

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

June 7, 2023 5:30 PM

Meeting Convened: 5:32 PM

I. Call to Order/Introductions

In Attendance

Board Members- Joel Conder, Brandi Crandall, Becky Delurey, Amy Goulter-Allen, Shannon Gubbels, Pam Zielinski

Key Volunteers- Colleen Busch, Greg Martin, Rebecca Turner

Guests: Joseph Billington, FFA; Jill & Scott Ingalls, Ingalls & Associates; Melanie McCabe, 4H

Staff: Denise Clark; Sarah Coutley, Community Services; Chris Eppley, Community Services Director; Kelli Weese, Community Services Manager

II. Public Comments: None

III. Approval of May 3 and May 22, 2023 Meeting Summary Notes

Colleen noted that a correction was needed on the May 3 Meeting Summary Notes. There is redundant wording on Page 6, under G that needs removing. Brandi made a motion to approve both meeting summary notes with the changes made to the May 3 notes; Amy seconded. Motion passed.

IV. 4H/FFA Reports

4H- Melanie McCabe

All fair entries are in; every single pen in the facility will be used as numbers are up. Auction animal numbers are up slightly. Poultry will be allowed at county fair this year; adhering to biosecurity standards "meat birds" will be utilized that have been donated.

Exhibitors spray pens down with bleach solution prior to bringing their animals in on Wednesday.

FFA- Joseph Billington

FFA is going along with the 4H plan. He said that as far as promoting the fair while school is still in session, the FFA kids are speaking to their principles about it. They'd like to produce flyers in which kids are pictured to showcase student involvement at the fair.

V. Financial Report- Brandi Crandall

The bulk of the changes since last month's reporting are in the year-to-date column. Additional changes are the items presented via budget change request forms approved in the May 21 special meeting.

Denise noted that we have surpassed the commercial vendor revenue target of \$12,000; we are currently at \$13,547.

Amy made a motion to approve the Financial Report as presented; Pam seconded. Motion passed.

VI. Items of Special Interest

Highway Fuel Invoice- Denise Clark

Denise said that she had received the Highway Fuel bedding \$4500 invoice fair to pay. In the past it has been donated; and when not donated, the Fair Foundation has paid for it all. On this invoice, the Fair Foundation's responsibility is listed as \$1000 on the invoice. The \$5500 is Highway Fuel's costs. She said that previously, at the July 2022 fair board meeting, it was agreed that the \$5500 bill would be split 50/50 between the Fair Foundation and the fair board. Joel indicated that there is \$4500 listed on the fair's 2023 budget document to cover the Highway Fuel cost. The Fair Foundation is paying the overage of what is not listed in the budget, so that would be the \$1000. The Fair Foundation also covers the haul out which costs around another \$1500; so their costs would be \$2500.

A different company does the haul-out; and there is a special state fair rate as they have the contract.

Last year the Fair Foundation paid \$2750 and the fair board paid \$2750.

Denise responded that the \$4500 listed on the haul-out line item is just a place holder should we not get sponsorship or support money. We do this with all of our possible expenditures. This does not mean we are obligated to spend that total amount.

Discussion included that the Fair Foundation also pays for bedding haul-out.

The question was raised as to whether the state fair's haul-out service provider will take care of this as they have done in the past. Also, what is the expected cost?

Melanie said she is not responsible for arranging for haul-out; Jill said she will arrange for it with state fair.

It was noted that it was "tricky" to get the company that does the haul-out to bill the Fair Foundation last year. The reason is because the company's contract is with the state fair. This will need to be addressed again this year.

Melanie said that payment must be made prior to fair. Denise indicated that the county cannot pay an invoice prior to receiving a product or service.

Amy suggested we look at using sand for bedding.

Sawdust is cheaper, but it gets into the goat's eyes.

Perhaps use a combination of types of bedding. That's not feasible because for haul-out, all different materials need to be separated.

The mini-Herefords pay for their own bedding; they reimburse the Fair Foundation.

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Joel said he would work the specifics out tomorrow with Wayne Petersen of State Fair. (Wayne retired but has been brought back to help with a position vacancy.)

4H Student Worker Financial Assistance ("Interns")- Kelli Weese

Kelli reminded folks that Marion County is interested in hosting a pilot program to give kids a type of "internship" (BOC term) at the fair. We have since learned that it is difficult for the county's Human Resources Department to process any students under the age of 18 per Bureau of Labor and Industry (BOLI) laws. This year Melanie is willing to hire the kids through OSU extension. The kids will be helping with the painted rocks and paper airplanes, the hands-on projects for fairgoers. The fair is looking for 6 kids that would earn a stipend of \$450 each. They must complete their total hours in order to be paid. It was decided to call them "Marion County Fair Youth Workers." Kelli will be taking this to Management Update next Tuesday (6/13).

