

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
April 4, 2018 5:30 PM

In Attendance

Board Members: Brandi Crandall, Heidi DeCoster (by phone), Shannon Gubbels (& daughter) Dylan Wells, Pam Zielinski

Key Volunteers: Amy Goulter-Allen, Bry Taylor-Campos

Staff: Denise Clark; Tamra Goettsch

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

- I. **Introductions**
- II. **Public Comments-** None
- III. **Approval of March 7, 2018 Meeting Summary Notes-** Brandi made a motion to approve; Shannon seconded. Motion passed.
- IV. **4H/FFA Reports**

FFA- Amy

The FFA state convention has now been held. Amy will work with Shannon to complete the correct work orders for fair. The fair attendee numbers look to be about the same. Weigh-ins for sheep, goat, and swine will happen in May. (Beef were done in February.)

4H- Melanie

Willamette Valley Ag has donated \$3500 for new poultry cages for the fair. These will be safer (all metal with wooden pans) for the animals as the others were falling apart. The pens will be stored (and also used) in Yamhill County. April 1 was the deadline for signing up for fair.

V. **Financial Report-** Brandi

The past month's changes are reflected in yellow font; these are mostly year- to- date numbers. The one exception is the adoption of \$5,535 for janitorial services. (The corresponding budget change request form was submitted, and approved, last month.) The AutoCad charge (\$75) will be under the non-Public Works budget line item as this work was done by a private contractor.

Shannon made a motion to approve the financial report as presented; Brandi seconded. Motion passed.

Falk (ambulance service) will be providing their service in trade again this year saving the fair \$4,400.

VI. Items of Special Interest

Fair Administration Update- Tamra

Daniel Adatto has left Community Services and moved on to the County's Finance Department. Krista Ulm is going to be responsible for the fair budget document from now until fair.

A Contract's Specialist position has been opened in Community Services. Sarah Spinks will no longer be doing contracts once the new person is in place. Sarah will remain responsible for the contracts she is currently working on.

Contracts Update- Tamra

Security- Upon the original review of the security proposals, there were some scoring discrepancies. A second review (an interview with the proposer) was held. Sarah is currently checking with county procurement rules before announcing the successful contractor.

Afton Ticketing contract is underway, but not completely done. (However, Afton is willing to start producing tickets without the contract officially signed.)

Jill noted that she has worked it out with Funtastic that the on-line wristband purchases will include Funtastic's barcodes in order that they don't have to go through the fair for redeeming. (That was very challenging last year.) The bearer will now go directly to Funtastic for activation.

The **Big Name Entertainment** contract has been approved on our end and is back in the vendor's hands. We do have the approval to go ahead with advertising.

Ticket Sellers- Jill indicated that they are looking into using a bank. The back-up plan is to use a temp agency. A third option would be utilizing a rotary club; however we need to look at the bonding of them. (Tamra will check with Risk Management.) The fair would pay a low fee for their service. The state fair works with Chemeketa's criminal justice system program; this might also be an option.

Brandi said that she could check with the Sigma Alpha group from Oregon State that oversees the running of registers.

Tamra asked that Jill provide a draft of a proposal on how they will approach the potential ticket selling organizations.

It was suggested a different organization could be used each day as it is hard to find the number of volunteers required for four days. (There would need to be six cashiers per shift.)

Heidi is willing to check with Wells Fargo to see if they might be interested.

Paving Project- Tamra

This is the last year of rent with the state fair per the original trade agreement. Tamra and Scott met with Mike Paulazak (state fair) recently. State fair is mostly interested in paving. Joel met with Mike and together they walked the property taking measurements; Public Works was also there. Legal counsel is allowing pursuing additional trade with the asphalt supplier.

The county budget team recently asked Tamra about the paving project. She noted that the \$40k we currently have in the budget could help offset the costs, but that we would need an additional \$20k from the general fund. She's asking for \$60k for the next fiscal year budget for asphalt. Tamra will send an email out when she has more information.

Swine and Wine Update- Pam

There were 27 tables sold, 3 unfilled. They made less money this year. (The total figure is still being counted.)

Tamra felt that the event was well attended. She enjoyed the students' speaking presentations.

VII. April Strategic Plan Items

3.2.10 *Check to see if Comcast will be sponsoring internet service in the log cabin.* Denise indicated that she has sent an IT ticket to request a person be assigned this; she has not heard anything back. Tamra suggested Denise check with Sara Brooks, in IT, to follow-up on the ticket.

4.1.1 *Send press release seeking local entertainers for the community stage. Respond to requests to participate that come into the fair office; relay to Event coordinator for a response.* Jill has talked with Joel about the stage schedule. Teen Idol will be doing an open talent show; this will cover the main stage on Sunday. On Thursday the army band will be participating in the veterans' event, along with the bag pipe group and some cloggers. Joel is to fill the stage with local acts on Friday and Saturday during the day.

