



## MARION COUNTY FAIR

February 7, 2018 5:30 PM  
Commissioners' Board Room  
555 Court St NE, Salem OR

### AGENDA

- I. 5:30 PM Call to Order/Introductions
- II. 5:33 PM Public Comments
- III. 5:36 PM Approval of January 3, 2018 Meeting Summary Notes
- IV. 5:38 PM 4H/FFA Reports *[Information]*
- V. 5:45 PM Financial Report *[Action]*
- VI. 5:55 PM Items of Special Interest *[Information/Possible Action]*

- Event Point Person Chart- *Denise*
- Public Competitions Theme- *Heidi*
- Big Name Entertainment Update- *Joel*
- STEAM Update- *Jill*
- Adult Beverage Attraction Update- *Jill*
- Veteran's Event (Joining Forces) Update- *Jill*
- Contract/IRFP Update- *Tami*
- BOC Session at Fair ideas- *Tami*
- Seeking Fundraising Ideas- *Tami*
  - New Event?
  - Swing & Wine Update- *Joel/Pam*

VII. 6:55 PM Strategic Plan Items *[Action]*

**Strategic Plan-** February

1.2.6	Negotiate agreements with State Fair on parking and fairgrounds rental- <i>Done</i>	Board chair, Staff, Treasurer
2.1.1	Adopt marketing budget- <i>Done</i>	FB
2.1.9	Present new fair theme logo to board (if applicable)- <i>Done</i>	MC
2.2.4	Explore other venues (library/mall displays, chamber press outlets, Saturday Market, First Wednesday, Iris Festival, etc.)	FB
2.2.4a	Target chamber newsletter articles	FB
2.2.5	Create activities that draw cross-cultural participants	FB
3.2.11	Present fair layout (including booths) to fair board	EC, Staff
4.3.4	Update or develop MOU with public competitions animal groups (pygmy goats, llamas, Mini Herefords, etc.)	S. Gubbels, Staff

VIII. 7:30 PM Other-

- Ingalls' Reports
- Newsworthy Items

IX. 7:45 PM Adjourn

**Next Regular Meeting:** March 7, 2018

## **Marion County Fair Board**

*To promote the diverse agricultural and cultural heritage of Marion County through active participation of its citizens.*

### **Monthly Meeting**

Commissioners' Board Room

January 3, 2018 5:30 PM

#### In Attendance

**Board Members:** Joel Conder, Brandi Crandall (formerly Buxton), Heidi DeCoster, Shannon Gubbels (by phone)  
Nathan Leao, Dylan Wells, Pam Zielinski

**Key Volunteers:** Amy Goulter-Allen

**Staff:** Denise Clark, Tamra Goettsch

**Guests:** Jill & Scott Ingalls, Ingalls & Associates; Melanie McCabe, 4H

#### **I. Introductions**

#### **II. Public Comments-** None

#### **III. Approval of November 5, 2017 Retreat Summary Notes** (The December meeting was canceled therefore no summary notes.) Heidi made a motion to accept the November 5th Retreat Summary Notes; Brandi seconded. Motion passed.

#### **IV. 4H/FFA Reports**

FFA- Amy indicated that the district leaders would be meeting next Monday, January 8.

4H- Melanie

- All judges, except 3, have been hired and contracts completed.
- Sent out superintendents' information; seeking any needed changes.
- Taking club enrollments.
- Western Region is January 27. This is a livestock (goats, sheep, beef, and pigs) field day for both 4H and FFA; about 300 will attend; this is the 3<sup>rd</sup> year. It is an educational event on various animal husbandry categories in which professionals make presentations. There is also a question and answer time for parents.

#### **V. Financial Report-** Tamra

- Added \$100 for Sanitation (handwashing supplies)
- Security services has been raised to \$19,000
- Big Name Entertainment components have been modified to stay within a budget of \$65,000. This includes the band fees reduced by \$1,000 to \$54,000 and Transportation Shuttle reduced to \$150 as we are hoping to use a county vehicle. (Joel feels lodging "shouldn't be an issue" this year.)
- There is \$1,000 entered for the coordination of Real Heroes.
- Grill-off BBQ is being held to \$750.
- Volunteer Shirts have gone up to \$600.

- Volunteer Appreciation Event has gone up to \$400.
- Volunteer Hospitality Room has gone up to \$150.
- Pig Races/Tractor Pull is \$6,000, not \$6500 as previously listed.

The Security line item was increased since the RFP is forthcoming.

Under Events & Activities, the \$38,850 listed at the top (not attached to a particular line item) is the total amount available to spend. (The rodeo is still at \$20,000.)

All of Events & Activities are paid through the Ingalls. (Community Services is responsible for the rodeo contract.)

The administrative transfer from general fund of \$47,557 is listed for Denise's wages. It will later be transferred back to the general fund. For now it is listed in the budget as a revenue and an expense for tracking purposes only during the transition. Next year it will not be reflected this way; the county will fund all of Denise's wages.

