

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

## **Marion County Fair Board Monthly Meeting**

Board of Commissioners' Board Room

May 7, 2025 5:30 PM

**Meeting Convened:** 5:34 PM

### **Call to Order/Introductions**

#### In Attendance

**Board Members:** Joseph Billington, Dana Castano, Amy Goulter-Allen, Shannon Gubbels, Greg Martin, Pam Zielinski

**Staff:** Denise Clark, Sarah Coutley, Kelli Weese

**Guests:** Jill and Scott Ingalls; William White, County Risk Manager; Katy Burke, Lee Elementary School Parent Teacher Club; Kassy Selby, Valley Inquiry Charter School

### **I. Public Comments**

Katy Burke, Lee Elementary School Parent Teacher Club, is requesting a donation of tickets for their upcoming silent auction on May 30, 2025. This is a fundraiser; they are looking to finance adaptive equipment for their playground. They have two special education classrooms in their school. Pam made a motion to provide 6 fair entry tickets for the school's auction; Dana seconded the motion. Motion passed.

William White indicated that the county will be holding an all-county employee picnic on June 28. The picnic will include a 5k run, bingo, an egg drop activity, and raffle prizes. He is requesting a donation of 6 entry tickets to the fair to be given out at the event. Pam made a motion to provide the 6 fair entry tickets; Dana seconded the motion. Motion passed. *(William came to the meeting dressed up as Professor STEAM and plans to do so at the fair.)*

Kassy Selby said that the Valley Inquiry Charter School will be holding an auction on May 23, 2025. They are requesting a donation of fair entry tickets. Pam made a motion to provide them with 6 fair entry tickets; Amy seconded the motion. Motion passed.

- II. Approval of the April 2, 2025 Meeting Summary Notes.** Greg made a motion to approve the notes; Amy seconded. Motion passed.

### **III. Financial Report-** Denise

The changes since last month's meeting are reflected in yellow; mostly revenue received.

Dana asked if the money identified for the fair office air conditioner would result in a better unit than that which was used last year as it was just too hot in the fair office. Scott responded that the unit is the best he can

rent. The problem is the building is not insulated and the tin roof retains heat. The only thing he can possibly do is rent a tent to cover the top of the building. However, he has to obtain a city permit to do so.

Amy made a motion to approve the financial report as presented; Dana seconded the motion. Motion passed. It was asked if the “FF” note on the side margin stood for Fair Foundation or FFA. Answer- Fair Foundation. It was suggested to add a note to the budget document for clarification.

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

4H- Shannon reported for Melanie as Melanie is at a sheep, goat, and swine weigh-in.

There was an all 4H clubs meeting on April 28. Registration for fair opens May 1 and closes May 23. Melanie will be providing the Ingalls with her work orders by June 1. The previous office assistant (Margi) has been replaced by Ciara Galvin.

FFA- No one present to report. It was noted that the spring “career development” activity is occurring and that FFA is getting ready for fair.

#### **V. Items of Special Interest**

##### Approval of Proposed 2025 Food Vendors- Denise

Denise said that the fair board was remiss in not voting on the proposed food vendors that were brought before the board last month by the food vendor committee; an official vote is needed to approve them. Dana made a motion to approve the proposed food vendors; Pam seconded the motion. Motion passed.

##### Policy Review- Commercial Vendors Selling Food- Denise

This policy has already been reviewed by Legal Counsel who indicated no changes are needed. The purpose of the document is to differentiate food vendors from commercial vendors. Commercial vendors are allowed to sell a food product as long as it does not compete with a food vendor’s product, for example kettle korn. It also needs to be made in a licensed kitchen and not made on-site. It must be pre-packaged.

#### **VI. Ingalls’ Report**

Scott asked Joe if FFA was planning on using the office in the livestock pavilion. Joe indicated that they would not; they would be using a travel trailer as was done last year.

Sponsorships are going better than Scott expected.

Jill will be seeking reimbursement for costs incurred with the recent website hack. She purchased a one-year Sitelock for \$359.88. In the budget document, this is reflected under the marketing/website line-item. This is the software that helped “save” the website and “release the blacklist.” She said that the website is fine for now, but that it’s “fragile” as it is in an older format. She has “safe site certificates” that indicate it is good to go. She will put this request on a budget change request form for signature. Pam made a motion to approve this budget change; Dana seconded. Motion passed.

- Currently the “county proper” website is the one that comes up first on a Google search. This site is not as extensive as Marioncountyfair.net and does not have all the information needed for the user. Jill

said that over time, and with their advertising on Google, the marioncountyfair.net should rise higher on searches.