It was suggested that country artist, Ned LeDoux, is doing very well and is a draw. However, he is cost prohibitive.

4.4.2 *Get public competitions' sponsors; work with Marketing Coordinator- Ongoing*

4.4.3 *Organize activities for exhibit hall stage.* Thursday is booked, Friday and Saturday has Steam involvement. On Sunday is Family Zumba and the Lego Build competition. (Extension will be approached about funding for STEAM.)

4.4.4 *Hold superintendent's meeting; assure superintendent positions are filled.* All of the superintendent positions have been filled. Upcoming meetings are planned, one will be conducting a training on exhibit intake.

4.4.6 *Send out public competitions press release.* Jill is working with Jolene Kelly on these. She wants to finish identifying the coloring contest pages before the next release as it is a good "hook". (Jill distributed possible coloring page options.)

4.6.2 *Organize and develop other activities.* It was suggested to move this item to the fall, perhaps address it in the work session. The YMCA is doing family fitness activities; this may be out in the garden area; want to create its own new niche. Another idea is a Teddy Bear Tea in which the participant brings a stuffed animal to the fair to an organized tea. (However, an organizer needs to be identified.)

4.6.3 *Process/sign Big Name Entertainment Contract.* Done; updated earlier in the meeting.

4.7.1 (Senior Plan) *Build on previous year's senior activities (demonstrations, acts, games, booths, etc.)* Jill noted that they are trying to increase activities through YMCA and Healthnet's involvement. (Healthnet will be providing give-a-way bags at the door.) She would like to see more health screening activities.

Jill will check with Golden Grill Catering (Gina) to see if she will open some type of food concession in Columbia Hall on Thursday. (The seniors continue to request that a food vendor be in there.)

VIII. Ingalls Report:

- The Optimus Prime transformer truck, the original from the movie, will be coming.
- Santiam Hospital's picnic will be on Sunday. (They may want catering; and they may be in the Woods.)
- \$70,400 cash in sponsorship has been committed; \$23,800 in BRK.
- Golf carts are not being sponsored this year, so may have to rent. (Melanie requested that they put one on hold for her also.) The RTV's however, are being sponsored.
- Ag Fest is April 28 and 29. Jill will be sending out a sign-up for staffing the booth.
- Easton Corbin drew a lot of activity on Facebook.
- The Awesome 3,000 advertisement is due this week; want to put the fair's STEAM information into that.
- Real Heroes- Suggested coordinators are James Hutchins and Tom Hurt who is with the paralyzed veterans association.
- "Pay to play" (permitted activities) are approaching us. So far, a large climbing wall, a zip line, and a hot air tethered balloon rides have reached out to the fair. Jill is looking into them and checking with Madgek as to what they are already doing in relation to these items.

Other:

BBQ grill-off- Mike

- His meat provider is willing to sponsor for \$500.
- Ace hardware is willing to donate. Ace hardware can be a judge as part of their sponsorship.
- Want the grand prize winner to get some money in addition to a BBQ grill.
- The event will be held on Sunday morning.
- Steve Morton, an official certified judge, will be participating.
- Ace and Adam's Rib will both be doing some advertising of the event.
- Amy indicated that she is willing to make plaques for the winners if wanted.
- Currently the number of contestants is limited due to the space restrictions.
- The event will be held in the metal building across from the dairy women's shed.
- Would like to have the fair attendees be able to participate, like have a taste test opportunity.
- Jill reminded that this event is a special contest; eventually it may become part of public competitions.

Melanie will be able to sell fair tickets to 4H families; the OSU contract with the fair is underway. She would like to have the Afton ticket device by May 1. (Tickets will be available on-line before that.)

There will be no 4H cakewalk this year; instead they will be holding a bake sale. (It was suggested that perhaps the bake sale could be held in Columbia Hall on Thursday, Senior Day.)

Melanie has a robot that you can fit in your hand that fair goers can play with. The activity will be held in the 4H auditorium; they hope to draw the urban kids.

Rescue Row- Janice Jenkins at the Marion County Dog Shelter may be coordinating this event. Jill suggests having a general area (10x20) and assigning shifts. The rescues could come in on different days; in that way, not as many volunteers are needed.

Tamra noted that April is Child Abuse Prevention Month. There will be a big celebration on Friday, April 6 at the state capital. There will be a give-away basket that includes four fair entrance tickets. (Jill indicated that these tickets are excess sponsor tickets; they are used for marketing and “leveraging” other sponsors where they can.)

Shannon noted that the pygmy goat organizers found someone to clean out their pens. (They use straw for bedding; when discarding, it goes to the same place as all of the other bedding.) They will contact Jill regarding the logistics.

Meeting adjourned: 7:08 PM.