The state subsidy received is split between the Administration and Operations budgets.

Tamra indicated that the beginning budget carryover for the coming fair is a much lower amount; typically we have \$34,000, to \$50,000 in carryover; almost half that (\$26,496) is available this year.

It was pointed out that on the Fair Administration page and also on the Balance Sheet, titles at the top of the columns should be changed from "proposed" to "adopted." Once the fair board approves the budget, it changes. *(Denise will bring this to Daniel's attention.)*

Brandi made a motion to approve the budget with the recommended changes- increases for volunteer hospitality room, volunteer appreciation event, and volunteer t-shirts; Heidi seconded; there was also a "friendly amendment" to accept the Treasurer's Report as presented. Motion passed.

## VI. **Items of Special Interest**

### **December Fair Board/Board of Commissioners (BOC) Work Session Update- Dylan**

Those in attendance were Dylan, the Ingalls, Tamra, Denise, as well as Commissioners Cameron and Brentano. A short CCTV video that Jolene Kelly edited was viewed. Commissioner Cameron asked what fun things for the kids were available in 2017 to do besides being judged. (At the 1/3/18 fair board meeting, Melanie clarified that the 4H horse program does horse games on Wednesday night before the fair starts.)

#### **Sale of Hard Alcohol:**

The BOC was presented with information proposing the sale of hard alcohol at the fair. The Board of Commissioners would like to see the fair board's plan so they can understand how this addition will be carried out during the 2018 fair. The board doesn't want this change to take away from the kid-friendly fair environment. Ingalls are creating a plan now and discussing it with Oregon Beverage. (There is a possibility of a Crown Royal sponsorship.) Hard alcohol would be dispersed in a controlled environment like inside a building, in the natural resources area, or in some other appropriate venue.

Dylan indicated that the idea stemmed from information received at the 2017 fall OFA conference. Discussion was held on a fair's success of a "tap house" or "dive bar." The fair raised significant revenue. The "dive bar" included a cranky bar tender and a sloping pool table that created an environment that attracted one of Marion County's target audience: 25-35 year olds.

Commissioner Brentano recommended the plan include no hard alcohol on Sunday, which is Family Day. The Ingalls feel that won't be a problem; also the activity wouldn't start until after 5:00 PM each day.

More thoughts on having hard alcohol:

- The activity should not increase the cost of security as Oregon Beverage will be responsible for the alcohol monitors to meet OLCC requirements.
- It was suggested that it also be available at the rodeo.
- No alcohol is allowed in the barns.
- Ingalls will have a hard alcohol proposal ready for February's fair board meeting.
- Melanie doesn't want it available at the market auction as there are too many kids and their parents present. Response- since this is still a youth activity and the auction is held in a barn, no alcohol is allowed.
- It was mentioned that hard alcohol is allowed at the state fair and they haven't reported any problems.

The design, planning, and decisions pertaining to the fair are the responsibility of the fair board; however, since the county and the fair board are operating under a management agreement which impacts activity, it was determined that it is best to have the BOC's blessings before moving forward with this new fair activity. Tamra indicated that this could be presented at a management update or perhaps another work session in order to answer any questions the BOC might have as the planning advances.

**Review of Conflict Resolution/Meeting Ground Rules-** Reviewing this annually is a reminder of the processes the fair board has in place.

**Subcommittees-** Jill

Continue to keep these responsibility assignments in mind; need to break into core groups as we get closer to the fair. An example of how it is used, STEAM is its own team, which is part of the programming committee. (Denise will email out the bubble chart that spells out everyone's individual responsibilities.)

Tamra noted that Garten received their QRF (Qualified Rehab Facility) certification. The Marion County Fair needed to be added to their QRF scope of work before receiving the certification. This will require less administration work on the county's part. It does mean we don't have to put out an RFP to search for other zero waste-type of providers.

Garten is now considered a vendor and its services are price controlled by the state. (Previously they were in the sponsor category and we provided them free entry tickets.) We can negotiate with them for our food vendors as to what is going to be required with the zero waste requirements. Staff can arrange Garten to come to the fair board to talk about options, if needed.

### **Strategic Plan Review- Denise**

- The 2017-18 changes are reflected in red on the document.
- The question was raised as to how many floral baskets are used and sponsored at fair time. Answer approximately 90.
- Heidi made a motion to accept the changes to 2017-2018 strategic plan document; Joel seconded. Motion passed.

### **Programing Discussion- Jill**

The Barn Yard Adventures will be returning. Jill asked for feedback on Muriel's Petting Zoo; the fair board thought it "lacked luster" last year. The variety of animals was not as large as previous fairs. It was suggested that Jill have a conversation with Muriel before approaching another vendor. Jill will follow up on this.

The STEAM Team met prior to the Fair Board meeting. They plan on having more activities on the stage and around the grounds. There will not be an increase in partners, instead will expand on the existing partners, solidifying what they are doing. Goals are to be set by March to be able to promote at AGFEST.

