

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

Marion County Fair Board Monthly Meeting

Oregon State Fairgrounds Floral Building

July 5, 2023 5:30 PM

Meeting Convened: 5:39 PM

I. Call to Order/Introductions

In Attendance

Board Members- Mike Adams, Joel Conder, Brandi Crandall, Becky Delurey, Amy Goulter-Allen, Pam Zielinski

Key Volunteers- Colleen Busch, Greg Martin, Rebecca Turner

Guests: Jill Ingalls, Ingalls & Associates; Melanie McCabe, 4H; Jade Miller, 4H; Pat Wood, Source Management

Staff: Denise Clark; Kelli Weese, Community Services Manager

II. Public Comments: None

- III. **Approval of June 7, 2023, and June 21, 2023 Meeting Summary Notes-** Amy made a motion to approve the June 7 meeting notes; Becky seconded. Motion passed. Denise noted that the June 21 meeting summary notes also needed approving. Amy made a motion to approve the June 21 meeting summary notes; Brandi seconded. Motion passed.

IV. **Financial Report-** Brandi

Most of the budget changes in the last month reflect the budget change requests approved in the June 7 fair board meeting- an increase in security services/ticketing, lodging for acts, and act's "buyout" costs. There is also some additional vendor fees revenue that has come in. Joel made a motion to approve the financial report as presented; Amy seconded. Motion passed.

V. Items of Special Interest

- a. Event and Marketing Coordinator RFP- Kelli Weese

Kelli said that she will be presenting the final recommendations on the Event and Marketing Coordinator RFP to the Board of Commissioners (BOC) at the August 1 Management Update meeting. She also would like to identify the upcoming RFP responses review committee. The previous RFP process review committee consisted of Joel, Brandi, Rebecca, and Becky. Brandi made a motion to approve the same committee members in going forward with the RFP process. Amy seconded the motion; motion passed.

Kelli said she will also be presenting preliminary numbers on the 2023 fair- attendance and revenue received. Brandi will update the yearly gate receipts and food vendor receipt spreadsheets for her. She will also include the amount of sponsorship money raised.

b. Garten Wasteless Contract- Kelli Weese

The quote from Garten, for the Wasteless contract for the coming fair, has increased to \$29,413. They have held two contracts- one for recycling and one for janitorial services. In working with Public Work (PW) and the Wasteless grant they have provided in the past, PW has indicated that they can't continue to provide the grant money as the amount keeps increasing. After having internal conversations, PW has agreed to provide a \$20,000 grant again this year. They are not requiring we use Garten's services to receive that grant. We can use Jani King as the provider for janitorial and garbage pickup; they will not do any sorting of material as was previously done. The quote for Jani King's services is \$10,326 plus dumping fees.

Jill said the dumping fees, and renting a dumpster, should cost around \$2500. (Joel concurred it would require two thirty-yard dumpsters.)

Public Works has agreed to participate in the grant this year only.

Kelli noted that we have a current contract with Garten that expires 2024. We need to make a decision now to either put a "pause" on this contract, or we can cancel the contract entirely.

Brandi made a motion to cancel the contract with Garten and use Jani King's services for the 2023 fair; Joel seconded. Motion passed.

VI. Other

Budget Change Request Forms:

Chamber Greeters' Food- The question was raised as to why there was no money in the Chamber Greeters' line item. Answer- in the past it has either been sponsored, or the BOC office has paid for it. The event will be held on Friday (July 7) from 8:30 – 10:00 AM. They receive free admission to the fair and a continental breakfast.

Brandi made a motion that the dollar figure on the budget change request form be \$1,000; with the funds to come out of carryover; Joel seconded the motion. Motion passed. (Mike will work on getting the food ordered for the event.)

Pam, Joel, and Mike say they usually attend the event. Mike would like to see as many fair board members, and key volunteers, as possible attend to represent the fair. He encouraged everyone to be at the main stage by 9:00 AM. Commissioner Bethel will give the welcoming address.

The BOC will hold their weekly board meeting Thursday (July 6) at 10:15 AM on the main stage. The opening ceremony starts at 10 AM with a welcome and the national anthem sung.

One extra security guard- Jill indicated that it was determined an extra security guard is needed on the grounds for the overnight hours on July 4. Brandi made a motion to approve the budget change in the amount of \$350 for an extra security guard; Becky seconded. Motion passed.

Miscellaneous:

At the state fair's 4th of July event concert there were approximately 4,000 in attendance.

The state fair's sign marquee needs to be changed tonight indicating that the Marion County Fair starts tomorrow.

It was asked to identify the location of the designated smoking areas. Answer- around the metal art structure near the horse stadium and around the porta-potties north of the floral building.

Denise distributed fair entry wristbands to everyone.

Meeting adjourned: 6:29 PM.