

7/16/15

POLK COUNTY FAIR BOARD

POLK COUNTY FAIRGROUND - RICKREALL, OREGON

MINUTES REGULAR MEETING – July 16, 2015

PRESENT: Fair Board: Randy Sitton, , Linda Lambert, , Diane Bishop, Anna Scharf, Suzanne Burbank **Absent:** Nita Wilson,(excused) Eric Setniker(excused)**Staff:** Tina Andersen, Jason Groshong **Guest:** None **Partner/Tenant:** Suzi Busler (OSU Extension) Craig Pope (County Commissioner) John Walton, Pat Letsch (PCLA)

MEETING CALLED TO ORDER –8:00am

APPROVAL OF MINUTES: Motion by Linda and second by Suzanne. Motion carried.

GUEST COMMENTS: None

TENNANT/PARTNER COMMENTS: None

LIASON REPORTS: PCLA – John reported that the MOU has been approved and signed by both PCLA & Fairgrounds

Foundation – Met last month and will be putting their items in the Fair Board booth

Ag First – Got their IEN # so that they can collect money and open an account, they have a meeting right after the Board meeting today to discuss Fair set up.

PECAN – No new report

FINANCIAL REPORT: Review of revenues and expenditures.

The Fair's bottom line sits at a deficit of 27,534.00 there will still be some bills and revenue left over from June. The County also has several maintenance items in the budget that they will be covering for us, Greg has told us not to worry about it he will take care of it.

MANAGER'S REPORT: Maintenance and repairs – The dog house has been repaired, bingo booth will hold for this year but needs to come down right after Fair, first aid booth is ready to go, they crew has been pressure washing and painting. We had a tree split in half in between the sheep and the small animal barn this morning.

The water main is done all but the new meter, the entry will be poured Tuesday July 21st.

Events & Building usage- The Pro – Wrestling went well, and they have booked for two more dates, we had a problem with the porta-potties being dirty, they have been used by the public off Hwy 99 and were left a mess so Fair staff has now locked those and will only open them for facility users. Pre-Fair Horse Show went very well, The Flea Market was slow but went well. World Radio Mission and OHSET are this weekend.

Dept. Head Mtg. – None

Safety Committee – A safety inspection will be done closer to Fair.

OLD BUSINESS:

Extension Update – Suzi said they are getting ready for Fair, kids and exhibits are up Judges are confirmed. Anna asked Suzi to do a press release on for 4-H for the Fair, Suzi reported that they had already spoke to Jolene from the I/O and it is taken care of.

2015 Fair – Open Ceremonies – The Board discussed the list of honorees and added to it.

Fair Booth – The Board signed up for their time slots in the booth, Anna was able to talk Van Well Building Supply into donating all of the decorations for the Fair Booth this year.

Board Awards – The medallions have arrived and the Board will judge on Thurs. of the Fair by 10:00pm. The ceremony will by Saturday at 1:30pm on the Les Schwab stage

Board Jobs – Randy – Risk management
Linda – Office & complaints
Eric – Barns & Livestock Auction
Nita – Open Class Superintendents
Anna – Alcohol monitor
Diane – Vendors
Suzanne – Roamer & barns

Water Truck – Polk County's water truck is unavailable this year, they are chip sealing during the Fair, so we have borrowed one from Benton County.

Posters, maps & schedule – Are printed and ready to be handed out

VIP Passes – Passes were given to Fair Board members.

Arena Road – The road behind the arena will be closed to campers, only those hauling in horse trailers will be allowed on that road, for safety reasons, the Fair staff has tried for three years to get parents and kids to slow down while driving on that road and have been unsuccessful. The cable will remain up this year.

Beer Gardens – Tina and Anna met with the BOC to discuss the beer gardens at the Fair, the one for the arena area on Thursday night will not be allowed, the liability is too high for the County to take that risk. The one in the old 4H building will be Eola Winery and Rouge Brewery and they will be carrying the insurance, the Fair has hired security and will be putting up a fence. Craig discussed the concerns the County has on this event, a meeting will be set up with representatives from the Security company, Eola, Rouge, Craig, Randy and the Sheriff to discuss a security plan.

Buyer's Lunch – The PCLA has requested the use of the kitchen in the beer garden for prep of their lunch, approximately from 10am – Noon. The vendors in that building had concerns about their area being opened and people coming and going while they are not there yet. The Board agreed that Suzanne will volunteer to be there during their prep, and if that doesn't accommodate Eola & Rogue they will use the Arts & Craft kitchen. Tina will make arrangements with both Eola & Rogue

Food – main kitchen menus are done, the Mexican booth will have Tacos, Burritos and Chiro's. Jesus' trailer will have brick fries and French bread pizza. There will also be Dogs Gone Coastal, FFA corn booth, G-Gourmet will sell BBQ pulled pork sliders, chili, smoked sausage, past bowls & wraps. Kettle Corn and the Noodle Guy will be here. Funnel cakes, deep fried Oreos, an espresso trailer, smoothies and the ice cream booth will also have milk shakes. The Lions will be doing sno-cones again

Sunday meals – Jesus will be providing a breakfast buffet on Sunday morning from 7am – 9am pre sale tickets are available in the office, \$7 or \$10 if you don't have a ticket. He will also have the Hamburger booth open Sunday from 11am – 2pm.

NEW BUSINESS:

The August Board meeting will be held August 13th instead of August 21st.

ADD ONS: County Website – The County has updated their website to make it mobile friendly and the transition has not been smooth. They are working on it, but it is a really difficult time for us to have our website not working

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

ADJOURNMENT: meeting adjourned 9:30am

Respectfully submitted by,
Tina Andersen, Manager