Melanie reported that 4H received a Google grant (a joint Marion and Polk counties grant) which provided 30 Google Chrome Books (computers) and 20 sets of virtual reality glasses that she will use for fair programming and other activities.

The same theme days will occur at the 2018 fair: Thursday- Honor Day, Friday- Awesome Day, Saturday- AG Day, and Sunday- Family Day

### **Big Name Entertainment Update- Joel**

We received 25 questions from Easton Corban's people; questions like how many people attend our event, the alcohol allowed, provision of motel rooms, etc. The determination day (day in which they indicate whether they are coming to our fair) is January 26. The price for Easton Corban is \$40,000.

In addition to the big name act, it would be cost saving to have local tribute bands. There are some competing events happening the same weekend as our fair: Hair Fest in Canby; Whisky Fest in Pendleton; a Tim McGraw and Faith Hill concert in Eugene.

### **RFP Updates- Tamra**

- No Zero Waste RFP needed due to QFR certification.
- Security, ticket taking, and ticket selling RFPs are being drafted. Sarah will take suggestions from Ingalls as to where to send the security RFP. (Ingalls would like Sarah to send them a copy so they can send it out to their contacts.)
- Melanie noted that the ticketing vendor needs to be selected and under contract by spring break in order to have 4H pre-sale tickets available on-line.

## **Storage Unit Update- Dylan**

The fair's storage located on the Oregon State Fairgrounds is not secure. Dylan has looked into other options, such as purchasing a \$1500 storage container (pod) with an additional delivery/drop fee of \$300. There may also be a fee for having some welding done to secure the lock. Tamra indicated that she has talked with the Sheriff's Office regarding a possible storage area for a pod or trailer.

Tamra had a meeting with Facilities regarding fair storage options. The county is willing to let the fair have some extra modular desk units to replace the large, cumbersome office desks. The modular units break down for storage purposes and this would make room for some of the items stored at the fairgrounds. The Ingalls have determined that the blow-up men were stolen out of the fairground storage barn in the most recent break-in.

Denise suggested that perhaps a building contractor office trailer would be an option. We could just pull in a complete office, including the storage items, at fair time. However the cost would be exorbitant. Tamra suggested she can look into a Capitol Improvement Project and also grants options. She said she could also have county fleet look for a semi-truck; however, we would have to license it as a commercial county vehicle.

## **VII. December Strategic Plan Items**

*1.2.1 Board members set individual goals to recruit new vendors/sponsors to the fair- Ongoing.*

*2.1.5 Reminder to pick fair theme in January (if applicable.)* There are costs associated to picking a new theme such as updating graphics, changing the website, etc. The Ingalls would like to see the overall theme of "Social Local Fun" continue. There can be a sub theme, if desired such as using the fact that 2018 is the county's 175th anniversary.

Heidi noted that public competition superintendents have expressed interest in having a new theme. It was suggested that fairgoers could vote on a theme at fair time.

Dylan remarked that he likes the consistency of the theme "Social Local Fun," but feels that if public competitions want to develop its own theme for the program, they could submit it as a sub-theme to the fair board for approval. Jill said that she has a little money that she can spend on a sub-theme logo.

Melanie noted that 4H does its own "theming" within its programs.

Scott handed out a marketing plan document which included new costs that effect the marketing budget: additional fliers needed; more onsite signage; a professional photographer; day sheets; and web site updates. He suggests potential reductions to cover the new costs, such as dropping the Statesman Journal (SJ )fair program insert and reducing the cable "buy." He's willing to put more money into social media, but feels not all communication should be done by cell phone either; there are many components of "media buys."

The SJ programs were not used enough last year, a lot were thrown out. There will still be an advertisement in the SJ, but not the program inserts. Radio and TV will be used to reach those that aren't getting the fair program from the SJ like in the past. We will do the program by electronic signs and simple day sheets. The day sheets won't have everything that is happening, instead will include the highlights of the day to draw people in.

The program will also be on the internet so that people can pull it up independently on their phones and carry that around. (There will be a phone app. of some kind developed.)

Websites now have to become ADA compliant.

3.2.4 *Identify carnival vendor as needed.* Done

3.2.5 *Identify security/ticket taking agency as needed.* Working on it.

5.2.2. *Make Board of Commissioners work session presentation.* Done

5.2.3 *Review bylaws and communication/conflict resolution docs.* Done

### **January Strategic Plan Items**

1.2.2 *Review pricing structure for vendors.* Will continue the same as the prices are comparable to other fairs. (Move this item to December per the fair board.)

1.2.8 *Review special days (Sr./Teen Day) tickets.-* Done

2.1.2 *Build on broad-based and segmented marketing approach (TV, radio, internet/social networking, newspaper ads, yard/field signs, banners, etc.) -* Ongoing

2.1.5a *Vote on fair theme in board meeting (if applicable)-* Done

2.1.10 *Determine date for holding BOC board session at the fair.* Working with the BOC.

