



**MARION COUNTY FAIR**

**March 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 February 7, 2018 Meeting Summary Notes**
- IV. 5:38 PM 4H/FFA Reports [Information]**
- V. 5:45 PM Financial Report [Action]**
  - 2018 Increased Operational Costs- *Tamra*
- VI. 6:00 PM Items of Special Interest [Information/Possible Action]**
  - IRFP Update- County Contracts/Event Coordinator Contracts- *Tamra*
  - Food Vendor Selection Committee Update- *Dylan*
  - Use of "squares" for recording food vendor sales- *Brandi*
  - Swine & Wine Donation Request- *Joel*

**VII. 6:45 PM Strategic Plan Items [Action]**

**Strategic Plan- March**

1.2.1a	Discuss possible sponsors for grounds floral baskets.	Shannon
3.2.8	Negotiate the use of state fairgrounds for the fair activities and events- <i>Done</i>	EC
3.2.12	Arrange for Big Name Entertainment transportation van; perhaps use one from the county's vehicle pool.	Staff, EC
4.4.1	Inventory ribbons, order exhibit tags, update dept. classes per superintendents' requests	OC Point Per., Staff
4.4.5	Place Public Competitions application and information on web site.	Staff, OC Point Person
4.5.4	Vendor issues- complaints; hand holding sales (sell booth); vendor/fair expectations; improved inside layout; change outside layout; re-look at food vendors' contract re: deposit	EC, P. Zielinski (CV), Member (FV), Staff

**VIII. 7:00 PM Other-**

- Ingalls' Reports
  - Veteran's Community Forces Update
- Newsworthy Items

**IX. 7:15 PM Adjourn**

**Next Regular Meeting:** April 4, 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

February 7, 2018 5:30 PM

In Attendance

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

**Key Volunteers:** Amy Goulter-Allen

**Staff:** Denise Clark; Tamra Goettsch; Commissioner Carlson, Board of Commissioners (BOC) Liaison

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

- I. **Introductions**
- II. **Public Comments-** None
- III. **Approval of January 3, 2018 Meeting Summary Notes-** Shannon made a motion to approve, Brandi seconded. Motion passed.
- IV. **4H/FFA Reports**

FFA Update- Amy

The district officers will be chosen at the end of the month; they are getting ready for state convention. Amy shared information about the fair board considering whether to sell hard alcohol at the fair; she assured FFA members that the rule regarding no alcohol in the barns would remain.

4H Update- Melanie

The recent livestock event (reported in last meeting summary notes) was very successful.

Junior Market Auction Committee and Alcoholic Drinks

The Jr. Market Auction committee requested approval to provide two alcoholic drinks (no hard alcohol, just beer and wine) per buyer at the auction dinner. Buyers would be given coupons and the committee would pay for the number of coupons redeemed. The committee also requested that alcohol be sold closer to the auction ring; having a beer station in close proximity. Brandi stated that she was also approached about this and responded that it was an auction committee decision.

Scott believed the service provider (Oregon Beverage) might be able to put some type of easy access station near/ in the barns area.

Dylan noted that the BOC, at the December work session, were pleased with the “no alcohol in the barns policy.” Closing of the station after the auction was suggested. If sold in the barns area, it was suggested to have the sales only be during the auction dinner.

Melanie thought that maybe 200-300 coupons would be redeemed; a maximum of 600 coupons would be printed.

The contract with Oregon Beverage is with Ingalls and Associates, not the county, so the fair board doesn’t need to take action on this item.

The fair board gave direction to move forward with this concept.

**V. Financial Report- Brandi**

The budget document reflects the year-to-date changes.

The state subsidy money (\$53,000) was received and will be divided between Operations and Administration budgets.

Tamra noted that a ShoWorks maintenance/service fee of \$350 was absent from the Fair Administration budget. This is an annual fee and was authorized by the fair board when the fair switched from Blue Ribbon to ShoWorks. Denise noted that the service fee covered last year’s charges for on-line entries. (If the fee for the entries is lower than the amount paid for the service fee, there are no additional charges.) Brandi made a motion to approve the addition of \$350, which will come out of the contingency, for the ShoWorks service fee; Shannon seconded. Motion passed.

