

Klamath County Tourism Grant  
Traditional - Final Report

Please provide the following information and submit with your final drawdown request. 20% of the grant is withheld until we receive the final report.

Steen Sports Park \$35,000

Summer 2015

Title of Project / Funds Awarded

Soccer Fields

Date of Event/Project

Name of Organization

Steen Sports Park

Contact Person

Dave Steen/ Mike Fleeder

Address

4500 Foothills Blvd

City, State, Zip

Klamath Falls, OR, 97603

Phone Number

Submit Report to:

Tourism Grant Coordinator

Klamath County Finance

305 Main Street

Klamath Falls, OR 97601

541-883-4202

1. For an event, provide a detailed list of all marketing materials and an electronic version of the material on a CD. (Including audio or video recordings.) For an infrastructure project, provide photographic evidence of the project (before and after pictures), design and supportive materials on a CD.
2. Detail the matching funds expended and provide proof of their expenditure.
3. Update the budget forms from your original application with actual revenues and expenses for both the project and the marketing plan.
4. Where did you spend your marketing dollars?
5. What part of your marketing efforts were most successful and least successful? For infrastructure projects, what parts of your project were most successful and least successful?

Event Applicants Only:

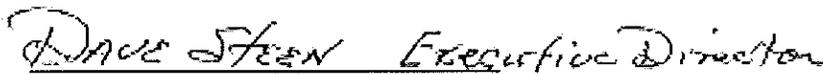
6. How many people from out-of-county attended?
7. How did you determine how many people from out-of-county attended? Explain why this is an accurate measurement of the out-of-county attendees.
8. How many extra days did your visitors stay in the area?
9. How did you determine how many extra days your visitors stayed? Explain why this is an accurate measurement of the extra days.

By signing this you are agreeing that you have paid all bills accrued through this process; as well as agreeing that the Logo Usage Agreement is now terminated.



Signature

  
Date

  
Printed Name and Title

# DRAWDOWN REQUEST FORM

## KLAMATH COUNTY TOURISM GRANT PROGRAM

Please complete and submit this form to the Tourism Grant Coordinator at the address listed below to receive your grant funds. 20% of the grant is withheld until the final report is submitted.

Steen Sports Park  
Name of Organization

Amount of Award: \$ 35,000

4500 Foothills Blvd.  
Address

Klamath Falls, OR 97603  
City, State, Zip

Dave Steen  
Contact Person

Phone Number

Baseball fields  
Title of Project

Balance of Award: \$ 35,000

Drawdown Requested: \$ ( 35,000 )

Remaining: \$ Ø

I/We, the administrator(s) of this project, certify that the attached invoices are accurate and that our project did receive the services/supplies being billed in accordance with the provisions of the Tourism Grant program.

Dave Steen  
Signature

Executive Director  
Title

8/27/15  
Date

Attach documentation of the expenses to justify your request: (documentation could include copies of bills, invoices, canceled checks, receipts, etc.) The amount requested must equal or exceed your documentation.

- ✓ All or a portion of the awarded grant funds may be drawn down, as necessary.
- ✓ Checks will be issued according to the County's usual Accounts Payable schedule.
- ✓ Please contact the Klamath County Finance Office at 541-883-4202 with any questions.

Remit to:  
Klamath County Finance  
305 Main Street  
Klamath Falls, OR 97601

2180-6060-0000-6000-62060



SUPERIOR FENCE LLC  
 6930 AIRWAY DR.  
 KLAMATH FALLS, OR 97603  
 PHONE # 541-882-6944  
 FAX # 541-884-7883  
 BB# 181369 CA.LIC # 633180

# Invoice

DATE	INVOICE #
8/5/2015	15-251

BILL TO
Steen Sports Park Attention: Dave Steen P.O. Box 5230 Klamath Falls, OR 97601

JOB INFORMATION
Job address: 4500 Foothills Field # 5, 6, 7 Contact: Dave Steen

JOB NO.	P.O. NO.	TERMS	DUE DATE
15-P194		Net 30	9/4/2015

DESCRIPTION	QTY	RATE	AMOUNT
Supply and install materials needed to build a 20' high x 56' long backstop on existing concrete wall. All post and bracing to be 40WT pipe. All brace bands and rail ends to be welded to pipe. All tie wires to be of steel material.	3	17,468.50	52,405.50
FIELD 5, FIELD 6 AND FIELD 7 DONE			
IN-KIND DONATIONS			
Field 5	1	-3,493.70	-3,493.70
Field 6	1	-3,493.70	-3,493.70
Field 7	1	-3,493.70	-3,493.70
CREDIT FOR CUSTOMERS EXISTING POST BEING USED			
Field 5	8	-209.50	-1,676.00
Field 6	0	209.50	0.00
Field 7	2	-209.50	-419.00

Price includes prevailing wage rates.