Kelli noted that the BOC is wanting to establish an actual internship type program, a joint project between 4H and the county. A program in which any student is eligible, not just 4H/FFA kids.

Event Coordinator/Marketing Sponsorship RFP Update- Kelli Weese

Kelli reminded everyone that the BOC put a hold on the decision regarding the fair's event coordinator and marketing sponsorship coordinator until after the 2023 fair. The fair board's subcommittee has moved forward with the process of reviewing the RFP; they have met and edited the document. A final draft should be ready after they meet again tomorrow (6/8.) Kelli provided a document with the following timeline:

- 6/8/23 Subcommittee finalizes document
- 6/21/23 Fair Board reviews/approves at the Emergency Plan Meeting
- 6/27/23 Provided to BOC at a Management Update to review and give preliminary direction
- 7/5/23 Any comments from BOC brought before the fair board at their regular meeting
- 8/1/23 BOC Management Update decision whether to extend current contracts or publish RFP
- 8/2/23 Fair Board reviews the BOC decision

The goal is to have a newly published RFP to open August 23 and close October 4.

A post fair BOC/Fair Board work session will be held in September or October.

VII. Ingalls Report:

The national acts lodging costs have almost doubled in price. With Ironman occurring in Salem at the same time, there are limited rooms available in the area. We can do “buy-outs” for the lodging and the catering. (We give them money and they can stay wherever they want.) No final numbers are available yet. Bohemian Queen will cost approximately \$1500. Aaron Watson wants 4 rooms. There is a total of \$2250 needed for rooms; this is a \$1063 difference. (Denise will make a budget change request form.)

Catering will fall within budget.

Brandi made a motion to authorize the attractions “buyout” lodging for both acts for an increase of \$1063 to the “Lodging for Acts” line item with the funds coming out of Carryover; Amy seconded the motion. Motion passed.

We also need \$2010 for rooms for two of the attractions, \$2010 is needed for Brad’s World and Puzzlemania. There is \$1000 in the line item. Shilo Inns has been a partner for a portion of the fee in the past, because of the Ironman in town they are not providing a discount.

TCB Security and Ticketing Quote- Scott-

Security is coming in at \$4,429.25; this is over budget \$4754. To add gray gate security, it will cost another \$354. Gate Ticketing Taking is coming in overbudget at \$497. The total Overage is \$4926.25 (includes on-site medical.)

Currently in the budget we have a line item for Certified First Aid of \$2600. It is going to cost us \$4500 for on-site medical utilizing both TCB’s medical and the one Faulk EMT we have for Saturday only. TCB will provide an EMR (Emergency Medical Responder.)

Brandi noted that to have the gray gate open, and covered by TCB all hours of the fair, it would cost an additional \$1880. There would not be ticket sales at the gray gate but there would be a scanner.

Denise cautioned that we need to keep in mind that we don’t know how this fair’s revenue is going to be impacted by the state fair event two days ahead of our event. We need to be cautious as to how much we take out of carry-over as all these additional budget change requests add up very quickly. Our carryover saves us if the fair doesn’t meet its revenue goals this year.

It was agreed to have the gray gate open only 3 hours in the morning from 6 AM- 9 AM all four days and include a scanner. (Fairgoers will have to walk around to another gate if leaving after 9.)

It was noted that non-camping 4H/FFA parties come in through the gray gate; they want access.

Brandi made a motion to increase the security budget by \$4754 and the gate ticketing budget by \$497 for a total of an additional \$5,251 to come from Carryover; Amy seconded the motion. Motion passed.

The county has to approve the contract with TCB before Scott can start working with them. He noted that there is no other security company available to hire.

Miscellaneous:

- Melanie indicated that campers will have a pass for one vehicle (for emergency use) and one trailer.
- Campers will have a placard on their site with name and phone number on it.
- The striping of the blue gate parking needs to be done right after state fair does the mowing.
- Towing- we can only tow when a vehicle is blocking ingress or egress. The fair is responsible for the tow.

Real Heroes- Jill

Jill is happy with the Real Heroes activity level of participation so far. The Navy wants to participate; Marine Corp is interested. The army is not interested. Greg would like to see a form letter sent out around the first of the new fair year, after Oct. 1. He said February and March is too short of a notice for the armed forces to participate.

Greg said that the Air Force is very interested. The Dept. of Corrections, the Guard, and the Marines will be participating. Recruitment officers are interested in participating as they want recruits. Joel Kinney is willing to bring four vehicles to put on display.

Honor Day Celebration- national guard will be providing the color guard; the national anthem will be sung; and a band will play.

Greg will be gone until the 4th of July.

