



# MARION COUNTY FAIR

May 1, 2019 5:30 PM

Commissioners' Board Room  
555 Court St NE, Salem OR

## AGENDA

### I. Call to Order/Introductions

### II. Public Comments

### III. Approval of April 3, 2019 Meeting Summary Notes

### IV. 4H/FFA Reports

### V. Financial Report

### VI. Items of Special Interest

- Key Volunteer Interview, Camber Schlag
- Swine & Wine (April 11) Event Update- *Joel*
- Carnival Contract Update- *Tamra*
- Food Vendors Compostable Requirements Committee- *Denise*
- Fair Entry Gate Update- *Jill*
- Intercept Survey Update- *Scott*

### VII. Strategic Plan Items- May

#### May

2.1.6	Interface with other state fairgrounds events occurring at the same time as county fair	MC, Fair Chair, State Fair, Staff
2.2.2	Increase public participation in Public Competitions events	FB, Staff
3.2.7	Identify the type of tickets for free entry in Afton's device- Public Competitions, Participant, FV, CV, etc.	EC, Staff, FB
3.2.8	Further develop state fair/MC fair cooperation- more effective layout; communication of needs; fencing; better signage.	FB, EC, Staff
3.2.10	Develop Grange log cabin agreement	Staff
3.3.4	Increase clarity of process with security personnel- who does what; informational (print, signs, etc.)	FB
3.3.6	Provide event listing information for program publication to Event Coordinator	FB
4.3.1	Create detailed work orders	FB, EC, Staff, 4H/FFA
4.3.2	Hold meeting with State Fair to address logistics, parking, work orders, barns and other issues. <b>Negotiate horse stadium arena grooming(?)</b> .	FB, EC, Staff, 4H/FFA
4.3.3	Discuss any needed changes for 4H/FFA	FB, Staff, 4H/FFA Staff
4.7.2 (Senior Plan)	Coordinate veteran's uniform display with Mac MacDonald	EC

### VIII. Other-

- Ingalls' Reports
- Newsworthy Items

### IX. Adjourn

**Next Meeting:** June 5, 2019

**Fair Board Meeting Attendance 2019**

				Mar 6								
<b>Member</b>	<b>10-Jan</b>	<b>6-Feb</b>	<b>6-Mar</b>	<b>phone</b>	<b>3-Apr</b>	<b>1-May</b>	<b>5-Jun</b>	<b>19-Jun</b>	<b>3-Jul</b>	<b># Attended</b>	<b>%</b>	<b>By Phone</b>
Adams, Mike	x		x		x							
Conder, Joel	x	x	x		x							
Crandall, Brandi	x			x	x							
DeCoster, Heidi		x		x	x							
Gubbels, Shannon	x			x	x							
Outfleet, Ken	x	x		x	x							
Zielinski, Pam	x	x	x		x							
<b>Key Volunteers</b>												
Goulter-Allen, Amy	x		x		x							
Taylor-Campos, Bry												
<b>Fair Ambassador</b>												
Beem, David												

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## 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, 555 Court St NE, Salem OR

April 3, 2019 5:30 PM

#### In Attendance

**Board Members Present:** Mike Adams, Joel Conder, Brandi Crandall, Heidi DeCoster, Shannon Gubbels, Ken Outfleet, Pam Zielinski

**Key volunteers:** Amy Goulter Allen

**Guests:** Erin Carney Bell, Citizen; Jill & Scott Ingalls, Ingalls & Associates; Melanie McCabe, 4H

**Staff:** Denise Clark, Tamra Goettsch

#### I. **Call To Order/Introductions**

#### II. **No Public Comments-** None

#### III. **Approval of March 6, 2019 Meeting Summary Notes-** Shannon made a motion to approve the meeting summary notes; Heidi seconded. Motion passed.

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

##### • **4H Report-** Melanie McCabe

The OFA spring conference attendees joined the 4H *Youth Voices in Action* dinner this year. Fair people expressed their appreciation in seeing 4H kids in a different light outside of the fair. They learned about all of the other activities 4H does. (Melanie distributed a flyer to the fair board that provides this information.)

- There is an emerging interest in 4H shooting clubs.
- The Biosecurity event with Dr. Ryan Scholz was well attended both in-person and on-line. Participants were reminded of things such as don't eat in the barn, always wash your hands, etc. There is a video of the event posted on the 4H web site.
- At fair it is a club's responsibility to spray their pen panels with disinfectant. The fair only sprays the swine ring panels.

##### **FFA Report-** Amy

The spring conference was a success with 2700 kids attending; the speaker was "Walk, Ride, Rodeo" movie star-Amberly Snyder.

Amy talked with the other Ag teachers regarding holding premium payouts at the fair. They don't believe it is feasible this year as it is difficult to get all of the acquired point calculations done in time. Also they require students to help in clean-up at the end of fair in order to receive their premiums. However, they request that the kids receive their premiums earlier than October. Denise noted that they would need to work with Scott Towery regarding the time frame for getting paid, as the county waits for him to provide the information before they can cut the checks.

Amy said that she attended a recent Marion County Fair Foundation meeting representing FFA and requested financial assistance for FFA awards. She indicated that the foundation agreed to support FFA, providing matching funds as to what they provide to 4H.

**V. Financial Report- Brandi**

- The changes reflected are mostly year to date changes.
- The majority of the changes are listed under Events & Activities and the placement of monies.

**Budget Change Request Form- Tamra**

The Board of Commissioners (BOC) will not be hosting the Salem Area Chamber Greeters for the coming fair. We have received some quotes from caterers with \$500 being the lowest quote. A line item for this needs to be added to the fair budget. (Ingalls will attempt to find a sponsor for it.)

Jill suggested sending a request for a quote from Golden Grill Catering.

The budget request form also included increasing the security contract to \$12,100. (This was incorrectly listed as \$11,000 on the original drafted budget.) This would come out of contingency. Per the approved RFP, the security contract allows for a 10% escalation in fees per year.