<b>Total</b>	\$39,829.40
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$39,829.40

Klamath County Tourism Grant  
Traditional - Final Report

Please provide the following information and submit with your final drawdown request. 20% of the grant is withheld until we receive the final report.

Baseball Fields  
\_\_\_\_\_  
Title of Project / Funds Awarded  
Steen Sports Park  
\_\_\_\_\_  
Name of Organization  
Dave Steen  
\_\_\_\_\_  
Contact Person  
4500 Foothills Blvd  
\_\_\_\_\_  
Address  
Klamath Falls, OR 97603  
\_\_\_\_\_  
City, State, Zip  
541-331-0717  
\_\_\_\_\_  
Phone Number

Aug to Sept 2015  
\_\_\_\_\_  
Date of Event/Project

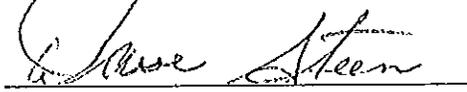
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305 Main Street  
Klamath Falls, OR 97601  
541-883-4202

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\_\_\_\_\_  
Signature

10/8/15  
\_\_\_\_\_  
Date

Dave Steen, Exec. Director  
\_\_\_\_\_  
Printed Name and Title

# DRAWDOWN REQUEST FORM

## KLAMATH COUNTY TOURISM GRANT PROGRAM

Please complete and submit this form to the Tourism Grant Coordinator at the address listed below to receive your grant funds. 20% of the grant is withheld until the final report is submitted.

Steen Sports Park  
Name of Organization  
4500 Foothills Blvd  
Address  
Klamath Falls, OR 97603  
City, State, Zip  
Dave Steen  
Contact Person  
541-331-0717  
Phone Number  
Baseball Fields  
Title of Project

Amount of Award: \$ 35,000

Balance of Award: \$ 35,000  
Drawdown Requested: \$ ( 35,000 )  
Remaining: \$ 0

I/We, the administrator(s) of this project, certify that the attached invoices are accurate and that our project did receive the services/supplies being billed in accordance with the provisions of the Tourism Grant program.

Dave Steen Executive Director 10/8/15  
Signature Title Date

Attach documentation of the expenses to justify your request: (documentation could include copies of bills, invoices, canceled checks, receipts, etc.) The amount requested must equal or exceed your documentation.

- ✓ All or a portion of the awarded grant funds may be drawn down, as necessary.
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Remit to:  
Klamath County Finance  
305 Main Street  
Klamath Falls, OR 97601

**Klamath County Tourism Grant Application  
Project Budget**

	Committed	Pending	Total	Actual	Comments/Explanations
<b>INCOME</b>					
Tourism Grant Request	35,000		35,000	35,000	
Cash Revenues - Source: BNSF Railroad	2,500		2,500	2,500	
Source: Bank account	13,786		13,786	13,786	
Source:					
Total Cash Revenues	51,286	-	51,286	51,286	
In-Kind Revenues: Source: Superior Fence	13,872		13,872	13,872	
Source: Jackson Cty Fair	2,000		2,000	2,000	
Source:					
Total In-Kind Revenues	15,872	-	15,872	15,872	
Total Revenue	67,158	-	67,158	67,158	
<b>EXPENSES</b>					
Cash Expenses - Personnel costs					
Marketing costs			-	-	
Rentals					
Supplies					
Other: Fence construction	51,066	-	51,066	51,066	
Other: KC Tourism sign	220		220	220	
Other:					
Other:					
Total Cash Expenses	51,286	-	51,286	51,286	
In-Kind Expenses Labor	11,777		11,777	11,777	
Marketing costs					
Other: Fence Materials	2,095		2,095	2,095	
Other: Fencig Jackson Cty Fair	2,000		2,000	2,000	
Other:					
Other:					
Total In-Kind Expenses	15,872	-	15,872	15,872	
Total Expenses	67,158	-	67,158	67,158	
Net Income<Expense>	-	-	-	-	

**NOTES**

Be as specific as possible; provide explanation to help clarify budget items  
 Use the "Actual" column when preparing your final report; submit this form with the final report  
 Use additional space or lines if necessary to provide complete information  
 Value all volunteer labor at \$10.00 per hour for In-kind revenues and expenses.