It was clarified that the expense of \$712 listed for “set-up” was due to the Ingall’s contract allowing for some services to be billed monthly; set-up budget is a 3-part payment. The \$1,000 for the Real Heroes coordination will be reflected in the same way in future months.

Heidi made a motion to accept the Treasurer’s Report as presented, including the addition of the ShoWorks maintenance fee; Shannon seconded. Motion passed. (The ShoWorks amendment was previously approved.)

**VI. Items of Special Interest**

Those members planning on attending the Oregon Fairs and Events Association (OFEA) conference March 4-6 are Dylan, Heidi, and Bry. Denise will get them registered.

**Event Point Person Responsibilities Document:**

- Joel would like to be a backup to the grill-off.
- The Pretty Baby Contest is not confirmed; maybe it will be reframed as the “fastest crawler” or some other baby contest.
- In addition to Brandi, Amy will be backup to the barns.

- Brandi needs a back-up for her fair time Treasurer responsibilities. The person should shadow her and would also need to take the county's cash handling training. It was suggested that Laurie Steele could be a back-up. Pam is also willing to be a back-up as she has taken the cash handling training. It was suggested that James Hutches, of Country Financial, might be willing, he could become a key volunteer, if still interested. Discussion was held on the cash handling including the dual custody process.
- Heidi will be a back-up to the volunteer coordination.

### **Food Vendor Selection Committee**

The committee will meet to review the applicants on March 7, at 3:00 PM in the Breitenbush Conference Room. Those on the committee are Jill, Pam, Dylan, Denise, and Bry.

### **Public Competitions Theme- Heidi**

It was suggested that the new theme be "175 years of Marion County Pride." The fair board agreed.

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

Corban Easton is going to cost more than the original \$40,000 identified; he is going to cost \$45,000, plus associated costs. Jill has been in contact with Eric about announcement dates.

### **Talent Buyer Communication Discussion**

Joel indicated that Eric Marcuse (talent buyer) wants a single point of contact instead of multiple people giving him feedback. Tamra asked for additional clarity on this request; she has been communicating with Eric over the years regarding contract requirements and Legal Counsel concerns. It was suggested that Eric directs his emails to Joel, but does a cc to Jill, Dylan, and Tamra so that everyone can know what's going on. If the core is cc'd then there won't be double the questions going to Eric.

Jill would like to see the programming committee (a core group of three people) involved so that Joel doesn't ended up bearing the burden of all of the decisions. They can help with the discussions, negotiations, and budget oversight. Shannon encouraged the programming committee be re-enacted to help focus decision points and also open up the conversation with everyone. There are so many variables with big name entertainment coordination, including percentage of the board's annual event budget; broader input is desired. Other areas of the event budget don't have as many variables.

General discussion included a reminder that the budget change request form is to be utilized, in all areas of the budget, for any items where there is going to be a budget change. This brings the item back to the fair board for approval before committing additional funds.

Tamra indicated that at the annual work day, the talent buyer's work was reviewed; this resulted in new conversation protocols. Now that the county is under contract with Eric, specific communication methods are spelled out. She noted that we want both the fair and Eric to be successful.

Dylan indicated that he would like to be able to review all fair contracts.

## **Garten Zero Waste Effort**

Brandi, Dylan, Tamra, and Denise met with Will Posegate, the CEO of Garten, to discuss the compostable mandate for our food vendors.

Garten's disposal costs have gone up; they are paying three times the amount they used to pay for disposal. Due to circumstances outside of its control, many previously recycled items must now be tossed.

### Compostable Ideas/Changes:

- The fair wants to be as green as possible; however, the term "Zero Waste" may no longer describe what is happening. Should it still be used?
- Only wood and chopsticks utensils are now compostable.
- Make the compostable message a suggestion, telling our vendors that the requirements include non-wax coated items and encouraging use of "biodegradable products," at the very least.
- Sorting food waste is a good step.
- Commissioner Carlson noted that non-biodegradable products burn better than biodegradable products.
- It was noted that Garten also busses all fair tables and takes care of the garbage on the grounds, so they are still a value to the fair.
- Idea: place volunteers at the waste stations to instruct fair goers how to best sort waste. This would contribute to reducing Garten's costs by reducing the number of man hours needed.
- Check with the Saturday Market organizers as to how they do the sorting of materials.
- For the waste bins, limit the number of compostable choices to three.
- Modify the food vendor compostable mandate letter to reflect what has been discussed. The Food Vendor Selection Committee will confirm the information contained in the letter for sending out in the packet.