Ken made a motion to approve the Financial Report as presented; Shannon seconded. Motion passed.

Brandi made a motion to approve the Budget Change Request Form providing \$500 for the breakfast at the Salem Area Chamber Greeters event and increasing the security contract from \$11,000 to \$12,100; Heidi seconded. Motion passed.

**VI. Items of Special Interest:**

Tamra indicated that she heard from Commissioner Colm Willis that he cannot attend tonight's meeting as he is detained elsewhere.

**Swine and Wine Update- Pam**

- All of the tables have been purchased; there will be about 200 attendees.
- They've decided not to have a tent outside; they will instead make room inside of the building for the auction items.
- The question was raised as to how a person can purchase a ticket. Answer- there are no individual ticket sales. Tables are sold for \$500 (returning sponsor) or \$600 (a new sponsor). Attendance is mostly by "invitation only." It was noted that clubs are asked to donate items to the event, but are not invited to attend.
- In past years the foundation has donated \$15,000 to kids at fair.
- It was asked how a fair board member can attend. Answer- they can buy their own ticket; Joel is the contact for identifying a seat.

Regarding getting sponsors for the event, Joel said that when Dean approaches sponsors, he indicates that anything they give does not take away from the Marion County Fair or the market auction. Ingalls will stay on top of it to make sure "the communication loop is closed." Joel told Jill that if there are any problems, to please bring them back to the fair board.



#### Hard Alcohol at the Fair- Tamra

The BOC was approached at a Management Update to allow open hard alcohol consumption during all hours of the fair. They not only didn't want the hard alcohol allowed in all areas, they didn't want to allow hard alcohol at all. (The State Fair sells hard alcohol in controlled areas; it can also be consumed all over the grounds.) Post meeting, Tamra requested to have an additional discussion regarding this issue. A work session was held to discuss the roll of sponsorship that is tied to the hard alcohol. Joel and Mike attended that meeting. An additional commissioner was present who wasn't present in the first meeting. He was supportive of the request. The BOC decided to allow the selling of hard alcohol in the Woods only for this year's fair. (Perhaps this can be revisited in subsequent years.)

Jerrold Niemann will not be participating in any event in the Woods.

#### Customer Service Policy- Denise

Denise indicated that this is a revised document (originally established in 2011) that Legal Counsel has now reviewed and made suggested wording and format changes.

Joel questioned the definition of "associates"? The document refers to "associates" as "fair board members, county staff, contractors, and key volunteers." All parties are to be held to this customer service standard.

Shannon made a motion to accept the revised Customer Service policy; Ken seconded. Motion passed.

#### Columbia Hall Commercial Vendor Hours Update- Jill

- Jill indicated that this item also includes devising a new entry such as through the green gate. She is holding a meeting at the fairgrounds on April 10, at 4:00 PM to determine implications of changing the entry to the green gate. She wants to make sure everyone is comfortable with this and that she's not missing anything.
- Puzzlemania will be a nice draw into Columbia Hall.
- An "informational piece" will be prepared to go out to all of the vendors.
- The building will close at 8:00 PM.

Jill was asked how many booths should be identified for Rescue Row. Answer- maybe have a 10x20 area in which they can rotate through and share the hours coverage. There can be flexibility in how the floor plan is developed. They are also working on designating room for demonstrations.

#### Customer Intercept Survey Update- Scott

Scott is seeking information as to Commissioner Willis' goal for an intercept survey, what does he specifically want to know. Denise said that she had sent an email to Commissioner Willis with Scott's information (from the last meeting) and asked if he wanted to give input. She said that she has not yet received a reply back. Tamra said that she will follow up with Commissioner Willis as to his interest in the survey and what outcome he'd like to see. (She said she will see that it is put on an upcoming Management Update.)

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

3.2.11 *Check to see if Comcast will be sponsoring internet service in the log cabin.* In process.

4.1.1 *Send press release seeking local entertainers for the community stage...* A press release is not needed as Joel indicated he has plenty of acts approaching him. It was suggested to change the wording on this in the strategic plan to

“Hold meeting between the Event Coordinator and the Entertainment Coordinator to identify openings on the main stage.” This should be held in March.

Jill noted that she has reached out to nine local performing arts groups regarding coordination of the stage’s local talent. She found that it is hard to find a time that works for all. She’s currently targeting this event for Sunday.

*4.4.2 Get public competitions sponsors; work with Marketing Coordinator.* It was suggested to change the word “sponsors” to “donations” in the strategic plan.

Tamra said that she is working on getting more community engagement in the fair. She suggests having a competition to develop the coloring sheets. (The artwork now costs about \$75.) It was proposed to have another discussion on this post fair.

*4.4.3 Organize activities for the exhibit hall stage.*

- There will be the Lego live build.
- SKEF (Salem Keizer Education Foundation) is interested in participating again this year.
- There will be no bean bag baseball this year.
- Senior Bingo will be held.
- Perhaps develop STEAM activities for seniors.
- There will be more room for demonstrations and reading programs
- No musical entertainment in the building as it is not a good fit with the vendors

*4.4.4 Hold superintendents’ meeting; assure superintendent positions are filled.* Heidi indicated she needs help with this. Supers are needed for Textiles, Quilts, Floral, and Foods. A fair volunteer coordination meeting was held today with Melinda Hautala, the new fair volunteer coordinator. Heidi said Melinda is willing to help find superintendents and that she is developing a flyer that she will take out into the community to talk with folks. She’s also going to be reaching out to volunteers by email.

Heidi noted that she is now the lead for Public Competitions, previously Bry held that role.

Tamra will send out Melinda’s flyer. She is also going to do some promotions through the all-county email and through her personal Facebook pages.

Heidi cautioned to be careful in how a person reaches out to potential volunteers as the word “superintendent” or “lead”, scares people off. Instead say something like, “We need help in these departments.”