- Jill is planning to develop a new website using Weldwood Marketing. It is projected to cost around \$6,000. She has already purchased a new domain name which is “Marioncountyfair.fun.” It costs \$2.99 a year. She is currently building a landing page on it now as a back-up plan.
- It was suggested to place the new domain and website costs under Fair Administration such as is done with the fair software items. These items are on-going, not something that is specific to just one fair year.
- Jill, Kelli, and Denise met with Eric Reid, of IT, today. He has been concerned about the website hack and the block that is inhibiting traffic to the fair’s website. After today’s meeting, Eric is now comfortable with Jill’s plan for establishing a new domain. It was determined it would be best to provide Denise with a separate device (other than her computer) to be able to access the website. The county’s firewall won’t let her into the current site. Ingalls will continue to monitor through Sitelock. She said that Google has “blessed it,” releasing it as a clean site.
- The volunteer T-shirts’ cost is under budget by \$1199. However, the 4H T-shirts came in over budget by \$750. Jill will submit a budget change request form next month reflecting these changes. She ordered fewer volunteer shirts and more 4H shirts this year. It was noted that tariffs will impact future shirt prices.
- The Greeters’ event on Friday will include an invitation to all the chambers, not just the Salem area group. This should result in more participants.
- Camping registration is underway for corn hole, flyball, and a few food and commercial vendor slots. We are using the 4H camping registration system.
- Jill said that she needs to order “clickers” (hand count devices) for Thursday entry since we will not be selling tickets. We usually track the number of attendees through ticket sales.
- Jill ordered a 6 ft. Marionberry inflatable to determine the quality of the product. It is satisfactory so she will be ordering the rest of them tomorrow. Instead of the ice cream cone, she is getting a professor STEAM.
- The Marionberry baseball team mascot will be coming to the fair.
- She has ordered the challenge coins for Honor Day.
- Scott said that this year’s DSP picnic will bring in approximately 1100 people on Sunday. He is working on a few other picnics- Knife River, Premier Trucking (previously Freightliner) and Marion County Farm Bureau. The picnics will be held under tents in the floral garden area. The organization having the picnic pays for the cost of everything plus a sponsorship fee.
- Advance ticket sales are a little ahead of last year’s at this time.
- Jill has not heard from the BOC yet as to their participation level. There was a meeting yesterday (5/6) in which they were going to discuss it.
- They received a letter from state fair as to changes going into effect June 1. Changes include no camping available for vendors, only 4H/FFA participants can camp; parking will be \$10; no electricity will be available. They indicate that they will be using the parking money to make parking improvements such as grading and putting in a crosswalk. Jill said she has received assurances from

them that we can provide camping and that parking for our participants will be \$5.

## **VII. May Strategic Plan Items**

2.1.6 Interface with other state fairgrounds events occurring at the same time as county fair. *At this point Jill only knows of the 4<sup>th</sup> of July event. She has communicated with the new state fair representatives; she has submitted the dates work order to them. They gave us a window of time to stage the barns. They committed to the grounds being ready on time. The county work crew has been scheduled.*

2.17 Put together CH2 (county bldg.) window display - *Sarah has reserved June 6 for the fair display.*

2.2.2 Increase public participation in Public Competitions events- *Jill brought flyers that she would like everyone to distribute. Heidi is doing outreach on the Lego competition. Please take the flyers into schools, to the YMCA, and to other organizations people know of.*

3.2.6 Identify the type of tickets for free entry in Afton's device- Public Competitions, Participant, FV, CV, etc.- *Done*

3.2.7 Further develop state fair/MC fair cooperation- more effective layout; communication of needs; fencing; better signage. *On-going. There are new hires at the state fair including two new operations people. Darrel (ag person) wants to get the whole beef barn cleaned out. Amy said that Mitch Coleman (an ag teacher) has taken over Andrea's position.*

3.2.8 Develop Grange log cabin agreement- *Done*

3.3.3 Increase clarity of process with security personnel- who does what; informational (print, signs, etc.) *Scott has been in contact with security. Last year they "dropped the ball" in some areas.*

3.3.5 Provide event listing information for program publication to Event Coordinator- *On-going*

4.3.1 Create detailed work orders- *Due the end of May.*

4.3.2 Hold meeting with State Fair to address logistics, parking, work orders, barns and other issues. Negotiate horse stadium arena grooming. *Have been in communication; will meet again after getting "hard numbers from Melanie."*

4.7.3 Coordinate veteran's uniform display- *Jill is waiting for the coordinator to call her back.*

## **VIII. Other**

Greg said that the Military Officers Association of America is considering having a booth at the fair this year.

The Emergency Plan meeting will be held Tuesday June 17<sup>th</sup> , not the 18<sup>th</sup> as Denise had previously indicated. It will be on the 17<sup>th</sup> to accommodate those that might take some vacation days around the holiday, Juneteenth. It will be held in the Commissioners' Board Room.

Scott has ordered 4 tall fans for the barn's area pigs. Shannon requested 2 more for a total of 6.

The question was raised as to whether the auction buyers have to pay for gate entry and parking. Answer- No. Last year there was a problem in receiving the parking tickets from state fair, but Jill worked around it. Jill assured folks it will be handled again this year.

Swine and Wine update? Pam does not have any information as the chair of the board has not been available to give a report as to the results of the event.

Agfest was well attended. Greg said that there was a steady flow of people coming through when he was volunteering in the booth.

**IX. Meeting Adjourned: 6:43 PM**