### STEAM Update- Jill

The STEAM budgets from other agencies were not available prior to the board meeting; Jill anticipates that similar activities will be provided again: STEAM stage; Family Day reading time; and Lego competition. They may also add a trivia event. The goal is to have the STEAM plans in place by the end of March. There will be a booth at AgFest. Jill will also reach out to school educators and parents.

### Adult Beverage Attractions- Scott

Oregon Beverage would like to change its fair participation status from being a food vendor to being a contractor with Ingalls & Associates. They would operate more like a permitted activity. The fair would receive 33% of sales instead of the 22% receive in the past.

Particulars of what Oregon Beverage is willing to consider:

- Hold an event in the "woods" (the Natural Resources area).

- The area would be fenced off.
- Hours starting at 4 or 5 PM until close of fair.
- Oregon Beverage would be responsible for creating the atmosphere, including bringing in games and decoration.
- The fencing and signage would be the fair board's responsibility.
- From Oregon Beverage's experience, the fewer restrictions/parameters put on an event, the fewer problems presented.
- Crown Royal is willing to be a sponsor.
- The event marketing will target Millennials.
- There will be a z-tape process for the sales, just like other permitted activities.
- It was suggested that hard alcohol be contained within the Woods, but beer and wine can still be "walk-a-round."

Brandi made a motion authorizing the Ingalls to contract with Oregon Beverage to provide hard alcohol for the fair; fencing off the "woods" area for distribution of the alcohol; and providing alcohol for the rodeo on Saturday. Oregon Beverage will be required to provide z-tapes of their sales. Heidi seconded the motion. Motion passed.

#### **Veterans' Joining Forces Event- Jill**

Jill has a call into Sarah Web about coordination of this event. Jill suggests complimenting the event with bag pipe players as people are honored on the stage. She met with Jolene Kelly, BOC's office, regarding this event. Community Action Agency also provides veteran services in the community. Jill hopes to have a more "robust" event this year. Also, discussion is underway with the Harley Davidson motor cycle club organizers to see if they might participate this year.

#### **Contracts/IRP Update- Tamra**

Electronic ticketing, security, and ticket taking IRFP's have been released. Recommendations will come back to the fair board at the March meeting. All are listed on ORPIN (Oregon Procurement Information Network) and has been sent out individually to all interested parties.

#### **BOC Session at the Fair- Tamra**

Tamra is looking for Ideas. Suggestions:

- Youth and animals be involved.
- Use the 4H's virtual reality goggles.
- Incorporate the 175 anniversary theme.
- Have people come in "period" dress.
- Have the cities get involved with their historic offerings; have rural communities involved.
- Have Wayne White, rodeo announcer, incorporate the theme at the rodeo.

## **Seeking Fundraising Ideas- Tamra**

Due to the tight budget, Tamra wants to know if anyone has ideas for raising funds for the fair. If so, tell Tamra. Brandi indicated that the next NW Farm Credit Services Grant submission is due June 1.

2018 Swine and Wine (March 22)-Joel

- Need help filling four more tables.
- Have some auction items; could use more.
- Hired Leroy Hedberg as the auctioneer.
- New sponsors include Coastal Farms, K&E, and Long Lumber in Woodburn.
- Amy is willing to find an FFA speaker

## **New Key Volunteer**

Mike Adams has submitted an application to become a fair key volunteer. Following the fair board's approval, his application will then go before the BOC for approval. (Key volunteers are the first to be considered when a fair board position opens up.)

Mike expressed his interest in being a key volunteer. He has recently retired from the restaurant business; however, would like to still be involved in the industry in some way. His main interest is in helping children and youth reach their full potential. He feels strongly about traditional values and would like to get involved in the planning and organization of the fair. Joel responded that he appreciated Mike and his fair involvement thus far.

Mike likes being the "mayor of food town" as he's been described in the past. He talks to all of the vendors and then brings the concerns to the event's organizers.