It was suggested that past volunteers need to have their skills better matched with the tasks they’ve been given. Some highly skilled people aren’t being used to their fullest potential.

Jill will post the volunteer request flyer on the fair web page as it’s currently only located on Facebook.

*4.4.6 Send out a public competitions press release.* Jill has been working with Jolene Kelly on press releases. The first has a deadline of April 15, and goes out May 15. Jolene will also be sending out an all-county email.

Tamra will be attending a department head meeting tomorrow (Thursday) and will be giving out fair information. She will be encouraging fair participation, including an internal challenge to county staff to participate in Public Competitions.

4.6.3 *Process/sign Big Name Entertainment Contracts.* Tamra gave an update-Jerrold Niemann's contract is going through the county process; Eric has made a lot of helpful edits this year and Finance is now reviewing it. Restless Heart is also in the county system. Joel requested that Tamra provide an "ETA" as to when the contracts might be ready as the contractors are asking for them.

4.7.1 *Build on previous year's senior activities.* In process; discussed earlier in the meeting.

## VIII. Other

### Ingalls Report

Jill indicated that their monthly reports were sent out earlier in the month to Denise for distribution. Denise said that she didn't see them. (They will be found and emailed out to board members.)

### Shade Devices- Scott

Scott has done some more research on shade devices; one option is to provide 12- 10x10 pop-up tents, at a purchase price of \$65 each, around the main stage. They would be put up in the morning and then taken down in the evening around 6:00 PM. Another option is to erect trusses to hold up bands of shade cloth, keeping in mind water retention. Also working on shade for the potential picnics; an option for that is to put up 2- 40x80 tents (at a cost of \$2800) behind the floral building. This could handle 400+ people.

Scott is looking for entertainment for the Woods during the period between the main stage general acts finishing and before a national act takes the stage. He would like to see a "good rockabilly act" for two nights. There is 3-4, 20 amp circuits in the Natural Resources area. Joel said he would work on it.

Brandi suggested the Dusty Rhoads Band; they were at the Sublimity Harvest Fest this year. She might have a contact with them; she will check into it.

Another suggestion is the Brian O'Dell Band.

Tamra will seek direction from the BOC as to where they want the new financial resources used. They had originally identified three areas- shade, youth activities, and entertainment. She asked Ingalls to come up with some numbers as to where we could "add value" increasing or decreasing certain areas. Jill said \$3,000 is identified for shade in the picnic area. They are still working on shade options for the common area.

### Miscellaneous:

- Tamra just learned that the county will be charging an increase of \$500 in administrative charges to the fair.
- Jill said that she will be taking sign-ups for the AgFest booth which starts April 27. She'll send an email out regarding that. The booth can include entertainment posters since we have the artists identified early this year.

### Oregon Fairs Association Day at the Capitol Update- Ken

Ken gave an update on the Oregon Fairs Association Day at the Capitol event held March 25. He said he, Tamra, Pam, and Denise all participated. They met with House of Representatives and senators; they had talking points in-hand. All they visited with were positive and supportive of the fairs. Representative Bill Post explained how bills are moved through the process, that everything that has funding attached is easily "buried." Those items that don't have funds attached are "more of a show." Pam said that many of those they met with had participated in 4H when they were young; they have become the leaders of today.

Tamra announced that the Keizer Fest Parade will be held May 18; she is working with Jolene Kelly, in the board's office, on how to promote the fair. Business cards or paper flyers could be handed out by folks walking alongside a float. It was suggested that kids carrying small animals participate. Melanie said that 4H clubs can't participate with their animals due to liability issues, but individuals can. (There is a pet parade held just prior to the main parade.)

#### Competing Events:

- Joel announced that Cherryfest NW (used to be the "Bite & Brew") at the Riverfront in Salem is going to be held the weekend before our fair this year. The organizers say that they are moving to more of a fair-type event including big name entertainment and a carnival. This may affect attendance at our event.
- Tamra said that she was able to speak with the Family Building Blocks organizers as last year they held an event the same weekend as ours. She was able to persuade them to move to a different weekend for this year's event.
- Jill would like to see Travel Salem watch the calendar closer to help people with their event scheduling.
- Jill said that there are state statutes indicating you can't have a fair-like event in competition with the county fair. (She will get the information to Tamra.)

**Meeting Adjourned: 7:40 PM**

## MARION COUNTY FAIR BOARD TREASURER'S REPORT

1

Balance Sheet  
May 1, 2019

	2018	2018	2019	2019
	Adopted	YTD	Adopted	YTD
<b>Fair Ops Summary</b>				
Total Revenues	252,087.00	280,884.32	327,862.00	27,564.00
Less Total Expenditures	382,038.95	311,453.09	408,565.00	30,883.96
<b>Fair Operating Income (Loss)</b>	<b>(129,951.95)</b>	<b>(30,568.77)</b>	<b>(80,703.00)</b>	<b>(3,319.96)</b>
County Contribution				
<b>Fair Net Income (Loss)</b>	<b>(129,951.95)</b>	<b>(30,568.77)</b>	<b>(80,703.00)</b>	<b>(3,319.96)</b>
<b>Fair Admin Summary</b>				
Total Revenues	47,704.00	48,119.86	47,654.67	47,218.00
Less Total Expenditures	101,918.00	88,206.06	39,186.00	8,906.63
<b>Admin Operating Income (Loss)</b>	<b>(54,214.00)</b>	<b>(40,086.20)</b>	8,468.67	38,311.37
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>56,025.67</b>	<b>38,311.37</b>
<b>Fund Balance</b>				
Carryover from Previous Fair	121,378	(15,466)	139,634	114,722
Fair Ops Net Income (Loss)	(129,951.95)	(30,568.77)	(80,703.00)	(3,319.96)
Admin Net Income (Loss)	(6,657.00)	7,470.80	56,025.67	38,311.37
<b>Carryover to Next Fair</b>	<b>(15,231)</b>	<b>(38,564)</b>	<b>114,957</b>	<b>149,713</b>