3.2.1 *Work with event coordinator to assign tasks, determine which tasks are assigned to coordinator, fair office staff, and fair board members.-* Done

3.2.6 *Identify and coordinate ground crews to do set-up and takedown.-* Working on it. Jill will be confirming with the Sheriff's Department. Tamra said Tad Larsen is no longer serving in this capacity, so there will be a new contact.

4.1.2 *Work with event coordinator on potential entertainment as a draw for fair attendance.-* Working on it.

4.2.1 *Identify talent show coordinator.* Jill indicated that she is determining what dollar figures are left in the budget for this activity; wants to reach local community participants.

4.2.2 *Contract with sound and lights contractor-* Jill would like to get preliminary quotes from multiple providers; she feels that it's a big budget amount and worth looking at.

4.6.1 *Coordinate dog related activities (Flyball, Rescue Row, K-9 dog demos, etc.)* Debbie West will no longer be coordinating Rescue Row. Also, Debbie felt that requiring rescues to show evidence of liability insurance may negatively effect participation.

4.6.4 *Discuss continuing the beer garden, pretty baby contest, Real Heroes, grill-off, etc.* The Programming committee will be meeting to discuss these things, specifically whether to continue the pretty baby contest.

4.7.1 (Teen Plan) *Build teen and youth participation*. The fair board requested that this be removed from the strategic plan.

4.7.1 (Family Plan) *Contact Boys & Girls Club and other family organizations re: the children's area*. - Working on it.

VIII. **Other**

Ingalls Report:

Per the board's request, the sponsorship progress report has been minimized. They will only be reporting on what they've touched, or are working on, including a potential decision date. This will give the reader a better idea of what is currently going on. It will not be an extensive list that includes all of the potential partners.

Sponsorship Codes- "BRIK" (Budget Reducing In-kind) refers to something that is currently identified in the budget, it is listed as a line-item. Since it is being sponsored, it represents a reduction in the budget. "Inkind" refers to an item that does not exist in the budget. An example- getting the transformer truck to come to the fair; it was not identified as a budgeted item, but was something that came along and the fair benefitted.

Newsworthy Items- None

Tamra noted that she received confirmation from the Fair Foundation that they will be providing \$14,740 in assistance for the 2018 fair.

IX. **Meeting Adjourned:** 7:48 PM.



**MARION COUNTY FAIR BOARD TREASURER'S REPORT**  
**Balance Sheet**  
**FEBRUARY 7, 2018**

1

	2017	2017	2018	2018
	Adopted	YTD	Adopted	YTD
<b>Fair Ops Summary</b>				
Total Revenues	252,087.00	280,884.32	303,162.00	9,555.00
Less Total Expenditures	382,038.95	311,453.09	383,014.00	7,580.36
<b>Fair Operating Income (Loss)</b>	<b>(129,951.95)</b>	<b>(30,568.77)</b>	<b>(79,852.00)</b>	<b>1,974.64</b>
County Contribution	50,000.00	50,000.00		
<b>Fair Net Income (Loss)</b>	<b>(79,951.95)</b>	<b>19,431.23</b>	<b>(79,852.00)</b>	<b>1,974.64</b>
<b>Fair Admin Summary</b>				
Total Revenues	47,704.00	48,119.86	47,654.67	47,053.04
Less Total Expenditures	101,918.00	88,206.06	87,888.00	400.00
<b>Admin Operating Income (Loss)</b>	<b>(54,214.00)</b>	<b>(40,086.20)</b>	<b>(40,233.33)</b>	46,653.04
County Contribution	47,557.00	47,557.00	47,557.00	0.00
<b>Admin Net Income (Loss)</b>	<b>(6,657.00)</b>	<b>7,470.80</b>	<b>7,323.67</b>	<b>46,653.04</b>
<b>Fund Balance</b>				
Carryover from Previous Fair	121,283.00	112,637.15	139,539	67,011
Fair Ops Net Income (Loss)	(79,951.95)	19,431.23	(79,852.00)	1,974.64
Admin Net Income (Loss)	(6,657.00)	7,470.80	7,323.67	46,653.04
<b>Carryover to Next Fair</b>	<b>34,674.05</b>	<b>139,539.18</b>	<b>67,011</b>	<b>115,639</b>

