

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

February 1, 2023 5:30 PM

Meeting Convened: 5:33 PM

I. Call to Order/Introductions

In Attendance

Board Members: Mike Adams, Becky Delurey, Shannon Gubbels, Ken Outfleet, Pam Zielinski

Key Volunteers: Colleen Busch, Amy Goulter-Allen, Greg Martin, Rebecca Turner

Staff: Denise Clark; Kelli Weese, Community Services Manager

Guests: Melanie McCabe, 4H; Jill Ingalls, Ingalls & Associates

II. Public Comments- None

III. Approval of January 4, 2023 Meeting Summary Notes- Ken made a motion to approve the summary notes with the edit that Greg Martin be included as having attended the meeting; Shannon Seconded the motion. Motion passed.

IV. 4H/FFA Reports

4H- Melanie McCabe

There will be a beef weigh-in on February 4; this helps them to know how many animals will be shown at the fair.

Enrollment closed Jan. 1 for all current members; there is a fee for late enrollment. New members have until April 1 to enroll.

FFA- Amy Goulter-Allen (representing FFA in Joe Billington's absence)

FFA Week is coming up the week of Presidents Day (Feb. 12). Students are getting ready for the state convention in March.

V. Financial Report- Kelli Weese

Any changes during the past month are reflected in yellow font. There are very few changes other than commercial vendor revenue that is coming in.

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

Budget Change Request Form- Denise Clark

Denise indicated that the \$100 received from the Hodges Badge Company contest win is deposited into the budget as a receivable. To pay it out to the winners, the money needs to be moved to an expenditure line item, in this case "Public Competitions." She is requesting approval to make that change to the adopted budget, transferring the money from one account to the other.

Ken made a motion to approve the budget change request form Denise submitted; Shannon seconded the motion. Motion passed.

VI. Items of Special Interest

Treasurer's Assistant description- Denise Clark

Denise presented the job description for the Treasurer's Assistant that she was tasked with in last month's fair board meeting. The only suggested change was to change the word "constructing" to "prepare" regarding gate cash drawers. Shannon made a motion to approve the Treasurer's Assistant job description with the suggested word change. Pam seconded the motion. Motion passed.

VII. Ingalls Report- Jill

Member's Roles and Responsibilities

Jill said that she worked on a draft of the key roles and areas of responsibility chart. She said that previously we worked off of Denise's Roles and Responsibilities chart that has people assigned to key areas such as the barns. That document contained terms like "liaison" and "point person." Jill is now suggesting to just focus on the categories, identifying core areas for members involvement in. She would like to see job descriptions, a main point person, and a team behind that person. She wants to define the work to be done and identify how it flows.

Regarding definitions, a "Special Event" is something that doesn't occur the entire run of the fair; "Special Contests" are public contests.

The "Voice of the Fair" could be someone in a golf cart with a sound source making public announcements; or it could be a kiosk with a sound system in which someone just reads the daily schedule.

Jill said we don't need some of the past components like "security liaison" as the Entertainment Coordinator is responsible for some of those tasks now.

Mike would like everyone to review Jill's key areas and roles draft and identify where they might "plug in."

Greg Martin said he can see himself working/assisting with Ken and Joel in their areas of responsibility.

It was suggested putting the market auction under "Barns, 4H, FFA, Open."

It was suggested to identify tasks that are done only pre-fair like Shannon's and Amy's roles; time frames need to be added to the chart.

Jill is looking for feedback. She'd like to first identify the point persons and then adjust the job descriptions. She said she will refine it and bring it back to the March meeting.

Denise noted that David Beem has come into the office to say that he wants to "get back on the fair board." He had previously submitted his resignation as "Fair Ambassador" last July. She said that her office has been encouraging him that he is welcome to be a volunteer at the coming fair and assist where needed. He prefers to be in with the big name entertainment, going into the green room (where the performers relax when not performing) bringing them bottles of water. That hasn't been helpful for the fair and he has needed redirecting.

Jill had some ideas where David could best be utilized including giving him a role with the "Image and Cultural Inclusion" aspect of our fair. He might be able to assist with the DSP Connections event also. She said another idea is to use him working with the Sunday performers, ensuring they have what they need behind the scenes. She said that she and Scott are always watching out for him at fair time; redirecting where needed.

Camping Security

Jill said that Scott is currently working on the security scope of work; county is working on the RFP. Security companies are having to partner with other agencies to fulfill contracts as they don't have enough employees within their own organization.