SUPERIOR FENCE LLC  
 6930 AIRWAY DR.  
 KLAMATH FALLS, OR 97603  
 PHONE # 541-882-6944  
 FAX # 541-884-7883  
 BB# 181369 CA.LIC # 633180

# Invoice

DATE	INVOICE #
8/5/2015	15-251

BILL TO
Steen Sports Park Attention: Dave Steen P.O. Box 5230 Klamath Falls, OR 97601

JOB INFORMATION
Job address: 4500 Foothills Field # 5, 6, 7 Contact: Dave Steen

JOB NO.	P.O. NO.	TERMS	DUE DATE
15-P194		Net 30	9/4/2015

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<b>Total</b>	<b>\$39,829.40</b>
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<b>Balance Due</b>	<b>\$39,829.40</b>



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 6930 AIRWAY DR.  
 KLAMATH FALLS OR 97603  
 PHONE # 541.882.6944  
 FAX # 541.884.7883  
 BB# 181369 CA. LIC # 633180

# Invoice

DATE	INVOICE #
9/18/2015	15-295

BILL TO
Steen Sports Park Attention: Dave Steen 4500 Foothills Blvd Klamath Falls, OR 97603

SHIP TO

JOB NO.	P.O. NO.	TERMS	DUE DATE
15-280		Net 30	10/18/2015

DESCRIPTION	AMOUNT
Install remaining materials needed to finish radius fence at baseball field Spot Tie fence and tie one post: Leave remaining fence ties with Dave Steen they will finish tying. All materials supplied will be an additional expense	1,295.00
ALL LABOR AND EQUIPMENT DONATED	-1,295.00
Materials needed to complete project	737.00

<b>Total</b>		\$737.00
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$737.00



SUPERIOR FENCE LLC  
 6930 AIRWAY DR.  
 KLAMATH FALLS OR 97603  
 PHONE # 541.882.6944  
 FAX # 541.884.7883  
 BB# 181369 CA. LIC # 633180

# Invoice

DATE	INVOICE #
9/18/2015	15-296

<b>BILL TO</b>
Steen Sports Park Attention: Dave Steen 4500 Foothills Blvd Klamath Falls, OR 97603

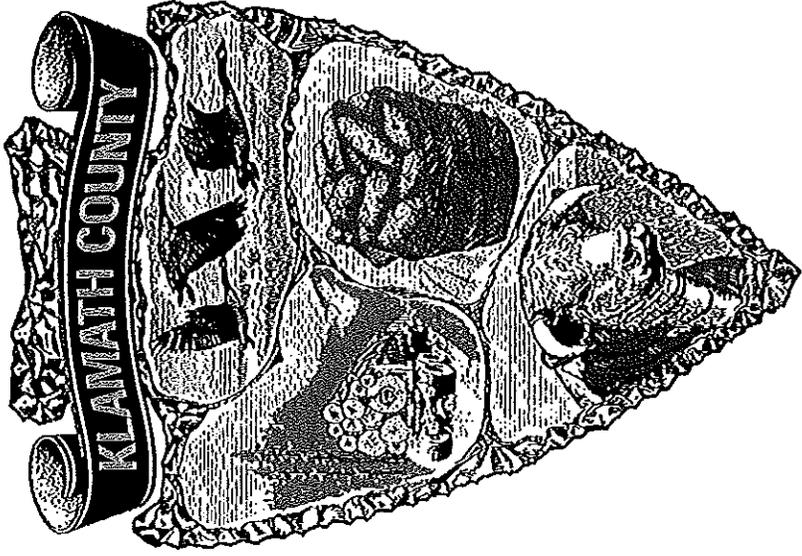
<b>SHIP TO</b>

JOB NO.	P.O. NO.	TERMS	DUE DATE
		Net 30	10/18/2015

DESCRIPTION	AMOUNT
Supply and install materials need to finish items of fencing around the backstops and fields	10,500.00