**MARION COUNTY FAIR BOARD TREASURER'S REPORT**  
**Fair Operations Revenue**  
**FEBRUARY 7, 2018**

2

426-4216		<b>2017</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>
<b>REVENUES</b>		<b>Adopted</b>	<b>YTD</b>	<b>Adopted</b>	<b>YTD</b>
<b>Account</b>					
332200	State Subsidy	\$ 6,262.00	\$ 6,262.00	\$ 6,262.00	\$ 6,262.00
341530	Gate Receipts	\$ 70,000.00	\$ 76,281.76	\$ 70,000.00	\$ -
341530	Gate Receipts (Latino Event 2015)				
341530	Children of Promise Grant	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -
341540	Food Booth Fees	\$ 35,000.00	\$ 42,735.06	\$ 35,000.00	\$ -
341550	Commercial Space Rental	\$ 18,000.00	\$ 25,981.00	\$ 20,000.00	\$ 3,293.00
341560	Carnival Fees	\$ 17,500.00	\$ 21,532.87	\$ 17,500.00	\$ -
341580	Camping Fees - 4-H/FFA, Vendors	\$ 7,500.00	\$ 7,769.07	\$ 7,000.00	\$ -
341555	Sponsor Fees	\$ 52,200.00	\$ 57,774.00	\$ 52,000.00	\$ -
341565	Stall Fees	\$ 2,900.00	\$ 2,777.00	\$ 2,700.00	\$ -
341860	Grand Safety (Real Heroes) Fees	\$ 325.00	\$ 239.00	\$ 200.00	\$ -
344999	Other Fees (fair booth county depts)	\$ 100.00	\$ 118.00	\$ 100.00	\$ -
~	<b>Subtotal</b>	\$ 212,287.00	\$ 243,969.76	\$ 213,262.00	\$ 9,555.00
344999	Other Reimbursements				
373100	Open Class Premiums (\$519.00 Fair Foundation 2017)	\$ -			
373100	4H Premiums (\$6,532.00 Fair Foundation 2016)	\$ -			
373100	Herdsmanship (\$400 Fair Foundation)	\$ 400.00			
373100	Petting Zoo (\$3,000.00 Fair Foundation 2016)				
	Shavings and Haul-Out (Fair Foundation)	\$ -			
371000	Misc (permitted activities, inflatables, pony rides,)	\$ 3,000.00	\$ 2,610.80	\$ 2,500.00	\$ -
371000	Concert Merchandise Sales	\$ 100.00	\$ 956.50	\$ 100.00	\$ -
372000	Over & Short	\$ 100.00	\$ 0.50	\$ 100.00	\$ -
373100	Zero Waste/ES/Donations	\$ 20,200.00	\$ 17,046.76	\$ 20,200.00	\$ -
373100	Donations & Misc. Revenues	\$ -	\$ 300.00		
371000	MCE4H - Agricultural Development	\$ 16,000.00	\$ 16,000.00	\$ 17,000.00	\$ -
381100	Transfer From General Fund (County Contribution)			\$ 50,000.00	\$ -
<b>3</b>		\$ 252,087.00	\$ 280,884.32	\$ 303,162.00	\$ 9,555.00

## MARION COUNTY FAIR BOARD TREASURER'S REPORT

3

## Fair Operations Expenses

FEBRUARY 7, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
	<b>4H FFA &amp; OPEN CLASS</b>				
	<b>4H</b>				
525910	4H (ribbons, wristbands, judges, other)	8,000.00	8,000.00	8,000.00	
525910	Premiums (Fair Board)	3,000.00	3,000.00	3,000.00	
525910	Premiums (\$6,532.00 Fair Foundation)	0.00			
	Shavings	0.00			
	Shavings Haul-out Fee	0.00			
	Open Class Livestock (Shavings Haul-out, vet check & ribbons)	1,551.00		1,500.00	
	<b>Sub Total</b>	<b>12,551.00</b>	<b>11,000.00</b>	<b>12,500.00</b>	<b>0.00</b>
	<b>FFA</b>				
525915	FFA (supplies, ribbons, judges, contest, other)	2,250.00	2,205.00	2,200.00	
525915	Premiums	3,900.00	3,970.80	4,000.00	
	<b>Subtotal</b>	<b>6,150.00</b>	<b>6,175.80</b>	<b>6,200.00</b>	<b>0.00</b>
	<b>Open Class</b>				
525920	Open Class (misc.)	350.00	84.20	350.00	
525920	Open Class premiums (\$457 Fair Foundation)	550.00		550.00	
525920	Ribbons & Trophy Engraving	1,000.00	395.44	1,000.00	
	<b>Sub Total</b>	<b>1,900.00</b>	<b>479.64</b>	<b>1,900.00</b>	<b>0.00</b>
	<b>EVENT/MARKETING COORDINATOR</b>				
525110	Fair Event Coordination (Ingalls)	30,000.00	30,000.00	35,000.00	5,000.00
525930	Event reimbursable expenses requiring Fair Board approval	0.00			
525715	Marketing Campaign Coordination (Ingalls)	8,000.00	7,999.95	8,000.00	1,142.85
525715	Sponsor Fees (commission)	14,000.00	15,206.68	21,500.00	
	<b>Sub Total</b>	<b>52,000.00</b>	<b>53,206.63</b>	<b>64,500.00</b>	<b>6,142.85</b>
	<b>GROUNDS &amp; UTILITIES</b>				
527310	Tents & Lights - Decorator	10,000.00	9,252.50	10,000.00	
527310	Lights, Sound & Stage	14,282.00	14,282.00	14,282.00	
527310	Stage Fencing	400.00	320.00	400.00	
527231	<b>Fairgrounds Rental in TRADE</b>				
	Electric Signs	750.00	750.00	750.00	
	Map	1,500.00		1,500.00	
527231	Asphalt Paving Cost				
527231	Plans & Specs				
527231	MCSO Crew				
527310	Golf Cart Rentals/RTV	2,000.00		2,000.00	
527310	Wheel Chair Rental	200.00		200.00	
527310	Sanitation (handwashing supplies)	0.00		100.00	
527310	Portable Toilets and Sanitation Supplies	3,000.00	2,982.00	3,000.00	
527310	Zero Waste (includes Garten Svcs)	20,200.00	17,046.76	20,200.00	
527310	Zero Waste (Supplies, Bleach, Gloves, Etc.)	0.00		0.00	
527230	Electrical Charges - Usage - State Fair	2,500.00		2,500.00	
527230	Electrical Charges - Set-up	6,500.00	5,836.00	6,500.00	
527230	Plumbing	2,231.78	2,231.78	2,232.00	
527230	Other (Grange rental, and info booth repair)	150.00	145.00	150.00	
527230	Damage to Fairgrounds (Garten Truck)				

