

7/17/14

**POLK COUNTY FAIR BOARD**

**POLK COUNTY FAIRGROUND - RICKREALL, OREGON**

**MINUTES REGULAR MEETING – July 17, 2014**

**PRESENT: Fair Board:** Randy Sitton, Nita Wilson, Linda Lambert, Eric Setniker, Diane Bishop, Anna Scharf, Suzanne Burbank **Absent:** None **Staff:** Tina Andersen **Guest:** None **Partner/Tenant:** Norbert Hartmann (Polk County Fair Foundation) Suzie Busler (OSU Extension) Dolores May (OSU Master Gardener) Craig Pope (County Commissioner) Barbara Nichols (PECAN)

**MEETING CALLED TO ORDER –5:30pm**

**APPROVAL OF MINUTES:** Motion by Nita and second by Suzanne. Motion carried.

**GUEST COMMENTS:** None

**TENNANT/PARTNER COMMENTS:** None

**LIASON REPORTS:** PCLA – Nita – No new report

Foundation – Anna – No new report

Ag First – Linda – The Ag First tent is almost full, they have lots of volunteers and a new display banner, she has brought them the easy form for becoming a 501c3 organization.

PECAN – Eric – No new report

**FINANCIAL REPORT:** Review of revenues and expenditures.

The Fair's bottom line sits at \$8,981.00 there will still be some bills and revenue left over from June. The revenues were down approx. \$10,000.00 this year. It is an off year for the Quilt Show and some of the small RV Rallies.

**MANAGER'S REPORT: Maintenance and repairs** – The water main will be replaced on Monday July 21<sup>st</sup> thanks to the County stepping in and helping out, the concrete curb and fence will be put in right after the water main is finished.

Anna wrote a request to the County to replace the rototiller, tandem disc, ice maker and dishwasher.

**Events & Building usage-** The 4-H family night out went very well, the Mexican Rodeo went alright, the Board discussed a larger deposit for Rodeos, and Anna asked that it be put on the agenda for the work session. 4-H Robot rocks went very well, Pre-Fair Horse Show went very well, The Flea Market report has been made part of the permanent record, this weekend is the World Radio Mission and OHSET.

**Dept. Head Mtg. –** None

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

**OLD BUSINESS:**

**Extension Update** – Susie reported that Benny the Beaver will be at the Fair on Saturday. She has finished u the Superintendent meetings, records and Fair 101. 4-H has 2,277 entries and 204 exhibitors. There was a lengthy discussion on the Bred & owned for the Fair. Suzie had given a recommendation to the Market Chair when this was presented earlier in the year. It was to be updated to 4-H standards and a request from Anna to check with FFA to make sure it met their standards. It was not updated by the Market Committee and sent out anyway. It is now in the Fair Book. Suzie had concerns on risk management. Awards have been purchased that are out of the guidelines for 4-H. Motion by Nita to support the concept of the Bred & Owned class, to be worked out with 4H and FFA, second by Linda. Motion passed unanimously.

**2014 Fair –Fair Booth** – The Board signed up for their time slots in the booth, any photos that we scan this year need to have a photo release form signed. Tina will make sure there are plenty of copies in the booth. Dean has offered to make the Board a map of all the upgrades done in the last ten years for them to display in their booth.

**Open Ceremonies** – The list of honorees is finished and the plaques have been ordered. The Board requested a special acknowledgement to public works. Tina will work on it.

**Board Awards** – The medallions have arrived and the Board will judge on Thurs. of the Fair by 5:00pm. The ceremony will be Saturday at 2:00pm on the Les Schwab stage

**Board Jobs** – Randy – Risk management  
Linda – Office, complaints & carnival  
Eric – Swine and barns  
Nita – Superintendents  
Anna – Roamer  
Diane – Vendors  
Suzanne – Roamer, information gatherer

**Food** – main kitchen menus are done, the Mexican booth will have Tacos, Burritos, Chiro's and Slushy's. Jesus' trailer will have brick fries and French bread pizza. Burton's will have their desert trailer, the noodle guy will be back along with the FFA corn, ice cream and elephant ears will be in the carnival. We will also have pasta bowls and wraps

**Posters, maps & schedule** – Are printed and ready to be handed out

**VIP Passes** – Passes were given to Fair Board members. Parking passes were also handed out, in order to park in the employee parking they must have an orange pass in the window or their car will be towed.

**Security** – The Sheriffs Reserves will be doing security at the Fair again this year. There will be one during the day and two at night,

**Swine Education** – The Board had asked Lee, Lynn and Suzie to work on a swine education piece for the Fair, the Pork Producers have asked that we not do it, they are afraid of the public perception. The Board agreed.

**Announcers** – Ziggy Sczcpanski has offered to do some of the announcing at Fair. Suzanne will work on getting someone from the FFA office and Anna suggested Miss Marion/Polk.

**Manure** – Ray has spoke to Claude White and he will donated the equipment to haul out the manure, we may have to pay the driver. He will also talk to Ron Quiring about the straw on the field, he will cut and bale it for us.

**Fair Crew** – The grounds crew started July 7<sup>th</sup>, the premium office, ice cream booth and tractor operators where hired yesterday.

**Group Meeting update** – Tina presented a proposal on a fee structure for group meetings which has been made part of the permanent record. Anna was concerned about the set up and tear down, most groups do not want to do that. Suzanne suggested that it be built into the food cost or a flat fee and that we keep it simple. Diane asked that staff look into insurance with these smaller groups and see if the County Attorney has a waiver they can sign.

#### **NEW BUSINESS:**

Main building vision was a discussion for executive session

**ADD ONS:** Anna announced that only the Fair Board will be receiving Board meeting packets, since the minutes and budget are not approved yet, on the advice of County Council. The public can request unapproved minutes however they need to be stamped "draft". Tina will put the agenda on the website before the meeting and the

minutes after the meeting.

Barbara reminded Tina that a ramp needs to be made for wheelchair access to the East door of the floral building

**Fair Board recessed into executive session (ORS 192.660)**

The Board reconvened, motion by Nita to move forward with a phased building plan with the first phase being a revenue generating building, second by Eric. Motion passed unanimously. Anna directed Tina to get the building committee which now consists of Diane, Anna, Tina, Greg and Linda or Suzanne and have them meet with the architect after Fair.

**ADJOURNMENT:** meeting adjourned 7:50pm

Respectfully submitted by,  
Tina Andersen, Manager