BBQ Grill-Off:

Mike is also interested in helping Nathan with the grill-off. He is willing to sponsor the grill-off, co-sponsoring with Roth's grocery store. He is also proposing that he can get a Traeger BBQ grill donated for the winning prize. In the past he has brought the winners onto his local radio broadcast to promote the fair. It is too late to enter it as a pro event and costs too much to participate in the NW BBQ Association events. However, he believes it could be promoted well as an amateur event and also suggests having a junior event. It will take some strong promotion.

Brandi made a motion to recommend appointing Mike Adams as a Marion County Fair Key Volunteer to the BOC for approval; Pam seconded. Motion passed.

## **VII. Strategic Plan Items**

1.2.6 *Negotiate agreements with State Fair on parking and fairgrounds rental.* Tamra and Scott have a meeting with Mike Paulazak set for February 15 to discuss sponsorship opportunities to trade for rental. Dylan suggests the fair board email Scott with any ideas of fairgrounds infrastructure needing

improvement. Amy would like to see the parking better managed in order that the parking spots are used more efficiently. Jill indicated that she will look into it.

2.1.1. *Adopt marketing budget.*- Done.

2.2.4 *Present new fair theme logo to board (if applicable)*- Done

2.2.4 *Explore other venues (library/mall displays, chamber press outlets, Saturday Market, First Wednesday, Iris Festival, etc.)* Jill is working on it including the Awesome 3,000 and children's museum activities. It was suggested getting stacks of coloring sheets out to day care centers. (Garten and Salem Keizer schools both have printing capacity to take on outside projects.)

2.2.4a *Target chamber newsletter articles*-Jill said it's on the calendar; she's met with Jolene Kelley of the BOC who does articles. Jolene is targeting city news, community newspapers and ENews blast; Aumsville, and Salem Business Journal.

2.2.5 *Create activities that draw cross-cultural participants.* Jill indicated that Sunday's activities will have a cultural draw, for example perhaps Mt. Angel will send the German dancers and Woodburn will send the Russian dancers. It was suggested to have Chemawa Indian School participate. Last year the fair program was translated into Spanish. Advertisements were done through LaPantera radio.

Tamra suggested that Mary Grim might be a source for ideas as she previously worked for the multi-cultural center.

3.2.11 *Present fair layout (including booths) to fair board.* Jill indicated that she's working on it; it hasn't changed much from last year. This year's layout will incorporate the "Woods" in the outside layout. Moving the public competitions line in Columbia Hall. The key pocket areas may be incorporated differently.

4.3.4 *Update or develop MOU with public competitions animal groups (pygmy goats, llamas, Mini Herefords, etc.)* Shannon has reviewed all of the MOU's from last year. The FFA does not want to clean the pygmy goat area anymore. The pygmy goat organizers are going to need to find another way to take care of its pens. Shannon asked to be notified if anyone knows of a group willing to do the stall cleaning to raise some funds.

The Junior Market Auction MOU will need to be updated to reflect the use of compostables and alcohol at the auction dinner.

Muriel's Petting Zoo Update- Jill

Muriel was receptive to input regarding needed changes, bringing a better variety of animals, and not allowed to close early. The petting zoo must remain open until the main stage band starts in the evening.

Barn Yard Adventures is already booked for 2018.

The commercial vendor hours will remain the same for the coming year; there will be no closing early.



## VIII. Other

### **Ingalls Report:**

Denise will email out the Ingalls' monthly reports (two spreadsheets- sponsorship and event coordination activities).

Janitorial is being asked to increase the number of staff on the nights of the big name acts due to the increased traffic. Whenever the scope of work expands, the price increases. Melanie was happy with last year's restroom maintenance; an improvement from the year before.

Real Heroes coordination is in process. Jill is getting them organized, but no one from that group is ready to take the lead yet.

Social media- would like to utilize Instagram and Snapchat, but waiting on the county with its public record laws. The public competition superintendents are working with Pinterest hoping to reach more participants.