<b>Total</b>	\$10,500.00
Payments/Credits	\$0.00
<b>Balance Due</b>	\$10,500.00





**These fields were  
partially funded**

**by the**

**Klamath County Tourism  
Grant Program**

## Jason Link

---

**From:** Jason Link  
**Sent:** Thursday, October 29, 2015 4:55 PM  
**To:** 'Mike Reeder'  
**Subject:** RE: GRANT SIGN

This is approved.

**From:** Mike Reeder [mailto:mikereeder@charter.net]  
**Sent:** Friday, October 23, 2015 12:04 PM  
**To:** Jason Link <jllnk@klamathcounty.org>  
**Subject:** Fwd: GRANT SIGN

Here's an example for a sign (2'x4') in aluminum which will be placed along the fence facing the incoming parking lot. Let me know what you think. It's a draft s we can change anything.

Mike

Sent from my iPad

Begin forwarded message:

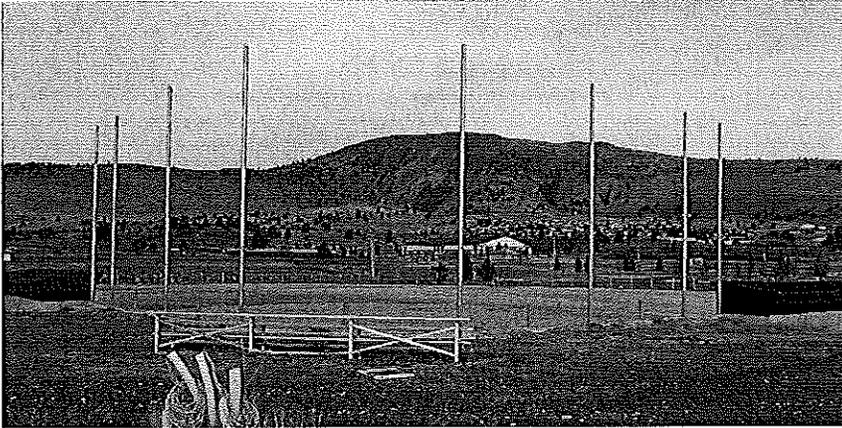
**From:** Matt Pollard <matt@sage-pro.com>  
**Date:** October 23, 2015 at 8:41:01 AM PDT  
**To:** Mike Reeder <mikereeder@charter.net>  
**Subject:** GRANT SIGN

Thanks,

Matt S Pollard  
Sagebrush Production  
Monday 10:00-2:00  
Tuesday-Thursday 10:00-5:00  
Friday 10:00-2:00  
541.281.3803  
2800 Crosby Avenue Unit 2  
Klamath falls, OR 97603

