

2/22/15

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND – RICKREALL, OREGON

MINUTES ANNUAL WORK SESSION – February 7, 2015

PRESENT: Fair Board: Nita Wilson, Randy Sitton, Anna Scharf, Eric Setniker, Linda Lambert, Diane Bishop, Suzanne Burbank **Absent:** None **Staff:** Tina Andersen, Linda Friedow, Jason Groshong, John Hubbard, Gene Conklin **Partner/Tenant:** Evelyn Hubbard (Food Superintendent) Bobby Haynes (Veggie Superintendent) Carolyn Boldt (Crafts Superintendent) Carol Harris (Horse Superintendent) Ruth Ann Gillette, (4-H Horse Leader) Diane Ostrom (4-H Horticulture Superintendent) Susan Busler, Judi Peters (OSU Extension Agent) Barbara Nichols (PECAN) Samantha Bagby (Goat Superintendent) LaVerne Bennett, Jim O'Brien, Marcia Francis (IWW) Joe Flande (PCFF) John Walton (PCLA) Craig Pope, Mike Ainsworth (BOC) Norbert Hartmann (P.C. Budget Committee) Paul Thorpe (P.C. Farm Bureau) Dolores and Al May (P.C. Master Gardeners) Arlene Kovash (P.C. Ag First) Isaac (KYKN Radio) John Gilbert and Mom (Rickreall Auto Swap Meet) Deb Thomas (Polk Productions) Kelly Wilson (ARES) **Guest:** Paul Kovash

Year Round

Review of rental rates – Rental rates were reviewed. Tina discussed the need to raise the cleaning deposit for the arena in both alcohol and regular events. A comparison of overnight fees was presented and the need to raise rates for both year round and RV rallies. The table and chair rental rate is too low and large public events are really hard on the tables, they are very expensive to replace. Anna handed out a comparison of Fair admission prices and reminded the group that the rates have not changed since 2009 however the cost of doing business has gone way up. John Gilbert asked if we use the CPI out of Portland to raise and rates, we have not used it before. Norbert brought up that the rental rate for the entire fairgrounds is way too low. The Board will make rate decisions at their next Board meeting Feb. 19th. Anna explained that in order to keep the fairgrounds open the rates increase is necessary and that we need to stop giving the facility away for next to nothing.

Review year round events – Anna asked everyone to check out the year round event posters on the wall, the number of events have been made part of the packet, Anna brought to everyone's attention the \$190,000.00 plus that was raised by groups using the Fairgrounds and was reinvested back into the community. Norbert asked that the next time we do our events sheet that the Annual Fair be listed as an event since just the Fair fundraisers made over \$200,000.00 that was reinvested back into the Youth in our community.

Review of maintenance issues and priority list – Jason did a maintenance slide presentation of the building that are in the worse condition. He also put together a priority list, these items are not in any order. Level sheep, horse and goat barns. Repair horse wash rack. Level yard areas and fill in gopher holes. Removal of gophers. Grade and fill in pot holes in parking lot. RV electrical covers repaired. Office upgrade and remodel. Find and fix roof leaks. Repair dog house. Motion sensor lights in patio area. 4-H building (condemn, remove, repair) Address rot in all buildings. Fix water damage in small conference room. Baseboard in hallway to Main building restroom. Cracks in concrete of Main and 4-H buildings.

Vision plan/Master plan – Anna talked about the foot print that the architect put together for us and moving forward with plans for a new multi-purpose building. It will be bigger and up to date and must pay for itself. Suzanne commented on the Board doing their vision plan in phases but reminded the group that the most attention gets paid to the building making the most money and keeping the doors open.

ANNUAL FAIR

Overview of plans for 2015 – Anna went over the suggestions from the Fair re-cap meeting and let the group know how many we are working on and how many we have already completed. Tina announced that their will be a rough stock rodeo on Thurs. night the tractor pull will be in the arena on Friday night and the Board is

still working on Sat. night entertainment. The carnival we have had the last several years can't make enough money at Polk County and won't be back this year. Staff is still trying to find a carnival but chances are slim one will come here. Paul Thorpe reminded the group that there didn't used to be a carnival at all and that it was part of the good old fashion charm of the Fair not to have one. John Walton suggested that we try to get back some of the non-profit booths that used to run games at the Fair. Anna said she would be willing to do so however after having tried for several years and getting no interest the Board had not done a lot on it. Anna is willing to write a press release and see if we can get those groups to participate, they would still need to follow the guidelines of the Fair and man their booths at all times, have insurance and pay a small fee.

Additional opportunities – Anna covered additional opportunities with the Fair re-cap meeting information.

Fair theme - The Board ran a contest for Fair themes and got several entries, they are up on posters. Anna asked everyone to put a star on their favorite theme idea and the Board will pick one at their next Board meeting Feb. 19th.

BUSINESS PLAN REVIEW

Updates of the staff and Board are necessary. Update the history and the organizational chart.

BY-LAW REVIEW

County Attorney cleaned up the format of the by-laws and the Board updated them.

EMERGENCY PLAN REVIEW

The Board reviewed the plan and updates to contact names and numbers will be done closer to Fair. Jason will also be working on this update, he has the State Fire Marshal rules for public facilities

POLICY REVIEW

The Board reviewed, free speech, compliance with ADA, animal welfare, environmental policy, professional development, advertising, canvassing and soliciting and ADA service animal policies.

The Board reviewed, Board code of ethics and conflict of interest statement.

The policies will be updated and signed at the next Board meeting on Thurs. Feb. 19th.

WORK SESSION ADJOURNED