## MARION COUNTY FAIR BOARD TREASURER'S REPORT

4

## Fair Operations Expenses

FEBRUARY 7, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
527230	Parking Attendants	2,000.00	2,000.00	2,000.00	
525945	Civic/School Organizations				
525945	Grounds Setup / Cleanup	5,000.00	4,909.43	5,000.00	714.28
525350	Janitorial Services	5,300.00	5,535.00	5,300.00	
	<b>Subtotal</b>	<b>76,013.78</b>	<b>65,290.47</b>	<b>76,114.00</b>	<b>714.28</b>
	<b>SAFETY, SECURITY &amp; TICKETING</b>				
525225	Ambulance/EMT Services (will be \$4,400.00 in 2017)	0.00		4,400.00	
525158	Armored Car Services	250.00	55.16	250.00	
525555	Security Services	17,181.00	16,876.75	19,000.00	
525999	Electronic Gate Ticket Printing				
525999	Electronic Gate Ticketing Wi Fi				
525155	Credit Card Fees	500.00	544.36	600.00	
527230	Security Fencing Rental	1,200.00	1,200.00	1,200.00	
525999	Afton's Service Fees	12,775.00			
	<b>Sub Total</b>	<b>31,906.00</b>	<b>18,676.27</b>	<b>25,450.00</b>	<b>0.00</b>
525710	<b>PRINTING</b>				
	Veteran's Event	100.00		100.00	
	Spanish Translation, Design, & Printing	500.00		500.00	
	Badges/Lanyards/Wristbands	0.00			
	<b>Sub Total</b>	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>
525715	<b>PROMOTIONS &amp; ADVERTISING</b>	32,136.00		35,000.00	
	Marketing (Social media, logo design)		3,500.00		
	Prg Design & Printing and promotion	750.00	1,184.50		
	Veterans Event				
	Boomer and Senior News		1,535.00		
	Video Shoot		325.00		
	Newspaper Advertising		10,607.18		
	Yard/Field signs		75.00		
	Flyers, Maps & schedule		554.36		
	Television				
	Radio Advertising		7,375.00		
	Photography				
	Fairgrounds Signs/Banners		560.00		
	Misc. Advertising (Liberty St Banner)	364.00	544.00		407.50
	Ag Fest booth		420.00		
	Website Development and Maintenance	5,000.00	4,680.00		172.87
	Comcast Spotlight		5,068.81		
	<b>Sub Total</b>	<b>38,250.00</b>	<b>36,428.85</b>	<b>35,000.00</b>	<b>580.37</b>
	<b>PROGRAMMING</b>				
525925	<b>Local Entertainment</b>	5,500.00		6,000.00	
	Greydogz				
	Flextones				
	Syco Billies				
	Rekless Kompany				
	Showdown		1,500.00		