# Summary of The Steen Baseball Field Project

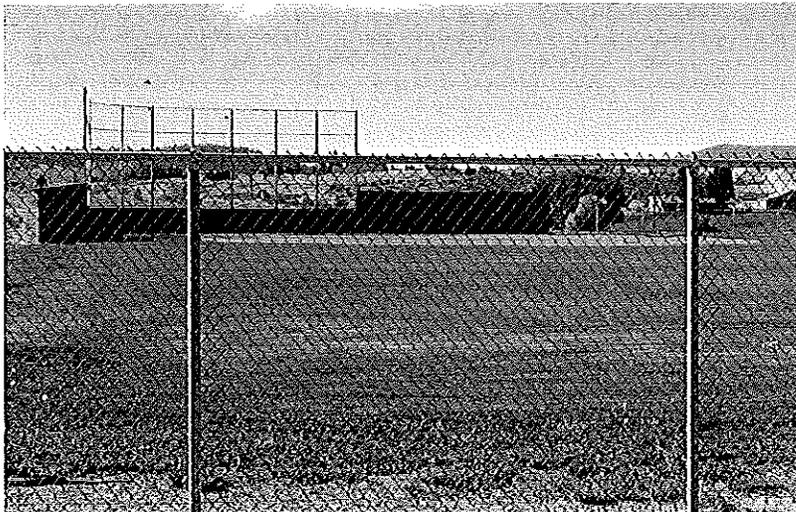
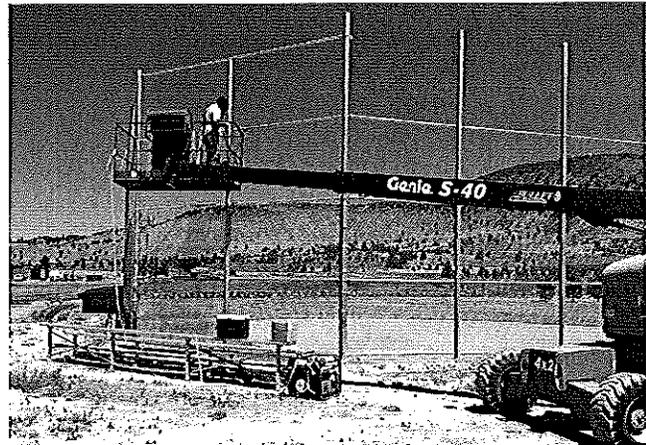
1. For Infrastructure project provide photographic evidence of the project (before and after pictures).



Field 7 before tourism grant.  
Note partially finished backstop  
and lack of surrounding fence.



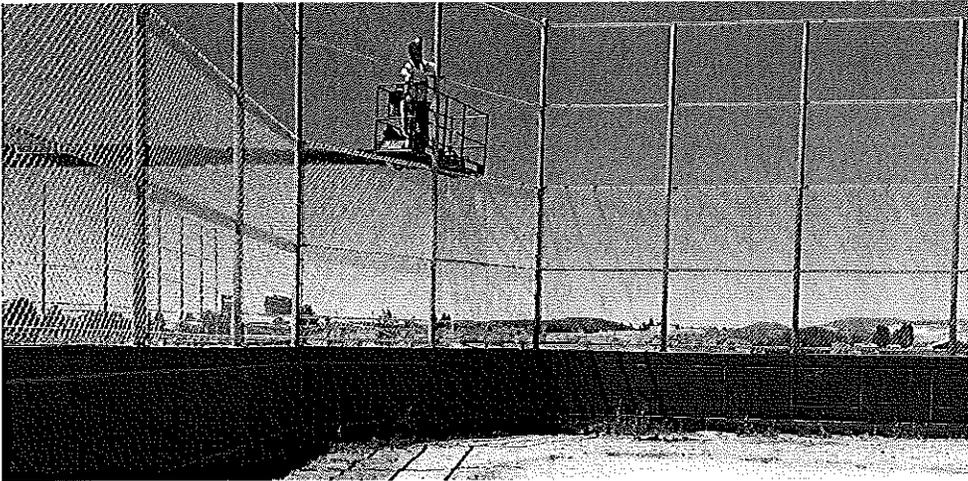
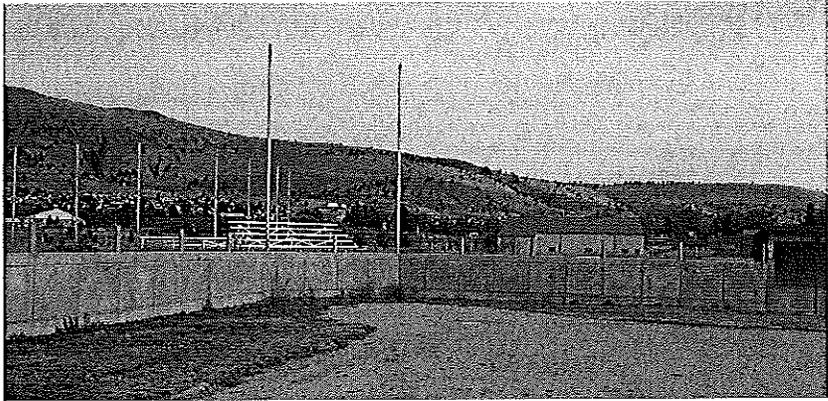
Field 7 during completion of  
backstop.



