

2/13/16

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND – RICKREALL, OREGON

MINUTES ANNUAL WORK SESSION – February 13, 2016

PRESENT: Fair Board: Nita Wilson, Tammy Dennee, Anna Scharf, Eric Setniker, Linda Lambert, Diane Bishop, Suzanne Burbank **Absent:** None **Staff:** Tina Andersen, Linda Friedow, John Hubbard, Gene Conklin **Partner/Tenant:** Evelyn Hubbard (Food Superintendent) Carolyn Boldt (Crafts Superintendent) Kelly & Tammy Carmichael (Photography Superintendent) Stacy & Daniel Tarver (Dairy Superintendent) Mike & Michelle Bennet (Sheep Superintendents) Carol Harris (Horse Superintendent) Ruth Ann Gillette, (4-H Horse Leader) Diane Ostrom (4-H Horticulture Superintendent) Sheri Hurley (Sheridan FFA Alumni) Susan Busler (OSU Extension Agent) Jim Clawson (Ag First) Karin Stutzman (PSWCD) Samantha Bagby, Bethany Blancher (Goat Superintendents) Lee & Barbie Ashwill, Jim O'Brien, (IWW) Craig Pope, Mike Ainsworth, Jennifer Wheeler (BOC) Greg Hansen (County Administrator) Sheriff Mark Garton, John Gilbert and Mom (Rickreall Auto Swap Meet) Deb Thomas (Polk Productions, Home & Garden, Winter Ag Fest) Tom Hilgers (W.S. Lions Club) Jerry Mentzer, Karen Porter (P.C. Saddle-ites) Jolene Guzman (Polk County Itemizer/Observer) Todd & Wendy Whitlow (P.C. Sheriff Candidate) Terrence Taylor (P.C. Commissioner Candidate) Beth Jones (House 23 Representative Candidate) Representative of the P.C. Museum

Year Round

Review of rental rates – Rental rates were reviewed. The Board discussed the current rates and how long it had been since they have been raised, the concern of the Board was that the facility is booked into 2019 but still in the red. A raise in rate will more than likely have to happen in order to pay the bills and keep the doors open. Anna asked for public comment, there was none.

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 \$235,790.00 plus that was raised by groups using the Fairgrounds and was reinvested back into the community. This is just year round and does not include the Annual Fair which brings in over \$200,000.00 in revenue that is reinvested back into the youth of our community.

Review of maintenance issues and priority list – Anna went over the maintenance list from 2015 and let the public know that the Fair has again lost their maintenance man due to not being able to offer a competitive salary. She turned over the discussion to Greg Hansen, County Administrator who gave a brief history on the Fair's finances. The County had in the past given the Fair a small general fund transfer, however that went away several years ago when the Extension budget included the fairgrounds. The County has continued to help with maintenance projects, however the Fair is no longer able to pay their bills without the help of the County. Greg will be speaking to the budget committee on this issue. Greg also spoke about possibly going out for an operating bond in 2017 after the road bond is paid off, it would include the fairgrounds, it would not be to build or add anything new, it would be to maintain the current buildings. This has not yet been brought to the County Commissioners for their approval.

Vision plan/Master plan – Anna talked about the new foot print that the architect put together for us and moving forward with plans for a new multi-purpose building. The plan is to have a turnkey building built, to include a backup generator in the event of a power outage.

ANNUAL FAIR

Overview of plans for 2016 – 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 again, laser tag and camel rides. There was discussion on the bingo booth and where it could be located. Anna explained to the group that we can't afford to rent tents for every organization that would like to put a booth on during Fair, the W.S. Lions Club and the Central FFA Alumni both have booths during the Fair and they come self-contained.

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. 18th.

BUSINESS PLAN REVIEW

The Board reviewed the current business plan and discussed the need for it, the need for a SWOT plan is greater, and Anna asked that there be a discussion with the County Commissioners on what they would like to see.

BY-LAW REVIEW

The Board reviewed the By-Laws

EMERGENCY PLAN REVIEW

Tina asked the Board to postpone the review of this plan until she can meet with the Sheriff and Emergency Manager to properly update the plan.

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. A new public gift policy was introduced and reviewed.

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. 18th.

WORK SESSION ADJOURNED