## MARION COUNTY FAIR BOARD TREASURER'S REPORT

5

## Fair Operations Expenses

FEBRUARY 7, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
	Adam Larson				
	Tracy Reynolds		450.00		
	Melissa Mikelson		650.00		
	Briana Renea				
	L. Tucker				
	Wild Ire				
	Code Red		550.00		
	TLS Journey		750.00		
	Never2Late		800.00		
	Olivia Harms		500.00		
	Superheroes and Star Wars Characters	500.00			
	Michael Husser (AH Factor)				
	<b>Sub Total</b>	<b>6,000.00</b>	<b>5,200.00</b>	<b>6,000.00</b>	<b>0.00</b>
525925	<b>Big Name Entertainment</b>	493.00			
	Band Fees (Night Ranger, Diamond Rio)	55,000.00	55,000.00	54,000.00	
	Morgan Alexander	0.00			
	Advertising/ Marketing				
	Booking Fee (Eric M.)	5,550.00	5,500.00	5,400.00	
	Catering (Band & Staff)	1,596.45	1,596.45	1,250.00	
	Catering (VIP & Operations)				
	General Production (backline)	1,500.00	1,500.00	1,500.00	
	General Production (stagehands)	800.00	800.00	500.00	
	Security (ticket takers, ushers)				
	Lodging	1,558.28	1,558.28	1,000.00	
	Transportation - Shuttle (county pool vehicle)	730.51	730.51	150.00	
	Main Stage	1,175.00	1,175.00	1,200.00	
	<b>Sub Total</b>	<b>68,403.24</b>	<b>67,860.24</b>	<b>65,000.00</b>	<b>0.00</b>
				38,850.00	
525930	<b>Events &amp; Activities</b>				
	Brad's World Reptiles	0.00			
	Barn Yard Adventure	4,400.00	4,400.00		
	Farm Yard Fun				
	Permitted activities contingency				
	Petting Zoo	3,050.00	3,000.00		
	Animal Exhibits	0.00			
	Rodeo (including dirt)	20,000.00	20,000.00		
	Mayor Legislative Reception (BOC office)				
	Car Show				
	Boys & Girls Club (STEAM)				
	Herdsmanship (Fair Foundation)	400.00	0.00		
	Fun Run				
	Real Heroes	0.00	1,000.00	1,000.00	142.86
	Grill-Off BBQ	842.93	842.93	750.00	
	County Chic Boutique				
	Swine & Wine				
	Latino Music Festival (Flyers)				
	Volunteer Shirts	398.00	398.00	600.00	
	Fair Board Shirts				
	FFA and 4H Youth Shirts	2,474.00	2,699.00		

**MARION COUNTY FAIR BOARD TREASURER'S REPORT**  
**Fair Operations Expenses**  
**FEBRUARY 7, 2018**

6

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
	Volunteer Appreciation Event	300.00	259.30	400.00	
	Volunteer Hospitality Room	0.00	0.00	150.00	
	Bingo & Senior activities	0.00			
	Veteran's Uniforms Display (Dry Cleaning)	125.00	100.00		
	STEAM	6,500.00	6,760.96		
	Miscellaneous (umbrellas, panchos, necklaces)				
	Coloring Contest	0.00			
	Pig Races Tractor Pedal Pull	6,500.00	6,500.00	6,000.00	
525940	<b>Talent Show</b>				
	Prize money (Teen Idol)	275.00	275.00		
	KLOO contract				
	Talent Show	1,000.00	900.00		
	<b>Sub Total</b>	<b>46,264.93</b>	<b>47,135.19</b>	<b>47,750.00</b>	<b>142.86</b>
571010	Contingency	2,000.00		2,000.00	
	Contingency - Future Rental 2019	40,000.00		40,000.00	
	<b>Sub Total</b>	<b>42,000.00</b>	<b>0.00</b>	<b>42,000.00</b>	<b>0.00</b>
	<b>NEW TOTAL</b>	<b>382,038.95</b>	<b>311,453.09</b>	<b>383,014.00</b>	<b>7,580.36</b>