**Meeting Adjourned: 8:08 PM.**

# MARION COUNTY FAIR BOARD TREASURER'S REPORT

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## Balance Sheet MARCH 7, 2018

	2017	2017	2018	2018
	Adopted	YTD	Adopted	YTD
<b>Fair Ops Summary</b>				
Total Revenues	252,087.00	280,884.32	303,162.00	13,100.00
Less Total Expenditures	382,038.95	311,453.09	383,014.00	14,580.35
<b>Fair Operating Income (Loss)</b>	<b>(129,951.95)</b>	<b>(30,568.77)</b>	<b>(79,852.00)</b>	<b>(1,480.35)</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>(1,480.35)</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	88,238.00	950.00
<b>Admin Operating Income (Loss)</b>	<b>(54,214.00)</b>	<b>(40,086.20)</b>	<b>(40,583.33)</b>	46,103.04
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>6,973.67</b>	<b>46,103.04</b>
<b>Fund Balance</b>				
Carryover from Previous Fair	121,283.00	112,637.15	139,539	66,661
Fair Ops Net Income (Loss)	(79,951.95)	19,431.23	(79,852.00)	(1,480.35)
Admin Net Income (Loss)	(6,657.00)	7,470.80	6,973.67	46,103.04
<b>Carryover to Next Fair</b>	<b>34,674.05</b>	<b>139,539.18</b>	<b>66,661</b>	<b>111,284</b>

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

426-4216		2017	2017	2018	2018
<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	\$ 4,338.00
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	\$ 2,500.00
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	\$ 13,100.00
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	\$ 13,100.00

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

MARCH 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	10,000.00
525930	Event reimbursable expenses requiring Fair Board approval	0.00			
525715	Marketing Campaign Coordination (Ingalls)	8,000.00	7,999.95	8,000.00	2,285.70
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>12,285.70</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	
<b>527231</b>	<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**  
**Fair Operations Expenses**  
**MARCH 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	1,428.56
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>1,428.56</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

Fair Operations Expenses

MARCH 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	285.72
	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**  
**MARCH 7, 2018**

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>285.72</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>14,580.35</b>

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

426-4217		2017	2017	2018	2018
Account		Adopted	YTD	ADOPTED	YTD
<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	350.00	350.00
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	200.00
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>13,590.00</b>	<b>950.00</b>
60100-60452	Administrative Charges	23,314.00	22,373.04	20,744.00	-
561100	Transfer 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>88,238.00</b>	<b>950.00</b>
<b>NET</b>		<b>(6,657.00)</b>	<b>7,470.80</b>	<b>6,973.67</b>	<b>46,103.04</b>



# **MARION COUNTY FAIR POLICIES AND PROCEDURES**

**Sponsoring Department:**  
Public Works- County Fair

## **SUBJECT: MARION COUNTY FAIR MAKING A DONATION**

### **1.0 Purpose**

To establish a policy for handling requests for donations received by the fair.

### **2.0 General Policy**

The fair receives requests from both private parties and community organizations requesting donations to an event or project. Since the fair has limited resources to give, the Fair Board endeavors to respond judiciously to each request.

### **3.0 Policy Guidelines/Procedures**

- 3.1 The Fair Board is the approving authority regarding donation decisions.
- 3.2 Requests are to be brought to the Fair Board in-person by the requesting organization. If that is not possible, the organization requesting the donation may have a board member represent them in bringing the request before the board.
- 3.3 Donations will only be made to not-for-profit parties or organizations. No donations will be given to individuals or personal interest events.
- 3.4 The event benefitting from the donation must fit the spirit and mission of the Marion County Fair as determined by the Fair Board.
- 3.5 The Fair will only provide entry passes/tickets; no monetary donations will be given.
- 3.6 The fair's donation will be limited to a maximum of 6 entry passes/tickets per request.
- 3.7 Currently, the fair gives a donation in the form of a discount on the purchase of 25 or more tickets purchased at a time. A party purchasing this volume of tickets can purchase them at 20% off.

Adopted: 2/2/11

G:\Administration\Fair\Policies\2010\Donations.doc



February 14, 2018

To Marion County Fair Board,

Re: Silent and Oral Auction Donation Request for Marion County Fair Foundation Swine and Wine event

The Marion County Fair Foundation (MCFF) is a non-profit 501(c)(3) comprised of 6 volunteers. The MCFF provides the financial support for the 4-H and FFA participants at the Marion County Fair for the past 5 years.

