investment in 3.63 years.

- iii) Master Gardener's electrical upgrades began in February and are scheduled to be completed in April. The upgrades included a subpanel on shed, rewire of greenhouse with timers and new pipes to shed. All materials were purchased by the Master Gardeners.
- iv) Perimeter fence installation as required by Oregon Statute for fairgrounds. This project is out to bid but is estimated to cost approximately \$90,000.
- v) Parking lot berm removal project is estimated to cost \$60,000.
- vi) Cloverleaf Kitchen remodel ,the project is expected to begin September 2012 and cost approximately \$20,000

4) Perimeter fencing update-

Chair Pedersen requested that staff explain the need for this project. Deputy County Administrator Rod Rice stated that it is not only needed to secure the fairgrounds but is also required by Oregon Statute 565. Fair Manager Leah Perkins-Hagele also added that complying with the statute is required to continue to receive the state lottery funds for fair each year. Rice continued that the initial project included electric gates and a more decorative look with bids ranging from \$170-220,000 but that bid has been pulled. Discussion ensued regarding the logistics for the fence and bid process. Jerry Willey commented that with the pending construction of Veteran's Plaza and the fence moving in the near future that should be considered before installing the fence. Paradis stated that this project will be sent out for another bid.

5) Review of Cloverleaf Kitchen Remodel and Berm removal projects-

- a) Facilities Manager Candi Paradis began an overview of the removal of parking lot berm in the grass lot adjacent to Cornell Rd. Paradis described the process of leveling the parking lot to create more event parking and the associated costs. The project is estimated to cost \$60,000, with projected event revenue, the return on investment is approximately 2.86 years.
- b) Facilities Manager Paradis presented the remodel of the Cloverleaf Kitchen to a commercial grade kitchen. Paradis stated that the cabinets would be removed and replaced with stainless steel shelving. She continued that the existing work surfaces would be replaced with stainless steel prep areas. Fair Manager Pekins-Hagele stated that these improvements would allow for certification of the kitchen which allows for more rental opportunities. Perkins-Hagele stated that there has been interest from parties wanting to rent just the kitchen portion for food production. Perkins-Hagele also added there have been issues in the past with caterers refusing to use the space due to the inadequate prep and storage areas for events.

6) Veterans Plaza Update-

Deputy County Administrator Sia Lindstrom provided a brief recap of the Veteran's Memorial project. Lindstrom informed the committee of the event on Memorial Day to unveil the design and kick off fundraising efforts for the plaza. Deputy County Administrator Lindstrom then introduced Steve Mileham the designer of the entire Master Plan, who was brought in to explain the concept of integrating this plaza into the fairgrounds. Mr. Mileham presented a detailed schematic model for the plaza, which included detailed imaging of symbolic areas dedicated to the military branches of service. Discussion ensued regarding the components of the plaza. Lindstrom concluded by stating the next step is taking the plan to the community for input and information gathering through the summer.

7) Planning Update-

Assistant County Administrator Rob Massar stated that the county is currently working with a cost estimator to obtain a goal budget for improvements to the complex. Massar stated that several studies will be needed to determine the economic impact of the complex and what events may be attracted with improvements. Member Nicole Berg asked what size building is necessary and also what money gathering projects have begun. Masser stated that these studies will give a better idea as to the need for the building and what funds will need to be raised. Commissioner Duyck stated that in the past bond measures, corporate sponsorships and county funds have been attempted for these improvements but have not succeeded. Chair Pedersen stated that it appears the concrete numbers are needed from the studies to move forward and will hopefully be available by the next meeting.

8) County Fair Update-

Fair Manager Leah Perkins-Hagele reminded the committee of the fair dates of July 26th- 29th. Perkins-Hagele thanked Deputy Administrator Rice and Commissioner Duyck for their work in acquiring additional parking areas from the port for use during fair. Fair Manager Perkins-Hagele stated the carnival will be increased in size by 25% and spread into the new area created by removal of the berm in the amphitheater. Perkins-Hagele continued that a partnership with Trimet is pending to increase ridership for the event and ease congestion for parking and traffic. A prefair promotional piece will be created to inform patrons of the option. In closing, Perkins-Hagele stated that a national concert act is also scheduled to occur on July 27th, Friday evening of fair. Member David Villalpando inquired about the Latino Concert traditionally held on Sunday afternoons. Fair Manager Perkins-Hagele stated that this year a concert will not be held due to poor return last year, the majority of the latino population appeared to prefer to spend their time and dollars in the carnival area. Perkins-Hagele stated that advertising will be made on the Spanish media outlets to encourage coming to the fairgrounds everyday to enjoy the event.

9) Fair Board Fundraising and Kick-off Event-

Deputy County Administrator Rod Rice stated that earlier that day Fair Manager Perkins-Hagele and Don McCoun presented information about the group dedicated to fundraising only for the fair complex. Rice continued that the Fair Board directed staff to form a 501(c) group that operates separate from the county. Commissioner Duyck asked the name of the group, Rice responded at this time it is known as The Washington County Fair Foundation. Fair Board President Don McCoun stated that currently funds are being raised to begin the group with the current target being \$10,000. McCoun urged anyone in attendance to donate to the organization. Fair Manager Perkins-Hagele stated that the foundation will focus on fundraising for a variety of improvements for the fair such as a PA system, panels for livestock and other renovations. Rice stated that a Thank You event will be held on May 12 to honor those that have contributed to the foundation's fundraising efforts. Chair Pedersen asked whom to write a donation to. Rice stated that any donation can be made to The Washington County Fair and the funds will be transferred to the foundation.

10) Future Agenda Items-

- a) Chair Larry Pedersen recommended that the following be considered on the future agenda.
 - i) Staff Candi Paradis and Leah Perkins-Hagele to provide an update on Kitchen remodel
 - ii) Fence Bids and project update
 - iii) Rob Massar to provide additional information and justification for projects being considered when a required budget is more concrete.
 - iv) An update on the formation of the 501c group
- b) Chair Pedersen stated that the committee should plan a lunch meeting Tuesday June 26th, 2012 at 11:30 a.m.

11) Public Comment II- NONE

12) Adjourn

- a) With no further business before the Committee, Chair Pedersen adjourned the meeting at 2:30 p.m.

**Leah Perkins-Hagele
Recording Secretary**

**Larry Pedersen
Committee Chair**