Completed field 7 showing  
new perimeter fence and  
completed backstop



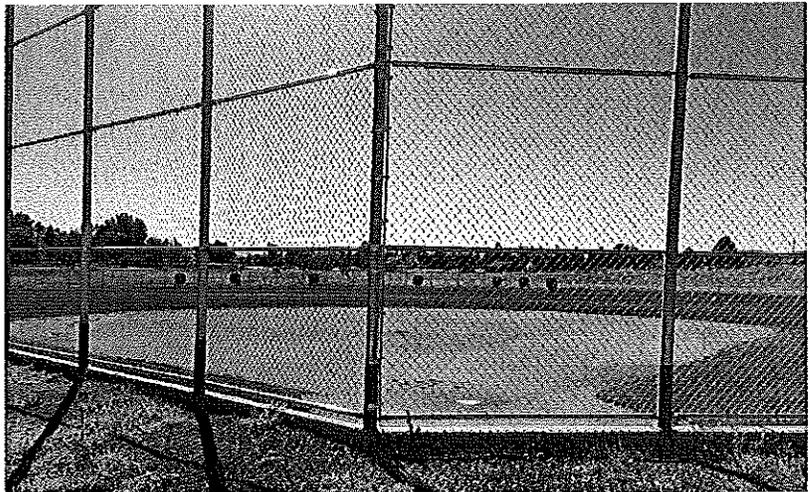
Field 6 before completion of backstop.

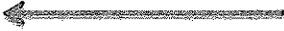
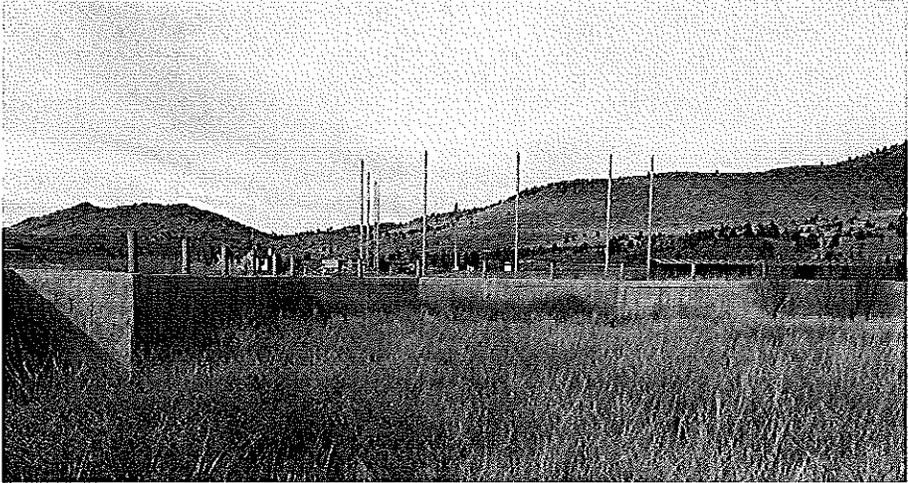


