

2/18/16

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND - RICKREALL, OREGON

MINUTES REGULAR MEETING - February 18, 2016

PRESENT: Fair Board: Nita Wilson, Eric Setniker, Linda Lambert, Diane Bishop, Anna Scharf, Tammy Dennee, Suzanne Burbank **Absent:** None **Staff:** Tina Andersen **Guest:** None **Tenant/Partner:** Suzi Busler, (OSU Extension) Jim Clawson (Ag First)

MEETING CALLED TO ORDER –10:00am

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

PUBLIC COMMENTS – None

TENANT/PARTNER COMMENTS – None

CORRESPONDANCE – None

LIAISON Reports – PCLA – Suzanne attended the PEDv meeting in Salem, there is a lot of information on it, Suzi will forward that to Tina and she will get it out to the Board. Eric reported that the Livestock Association was waiting for the Fair Board to tell them what time they could have the auction, Anna reminded him that it is not a Fair Board decision, they had also questioned the judges list that they had put together, Suzi addressed the difficult issues with putting the schedule together and that hiring judges must go through the OSU process, she has several other items that she has to work on with closer deadlines and won't be able to get to the Fair portion until later. There was some discussion on the awards for FFA & 4-H being held on Sunday, that is up to each entity to decide.

Fair Foundation – Linda reported that they have not had another meeting yet.

Ag First – Is working on the Winter Ag Fest and will have a meeting following the Fair Board meeting

PECAN – Eric reported that the group seems to be getting smaller and that they are not sure what to do, Eric requested that Derek and Suzi let them know what they can do for OSU Extension. They have a new Chair, Sue Reams, Vic-Chair Eric Setniker and recorder Diane Ostrom.

FINANCIAL REPORT: Review of revenues and expenditures.

The Fair's bottom line is at a deficit of \$5,201.00 January and February are the Fairs lowest revenue months and it will get worse before it gets better. Tammy requested a review of sponsorship, to bring up those revenues.

MANAGER'S REPORT: Maintenance and repairs – There is an RV pole that has stopped working, DC Electric will be doing the electric repair and a Fair volunteer will be digging the trench, a meeting has been set up with Commissioner Pope to discuss the cause of the electrical problems in the RV area.

The County sent out a maintenance person to repair a broken phone line.

Tina has met with Matt Hawkins (County HR Director) to put together new specifications for a Fair Maintenance worker,

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 and was well attended. The Poultry Swap meet was well attended. The Ham Radio Fair is this weekend. Garden Show is the following weekend along with the Winter Ag Fest. Tammy asked that we have an event recap meeting for the Winter Ag Fest to discuss some items that will need to be addressed.

SAFETY COMMITTEE MTG. None

DEPT. HEAD MTG. None

OLD BUSINESS:

Extension update – None at this time

Work session recap – The work session was attended and went well. The Board discussed the raise in rates for year round. Motion by Eric to raise the rates off all building rent, not to include refundable deposits by 10% and to bring up the rental rate of all grounds to be equivalent to the current building rate, second by Tammy. Discussion on the main building rate, Suzanne questioned the 10% rate on the main building since it is currently in such demand. Motion amended by Eric to raise the main building from 10% to 15% increase. Motion passed unanimously.

The Board discussed the RV group rental rates, motion by Linda to increase the RV Group rental rate to equal the one day rental rate for the building, second by Nita. Motion passed unanimously.

Annual Fair – The Board discusses a rates on Fair booths, admission and parking. Motion by Linda to increase booth fees to \$200.00 for an inside booth, \$175.00 for an A/C booth, \$150.00 for an outside bring your own 10x10 tent, Sr. and Jr. season passes to \$10.00, \$3.00 a car to park and \$60.00 a space for 4-H/FFA camping. Second by Suzanne. Motion passed unanimously.

Fair Theme – Motion by Eric to accept “Boots, Chaps & Cowboy Hats”, second by Suzanne. Motion passed unanimously. The colors will be red, brown and cream

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

The Board signed their conflict of interest statements.

Emergency Management plan has been tabled until after the meeting with the Sheriff’s Department

The Business plan has been tabled until the March meeting due to time constraints.

NEW BUSINESS: Budget – The Finance Committee will be meeting with Greg Hansen (County Administrator) immediately following this meeting.

ADD ONS – None

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

ADJOURNMENT: meeting adjourned 10:10am

Respectfully submitted by,
Tina Andersen, Manager