

2/16/17

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND - RICKREALL, OREGON

MINUTES REGULAR MEETING - February 16, 2017

PRESENT: Fair Board: Nita Wilson, John Walton, Linda Lambert, Diane Bishop, Anna Scharf, Suzanne Burbank

Absent: Tammy Dennee **Staff:** Tina Andersen **Guest:** None **Tenant/Partner:** Suzi Busler, (OSU Extension)

MEETING CALLED TO ORDER –8:00am

APPROVAL OF MINUTES: Motion by Nita second by Suzanne, to approve the January minutes. Motion carried.

PUBLIC COMMENTS – None

TENANT/PARTNER COMMENTS – None

CORRESPONDANCE – Request from 4-H for Fair Board Awards. Motion by Nita, second by Suzanne to continue the awards. Motion passed unanimously.

LIAISON Reports – None

FINANCIAL REPORT: Review of revenues and expenditures.

The Fair's bottom line is at \$21,130.00 January and February are the Fairs lowest revenue months and it will get worse before it gets better. The State revenues have come in and will be on the next budget.

MANAGER'S REPORT: Maintenance and repairs – Jack repainted the lines in the parking lot and is working on getting the tree at the park fence line taken down, it has been damaged by the last few winter storms and is also rotted in the middle. This will be Jack's last meeting, Gary will be starting February 21st.

Events and building usage – The 4-H Work Shop went very well, there were attendees from several neighboring Counties. Flea Market went well. Rickreall Round Up went well, they had parents and kids wondering the grounds, they are working on keeping that from happening. The Ham Radio Fair is this weekend. Garden Show is the following weekend along with the Winter Ag Fest. The Gun Show tables are full for the March Show.

SAFETY COMMITTEE MTG. None

DEPT. HEAD MTG. None

OLD BUSINESS:

Extension update – Suzi is working on Winter Ag Fest and several new competitions.

Work session recap – The work session was well attended and went well. The Board discussed the rates for year round. Motion by Linda, second by Nita to raise the overnight fees to \$25.00 per vehicle per night and \$20.00 a night per vehicle per night for RV Rallies. Motion passed unanimously.

The Board discussed the use of the 16 acres for events and asked Tina to bring back an addendum to the contracts for use of that field, on a limited basis only.

The Board discussed the need for a facilities committee, Anna asked the Board to help her reach out to the community to get a committee put together as soon as possible. Anna suggested that they have Jolene write an article up for the I/O.

Project list – The project list from the Fair recap meeting has been posted. Suzanne asked for a breakdown of at least some of the projects that can be given out at the May weigh-in. Anna suggested that they be by barn.

Fair Theme – Motion by Linda, second by John for “Tropical Nights & Country Lights” as the 2018 Fair Theme.

The Board discussed bringing in a smaller version of the Monster Truck Show. One that would not be crushing cars in the arena but instead use tires to jump over, there are some challenges in bringing an event like this into a very cramped schedule. The Board directed staff to keep working on it.

Building D – The Board discussed the condition of building D and the possibilities of taking it out and putting in a nice entertainment area. The orchard and the MUPS building would need to be removed and that area graveled in order to get exhibitors and entertainers in. Anna requested a letter to Derek Godwin and Neil Bell and a meeting be set up to discuss these items.

Board policies – have been tabled until the March meeting due to time constraints.

The Board signed their conflict of interest statements. A new policy on Catering and Concessions was presented and made part of the permanent record. Motion by Nita, second by Linda to accept the policy. No other policy changes were necessary.

Emergency Management plan was updated last year with the exception of an MOU with the Museum and the Bus Company. Morgan is working on them now.

Agenda restructure – The Board discussed the current agenda and agreed to keep it as it is.

NEW BUSINESS: Budget – The Finance Committee has met and will be meeting again with the Budget Officer as soon as a date is set.

OFA Spring Conference – Day at the Capitol is March 23rd and the Conference is March 24th & 25th. Schedules were handed out, those wanting to attend need to let staff know by March 15th.

ADD ONS – None

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

ADJOURNMENT: meeting adjourned 9:50am

Respectfully submitted by,
Tina Andersen, Manager