**MARION COUNTY FAIR BOARD TREASURER'S REPORT**

2

**Fair Operations Revenue**

**May 1, 2019**

426-4216		<b>2018</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>
<b>REVENUES</b>		<b>Adopted</b>	<b>YTD</b>	<b>Adopted Budget</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	\$ 55,607.32	\$ 70,000.00	\$ -
341530	Gate Receipts (Children of Promise Grant)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -
341540	Food Booth Fees	\$ 35,000.00	\$ 31,508.14	\$ 35,000.00	\$ 800.00
341540	Oregon Beverage		\$ 7,246.40		\$ -
341550	Commercial Space Rental	\$ 20,000.00	\$ 21,441.00	\$ 20,000.00	\$ 3,808.00
341560	Carnival Fees	\$ 17,500.00	\$ 16,332.83	\$ 17,500.00	\$ -
341580	Camping Fees - 4-H/FFA, Vendors	\$ 7,000.00	\$ 8,718.59	\$ 7,000.00	\$ -
341555	Sponsor Fees	\$ 76,700.00	\$ 82,265.00	\$ 76,700.00	\$ 16,500.00
341565	Stall Fees	\$ 2,700.00	\$ 2,745.00	\$ 2,700.00	\$ -
341860	Grand Safety (Real Heroes) Fees	\$ 200.00	\$ 156.00	\$ 200.00	\$ 65.00
344999	Other Fees (fair booth county depts)	\$ 100.00	\$ 163.00	\$ 100.00	\$ -
~	<b>Subtotal</b>	\$ 237,962.00	\$ 234,945.28	\$ 237,962.00	\$ 27,435.00
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)				
373100	Petting Zoo (\$3,000.00 Fair Foundation 2016)				
	Shavings and Haul-Out (Fair Foundation)				
371000	Misc (permitted activities, inflatables, pony rides,)	\$ 2,500.00	\$ 2,334.45	\$ 2,500.00	\$ 129.00
371000	Concert Merchandise Sales	\$ 100.00	\$ 505.00	\$ 100.00	\$ -
372000	Over & Short	\$ 100.00	\$ (100.00)	\$ 100.00	\$ -
373100	Zero Waste/ES/Donations	\$ 20,200.00	\$ 17,641.56	\$ 20,200.00	\$ -
373100	Donations & Misc. Revenues		\$ 110.00		\$ -
371000	MCE4H - Agricultural Development	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ -
381100	Transfer From General Fund (County Contribution) includes \$18,144.78 for Asphalt	\$ 50,000.00	\$ 88,144.78	\$ 50,000.00	\$ -
<b>3</b>		\$ 327,862.00	\$ 360,581.07	\$ 327,862.00	\$ 27,564.00



**MARION COUNTY FAIR BOARD TREASURER'S REPORT**  
**Fair Operations Expenses**  
**May 1, 2019**

426-4216		2018	2018	2019	2019
		Adopted	YTD	Adopted Budget	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	0.00
525910	Premiums (Fair Board)	3,000.00	3,000.00	3,000.00	0.00
525910	Premiums (\$6,532.00 Fair Foundation)				
	Shavings				
	Shavings Haul-out Fee				
	Open Class Livestock (Shavings Haul-out, vet check & ribbons)	1,500.00		1,500.00	
	<b>Sub Total</b>	<b>12,500.00</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)	2,200.00	2,131.51	2,200.00	0.00
525915	Premiums	4,000.00	3,990.00	4,000.00	0.00
	<b>Subtotal</b>	<b>6,200.00</b>	<b>6,121.51</b>	<b>6,200.00</b>	<b>0.00</b>
	<b>Open Class</b>				
525920	Open Class (misc.)	350.00	136.85	200.00	0.00
525920	Open Class premiums (\$457 Fair Foundation)	550.00		750.00	
525920	Open Class premiums (Ingalls Reimb)		668.80		0.00
525920	Ribbons & Trophy Engraving	1,000.00	102.25	200.00	0.00
	<b>Sub Total</b>	<b>1,900.00</b>	<b>907.90</b>	<b>1,150.00</b>	<b>0.00</b>
	<b>EVENT/MARKETING COORDINATOR</b>				
525110	Fair Event Coordination (Ingalls)	35,000.00	35,000.00	35,000.00	20,000.00
525930	Event reimbursable expenses requiring Fair Board approval		1,278.72		0.00
525715	Marketing Campaign Coordination (Ingalls)	8,000.00	7,999.95	8,000.00	4,571.40
525715	Sponsor Fees (commission)	21,500.00	21,761.45	22,500.00	2,200.00
	<b>Sub Total</b>	<b>64,500.00</b>	<b>66,040.12</b>	<b>65,500.00</b>	<b>26,771.40</b>
	<b>GROUND &amp; UTILITIES</b>				
527310	Tents & Lights - Decorator	10,000.00	9,417.50	9,500.00	0.00
527310	Lights, Sound & Stage	14,282.00	14,290.00	14,300.00	0.00
527310	Stage Fencing	400.00		400.00	
527231	<b>Fairgrounds Rental in TRADE</b>				
	Electric Signs	750.00		750.00	
	Map	1,500.00		0.00	
527231	Asphalt Paving Cost		78,144.78	60,000.00	0.00
527231	Plans & Specs				
527231	MCSO Crew				
527310	Golf Cart Rentals/RTV	975.00	913.40	975.00	0.00
527310	Wheel Chair Rental	0.00		100.00	
527310	Sanitation (handwashing supplies)	100.00		100.00	
527310	Portable Toilets and Sanitation Supplies	3,000.00	2,608.00	2,825.00	0.00
527310	Zero Waste (includes Garten Svcs)	20,200.00	17,641.56	18,000.00	0.00
527310	Zero Waste (Supplies, Bleach, Gloves, Etc.)	0.00		0.00	
527230	Electrical Charges - Usage - State Fair	2,500.00	2,265.11	2,500.00	0.00
527230	Electrical Charges - Set-up	6,500.00	5,836.00	5,925.00	0.00
527230	Plumbing	2,232.00	1,674.67	1,950.00	0.00
527230	Other (Grange rental)	150.00	180.00	180.00	0.00
527230	Parking Attendants	2,200.00	2,200.00	2,200.00	0.00
525945	Grounds Setup / Cleanup	5,000.00	4,999.96	5,000.00	2,857.12
525350	Janitorial Services	5,535.00	5,535.00	5,600.00	0.00
529999	City of Salem - Temporary Tent/Canopy Permit			500.00	
529999	State Fire Marshall Event Permit			200.00	
	<b>Subtotal</b>	<b>75,324.00</b>	<b>145,705.98</b>	<b>131,005.00</b>	<b>2,857.12</b>



