

**Minutes**  
**Fairgrounds Advisory Committee**  
**Tuesday, January 17, 2012**

**Convened:** 1:00 pm

**FAIRGROUNDS ADVISORY COMMITTEE MEMBERS:**

Terry Goldman\*

Nicole Berg

Jerry Willey, Mayor of Hillsboro

Andy Duyck, Board of Commissioners

Don McCoun, Fair Board President

Cindy Phillips\*

David Villalpando \*

Larry Pedersen

Jonathan Schlueter

**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) Deputy County Administrator Rod Rice called the meeting to order at 1:05 p.m.
  - i) Deputy County Administrator Rice opened with the announcement that Terry Goldman has resigned from the committee due to other obligations. Rice advised the board now would be the time to select the new Chair and Vice Chair for the committee and nominations were requested. Don McCoun nominated Larry Pederson for Chair of the committee, second by Jerry Willey. Larry Pedersen nominated Jonathan Schlueter as Vice Chair, second by member Duyck

**Motion by Member Don McCoun to appoint Larry Pedersen as Chair of Committee. 2<sup>nd</sup> by Member Jerry Willey. Motion Carried 5-0.**

**Motion by Chair Larry Pedersen to appoint Jonathan Schlueter as Vice Chair of Committee . 2<sup>nd</sup> by Member Duyck. Motion Carried 5-0.**

**2) Facilities Update**

- a) Deputy County Administrator Rod Rice provided an update to several facility issues.
  - i) Parking – Rice provided an overview of the Parking issues from the 2011 Fair. He stated that several meetings have taken place with TriMet and the Port of Portland to help solve those issues. One solution will be TriMet offering more trains during peak times. The Port has also agreed to lease land South of Veterans Way approximately 12 acres of additional parking.
  - ii) Floral Building- Rice stated that the Floral building has been removed and the area is in process of being filled. The area will become a new landscaped rental space ideal for weddings or parties rented alone or with the Cloverleaf building. This area being landscaped will also provide additional space during fair to place attractions or tenting.

\*members absent

**3) Joint Fair Board- Board of Commissioners Meeting Overview and County Fair Update**

- a) Fair Board President Don McCoun provided a brief recap of the annual meeting that took place December 13, 2011. Commissioner Andy Duyck reminded the committee that this annual meeting is required as stated in the Memorandum of Understanding (MOU) between Fair Complex and The County.
- b) Fair Manager Leah Perkins-Hagele updated that the fair is in planning stages at this time. The most noteworthy being with the berm removal in the amphitheater the carnival can now expand 25% into that area which will increase revenue for this year and alleviate the long lines patrons experienced previously. Perkins-Hagele also stated that most of the entertainment was booked for 2012 and would be completed after the conventions in late January.

**4) Veterans Plaza Update- Master Plan Discussion**

Assistant County Administrator Rob Massar recapped the project status of the Veterans Plaza construction. Deputy County Administrator Sia Lindstrom presented a brief overview of the project as a whole and introduced Betty Pomeroy from the Veterans Council. Ms. Pomeroy explained the process of creating a non profit group to fundraise for the project and how bricks were being sold for that purpose. The bricks which can be engraved are being sold and installed at the Plaza. Ms. Pomeroy stated that there would be a unveiling on Memorial Day at 1 p.m. with details still being worked out. At this time the designer Steve Mileham of the entire master plan was brought in to explain the concept and integrating this plaza into the fairgrounds. Discussion ensued regarding logistics of the project and other facility upgrades. Mr. Mileham presented several options for the proposed Main Exhibit Hall for the committee to consider.

**5) Action Items- Approval of Remaining Projects for Fiscal Year 2011-2012 and Recommendations to Budget Committee for Fiscal Year 2012-2013.**

- a) Fair Manager Leah Perkins-Hagele and Facilities Manager Candi Paradis presented to the committee the numerous facility projects that are needed to upgrade and repair existing buildings and grounds. The PowerPoint presentation detailed each project and the estimated cost to complete each.
  - i) Perimeter Fencing - \$217,000
  - ii) Roof Extension- \$23,000
  - iii) Personnel doors in Barn - \$3,000
  - iv) Small Animal Barn Shutters - \$30,000
  - v) Cloverleaf Kitchen remodel - \$20,000
  - vi) Berm removal in Main Parking Lot- \$60,000
  - vii) Friendship Square repair- \$210,000
  - viii) Livestock Restroom repair - \$225,000
  - ix) Veterans Memorial Plaza- TBD
  - x) Pave Lots -\$500,000
  - xi) Remove Horse and Goat Barns- TBD

Discussion ensued regarding the logistics and necessity of completing the projects.

**Motion by Jerry Willey to approve recommendations to the Budget Committee. 2<sup>nd</sup> by Vice Chair Schlueter. Motion carried 6-0.**

- b) Fair Manager Perkins-Hagele and Facilities Manager Paradis suggested to the committee the next fiscal year budget should focus on the following items:
  - i) Small Animal Barn
  - ii) Personnel Doors for 2 Barns
  - iii) Cloverleaf Kitchen Remodel
  - iv) Removal of Berm in Main Parking Lot

Discussion ensued regarding the priority of the projects and dollars available in the budget to complete.

**Motion by Andy Duyck to approve recommendations to the Budget Committee. 2<sup>nd</sup> by Vice Chair Schlueter. In favor of motion- 5, Against- 1 Member Nicole Berg objected to the remodel of the Cloverleaf Kitchen and Parking lot berm due to lack of information.**

**6) Future Agenda Items-**

- a) Chair Larry Pedersen recommended that the following be considered on the future agenda.
  - i) Report back with any business opportunity for renovations
  - ii) Berm removal in main parking lot project detail
  - iii) Additional information and justification for projects being considered in the next fiscal year.
- b) Chair Pedersen stated that the committee should plan to meet in approximately three months after a date can be mutually agreed upon.

**7) Adjourn**

- a) With no further business before the Committee, Chair Pedersen adjourned the meeting at 3:30 p.m.

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**Leah Perkins-Hagele**  
**Recording Secretary**

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**Larry Pedersen**  
**Committee Chair**