Brad, of Brad's Reptile World, will bring a parrot to the BOC board session at the fair on Thursday morning. He is very experienced at showcasing an animal in public.

Shannon expressed that she hopes the Blue gate area gets cleaned up by fair time. Jill said she agrees; however, it looks like a big project for state fair.

VIII. Strategic Plan Items- June

2.2.7 Create activities schedule to help with public awareness and insure coordination. (Working schedule master list of specials, daily printout.)- *In Process*

3.1.2 Confirm garbage and clean-up is handled by an organization; coordinate any 4H/FFA specifics with them- *Working on determining who will do the garbage and clean-up this year.*

3.2.11 Submit Fire Permit Application for Special Event/Trade Show to the Salem Fire Dept.- *Done*

3.2.12 Submit Tent or Canopy Permit Application to Salem's Building and Safety Division/Permit Application Center. *Waiting for state fair to give documentation to complete permit application.*

3.3.1 Maintain two information booth notebooks- *In Process*

3.3.2 Improve "signage" throughout fairgrounds- directing people to commercial exhibits, posting prices at ticket booths, etc.- *Working on it.*

3.3.4 Review Emergency Plan mid-June- *Scheduled for June 21*

3.3.6 Schedule date for Volunteer Appreciation Night in Sept. Give "Save the date" notices out during fair.- *In Process*

3.3.7 Identify a Management Update meeting date to provide post fair gate numbers and revenue.

4.5.1 Maximize commercial space in exhibit hall and outside- *In Process*

4.5.2 Commercial vendor coordination (communication, application, payment)- *In Process*

4.5.3 Food vendor coordination (communication, application, payment)- *In Process*

5.2.6 Prepare upcoming fair presentation (Fair Highlights) for a BOC session - *In Process*

IX. Other

Kelli noted that the Made in Marion program RFP is being cancelled per the BOC. There will still be a Made in Marion booth at this year's fair. Next year they hope to have a bigger presence.

Kelli encouraged everyone to promote the county's marionberry pie contest. The pies can be brought in on Wednesday night.

John Heynen will be sending a flyer to all county employees challenging them to participate in the fair. Tamra did a personal challenge a few years back.

Rebecca noted that there are currently 45 exhibitors, with 107 entries, pre-registered in ShoWorks.

The dairy women's cheesecake contest has been moved to Sunday.

Rebecca gave kudos to Jill saying she's been doing "an awesome job" on social media. Promotion flyers have been given to the superintendents.

Cascade Middle School is considering doing a fair app.

Zoom Meeting Chat Notes

00:25:04 Sarah Coutley - Marion County Community Services: I can hear you and Joel.

00:25:44 Sarah Coutley - Marion County Community Services: Sarah Coutley, Fair Volunteer Coordinator

00:25:59 Joel: Joel Conder fair board

00:26:59 Joel: Denise, I will leave the meeting and re-enter to see if that helps

00:27:48 Joel: okay, ill stay here then

00:47:20 Joel: Foundation is paying for the haulout

00:47:33 Joel: yes to the other \$1000 as well

00:48:01 Joel: Fair will invoice the foundation

00:48:11 Joel: State Fair

00:49:31 Joel: I will work it out with Wayne tomorrow to make sure the invoice for the haul out is sent directly to the foundation

00:49:57 Joel: yes he is

00:50:13 Joel: he had to come back because they had an enmployee quit

00:50:32 Joel: he is not happy ...but he is back for fair season

00:50:51 Joel: yes Jill, I'll take care of it
00:51:00 Joel: take care
01:04:16 Joel: no final numbers from them yet
01:04:32 Joel: were looking at about \$1,500 yes
01:04:50 Joel: 4 rooms
01:05:09 Joel: it's a bus date for Watson's group
01:05:28 Joel: just need them for showers and naps
01:06:02 Joel: \$2,250 total for both group
01:06:26 Joel: total
01:07:11 Joel: queen plans on staying in the gorge somewhere on their way to
Spokane
01:07:40 Joel: Staying in The Dalles
01:08:28 Joel: -Probably be less than \$2,250, that's the ceiling
01:08:59 Joel: Catering will fall within budget
01:14:27 Joel: Does that cost include removing security from the yellow gate
Scott?
01:17:08 Joel: thank you
01:54:36 Joel: I have his number Greg
01:54:45 Joel: Bill Myers
01:55:13 Joel: Just spoke with him last night
02:00:07 Joel: Greg, Bill's number is 503-370-9013
02:03:13 Sarah Coutley - Marion County Community Services: still in process
02:03:22 Joel: Does everyone realize that the night of that emergency meeting
(6/21) there will be a Lee Brice concert on the grounds?
02:14:23 Sarah Coutley - Marion County Community Services: Goodnight

X. Meeting Adjourned: 7:23 PM