## MARION COUNTY FAIR BOARD TREASURER'S REPORT

## Fair Operations Expenses

May 1, 2019

426-4216		2018	2018	2019	2019
		Adopted	YTD	Adopted Budget	YTD
	<b>SAFETY, SECURITY &amp; TICKETING</b>				
525225	Ambulance/EMT Services	0.00		0.00	
525158	Armored Car Services	250.00		250.00	
525555	Security Services	19,000.00	10,461.66	12,100.00	0.00
525999	Gate Ticket Taking/Sales		7,215.35	7,300.00	0.00
525999	Electronic Gate Ticketing Wi Fi				
525155	Credit Card Fees	600.00	566.82	600.00	0.00
527230	Security Fencing Rental	1,200.00	1,170.00	1,200.00	0.00
525999	Afton's Service Fees				
	<b>Sub Total</b>	<b>21,050.00</b>	<b>19,413.83</b>	<b>21,450.00</b>	<b>0.00</b>
525710	<b>PRINTING</b>				
	Veteran's Event	100.00		100.00	
	Spanish Translation, Design, & Printing	500.00	160.00	200.00	0.00
	Badges/Lanyards/Wristbands				
	<b>Sub Total</b>	<b>600.00</b>	<b>160.00</b>	<b>300.00</b>	<b>0.00</b>
525715	<b>PROMOTIONS &amp; ADVERTISING</b>	35,000.00		30,000.00	
	Marketing (Social media, logo design)		3,420.68		250.00
	Prg Design & Printing and promotion		1,250.00		0.00
	Boomer and Senior News		1,586.00		0.00
	Video Shoot		500.00		0.00
	Newspaper Advertising		5,100.00		0.00
	Yard/Field signs		573.00		0.00
	Flyers, Maps & schedule		378.40		0.00
	Television		5,441.60		0.00
	Radio Advertising		10,298.04		0.00
	Photography				0.00
	Fairgrounds Signs/Banners				
	Misc. Advertising (Liberty St Banner)		407.50		0.00
	Ag Fest booth				434.00
	Website Development and Maintenance		672.87		0.00
	Comcast Spotlight				
	<b>Sub Total</b>	<b>35,000.00</b>	<b>29,628.09</b>	<b>30,000.00</b>	<b>684.00</b>
	<b>PROGRAMMING</b>				
525925	<b>Local Entertainment</b>	5,500.00		6,000.00	
	Green River Band		800.00		0.00
	Jacob Westfall		1,200.00		0.00
	KOZ		300.00		0.00
	Next of Kin		500.00		0.00
	Pages of Age		200.00		0.00
	Tony Lundervold		500.00		0.00
	Gabe Cox Band		600.00		0.00
	Why Joe-y		100.00		0.00
	Jess Carter Band		600.00		0.00
	Terri McConnachie		1,200.00		0.00
	Showdown				
	Tracy Reynolds				
	Melissa Mikelson				
	Code Red				
	TLS Journey				
	Never2Late				
	Olivia Harms	12			
	Superheroes and Star Wars Characters	500.00		0.00	



**MARION COUNTY FAIR BOARD TREASURER'S REPORT**  
**Fair Operations Expenses**  
**May 1, 2019**

426-4216		2018	2018	2019	2019
		Adopted	YTD	Adopted Budget	YTD
	Michael Husser (AH Factor)				
	<b>Sub Total</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>
525925	<b>Big Name Entertainment</b>				
	Band Fees (Night Ranger, Diamond Rio)	60,000.00	60,000.00	50,000.00	0.00
	Morgan Alexander				0.00
	Advertising/ Marketing				0.00
	Booking Fee (Eric M.)	6,000.00	6,000.00	6,000.00	0.00
	Catering (Band & Staff)	1,250.00	957.81	1,000.00	0.00
	Catering (VIP & Operations)				0.00
	General Production (backline)	1,500.00	1,660.00	1,700.00	0.00
	General Production (stagehands)	500.00	742.00	750.00	0.00
	Security (ticket takers, ushers)				0.00
	Lodging	1,875.00		1,500.00	0.00
	Transportation - Shuttle (county pool vehicle)	150.00	452.40	500.00	0.00
	Main Stage	1,200.00		1,200.00	
	<b>Sub Total</b>	<b>72,475.00</b>	<b>69,812.21</b>	<b>62,650.00</b>	<b>0.00</b>
		715.04		0.00	
525930	<b>Events &amp; Activities</b>				
	Chamber Greeters Breakfast			500.00	
	Puzzlemania			4,730.00	
	Barn Yard Adventure	4,400.00	4,377.06	4,400.00	0.00
	Farm Yard Fun				
	Pirates Parrot Show			4,800.00	
	Petting Zoo	3,000.00	3,000.00		0.00
	Rodeo (including dirt)	20,000.00	20,000.00	20,000.00	0.00
	Car Show	500.00			0.00
	Car Show Shirts (if sponsored only)	600.00			
	The "Woods"	500.00	226.00	500.00	0.00
	Disney Characters/Dragon Theater (Family Day)	1,500.00	1,500.00	1,500.00	0.00
	Herdsmanship (Fair Foundation)			600.00	0.00
	Real Heroes	1,000.00	1,000.02	1,000.00	571.44
	Grill-Off BBQ	750.00	481.25	500.00	0.00
	Volunteer Shirts	1,050.00	811.50	850.00	0.00
	Fair Board Shirts			100.00	0.00
	FFA and 4H Youth Shirts	2,699.00	2,622.99	2,700.00	0.00
	Volunteer Appreciation Event	400.00	471.75	400.00	0.00
	Volunteer Hospitality Room	150.00	356.69	350.00	0.00
	Bingo & Senior activities				0.00
	Veteran's Uniforms Display (Dry Cleaning)	100.00		100.00	0.00
	STEAM	6,760.96	4,590.78	3,205.00	0.00
	Miscellaneous (umbrellas, panchos, necklaces)			0.00	0.00
	Coloring Contest				0.00
	Pig Races Tractor Pedal Pull	6,500.00	6,500.00		0.00
525940	<b>Talent Show</b>				
	Prize money (Teen Idol)	275.00	275.00	275.00	0.00
	Talent Show Coordination	900.00	900.00	1,000.00	0.00
	<b>Sub Total</b>	<b>51,800.00</b>	<b>47,113.04</b>	<b>47,510.00</b>	<b>571.44</b>
571010	Contingency	1,550.00		4,300.00	
	Contingency - (2018 moved \$40k to Asphalt: grounds/utilities)	0.00		20,000.00	
	<b>Sub Total</b>	<b>1,550.00</b>	<b>0.00</b>	<b>24,300.00</b>	<b>0.00</b>
	<b>NEW TOTAL</b>	<b>348,899.00</b>	<b>401,902.68</b>	<b>408,565.00</b>	<b>30,883.96</b>

