

TUESDAY WORK SESSION AGENDA
November 21, 2023
Courthouse Conference Room

THE LOCATION OF THIS MEETING IS ADA ACCESSIBLE. PLEASE ADVISE THE BOARD OF COMMISSIONERS (503-623-8173)
AT LEAST 24 HOURS IN ADVANCE IF YOU NEED SPECIAL ACCOMMODATIONS TO ATTEND OR TO PARTICIPATE IN THE
MEETING VIRTUALLY.

**Approximate
Time**

AGENDA

- | | |
|-----------|---|
| 9:00 a.m. | 1. CALL TO ORDER – PLEDGE OF ALLEGIANCE |
| | 2. COMMENTS (for items not on this agenda and limited to 3 minutes) |
| | 3. APPROVE MINUTES OF November 7, 2023 |
| | 4. POLK COUNTY FAIR UPDATE – Tina Andersen |
| | 5. NON-LISTED ITEMS (Pursuant to ORS 192.640) |

Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. The meetings are held in the Board of Commissioners' conference room, 850 Main Street, Dallas, Oregon. Each meeting begins at 9:00 a.m., and is conducted according to a prepared agenda that lists the principal subjects anticipated to be considered. Pursuant to ORS 192.640, the Board of Commissioners may consider and take action on subjects that are not listed on the agenda. The Board also holds a department staff meeting at 9:00 a.m. on Every Monday in the Commissioners Conference Room at 850 main Street, Oregon.

A public hearing will be held in the Main Conference Room, Polk County Courthouse, located at 850 Main St Dallas at 9:00 a.m., on Wednesday, November 29, 2023. The purpose of the meeting is to discuss and determine Ambulance Service Areas (ASA) for Polk County.

APPEARANCE OF INTERESTED CITIZENS

The Board sets aside a time at each regular meeting for comment by the public on subjects not appearing on the Agenda. Individuals may come forward and make any statement they wish, but not to exceed three (3) minutes in length, except as is required to give concise answers to questions from Board members. If the subject will require a lengthier presentation, or merits inclusion as an item on the Agenda of a future meeting, the Board shall schedule it accordingly.

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
November 7, 2023

1. At 9:00 a.m., Commissioner Gordon declared the Tuesday meeting of the Polk County Board of Commissioners in session and led the Board and attending audience in the Pledge of Allegiance. Commissioner Mordhorst was present via Zoom and Commissioner Pope was absent.

2. COMMENTS (for items not on this agenda):

None.

3. MINUTES: **COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON
SECONDED TO APPROVE THE MINUTES OF October 24, 2023**

MOTION PASSED BY UNANIMOUS VOTE OF THE QUORUM.

4. WVHA INTERVIEW

Paul Hamalian came before the Board to have a public interview for a position on the West Valley Housing Authority. Mr. Hamalian provided some of his background information and answered a series of questions. The Commissioners asked some clarifying questions and Mr. Hamalian answered their questions. Commissioner Gordon thanked him for coming in for this interview and let him know that someone would be reaching out to him soon.

5. NON-LISTED ITEMS - (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)

None.

Commissioner Gordon adjourned the meeting at 9:26 a.m.

Minutes: Nicole Pineda
Approved: November 21, 2023

2023 Annual B.O.C. Report

2023 Annual Fair

Fair Admission Revenues – Were up 11.5% over last year.

Fair Staffing – We hired 19 temporary employees this year. They all did a great job for us. The Central High Soccer Team did the kids area. DeMolay did the parking again and Jobs Daughters did admission, they did a great job, we were able to get the Rodeo crowd in with very little wait time.

Youth Livestock auction – There were 212 animals that went through the auction which was up 14% from 2022. The overall revenue of the auction was up by 16.5% with a total of \$595,779.00.

Sponsorship – Cash sponsorship which includes banners and donations were down by 58.5% from last year, however there was a \$50,000.00 donation for the restrooms. There was also a grant for \$277,777.00 that is not calculated into the sponsor line. The staff worked hard to attract new sponsors and will continue to look for ways to increase this revenue stream. In kind sponsorship was up by 53%.

Premiums – 4-H, FFA and open class youth were covered by donations from Polk County Farm Bureau, L & L Equipment and Pratum Co-op. We paid out \$2,693.00 plus special awards that were donated

Vendor booths – We had 14 food vendors and Oregon Beverage did all of our alcohol sales. Food sales were up 14.5%. Alcohol sales were up 10%. We had 42 Commercial vendor booths, which is 8 more than the year before.

