

4/21/16

**POLK COUNTY FAIR BOARD**

**POLK COUNTY FAIRGROUND - RICKREALL, OREGON**

**REGULAR MEETING – April 21, 2016**

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

**MEETING CALLED TO ORDER –8:00am**

**APPROVAL OF MINUTES:** Motion by Suzanne second by Tammy to accept the minutes. Motion passed unanimously.

**ADOPTION OF CONSENT AGENDA:** Motion by Tammy, second by Suzanne. Motion passed unanimously.

**PUBLIC/TENANT/PARTNER COMMENTS:** None

**CORRESPONDANCE:** The Fair won the Bronze prize for “Best reason to visit Dallas”, Diane will attend the ceremony and pick our certificate.

**LIASON REPORTS:** PCLA – Suzanne attended the last meeting, there is a Market Committee meeting on May 9<sup>th</sup> at the Fairgrounds, Spring weigh-in is May 21<sup>st</sup>.

PCFF – Linda was unable to attend the April 12<sup>th</sup> meeting, Tina did attend. They are waiting on the vision plan for the new building.

PECAN – Eric – They had a meeting last night, they went over the history and how the district started and reviewed the budget. The Steering Committee meeting May 10<sup>th</sup> and they turn in their budget to the County after that.

Ag First – Nita – Their last meeting was an overview of Winter Ag Fest. They will meet today after the Board meeting to discuss the Annual Fair.

**FINANCIAL REPORT:** Review of revenues and expenditures.

The bottom line is at a deficit of \$11,750.00, expenditures are down but so is revenue, it should come back up in the next two months, the County will step in and help if necessary.

**MANAGER'S REPORT: Maintenance and repairs** – The RV pole that needed the electrical repair has been finished, the dig out went well, we did not hit the sewer line that runs across the parking lot from the Museum. The Board discussed that line and that it isn't on any County plan or Fairgrounds plan. Tina is still tracing where it goes. There was no permit for it so it is difficult to locate.

The paving stone project starts April 29<sup>th</sup> with the removal of the old concrete, the concrete cutter came in last Monday and put several cuts in so that it will be easier to get it out. We have volunteer labor and donated equipment for it. The pavers are scheduled to be laid May 23<sup>rd</sup> – 26<sup>th</sup>.

The emergency backup lights will go in the Main Building May 2<sup>nd</sup> – 4<sup>th</sup>. At the same time the electricians will be testing a generator that the County will bring out to see what size generator that we need to power the Main Building.

**Events & Building usage** – Mid-Valley Winter Ag Fest recap meeting went really well with lots of new opportunities for next year.

The Gun Show was successful, a review of the last three years of Gun Show revenue was handed out and made part of the permanent record.

The Good Sam RV Rally had a low attendance, they are discussing going to another facility, hoping they can find one cheaper, in the mean time they have offered to give back and do a project on the grounds while they are here, they have reduced their days and taken off Thursday and Sunday of their rally.

ILP Spring break camp went really well and was well attended.

The pig sale had really good attendance, this year was Mike Wendte's last year, there is another group talking about taking it on and not sure yet whether they will book here or not.

The Oregon Old Time Fiddler's Convention went well and was well attended.

The Gem and Mineral Show had approximately 1800 kids in on Friday from School field trips and at least that many on Saturday for the Treasure Hunt.

Our current ATM machine is outdated, we can updated it for \$875.00 however it is still an old machine that we have recently had problem with or we can purchase a new one for \$2,200.00, they will buy our old one for \$300.00 making the new one \$1,900.00 The Board agreed to go with the new one but not until July 1, 2016 waiting for the new fiscal year. A five year review of revenues was handed out and made part of the permanent record.

Caretaker's residence is old and falling apart, Anna and Tina spoke to the County during budget hearings and requested advice on this issue, they recommended getting the figures together for replacement and applying for a Community Development Grant. The Board discussed whether it should be moved to a different location or stay where it is, the Board discussed having the building committee meet to discuss it. Commission Pope reminded the Board that this is an urgent matter and that staff should get this information together right away, he also encouraged the purchase of a used one versus a new one. The Board agreed.

County Attorney Morgan Smith and Tina discussed the liability of letting riders use the arena, since the Fair is charging a fee to use the arena it becomes a bigger liability to the County. The Board agreed to no longer charge for open ride arena use, however all riders will still need to sign in and get a permit.

**Dept. Head Mtg. – None**

**Safety Committee Mtg.** The safety committee inspection found no safety hazards.

**OLD BUSINESS: Extension Update** – Suzi reported that she is working on the State changes for the Fair Book, and Fair plans. Suzi, Lee (FFA) and Tina met last week and worked on the new Fair schedule and trying to get all the shows put into three days, it went pretty well and they now have a tentative schedule that will now go to the Superintendent at their April 26<sup>th</sup> and 27<sup>th</sup> meetings.

**Budget Recap - Anna** and Tina presented the requested budget, the budget was tentatively approved with a \$75,000.00 transfer from the general fund to help with maintenance.

**Emergency Plan update** - Linda and Tina met with Randy Sitton to go over the emergency plan and the suggestions from the Sheriff's Office. The new plan is put together with the exception of the MOU's for the Museum and the bus company. Those will be put together as soon as possible so that the plan can get out to all of our volunteer.

**OFA Spring Conference** – May 6<sup>th</sup> – 7<sup>th</sup> at Crook County Fairgrounds in Prineville. Diane, Anna, Tammy and Tina will be attending.

**MOU with County** - An updated MOU was handed out, the Board made a few minor revisions, Tina will take it back to Morgan and have the updated on ready for approval at the May Fair Board meeting.

**Vision Plan** - The Board discussed the final version on the new building plan. The Board agreed that it needs to be taken to the Board of Commissioners for approval. Anna asked Tina to put together the data and plan and send them to all three Commissioners at least a week ahead of a scheduled meeting with them. Tina will try to get the meeting for May 3<sup>rd</sup> and will confirm date and times with the Fair Board.

**Board Committees** - Tammy requested a review of all Fair Board Committees so that she could be placed on one. The Board discussed what each committee does and she picked the Entertainment committee.

**NEW BUSINESS:**

**Fair Superintendents** – Last year's Superintendents were sent new applications, all of the Open Class are in and most of the 4-H are in. A meeting is scheduled for April 26<sup>th</sup> for Horse and April 27<sup>th</sup> for all of the other Superintendents.

**Preferred Catering list** – The Board discussed the value in having a preferred catering list and agreed that it has not only value but makes it a level playing field for our current concession and catering company, they asked Tina to move forward with finding an RFP that would work for the fairgrounds. She thinks she can get one from Linn County.

**Open Class Beef Show** – Tina checked with the County and they will cover the insurance for an open class show. Eric stated that it would not just be beef but any animal. Having open class animals at the Fair would depend on the numbers of exhibits we have from 4-H and FFA. Suzi suggested doing it during the Winter Ag Fest or a spring open show.

**Board Governance Training** – Tammy has volunteered to do a Board Governance Training session for the Fair Board, the Board agreed this would be a good idea. Tina will send out a poll on best dates and times and suggested that we open it up to some of our other organizations that have Boards.

**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