# MARION COUNTY FAIR BOARD TREASURER'S REPORT

## Fair Operations Expenses

May 1, 2019

426-4216		2018	2018	2019	2019
		Adopted	YTD	Adopted Budget	YTD



## MARION COUNTY FAIR BOARD TREASURER'S REPORT

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## Fair Administration

May 1, 2019

426-4217		2018	2018	2019	2019
Account		ADOPTED	YTD	ADOPTED	YTD
<b>REVENUES</b>					
332200	State Subsidy	46,904.67	46,904.67	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	750.00	1,498.29	750.00	313.33
371000	Misc. Revenue (Bond Refund)				
<b>TOTAL REVENUES</b>		<b>95,211.67</b>	<b>95,959.96</b>	<b>95,211.67</b>	<b>47,218.00</b>
<b>EXPENDITURES</b>					
511110	Fair Coordinator Wages (including overtime)				
512010-610	Fair Coordinator Fringe				
511120	Temp Wages (including overtime)	5,347.00	6,392.49	5,347.00	-
~	Temp Fringe	1,000.00		1,000.00	
<b>Total Personnel</b>		<b>6,347.00</b>	<b>6,392.49</b>	<b>6,347.00</b>	<b>-</b>
521010	Office/ Dept. Supplies	100.00	105.36	100.00	5.95
522180	ShoWorks Software	350.00	350.00	350.00	350.00
523010	Telephones	-	-	-	-
523050	Postage (admin only)	150.00	86.75	150.00	-
523090	Long Distance Charges	20.00	12.20	20.00	0.40
525360	Public Works Services (survey charges)	1,000.00	-	1,000.00	-
525930	AutoCAD (non-public works)		-		-
525710	Printing	-	30.00	-	-
525715	Advertising (RFP legal notice)	-	-	-	-
525715	Advertising - other	-	-	-	-
525999	Misc. Contractual 2018 Fair Board Retreat		750.00		-
527210	Building Rental (private)	1,120.00	-	1,120.00	-
528110	Liability Insurance Premiums	4,205.00	4,185.00	4,205.00	-
528210	Public Officials' Bonds	2,000.00	600.00	2,000.00	750.00
529110	Employee Mileage	100.00	-	100.00	-
529130	Meals	450.00	-	450.00	60.00
52914	Lodging	200.00	-	200.00	-
529210	Meetings	200.00	45.00	200.00	-
529220	Conferences	1,100.00	663.00	1,100.00	815.00
529300	Dues & Memberships (Travel Salem, OFA)	1,100.00	1,359.00	1,100.00	200.00
529650	Pre-Emp Investigation				
529999	MCFair.net Domain renewal 5-years				
~	<b>Total M&amp;S</b>	<b>12,095.00</b>	<b>8,186.31</b>	<b>12,095.00</b>	<b>2,181.35</b>
60100-60452	Administrative Charges	20,744.00	19,117.08	20,744.00	6,725.28
561100	Transfer to General Fund (for Fair Coord. wage)	47,557.00	47,557.00		-
571010	Contingency				
<b>Total Admin &amp; Contingency</b>		<b>68,301.00</b>	<b>66,674.08</b>	<b>20,744.00</b>	<b>6,725.28</b>
<b>TOTAL EXPENDITURES</b>		<b>86,743.00</b>	<b>81,252.88</b>	<b>39,186.00</b>	<b>8,906.63</b>
<b>NET</b>		<b>8,468.67</b>	<b>14,707.08</b>	<b>56,025.67</b>	<b>38,311.37</b>

**2019 Marion County Fair - Budget Activity/Change Request**

<b>OPERATIONS</b>	
<b>Revenue</b>	<b>Amount</b>
571010 - Contingency	-\$1,500.00
525225 Ambulance	-\$4,400.00
	-\$5,900.00
<b>Expenditures</b>	<b>Amount</b>
525930-Chamber Greeter Breakfast	\$500.00
525555-Security	\$1,100.00
571010-Contingency	\$4,300.00
	\$5,900.00
<b>ADMINISTRATION</b>	
<b>Revenue</b>	<b>Amount</b>
<b>Expenditures</b>	<b>Amount</b>
<b>Changes/Notes</b>	
Credited contingency \$4400 for ambulance sponsorship, Debited contingency \$1,600 to cover expense adj. for security and chamber breakfast,	



**Note: Information on this page is considered public record and may be made available upon request.**

Name: Camber Schlag

City of residence: Salem

**Business Information:**

Occupation/business Marion County

Business address 555 Court St NE Ste 4247

City Salem, Oregon Zip code 97301 Business telephone 503-566-3944

Business e-mail cschlag@co.marion.or.us

Business fax

I would like to be considered for the Key Volunteer position on  
(lay or representative designation)  
the Marion County Fair Board

(name of committee, board, council, task force or commission)

The reason I am applying for this appointment is

My daughter and I have really enjoyed volunteering for the fair. As a team, we would like to take our volunteering "up a notch" and move from the information booth to a more involved role.

