



EASTERN OREGON TRADE AND EVENT CENTER (EOTEC)

1705 E. Airport Road

Where Life is Sweet

March 02, 2023 at 5:30 PM

AGENDA

- 1. CALL TO ORDER**
- 2. ACTION ITEMS**
 - A.** Review and Possibly Approve the January 5th, 2023 regular meeting minutes
- 3. REPORTS**
 - A.** Barns Expansion
 - B.** Field Expansion Projects - HEROS
 - C.**
 - i. Preventative Maintenance Schedule
 - ii. Draft Quarterly Profit/Event Summary
 - iii. 2022 & 2023 Events Booked Calendars
 - D.** Branding Update
- 4. OTHER**
- 5. NEXT MEETING** - May 4th, 2023 @ 5:30pm
- 6. ADJOURN**

**** AMERICANS WITH DISABILITIES ACT NOTICE ****

Please contact Hermiston City Hall, 180 NE 2nd St., Hermiston, OR 97838 (Phone No. 541-567-5521) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TTY and TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900 or 711.

Present were committee members Luke Swanson, Doug Bennett, Weston Putnam, Mike Kay, Jennifer Roberts and Patrick Collins (via phone). Also present were City Manager Byron Smith, Mayor David Drotzmann, EOTEC General Manager Al Davis, City Councilman Roy Barron & City staff Holly Lambert.

Committee member Jessica Narain was absent.

Doug opened the meeting at 5:30pm.

Election of Chair and Vice-Chair for 2023-2024

Doug opened the floor for nominations.

Weston moved and Mike seconded to elect Patrick Collins as Chair for 2023-2024. Motion carried unanimously.

Luke moved and Jennifer seconded to elect Weston Putnam as Vice-Chair for 2023-2024. Motion carried unanimously.

October 13th, 2022, Minutes

Doug moved and Mike seconded to approve the October 13th, 2022, EOTEC Advisory Committee regular meeting minutes as presented. **Motion passed unanimously.**

Barns Expansion Report

The city hired the Wenaha Group for the barn's expansion project and other City projects. The barns expansion is a top priority. The Wenaha Group cautioned a metal barn may take six months or longer depending on the availability of materials and may not be completed in time for the 2023 County Fair.

Report on Field Expansion Project - HEROS

Luke reported Swaggart Brothers will be unable to provide the field excavation as an in-kind donation. The HEROS committee is working to find other options for leveling ground in field areas. The committee is working to coordinate fitting in the round-about design from the EOTEC Master Plan without losing any areas for field development. There will be initial field work happening next week and the committee is expecting lighting bids to come in soon. Cash and in-kind donations are up and 3–5-year pledges over one million so far. Luke mentioned the Rodeo is also looking at updating lighting and the two may coordinate.

EOTEC Operations Update

Al shared all Festival of Lights/Christmas decorations are stored away until next season. This year's event was successful but did not see as much traffic as years past. Al stated this year's holiday events were enjoyable to host, including the Hermiston High School Band and Choir concert, the Toy Drive (a huge success this year) and the Christmas Express events.

In January EOTEC will host many events and starting in February things are booked twelve weeks out. The coordination with the City's Parks and Recreation department to host pickle-ball and Rec-It Arena events has proved successful. Overall, the pace of bookings is picking up since the pandemic. In February, EOTEC will host a combined Farm & City Ag & Home EXPO in conjunction with OSU. This is a new event for EOTEC and most booth space has already sold out.

Mike requested a quarterly summary of number of events, private versus public bookings, income and expenses similar to the report this committee received prior to VenuWorks management.

Mike asked how preventative maintenance occurs at EOTEC.

Byron stated we will begin managing and create a Preventive Maintenance schedule in the future.

Branding Research Report

Byron reported the branding research results to be strongly in favor of coordinating the City's "Where Life is Sweet" logo to update the EOTEC logo. The results revealed no strong feelings either way as far as renaming the facility.

The Advisory Committee's agrees with rebranding but not renaming the facility.

Other Business

A question was asked on the status of using the airport triangles for parking. Byron responded the city is working on an agreement to be able to use the space for parking while keeping to FAA assurances the airport will only be used to benefit the airport.

Next Meeting- March 2nd, 2023, at 5:30PM

Meeting adjourned at 6:25pm.

EOTEC Grounds Maintenance Schedule

Since I have started, I have been in communication with multiple agronomists on the best practices for EOTEC. We have bought fertilizer and chemical from Western Ag Improvement and Simplot. Steve Wallace has taken soil samples of the commons area (and we will take samples of the fields in the future) to see what the soil is lacking to be able to apply the correct nutrients to the ground. In 2022 we applied fertilizer in February and June. We currently have fertilizer on hand to apply before we start the sprinklers this spring.

As far as applying herbicides to the ground to kill weeds, we have usually waited until the puncturevine starts emerging and then spray with 2,4-D and banvel in order to get the weeds that are up and have some soil residual to kill future weeds for a few weeks. We have used DW Ag Services to spray when we want to spray the entire facility. Late in 2022, we acquired a Polaris Ranger with a sprayer for it. So, that will be used to do as much spraying as possible when needed. Specific timing will depend on weather and plant growth, not a calendar. This past year, we sprayed for puncturevine in early June and then sprayed some again in late July. We have discussed ground sterilant but as sandy as this ground is, I'm not sure it will last as long as we would hope and so I think it could be wasting money. But I want to try some early this spring to see if it is feasible.

I service the gators, lawn mowers, tractors and arena drags every winter/early spring and have been maintaining them myself as much as possible.

We maintain and replace sprinklers as needed.

Twice a year, Apollo Heating and Air services the HVAC system and changes filters.

We have our dishwasher in the kitchen serviced monthly by Home Depot Pro

December/January- Hood Suppression System inspected in kitchen.

Late fall/early spring- Aerate grass.

Early spring- McLaughlin Landscaping turns sprinklers on and checks the patterns.

Early spring- ground sterilant on gravel and around barns.

Early spring- fertilize

Mid/late spring- start spraying for puncturevine

Early summer- another round of fertilizer

June- Security and Fire Alarm tests

June/July- Hood Suppression System inspected in kitchen.

Up to fair keep puncturevine that is coming through sprayed.

After fair spot spray puncturevine

Mid/Late October- Water off, sprinklers blown out, barns drained and blown out.