

3/10/16

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND – RICKREALL, OREGON

MINUTES RESCHEDULED MEETING - March 10, 2016

PRESENT: Fair Board:, Anna Scharf, Linda Lambert, Diane Bishop, Eric Setniker, Suzanne Burbank, Tammy Dennee **Absent:** Nita Wilson **Staff:** Tina Andersen **Guest:** Pat Letsch **Tenant/Partner:** Suzi Busler (OSU Extension Agent)

MEETING CALLED TO ORDER – 8:00am

APPROVAL OF MINUTES: Motion by Suzanne second by Eric to approve the minute, motion passed unanimously. Motion by Eric, second by Suzanne to approve the work session minutes. Motion passed unanimously.

PUBLIC COMMENTS – None

TENANT/PARTNER COMMENTS: None

ADOPTION OF CONSENT AGENDA – Motion by Linda to accept the agenda as presented, second by Eric. Motion passed unanimously.

CORRESPONDANCE – None

LIAISON REPORTS –PCLA – None

Fair Foundation – None

Ag First – Will meet March 28th time to be determined

PECAN - None

FINANCIAL REPORT: review of revenues and expenditures.

The budget was not yet available, Tina will send it out when it is available.

MANAGER’S REPORT: Maintenance and repairs – The ground work for the RV pole repair will be on March 25th & 26th, the equipment has been donated and a volunteer will be doing the work. DC Electric will then repair the damaged electrical lines.

A meeting was held to discuss the backup generator and the needs of the facility. In attendance was Dean Bender (Emergency Manager) Greg Hansen (County Administrator) Todd Whitaker (Public Works) Craig Pope (BOC) Keith and Justine Moore (DC Electric) and Tina. After discussing the needs of the facility and the types of generators, the group decided the need for a phased in project. Phase 1 will be to have DC Electric put in battery backup lighting for the Main Building, the backup lights will automatically come on when the power goes out, they are good for 90 minutes. The County will bring in one of their generators to hook up to the Fairgrounds panel and DC Electric will start loading it up so that we know how much it will handle, and then looking for and installing a generator that will do what we need will be phase 2.

The patio paving stone project is tentatively scheduled to be install May 23rd – May 26th the ground work will be done by volunteers and donated equipment.

At this time there is no progress on the maintenance position.

Events & Building Usage – The Ham Radio Show went well, someone stuck a receipt in the card slot of the ATM machine and jammed it up.

Hocus Pocus 4-H small animal show really takes a toll on the building and grounds, no one watches the kids and we had kids and adults in our storage areas, the kids broke the water fountain and the event coordinator refused to move her pickup from the front yellow striped zone.

The Home and Garden and the Winter Ag Fest were really well attended. There will be a recap meeting on March 28th, Tina will let the Board know when the time has been set.

The Flea Market went well and was well attended

The Gun Show is this weekend and the tables are full, public works has brought in a small generator and light stands in case of a power outage.

Safety committee report – None

Dept. Head report – None

OLD BUSINESS: OSU Extension update – Suzi reported that the Hocus Pocus show had over 400 kids. Winter Ag Fest went well they had over 3,000 people come through their building. Over 30 kids participated and they had 150 entries. They were able to help FFA kids doing their public presentations. They had lots of Clover Buds and first year 4-Hers participate, which gave them a chance to compete before Fair in a little milder setting.

Work Session recap – The Board reviewed the policies and the new gift policy, there was one small word change in the gift policy, Tina will send it to Morgan. The Board agreed on the policies and they were signed.

Business Plan – the Board reviewed the need for the current business plan and decided a SWOT plan needed to be done, Anna suggested a committee to work on it and bring it back to the Board, Tammy suggested, the whole Board work on it at a work session. Diane suggested a facilitator. Tina and Tammy will work on getting a facilitator and put a work session together in early May.

Emergency Plan – Tina and Linda met with Sheriff Garton and Dean Bender (Emergency Manager) March 1st to go over the current plan. They has lots of new ideas and several changes to the plan. Tina asked to have a committee handle all the changes and bring the plan back to the Board. Linda and Tina will be on that committee and Anna suggested asking Randy Sitton previous Board member to help with it and bring it back as soon as possible.

Budget – Greg revamped the budget for the Fair. Budget hearings are April 4th – 8th. The Fair is usually on Tuesday, Tina will let the Board know what date and time as soon as the budget calendar comes out

NEW BUSINESS: Facility booking program – The County has found a program that may work for facility booking. The Board discussed the proposal which has been made part of the permanent record. Anna would like to see a cap on yearly increases since it is an automatic renewal and a clause for adding or deleting buildings to renegotiate the contract. The Board agreed.

OFA Spring Conference – The Spring Conference is May 6th & 7th at the Crook County Fairgrounds, as soon as OFA sends out the information Tina will get it to the Board. The Board discussed the open Vice President position at OFA and encouraged Tammy to apply.

ADD ONS: Open Class animals at the Fair – Eric asked about open class animal shows at the Fair. Tina will put it on the April Agenda and talk to other Fair's and Morgan (County Attorney) to see what our options are.

Mail boxes – Tina reminded the Board that they all have mailboxes and should check them monthly.

Board pictures – Tammy asked that the Board retake their pictures and do a group picture and be all in the same attire. Tina will work with Service Graphics to get some samples on shirts for the April meeting

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

ADJOURNMENT: Meeting Adjourned 10:00am