

12/19/13

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND – RICKREALL, OREGON

MINUTES REGULAR MEETING - December 19, 2013

PRESENT: Fair Board: Nita Wilson, Ray Steele, Linda Lambert, Eric Setniker, Anna Scharf, Dean Anderson

Absent: Diane Bishop **Staff:** Tina Andersen **Guests:** None **Tenant/Partner:** Suzi Busler (OSU Extension)

Norbert Hartmann (Polk County Fair Foundation) Barbara Nichols (PECAN) Greg Hansen (County Administrator)

MEETING CALLED TO ORDER – 10:00am

APPROVAL OF MINUTES: Motion by Nita second by Linda to approve November minutes. Motion carried

PUBLIC COMMENTS: None

TENANT/PARTNER COMMENTS: None

CORRESPONDANCE: None

FINANCIAL REPORT: review of revenues and expenditures.

The Fair's bottom line is \$34, 586.00.

MANAGER'S REPORT: Maintenance and repairs – The water valve project has been put on hold until the infrastructure study is done, so that we don't have to do it twice.

The heaters in main building stopped working during the cold streak one of them had the condensation froze up it started working again as soon as the ice was removed, the other one froze and had seven birds that had flown in it, it also started working again after it was cleaned up.

A pipe going to the overhead sprinklers in the Arts & Crafts building burst, bids have been taken and a contractor will be repairing it soon.

Events & Building Usage –The Craft Festival went well and made more than last year, the Flea Market had some trouble but was all confined outside, the Railroad show had a low attendance due to the bad weather but was still successful, The Gun Show went very well, the buildings are rented for Christmas parties all week this week and it is quite until December 29th when the Fun Match comes in.

Safety report – None

Department Head mtg. – None

OLD BUSINESS: Vision Planning – Greg Hansen attended this part of the meeting. Ray had asked him to help set parameters for vision planning. Greg explained the need for proper infrastructure to continue. He and Todd Whitaker from Public Works will meet with our architect from LRS to address an infrastructure plan for the Fairgrounds, it may cost anywhere from \$15,000.00 to \$25,000.00. Greg may be able to use some economic development money to help with this process. He plans to meet with the architect in the next week or two. He

reminded the Board that when they are putting the committee together to do the vision planning that it not be a free for all, the Board needs to steer it. Any new building will need to meet the infrastructure study on water, electric, gas, sewer and drainage. The Board with Greg's input discussed the parameters for the vision planning committee. Motion by Dean to accept the parameters discussed by the Board, second by Eric. Motion passed unanimously. The Board discussed the community representatives for the committee and who would talk to each one and ask if they were interested.

Extension Update – Barbara handed out a pamphlet from Oregon State University which explained what Extension does. Anna said that it was a great pamphlet and should be in the Academy building where so many families go for services and at the Fairgrounds. Barbara also said that the Extension office is updating its staff, with the passing of Marita Broadus and Gail Miles a big hole needs to be filled.

Suzie is working on end of the year reports. The archery, pistol & rifle is still in need of grass straw, Anna will work on this for them.

Farm Land Lease – The lease the Board approved at the last meeting was not approved by the BOC and was rewritten by the County, that lease was not approved by the leesees and was rewritten again. We now have a lease that is a mixture of ours and the County's and has been made part of the permanent record.

Internet proposal – Croisan Creek Broadband turned in a final bid which has been made part of the permanent record. The initial cost is \$4,925.00 with a \$145.00 monthly charge. Motion by Linda to accept the proposal 2nd by Dean. Motion passed unanimously.

Work Session Agenda – The Board went over last years agenda and revamped it for the 2014 work session. The Board went over last year's mailing list and will let Tina know if anyone else needs to be added

Board elections and committee appointments – Motion by Nita second by Dean to keep Ray as Chair and Linda as Vice-Chair. Motion passed unanimously.

Motion by Anna second by Nita to accept the following committee appointments. Motion passed unanimously. Board committees will be as follows.

Committees – Finance – Ray, Anna and Linda
Personnel - Anna and Eric
Superintendent and Entertainment – Nita, Diane and Dean
Liaisons:
Fair Foundation – Dean
Fair Improvement Association – Linda
Polk County Livestock Association – Nita
Polk Extension Citizen Advisory Network - Eric

Employee agreements – Were signed by the Board.

Part times hire – The personnel committee met and put together a job description for an office assistant. Motion by Anna to hire a part time 20 hr. per week, at minimum wage office assistant. The personnel committee also updated the caretaker job description. Motion by Anna to hire a replacement caretaker

compensation to be determined second by Linda. Dean questioned the wages. Motion by Anna to amend, that the caretaker be hired at current salary. Motion passed unanimously. Tina will put the ads out in January.

OFA Convention and committees – The 2014 convention will be January 17th – 18th .

Those wanting to attend need to let Linda Friedow know what days so she can fill out the paperwork. Ray would like to sit on the Legislative Committee and Diana would like to be on the Awards Committee.

OFEA Conference – Tina requested travel and overnight expenses to attend, motion by Dean second by Nita to grant the request. Motion passed unanimously.

NEW BUSINESS:

Fair Board policy manual – Tina sent the Board a policy manual and asked them all to read it carefully and let her know before the January meeting of any changes so that they can be voted on at the January meeting.

ADD ONS: None

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

ADJOURNMENT: Meeting Adjourned 12:30pm

Respectfully submitted by

Tina Andersen, Manager