The personal and professional interests that prompted me to apply for this appointment are

I have always volunteered throughout my life. I started volunteering with youth with special needs while in high school and college, then book drives, assisting at my childrens schools, to volunteering and eventually serving on the Oregon Public Purchasing Association. I am currently the Vice President and will serve as President in 2020.

Have you served on any other Marion County board, commission, committee, council, or task force? (If yes, please list)

1. 2.

Please list qualifications and skills you have which you believe would be valuable if you are appointed to this position (include relevant skills, activities, training, and education)

I am highly organized, maintain a very positive, friendly personality. I have attended several leadership programs throughout my career. My career is procurement, I would like to have the opportunity to be involved in tasks that are outside of this area.

What community or school activities, committees or special activities have you participated in?

Community Based Activity Program, Adventures Without Limits, Woodburn Company Stores Santa Claus Book Drive, Ash Creek Elementary School, Marion County Fair, Oregon Public Purchasing Assoc, National Institute of Government Purchasing

Marion County Fair Event Coordination Status Report			Jill Ingalls	
Report Date				
12/21/2018				
Dates:				
Activity	Contractor / who / What	Status	Ongoing	complete
Tents / Decorator	All Star Tent	Requested quote for 2019	x	
Sanitation	BPT and Honeybucket	Requested quote for 2019	x	
Real Heroes	Began updating forms / communications	follow up	x	
Website	Link holds 2019, paid for hosting and domain	Building plan for updates	x	
Facilities	Meeting 1 with Sara Fire Marshall	Ongoing	x	
Big Name / Programming	Communications with Joel / Programming team	Ongoing / offer in	x	
Barnyard Adventures	Requested contract	Pending	x	
Muriels Petting zoo	Sent letter not using 2019	follow up	x	
Sound / Stage / Lights	Preparing request for quotes	RFQ January	x	
Rodeo / Wild West Events	Contacted Wayne White to hold dates	Contract via Community Services	x	
Funtastic Shows	Review completed	Submitted to Denise		x
Madgek	Requested application for 2019	Ongoing	x	
All Alaskan Racing Pigs	Requested contract for 2019	Declined for 2019	x	
Cascade Sound	Requested quote for 2019	Ongoing	x	
Northside Electric	Contacted re: Fair 2019	Ongoing	x	
Retreat	Participated November	Ongoing	x	
Key Volunteers	Reached out to Performing Arts	Ongoing	x	
January begin				
Hotel Property	Looking for lodging partner	Ongoing	x	
Super Science Company	Contract in	Need lodging / RV	x	
All Star Tents / Rental	Contract requests earlier move in dates	Follow up / wants July 3rd	x	
1/7/2019	ABC Janitorial	Requested quote / agreement for 2019	x	
	Super Science / Puzzlemania	Requested quote / avail for 2019	x	
	Oregon Fairs Association confere	Attended classes, represented Marion		x
	Fair Board	Attended meeting, set follow up meetings		x
	Community Stage Volunteers	Reaching out to various performing arts folks	x	
	Shade Cloth	Researching options	x	
	Wild West Events	Discussed concerns about dirt for rough stock	x	

	Grill Off	Discussion with Mike re: Grill Off	follow up February	x
2/26/2019	Honor Day	Met with Ken Ofleet on program	Ongoing	x
	Real Heroes	Connecting partners to set up meeting in March	Ongoing	x
	Super Science / Puzzlemania	Signing	ongoing	x
	Pirates Parrot Show	Contract pending to review	ongoing	x
	Set up / Sheriff Work Crew	Review dates, plans	ongoing	x
	State Fair	Ongoing discussion with staff / move in dates	ongoing	x
	Oregon Beverage	discussion on alcohol planning	ongoing	x
	Decorator	Discussion on dates to move in	ongoing	x
	Decorator	Draw new floor plans in / out	March	x
	Volunteer call out	Working with Public Competitions	Ongoing	x
3/22/2019	Honor Day	Met with Ken Ofleet on program	Ongoing	x
	Real Heroes	Applications up on web, out to former	Ongoing	x
	Super Science / Puzzlemania	Waiting for good pics for web	ongoing	x
	Pirates Parrot Show	Contract signed, waiting for good pics for wen	ongoing	x
	Set up	Discussed with Fire Marshall	ongoing	x
	State Fair	Ongoing discussion with staff / move in dates	ongoing	x
	Oregon Beverage	Hard alcohol / Woods concerns	ongoing	x
	Decorator various	Shade cloth -	ongoing	x
	Decorator	working on Puzzlemania and food booths outside	ongoing	x
	Volunteer call out	Meeting with Melinda	April	x
	Sunday entertainment	Attempting to put group from locals together	April	x
4/24/2019	Car Show	Worked with volunteers / produce flier	Ongoing	x
	Volunteer Job description	Reviewed docs and updated / provided input	ongong	x
	Outdoor site plan	updated and edited outdoor plan	ongoing	x
	Columbia Hall site plan	send to decorator for redraw to scale	ongoing	x
	Gate meeting	Met with Ken and Brandi to review	will report at board meeting May 1	x
	Superheroes	Confirmed attending on Sunday	x	x
	Star Wars	Confirmed attending on Sunday	x	x
	Princesses and Puppet show	in negotiation for Sunday appearance	ongoing	x
	Madjek Inflatables	contract in, discussion regarding payment tracking	ongoing	x
	Zip Line	working on logistics and options	ongoing	x
	Ag Fest	Preparing booth		

