

7/20/17

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND - RICKREALL, OREGON

MINUTES REGULAR MEETING – July 20, 2017

PRESENT: Fair Board: Nita Wilson, Diane Bishop, Anna Scharf, Suzanne Burbank, John Walton, **Absent:** Linda Lambert, Tammy Dennee (excused) **Staff:** Tina Andersen **Guest:** None **Partner/Tenant:** Suzi Busler (OSU Extension)

MEETING CALLED TO ORDER –8:00am

APPROVAL OF MINUTES: Motion by Nita and second by Diane. Motion passed unanimously.

GUEST COMMENTS: None

TENNANT/PARTNER COMMENTS: None

ADOPTION OF CONSENT AGENDA: Motion by John, second by Diane. Motion passed unanimously

CORRESPONDANCE/ANNOUNCEMENTS: None

LIASON REPORTS: PCLA – Suzanne discussed issues with the scheduling of the market show and asked that the schedule be put together earlier and gotten out earlier.

FINANCIAL REPORT: Review of revenues and expenditures.

The Fair's bottom line sits at a deficit of \$75,956 however there are still lots of bills coming in for both the generator and the caretaker residence. The County will be making a transfer into the Fair's account.

MANAGER'S REPORT: Maintenance and repairs – The generator is in place, it is not hooked up yet and won't be until after the eclipse event. The electric company has concerns about something going wrong with the system right before Fair. John Poole will be out before Fair to put the paving stones back in.

New sinks and counter top have been put in, in the women's restroom in the main building. The cost was under \$500.00 and Tina got permission from Greg Hansen to do the project.

Events & Building usage- The Flea Market went well, World Radio Mission is this weekend along with the pre-fair horse show, the pre-fair dog show is next weekend.

Dept. Head Mtg. – None

Safety Committee – A safety inspection will be done closer to Fair.

OLD BUSINESS:

4-H Update – Suzi reported that they have 283 exhibitors and 3,168 exhibits for Fair

2017 Fair –Fair Booth – The Board will have 2 booths in front of bldg. B. Suzanne will check with Wilco on helping with the decoration, and work with Linda on getting them here. Anna will work on decorations, Nikki will update the slide show.

Board Awards – The medallions have been ordered and the Board will judge on Thurs. of the Fair by 10:00pm.

Posters, maps & schedule – Posters are printed and ready to be handed out, the map and schedule and being printed now

Food & Sunday Breakfast– main kitchen menus are done, the same food vendors we had last year are back for this year, the kitchen will not serve a free breakfast on Sunday but will be open from 7:00am – 9:00am with a limited menu, the burger booth will be open from 10:00am – 1:00pm and

Jesus will have a booth open on Wednesday also.

Superintendents – There is still no Poultry Superintendent, 4-H has several volunteers that will be helping in that area. We do have a new Floral Superintendent.

Food voucher for Superintendent – Jesus is willing to work with the Fair to provide at least one meal a day for Superintendents, if we make vouchers he is willing to ring them up as payment and let the Fair take that money off of his payment to them. The Board agreed that we really need to do anything we can for those that volunteer so much of their time for us.

PCLA Auction & Lunch – PCLA sent a request for half price admission and to waive the parking fee for the buyers. The Board discussed the request at length along with the deficit in the Fair's bottom line. Motion by John to sell passes at regular cost and waive only the parking fees, second by Diane. Motion passed with Suzanne against it.

Entertainment – Is all lined up, Randy will be out next Friday to discuss the best placement of the stage itself. The Board had a brief discussion on VIP area, they continue the conversation for next year's Fair.

Fundraisers – The three fundraisers we had open have all been filled.

Beautification day – The day was a huge success, we had 72 volunteers ranging in age from 5 to 87. Building C got pressure washed along with the swine panels, the bleacher were painted along with the curbs, the aluminum bleachers were pressure washed and the swine barn got new paint on all the posts and the market office was repainted

NEW BUSINESS:

M.G. MUPS Building – The Master Gardeners have received permission from the BOC and the Museum to put a storage bldg. on the Museum property, they have not been able to get anyone to move their building, they have emptied it out but it is still on the grounds. They have approved a proposal from West Coast Metal Buildings for a 12x21 shed. It is an estimated cost of \$3,189.00, not including any labor. They have asked the fairgrounds to help in any way they can. Anna had told them in a previous meeting that if we had a tractor and operator available we could level some ground, but we don't have the financial means to help. The Board was concerned about their old building being left on the grounds. The Board agreed that this matter should go to the County Attorney and be done in writing. The request will give them an allotted amount of time to move it or it will become the property of the fairgrounds. When a replacement is in place for Derek Godwin the OSU Regional Administrator the Fair will work with them and make the appropriate changes to the MOU.

Eagle Scout Project – There is an Eagle Scout who was looking for a project to do. He and his Dad came out and looked at the barn bathrooms and will be pressure washing, scraping and repainting them as his project. Unfortunately it can't be done before the Fair due to their process but will be completed this fall.

The OFA State Fair meeting will be August 30th, as soon as the information comes in, it will be sent to the Board

ADD ONS: Restrooms in Bldg C – With the deterioration of the old 4-H building, the need for building C has grown, however with no restrooms in the building it is a challenge for those wanting to use it. Tina has spoken to the Fair Foundation and they are willing to help with this project, they are willing to let Tina write grants for it under their 501c3 and to run the financial piece of it through the Foundation. They are also willing to put in matching funds for a grant. The Board agreed to have Tina move forward with this project.

Chairman Scharf asked if there was a need to meet in executive session, staff replied there was not.

ADJOURNMENT: meeting adjourned 10:00am

Respectfully submitted by,
Tina Andersen, Manager