Open class exhibits - were up by 12.5% (2,168 exhibits) exhibitors were up by 48% (254 exhibitors). We had all of our Superintendents this year, and some really great volunteers

4H and FFA exhibits – FFA had 116 exhibitors (up 23%) and 202 exhibits (up 1%).
4H had 234 Exhibitors (up 31.5%) 2,206 Exhibits (up 90%).

Fundraisers - There were 8 fundraisers held during the Fair by local organizations including the auction that raised \$609,668.00 which is reinvested back into Polk County.

Fair Events

The Rough Stock Rodeo – Was a success, we brought in more seats and it still wasn't enough. We are working with the Rodeo to change the way they set up in order to get more seating in.

New train this year – Choo-Choo Train

The obstacle courses and water slide were a big hit again.

Free rides on the Monster Truck was sponsored by Home Comfort Inc.

Drone races

The Heritage Tractor pull went well, the crowd wasn't as big as we had hoped.

4H/FFA Livestock Auction

Family Fun Zone – had the SW Polk Fire District Obstacle Course, Drones, Steampunk, Taro Card reading, waterslide, bouncy course, Marines, National Guard. Sheriff's display

Fair Board recap -

The Fair Board held an after Fair recap meeting is on September 14th at 7:00pm.

Year Round

Facility Usage:

2022-23 year round use of the facility:

607 events with 99,431 people in attendance.

13 fundraisers were held by local organizations which raised \$173,634.00 which has been reinvested back into Polk County.

With the fundraisers held during the Fair the total is \$783,302.00 which has been reinvested back into Polk County.

Events:

We are booked for the remainder of 2023 and booking into 2025

The Fire Dept. usually helps us with the Gun Shows, it has historically been a fundraiser for the volunteers. Unfortunately, they only have a couple of volunteers and have asked us to pay double what we were previously paying so that their paid staff would be paid to do the job. We respectfully declined. They will no longer be doing the Gun Shows with us

Storage:

We opened storage a little later this year in case of wildfires. We are completely full and will need to raise the price next year.

Concessions:

At this time Jesus is doing our events and a few of the bigger ones, along with the Flea Market

Grounds, Buildings, & Equipment: We have completed all of the projects that were dedicated to the State grant funding. The walk-in coolers got new motors and run like new. The ceiling in the side rooms of the main building all match now. The roofs on the barns and buildings have been pressure washed, repaired and recoated. Lighting upgrades have been made in all barns.

A list of projects has been added to this report.

Overnight Camping:

Camping is still running strong, along with the dump station being very popular, staff is looking into prices for a booking system

Fiscal -

Financially the Fair is still struggling to keep up the revenue necessary to run the facility. The help from the County has been a life saver for the fairgrounds. We continue to work on bringing in more revenue. There is money coming to Fairs the first of the year for lost revenues from COVID shut downs

Fair Board –

The Fair Board's Annual Work Session is tentatively scheduled for February 10, 2024

There is one Board member whose term expires on December 31, 2023. Suzanne Burbank, she has already been approved for another 3-year term

Staff –

Current staffing includes maintenance, custodian and office assistant. Our limited staffing is becoming a problem. As we grow, it is becoming more difficult to keep up on everything

We have not hired a new Caretaker at this point.

The Board had a work session in October and came up with a good plan to move forward with extra help and staying within our budget

Future –

The Staff & Board are working on our new Master Plan

Staff is working on an updated project list for the State

Fair Board and staff will be working on the 2024 Fair and how to draw more people in

Project list for Fairgrounds – 2023 - 24

Repave entire asphalt area around buildings and barns & address the flooding issues at the front of Main building and standing water at the south doors.

Upgrade Main electrical panel – Need an electrical engineer

Make improvements to the outside of the Main Building (it needs a face lift)

Put concrete and drains in Sheep barn \$139,750.00 (An FFA student will be taking this project to the Fair Foundation and asking for them to do their next fundraising campaign for this)

Update old PA system – we are unable to get parts for the old system when something goes down \$15,000.00

Take out old shop and paint shed, replace with one metal building with at least one 14' roll up door

Put furnaces in Building C restroom so that we can control the heat - \$24,824.00 in process now \$12,931.00 will be paid for by Business Oregon in money that was left over from grant

Put new carpet in entry, office and meeting rooms - \$12,884.00 this is going in January of 2024

Put 4 big fans in Building C to help with ventilation - \$12,128.00

Address concrete in Main Building - \$83,100.00

2 new sets of double doors for building B to replace the wooden ones and the north ones

Move office out of Main Building

Upgrade to more energy efficient heat and cooling in office and meeting rooms - \$15,617.00

Upgrade playground and equipment