Coloring contes	built pages, made copies, posted to web	completed		
Senior activities	Looking for activities to replace BB Baseball	ongoing	x	
Honor Day Veterans Celebration	Met with Ken to discuss plan	Hope to have plan by May 1	x	
Rodeo	Discussion about dirt for WWE -	handed over to WWE and State fair		
Barns	Need layout / plans from 4H	want to incorporate displays if time		



<b>Marketing / Advertising Progress Report</b>		
<b>Report Date: 4/24/2019</b>		
<b>Who / What</b>	<b>Activity</b>	<b>Status</b>
Social Media / Facebook	Updating Instagram	Ongoing
Twitter	trying to recover account from Sweeney Promotions	Ongoing
Website	Updates to attractions, contests	Ongoing
Ag Fest Booth	Fliers ready, booth workers ready	Ongoing
Awesome 3,000	Ad placed in program, booth reserved	Ongoing
Childrens Museum event	Booth reserved	Ongoing
Window Display	New photos developing	Ongoing
Editorial News release	Sent to Jolene Kelly on Deadlien for May 15 publication	Ongoing
Press Play Salem	Working on ad plan plus editorial content	Ongoing

	<b>Sponsor Progress Report</b>					
	<b>Report Date 4/24/2019</b>					
New / renew	<b>Prospect</b>	<b>Package Notes</b>	<b>Price Range CASH</b>	<b>In kind value</b>	<b>Expect Decision by</b>	<b>Date signed</b>
R	NW 94 Sales	Rodeo Chute	\$ 1,500.00		Confirmed	
R	Valley Agronomics	Ag Day	\$ 2,500.00		Pending	
N	Wave Broadband	Booth & Sponsor presence TBA	\$ 1,000.00		?	
N	Eastside Distilling	Hard Alcohol - Rodeo Title	\$ 3,500.00		?	
R	Marion County Farm Bureau	STEAM / Shirts	\$5,000		Confirmed	
R	Fitzpatrick Painting	Main Stage Initial discussion	TBD		Declined	
R	Linn Benton Tractor	Main Stage Initial discussion	\$5,000	\$2,800	Confirmed	
R	Hallmark	The Woods	Not sure		Declined	
N	GK Machine	Wants proposal in Feb				
N	Duncan Construction	Wants proposal in Feb				
	Report date: 12/22/2018	Report total under consideration	\$ 18,500.00			
N	Doubletree by Hilton	Sent request for rooms / official		\$ 1,600.00	February	
R	Complete Wireless	Ag Day	\$ 500.00	\$ 2,000.00	Confirmed	
R	Crown Royal	Hard Alcohol - Rodeo Title	\$ 1,500.00		Pending	
R	Country Financial	STEAM - Initial discussion	\$ 1,500.00		Confirmed	
R	Mattress World	Entry Sponsor	\$ 3,050.00		Confirmed	
R	Columbia Distributing	Product Sponsor	\$ 1,500.00		Confirmed	
R	Ace Hardware	Grill Off sponsor		TBD	Confirmed	
N	Power Rents	Friday Main Stage/Out Gate	\$5,000		Confirmed	
	Report Date 1/28/2019	Report total under consideration	\$ 31,550.00	\$ 3,600.00		
R	Co-Energy	Main Stage	\$5,500		Confirmed	
R	Falck USA	Ambulance Services		\$4,400	Confirmed	
R	Les Schwab Tires	Rodeo Chute	\$2,500	\$200	Confirmed	
R	Diamond K Sales	Ag Day	\$2,500		Pending	
R	Ram Steelco	Rodeo Chute	\$1,500		Confirmed	
R	Capitol Auto	Title Rodeo	\$3,500		Confirmed	
R	Sportsman's Warehouse	Rodeo Chute	\$1,500		Pending	
R	Adam's Rib	Catering, Bar-b-que	\$1,000	\$4,000	Confirmed	
R	Norlift	Forklifts		\$1,800	Confirmed	
R	K & E Excavation	Ag Day	\$2,500		Confirmed	
R	Peterson Machinery	Ag Day	\$2,500		Confirmed	
R	Pape' Machinery	Ag Day	\$2,500		Declined	
R	Kerr Concentrates	Ag Day	\$2,800		Confirmed	
R	Santiam Tractor	Ag Day	\$2,500		Confirmed	
R	Stettler Supply	Barnyard Adventures	\$1,000		Confirmed	
N	Fessler Nursery	Grounds Plants		\$1,250	Confirmed	

R	Ricoh	Office Copiers		\$2,000	Pending	
	Report Date 2/26/2019	Report total under consideration	\$ 63,350.00	\$ 17,250.00		
R	Annonymous	STEAM	\$1,000		Confirmed	
R	Northside Electric	Electrical underwriting	\$3,000		Confirmed	
R	PGE	General Sponsor	\$1,000		Confirmed	
R	HealthNet	Honor Day	\$500		Confirmed	
R	OR Health Ins. Marketplace	Rodeo Chute	\$1,500		Confirmed	
R	Bonaventure	Honor Day	\$1,000		Confirmed	
R	Marion Recycling	General Sponsor	\$500		Confirmed	
R	Boot Barn	Rodeo	\$500		Confirmed	
R	Providence Home Svcs.	Wheel Chairs		\$1,250	Confirmed	
R	Home Depot	Kids Build it		\$6,500	Confirmed	
R	Kaizer Permanente	Honor Day	\$500		Confirmed	
R	Dianafood	Co. Picnic, Saturday	\$ 900.00		Confirmed	
			\$ 73,750.00	\$ 25,000.00		