

11/19/15

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND – RICKREALL, OREGON

MINUTES REGULAR MEETING - November 19, 2015

PRESENT: Fair Board: Nita Wilson, Linda Lambert, Diane Bishop, Suzanne Burbank, Anna Scharf **Absent:** Eric Setniker (excused) **Staff:** Tina Andersen, Jason Groshong **Guest:** None **Tenant/Partners:** John Walton, Jim Clawson (Polk County Livestock Association)

MEETING CALLED TO ORDER – 8:00am

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

PUBLIC COMMENTS: None

TENANT/PARTNER COMMENTS: None

CORRESPONDANCE: A sympathy card for the Waller/Friedow Family was sent around for the Board to sign, Terry Waller's funeral is Sat. Nov. 21st at 2pm at Trinity Lutheran Church in Dallas.

The Board received a proposal letter from the Polk County Livestock Association which has been made part of the permanent record to change the process in how judges are selected. The judges are selected off of the OSU Extension qualified judges list by OSU and paid for with the money from OSU Extension. There was a discussion on sustainable funds to support an increase in judges pay. Suzanne voiced her concern over the difficulties in getting a meeting with the 4-H Agent, both Jim and Anna suggested that Suzanne send an e-mail to Derek letting him know. All 4-H agents in the State are on overload right now, funding is being cut and they are expected to do more.

LIAISON REPORTS: Linda reported that the Fair Foundation met last week, they are waiting on the Fair Board's vision plan so that they can move forward with fundraising.

Ag First is still working on the Ag Fest with Deb Thomas

FINANCIAL REPORT: review of revenues and expenditures.

The Fair's bottom line is at \$15,358.00

MANAGER'S REPORT: Maintenance and repairs – Jason reported that the winterization has been completed, the Dairy booth is down and concrete has been removed. The County has a bid on replacing the concrete with pavers and are in the process of looking for money to pay for it. Jason has built a ramp that will have hand rails and be attached to the stage pieces for handi-cap seating at the arena. There are still leaks in the entry way he has been working on.

Events & Building Usage – Re. Pro Wrestling was poorly attended and they cancelled their December one. The Paint Party went great, there were 12 painters, Commissioner Wheeler joined in on the fun. The 4-H Awards Luncheon went well. The Ham Radio Fair went well and was well attended. The Flea Market went well. The Holiday Fair went pretty good, this event has been added to the MOU and will now be covered under their insurance. The Pacific NW Collie Club went very well they had a great crowd. The Craft Festival is full and Linda will send an e-mail Monday morning reminding the Board of their door sitter times. Central School

District will be doing an active shooter drill on Tuesday November 24th they will be at the fairgrounds to practice their emergency set up.

Dept. Head Mtg. – No meeting.

Safety Committee Mtg. – An additional AED has been purchased with County Risk Management funds for Building B

OLD BUSINESS: Extension update – No report.

Flea Market RFP – The RFP for the Flea Market was awarded to Polk Productions on a three year contract with an increase of \$300.00 per month.

Vision Update – The Board will be meeting with Steve Mileham from LRS Architects to update the plans they received earlier and get some updated drawings along with a 3D model. The meeting is scheduled for today at 10:00am.

2016 Fair – A two year contract has been signed with Wild West Events at \$16,500.00. Tina and Anna have been working on grants for the Rodeo and the kids safety area which will be moved into the 4H building. Tina has met with some of the Fair's long time vendors and changed the layout of the Main Building. An ad went out in the paper for the Fair Theme contest and sponsorship is coming in nicely.

Employee Evaluations and Contracts – The personnel committee has done the evaluations and will be making contract recommendations to the Board.

NEW BUSINESS: Board Committees – Tina reminded the Board that they will need to vote on Chair and Vice Chair at the December meeting and that the committees and liaisons will be appointed at the meeting also. Anna asked Tina to send out information on the committee and liaison responsibilities.

ADD ONS: None

Fair Board recessed into executive session (ORS 192.660) (2) (i)

Meeting reconvened - Motion by Nita second by Linda to accept the employee evaluations. Motion passes unanimously.

Motion by Nita second by Diane to accept what was discussed in executive session regarding bonuses and wages. Motion passed unanimously.

ADJOURNMENT: 10:00am