Shannon asked Jill to include her on any emails regarding coverage on the backend of the grounds. Jill indicated that they have reached out to state fair as to what measures they are taking to secure the back-end.

Camping Power

We need state fair to tell us exactly what power is available, and where. The 30amp power is meant for lights only, not air conditioning units.

It was suggested to not offer power for campers in the back. Melanie said that she is ok with saying "no power in the back-end," however she'd like to see power available near the show barns for ADA campers.

There needs to be guidelines established for generator use, including the location of the generator and its proximity to others.

The state has new regulations regarding food trucks and their location; they need to be a minimum of 10ft. away from a structure.

Melanie said a decision regarding whether we will, or will not, be providing power to campers needs to be made before April in order to get the information disseminated out to all interested parties.

Jill would like to have city and state police input (direction, suggestions) on security in the backend as they do training back there and are familiar with the neighborhood.

Everyone would like to see a dedicated security rover for the backend.

Jill said we'll address the power issue once we have security's input.

Jill noted that state fair is making new RV spaces in the backend.

Jill Budget Implications:

Jill said that she is currently working on getting contractors' quotes. Prices are up due to adding the fourth day of the fair and the price of doing business has gone up. (Jill provided a table of the cost changes and attraction options for the board to review.) The only attraction that has been signed for the coming fair thus far is Puzzlemania.

Local strolling attractions are going to other states to find work, so our options are limited.

Sanitation costs are up 20%, as is security. Electrical labor is estimated to have a 20% increase. Tents, pipe and drape costs are not increasing.

The racing pigs quote does not include pedal tractors.

All this adds up to approximately a \$20,000-\$30,000 increase to the adopted budget.

Ken made a motion to approve the increase in costs with the money coming out of "carryover." Shannon seconded the motion. Motion passed.

Denise said that the Wasteless grant we receive from Public Works has been confirmed. She said that we also received confirmation from the Sheriff's Office that they will provide the set-up/tear-down labor for the fair as they have in the past.

VIII. February Strategic Plan Items

1.2.6 Negotiate agreements with State Fair on parking and fairgrounds rental include dates for move-in/move-out.- Jill and Kelli will be meeting with State Fair in the near future.

2.1.9 Present new fair theme logo to board (if applicable)- Not applicable. It was suggested to move this item to October in the Strategic Plan as that will give marketing enough time to make changes for the coming fair.

2.2.4 Explore other venues (library/mall displays, chamber press outlets, Saturday Market, First Wednesday, Iris Festival, etc.)- Jill had a meeting with the volunteer coordinator; may tap into the county's liaison connections with the local chambers. Will include fair information in the chamber newsletters.

Other Ideas:

- Would like to reach businesses that have an incentive to get volunteer hours in for their organization; they could put those in at the fair.
- Have schoolteachers and kids get involved.
- Reach home-schoolers and licensed day cares; in the past have sent the link to the coloring contests to all of them.
- It was suggested to have a brainstorming session in which a list of meeting opportunities is developed; individual board members can then be assigned to attend those meetings. Jill noted that Ingalls can

make flyers for members to take to the meetings; they can customize it to your needs addressing whatever aspect of the fair you want to present (public competitions, 4H/FFA displays, etc.)

2.2.5 *Target chamber newsletter articles-* See 2.2.4

2.2.6 *Create activities that draw cross-cultural participants-* Jill noted this on the responsibilities chart. The organization “Enlace” wants to be involved again with the coming fair. Lots of cultures are represented at the fair; we need to get an outreach started.

3.2.9 *Present fair layout (including booths) to fair board-* Ingalls are subscribing to a new computer program in which they can generate a new layout.

4.3.4 *Update MOU with public competitions' animal groups (pygmy goats, llamas, mini Herefords, etc.)-* Denise will have Krista send Shannon the MOU’s for review. It was suggested we have a whole “mini” (animals) section at the fair.

Have an animal educational area as was done in 2020 and review the animal ambassador role. Jill, Shannon, and Brandi will meet to discuss it. Perhaps have students sign-up for an hour time slot to show off their animal. (The kids showing small animals are particularly good at this.) It was suggested to develop a scholarship program. The students already have community service hours requirements that this could fall under.

IX. Other

Entertainment committee update- Jill said that acts being considered for Friday night are Smashmouth and Uncle Cracker; there’s also a “Package 2000” who do cover songs of the 2000’s. It was suggested to have Niko Moon. Jill said it is in “Joel’s court;” he provides the entertainment committee’s feedback to Pat, the entertainment buyer.

X. Meeting Adjourned: 7:30 PM