Field 6 work in progress on backstop



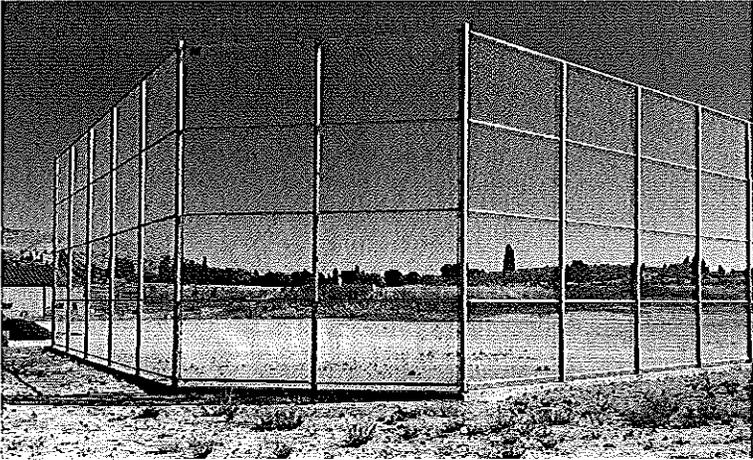
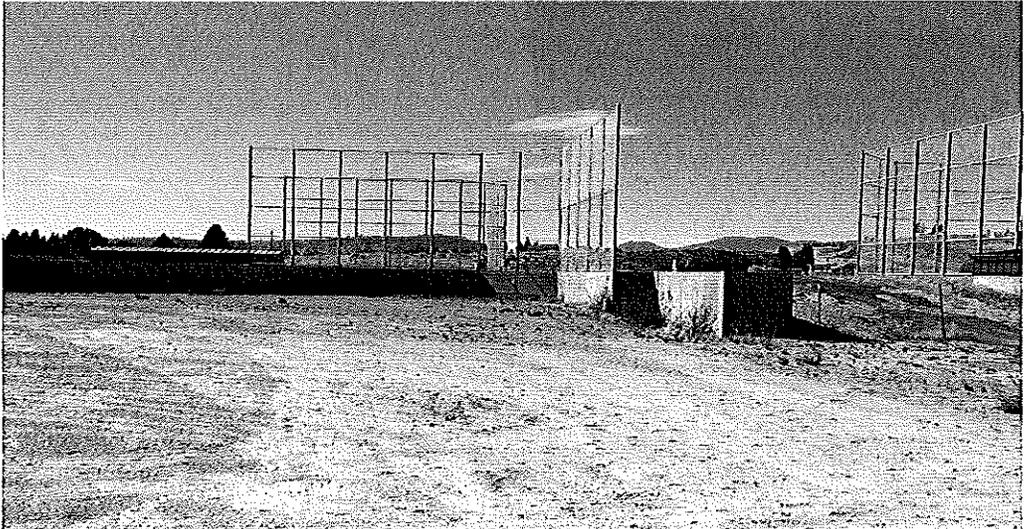
Field 6 after backstop. Ready for play!





Field 5 before. Backstop incomplete and field uneven and without sprinklers.

Field 5 after completion of backstop and partial scraping and leveling of playing area.



Field 5 after scraping and addition of mulch for grass outfield and infield.

2. Detail Matching funds expended and provide proof of their expenditure.

The project was estimated to cost \$50,000 originally and the estimated matching funds required were \$15,000—or 30% of the total. The total cost from Superior Fence came to \$51,066. The tourism grant will be \$35,000. This leaves \$16,066 that we paid Superior Fence. In addition, we spent \$220 on a sign thanking the County Tourism program for your support. The total matching funds paid to Superior Fence and Sagebrush Productions came to \$16,286. Proof of these expenses is detailed in our final budget packet.

3. Updated expenses are detailed in Tom Romig CPA's budget.

4. Where did you spend your marketing Dollars?

No money was spent in marketing dollars. The anticipated amount in the preliminary budget of \$2500 was not required. Marketing was done through the Internet and available marketing programs set-up through the appropriate softball leagues and organizations.

5. See below in summary.

## Summary of the project

The contracts for the three baseball fields were sent to three contracting firms and the final bid was awarded to Superior Fence, who had the lowest bid.

Superior Fence offered to do part of the work using in-Kind labor and materials, which greatly increased their capacity to complete all of the backstops and two of the fences. In addition, other contractors offered in-kind support in the form of labor, rentals, materials to complete even more of the fields on time. The total of in-kind support on this project totals \$17,929.00.

Field 6 is complete and is tournament ready. Field 5 and 7 are nearing completion and will be completed with the addition of dugout roofs, seed, irrigation sprinkler heads and ditch digging to install the irrigation system. All of which are to be donated to the park adding to the already

very generous in-kind support from the business community.

The park paid matching funds in the amount of \$16,286. This is more than the 30% required as the total cost came to \$51,066.

Marketing was done primarily through letter writing, on-line e-mails and our inclusion into, "All World Scheduling," which put our facility in contact with other softball organizations through the area. No money was spent on marketing this year. The one tournament scheduled was canceled due to poor air quality.

Through Basin United Soccer we began both a softball league and kickball games that were scheduled throughout the summer. Over 200 players participated in this inaugural season.

The most successful part of the project were:

- The cooperation with contractors in the area in terms of their donations and their willingness to assist to complete the project on time. And
- The successful season of both kickball and softball leagues at the park.

The least successful parts of the project were:

- The inability to fully complete all three fields with perimeter fences and grass in one season. And
- Poor quality of the air and the lack of a tournament within the first year.