Since its inception in 2010, MCFF has assisted 1,000's of kids with premium money paid out for their ribbon winnings. Of the total funds raised, 100 percent is a direct result of the Swine and Wine event held each year. We will be presenting belt buckles and cash awards to 4 market animal champion winners, cash awards to the 4 market animal reserve champions, pay for haul in and out of the sawdust for the animals, present cash awards for Herdsmanship and pay out over \$10,000 in premiums for the ribbon winners this July, which is made possible by generous donors like you. You are the key to our program's success, and we appreciate your support. MCFF is proud to be able to provide local students with funds to seek higher education.

*We humbly request your consideration of a donation this year.* All of the proceeds will go directly to MCFF program. A VIP meet and greet with Easton Corbin and two tickets to his concert would be a great auction item.

MCFF's Swine and Wine will be held March 22, 2018, with an anticipated attendance of 200. We are happy to arrange for pick-up of any items and will gladly accept electronic gift certificates. We request receipt of donations prior to March 15, 2018.

Please call or email any questions you may have. Thank you for your consideration.  
503-585-1440, [sdagriseed@comcast.net](mailto:sdagriseed@comcast.net)

Sincerely,

Marion County Fair Foundation Board

Federal ID: 27-3090731



## Budget Change Request Form

	Date	Fair Year	REVENUE	EXPENSE	Description of change
	<i>example</i>	2014		\$ 3,000.00	<i>Increase 4H premium payments</i>
	<i>example</i>	2014	\$ 3,000.00		<i>Increase Donation revenue - from Fair Board Foundation Swine &amp; Wine event</i>
	<i>example</i>	2014	\$ 20,000.00		<i>Increase Sponsor fee revenues</i>
	<i>example</i>	2014		\$ 26,000.00	<i>Increase Sponsorship Commission by \$3000 and Big Name Ent. By \$23000</i>
	<i>example</i>	2014		\$ (6,000.00)	<i>Decrease State Fair Rental</i>
1	02/27/2018	2018		235.00	Increase cost of 525350 Janitorial Service per quote (budgeted \$5175.00 actual quote \$5535.00
2			235.00		Decrease carry forward
3					
4					
5					
6					
7					
8					
9					
	TOTAL		\$ -	\$ -	

**NET CHANGE** \$ -

Person Requesting: \_\_\_\_\_  
Date

Fair Board Approval: \_\_\_\_\_  
Date

Community Services Director: \_\_\_\_\_  
Date

Approved Changes Entered: \_\_\_\_\_  
\*\* Budget Office Use Only



**ABC Window Cleaners & Building Mtnc. LLC**  
 4676 Commercial St. SE  
 PMB #18  
 Salem, OR 97302  
 Phone: 503-363-4457

**ESTIMATE**

**CCB # 161455**

<b>Date</b>	<b>Estimate #</b>
2/27/2018	26326

**Bill To:**  
 Ingalls & Associates/  
 Marion County Fair  
 PO Box 2248  
 Lebanon, OR 97355

**Jobsite Location (If Different):**  
 OR State Fairgrounds  
 2330 17th St. NE  
 Salem, OR 97301

<b>Customer Contact</b>	<b>Scott Ingalls</b>
<b>Customer Phone</b>	<b>541-974-4066</b>

**Rep:**

**Estimate Contact Info**

Description	Qty	Cost	Total
<b>Janitorial staffing for the Marion County Fair 2018:</b>  7/11: 2 person crew from 12pm - 6pm 7/12: 2 person crew from 10am - 4pm and 4 person crew from 4pm - 10pm 7/13: 2 person crew from 10am - 4pm and 5 person crew from 4pm - 11pm 7/14: 2 person crew from 10am - 4pm and 5 person crew from 4pm - 11pm 7/15: 4 person crew from 10am - 6pm 7/16: 2 person crew from 10am - 1pm  <b>The scope will generally be the same as 2017</b>	<b>1</b>	<b>5,535.00</b>	<b>5,535.00</b>

**Thank you for the opportunity to provide this quote!**

**THIS QUOTE IS VALID FOR 30 DAYS FROM THE ABOVE DATE. PLEASE CONTACT US TO ACCEPT AND SCHEDULE ANY OF THE ABOVE SERVICES.**

<b>Total</b>	<b>\$5,535.00</b>
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