**MARION COUNTY FAIR BOARD TREASURER'S REPORT**  
**Fair Administration**  
**FEBRUARY 7, 2018**

7

426-4217		<b>2017</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>
<b>Account</b>		<b>Adopted</b>	<b>YTD</b>	<b>ADOPTED</b>	<b>YTD</b>
<b>REVENUES</b>					
332200	State Subsidy	47,404.00	47,404.67	46,904.67	46,904.67
381100	Transfer from General Fund	47,557.00	47,557.00	47,557.00	
392000	Net Working Capital				
361000	Investment Earnings - INTEREST	300.00	715.19	750.00	148.37
371000	Misc. Revenue (Bond Refund)				
	<b>TOTAL REVENUES</b>	<b>95,261.00</b>	<b>95,676.86</b>	<b>95,211.67</b>	<b>47,053.04</b>
<b>EXPENDITURES</b>					
511110	Fair Coordinator Wages (including overtime)	35,748.00	31,801.45		
512010-610	Fair Coordinator Fringe	21,087.00	20,692.58		
511120	Temp Wages (including overtime)	5,347.00	2,587.11	5,347.00	
~	Temp Fringe	853.00	209.11	1,000.00	
	<b>Total Personnel</b>	<b>63,035.00</b>	<b>55,290.25</b>	<b>6,347.00</b>	<b>-</b>
521010	Office/ Dept. Supplies	100.00	46.58	100.00	-
522180	ShoWorks Software	1,745.00	400.00		
523010	Telephones	100.00		-	-
523050	Postage (admin only)	100.00	104.45	150.00	-
523090	Long Distance Charges		10.84	20.00	-
525360	Public Works Services (survey charges)	1,289.00		1,000.00	-
525710	Printing	100.00		-	-
525715	Advertising (RFP legal notice)	1,300.00		-	-
525715	Advertising - other			-	-
527210	Building Rental (private)	1,120.00	1,112.40	1,120.00	-
528110	Liability Insurance Premiums	5,700.00	4,022.00	5,700.00	-
528210	Public Officials' Bonds	1,290.00	1,850.00	2,000.00	400.00
529110	Employee Mileage	110.00	30.50	100.00	-
529130	Meals	470.00	428.00	450.00	-
52914	Lodging		200.00	200.00	-
529210	Meetings	100.00	200.00	200.00	-
529220	Conferences	1,245.00	1,043.00	1,100.00	-
529300	Dues & Memberships (Travel Salem, OFA)	800.00	1,095.00	1,100.00	-
529650	Pre-Empl Investigations				
529999	MCFair.net Domain renewal 5-years				
~	<b>Total M&amp;S</b>	<b>15,569.00</b>	<b>10,542.77</b>	<b>13,240.00</b>	<b>400.00</b>
60100-60452	Administrative Charges	23,314.00	22,373.04	20,744.00	-
561100	Tranfer to General Fund (for Fair Coord. wages)			47,557.00	-
571010	Contingency				
	<b>Total Admin &amp; Contingency</b>	<b>23,314.00</b>	<b>22,373.04</b>	<b>68,301.00</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>101,918.00</b>	<b>88,206.06</b>	<b>87,888.00</b>	<b>400.00</b>
	<b>NET</b>	<b>(6,657.00)</b>	<b>7,470.80</b>	<b>7,323.67</b>	<b>46,653.04</b>

## Event Point Person Responsibilities- 2018

Task/Program	Organizational Role	Execution Role	Work Order	Back-up
Awesome Day (Fri.)	Event Coord.	Event Coord.	Event Coord.	Com. Carlson
Barns	Shannon, Event Coord.	Shannon	Melanie	Brandi
Break down/load out	Shannon, Melanie, Event Coord.	Shannon, Melanie, Event Coord.	N/A	Nathan
Carnival	Joel, Event Coord.	Joel	Denise	Event Coord.
Chamber Greeters	Bry	Bry, Pam	Bry	Event Coord.
Exhibit Hall Setup/Intake	Event Coord.	Event Coord.	Event Coord.	Pam
Facebook	Event Coord.	Event Coord.	N/A	Denise
Family Day (Sun.) Head Start, Face Painting, Habitat for Humanity, LaPantera, Church Service	Event Coord.	Event Coord.	Event Coord.	Nathan- S. Salem Home Depot (Byron) Joel- Church Service
Fly Ball	Event Coord.	Event Coord.	Event Coord.	Denise
Garten Services, Zero Waste Efforts	Tamra, Event Coord.	Joel, Event Coord.	Joel	Denise
Grill off	Nathan, Event Coord.	Nathan	Nathan	Event Coord.
Joining Forces (Veteran's free entry)	Tamra, Event Coord.	Event Coord.	Event Coord.	Joel
Legislative Reception	Board of Commissioners (BOC), Community Services (CS), Event Coord.	BOC, CS	BOC	CS
Market Auction Liaison	Shannon, Event Coord.	Shannon	Melanie	Melanie
Public Competitions	Heidi, Bry, Event Coord.	Heidi, Bry, Event Coord.	Bry	Brandi, Pam
Parking	Nathan, Event Coord.	Nathan	Nathan	Brandi
Pretty Baby Contest	Event Coord.	Event Coord.	Event Coord.	Joel
Real Heroes	Event Coord.	Event Coord.	Event Coord.	Nathan, Denise



## Event Point Person Responsibilities- 2018

Task/Program	Organizational Role	Execution Role	Work Order	Back-up
Rodeo	Event Coord.	Event Coord.	Event Coord.	Joel
Security	Joel, Event Coord.	Joel, Event Coord.	Joel	Shannon
Senior Day	Nathan, Event Coord.	Nathan, Event Coord.	Event Coord.	Pam
Sponsorship	Event Coord.	Event Coord.	Event Coord.	Com. Carlson
Stage- Community	Event Coord.	Event Coord.	Event Coord.	Joel
Stage- Main	Joel, Event Coord.	Joel	Joel	Event Coord.
State Fair Liaison	Tamra	Tamra	N/A	Denise
STEAM	M. Grim, (Vol. Coord.) Event Coord.	M. Grim, Event Coord.	Event Coord.	Tamra
Treasurer (Fair Time Duties)	Brandi	Brandi	Brandi	Daniel Adatto
Vendors- Commercial	Denise	Denise, Pam	Denise	Event Coord.
Vendors- Food	Denise	Denise, Pam	Denise	Joel
Volunteers	M. Grim	M. Grim	M. Grim	Nathan, Shannon