

**TUESDAY WORK SESSION AGENDA**  
**September 30, 2025**  
**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. We encourage all community members to engage with public comments to the Board of Commissioners. However, out of respect for our audience and a general sense of decorum please refrain from vulgar, threatening or inappropriate language.) |
|           | 3. APPROVAL OF THE AGENDA  |
|           | 4. LEASE AGREEMENT – Morgan Smith  |
|           | 5. ANNUAL FAIR UPDATE – Tina Anderson & Tim Ray  |
|           | 6. 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.

The Polk County Board of Commissioners will be attending a special meeting for Polk County Local Public Safety Coordinating Council meeting on October 7, 2025 at 12:00 p.m., and is a virtual only meeting.

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**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 may schedule it accordingly.

## **2025 Annual B.O.C. Report**

### **2025 Annual Fair**

**Fair Admission Revenues** – Were up 3% over last year.

**Fair Staffing** – We hired 26 temporary employees this year. They all did a great job for us. Santiam Christian did the kids area for us. 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 219 animals that went through the auction which was up 4.5%. The overall revenue of the auction was down by 15.5% with a total of \$528,686.00.

**Sponsorship** – Cash sponsorship which includes banners and donations were up by 6.5% from last year. In kind sponsorship was down by 7.5% from last year. This is still growing, there were four banners sold during the Good Morning Polk County event that are still coming in.

**Premiums** – 4-H, FFA and open class youth were covered by donations from Polk County Farm Bureau. We paid out \$2,774.00 plus special awards that were donated

**Vendor booths** – We had 13 food vendors (1 more than last year) and Oregon Beverage did all of our alcohol sales. Food sales were up 2.5%. Alcohol sales were up 14.5%. We had 39 Commercial vendor booths, which is 11 less than the year before.

**Open class exhibits** - were up by 9.5% (2146 exhibits) exhibitors were up by 7.5% (277 exhibitors). We were missing Superintendents in Photography & Horticulture this year, but had some really great volunteers

**4H and FFA exhibits** – FFA had 78 exhibitors (down 2.5%) and 163 exhibits (up 35%).  
4H had 251 Exhibitors (up 5%) 1,860 Exhibits (down 27%).

**Fundraisers** - There were 5 fundraisers held during the Fair by local organizations including the auction that raised \$542,571.00 which is reinvested back into Polk County.

### **Fair Events**

The Rough Stock Rodeo – Was a success, we brought in more seats and it helped. We made changes in the arena by taking out the fence in the south end, so that the stock could be outside of the arena

Friday night we did the FMX – rampage, dirt bike show and it filled the stands

Saturday afternoon we did a Paul Bunyan Lumberjack show, it was really bad

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

We had virtual reality and added air hockey, all were successful

We had a mini golf course in the kid's area along with all of our oversized games which we moved closer to the front. Face painting, Sheriff display and STEAM machine

Chemeketa brought their CDL truck out and everyone was able to drive the truck simulator

4H/FFA Livestock Auction

## **Fair Board recap -**

The Fair Board held an after Fair recap meeting for the Board on September 4th. The 4H/FFA recaps will be held during our Youth Steering Committee Meetings

## **Year Round**

### **Facility Usage:**

2024-245 year round use of the facility:

717 events with 119,664 people in attendance.

17 fundraisers were held by local organizations which raised \$177,980.00 which has been reinvested back into Polk County.

With the fundraisers held during the Fair the total is \$719,951.00 which has been reinvested back into Polk County.

### **Events:**

We are booked for the remainder of 2025. 2026 is booking up fast and so is 2027  
The Fair Board has raised rental prices.

### **Storage:**

We opened storage a little later this year in case of wildfires. The Board has raised the price again this 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:** Right now we are just doing yearly maintenance

### **Overnight Camping:**

Camping is still running strong the Board raised prices and we have only had one complaint and lots of RVers, Our dump station has been very popular since the one in Dallas closed.

## **Fiscal -**

Financially the Fair is still struggling to keep up the revenue necessary to run the facility. The Fair Board has raised the prices of facility rent, camping and storage. We are hoping to get a little help with water and electric fees for the Dog facility.

OFA is currently working on taking the cap off of the lottery funds and for infrastructure funds for fairgrounds that are used as emergency uses.

## **Fair Board –**

The Fair Board is bringing back the fundraising dinner auction. Friends of the Fair will have a Dinner Auction on October 25<sup>th</sup>. They will be raising funds for projects that need to be done on the grounds and expect to do this for several years. They will need the BOC to adopt a resolution formally committing the proceeds from those activities to the specific items needed.

The Fair Board's Annual Work Session is scheduled for February 7, 2026. This meeting will be on the growth and future of the Fairgrounds

There are two vacancies on the Board. We have had two that have come to meetings and turned in their applications.

#### **Staff –**

We have gone back to a full time Caretaker that is doing event support, janitorial, camping and dump station

We have a new part time office assistant, who has added a lot to the fairgrounds

Operations guy and Office Manager are the same as before doing a great job.

#### **Future –**

The Fair Board will be working on our future plans to increase revenue and have started back up with a Friends of the Fair Dinner Auction on October 25th

Staff continues to work on project lists for State funds