

*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,

May 1, 2024 5:30 PM

**Meeting Convened:** 5:32 PM

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

#### In Attendance

**Board Members:** Dana Castano, Amy Goulter-Allen, Shannon Gubbels, Greg Martin, Pam Zielinski

**Key Volunteer:** Rebecca Turner

**Guests:** Kathie Carter, Marion County Human Resources; Jill & Scott Ingalls, Ingalls & Assoc.

**Staff:** Denise Clark, Community Services; Chris Eppley, Community Services; Ashley Gressley, Community Services Contracts Specialist; Cody Walterman, Legal Counsel; Kelli Weese, Community Services

Denise asked for an item to be added to the agenda- Open Class Animal Show Insurance. The Chair approved the addition.

### **II. Public Comments**

Cathie Carter, Marion County Human Resources Employee Benefits, is requesting free entry tickets to give as prizes for the county's 5k run held May 18<sup>th</sup>. She said they will hold a raffle in which everyone's number will be put into a hat and there will be a drawing for winners.

Greg made a motion to donate 6 fair entry tickets to the Marion County 5k run; Shannon seconded the motion. Motion passed.

**III. Approval of April 3, 2024 Summary Notes.** Dana made a motion to approve the notes; Greg seconded. Motion passed.

**IV. 4H/FFA Reports-** No one to report as they are at weigh-ins for sheep, goats, and pigs.

**V. Financial Report-** Denise Clark

All of the year-to-date changes are highlighted in yellow. Denise noted that we are already 65% of our target goal for commercial vendor revenue and 58% of our sponsor fees goal.

Greg made a motion to accept the Financial Report as presented; Amy seconded. Motion passed.

### **VI. VI. Items of Special Interest**

- Budget Change Request Form\_ General Fund Transfer- Denise

Denise said that since the \$50,000 is not coming from the BOC general fund, we need to remove this figure from the adopted budget. She reminded people that this was discussed last month. Amy made a motion to adjust the budget removing the \$50,000 listed as expected revenue; Dana seconded. Motion passed.

- **Open Class Animals Insurance- Denise**  
Denise said that the county's Finance Department would like to change the MOU for the pygmy goats, mini herefords, and llama shows to a traditional contract. With that, proof of insurance is needed. These groups are not organized titled entities, they are just people coming together to share their common interest. They don't have insurance. County staff spoke with Risk Management, and it was discovered that the fair's insurance can cover another entity such as this if we consider them a vendor. It would cost \$65 per entity for the additional insured coverage.  
Greg made a motion to approve paying \$65 for insurance for open class llama and mini herefords for this year. Next year we will re-visit the process. It was suggested to incorporate them into the Open Class (Public Competitions) category.
- **Approval of edited policy "Making a minor change to the Budget Document."- Denise**  
This is the second time bringing the document before the board. Denise incorporated the changes they requested last month of under \$200 or 10% of the budgeted amount and only one request for that line item per 30-day period. Amy made a motion to approve the final document. (The "Manager" listed is Kelli Weese.) Pam seconded the motion. Motion passed.
- **BOC/Work Session April 18 Update - Kelli**  
Kelli said that the work session went really well. The BOC was excited about how the fair is going. Fair board members in attendance were Pam, Victor, and Dana. Dana would like to see more people attend in the future. Jill felt it was one of the most positive meetings she's attended and felt like the fair was "being embraced."
- **Fair Board Meeting July 10.**  
There will be no meeting July 3; we hold the July meeting the night before fair instead. Jill would like to hold the security meeting that same night. It was suggested to do the volunteer safety training meeting following the fair board meeting.

## **VII. Ingalls' Report**

Scott said things are going very well with sponsorships. He already has \$97,545 in cash and commitments; in-kind is \$21,788 for a total of \$119,000.

Scott said that Melanie would like additional fencing and a security guard out in the back to stop people from driving on to the grounds in restricted areas. We need to keep them out behind the racehorse barn gate; it's a safety issue. Random vehicles drive on the grounds during fair hours putting pedestrians at risk. Scott will bring back the cost to next month's meeting. He is considering adding another 24-hour security guard for a total of three on the grounds overnight.

Jill noted that the fair's storage room, under the state fair's amphitheater, is in bad shape. Jill went to get in a few weeks ago; the outside was locked, and state fair personnel couldn't access it. Once they got inside, our inside door was blocked with the state fairs' food vendor's equipment. She couldn't get in. She suggests we find a new storage location as the area has a rodent problem and water leaks.

Denise said we rented storage space before from the private sector for just over \$1000 a year. She will bring projected costs of a unit back to next month's meeting. Denise will also ask Tamra Goettsch, the director of Business Services, if she knows of any county storage space available.

Jill indicated that there are leftover flyers from Agfest for people to take and distribute. At the event they gave away 200 Marionberry pie flyers, 1500 color contests, 1100 make-it, bake-it public competitions flyers, 750 general flyers, and 60 honor day fliers. She thanked all those that showed up to help. She felt it was a “crazy successful event.”

Jill said, “social media is hopping.” They are working on identifying Community Stage free acts on Sunday.

She is working on the photo backdrop for kids and their animals. We will just have one this year. It was suggested to place it on the outside wall of the 4H barn near the scales. It can also be placed on the outside of a trailer. It is being promoted on social media. They also have photo boards with head holes cut into them. Another has the subject be a winner showcased on the cover of a magazine. These are budgeted out of the Signs and Banners line item.

## **VIII. May Strategic Plan Items**

2.1.6 Interface with other state fairgrounds' events occurring at the same time as county fair- *On-going. The state fair will be holding events right up until our event.*

We currently have one company picnic scheduled in the pavilion.

The Historic Poultry building and arena grandstand are currently under construction.

2.1.7 Put together CH2 (county bldg.) window display- *Sarah indicated that the window is reserved for 4-5 weeks. The new photo boards should fit in the space.*

2.1.11 Pay for renewal of MCFair.net domain name every 5 years (next 5/24/24.) *Denise will check with IT.*

2.2.2 Increase public participation in Public Competitions events. *At AgFest this year Jill focused on public competitions. They printed 450 flyers for superintendents to distribute.*

3.2.6 Identify the type of tickets for free entry in Afton's device- Public Competitions, Participant, FV, CV, etc.- *Done*

3.2.7 Further develop state fair/MC fair cooperation- more effective layout; communication of needs; fencing; better signage. *Ongoing. Jill talks with Dani (of state fair) once a week.*

3.2.8 Develop Grange log cabin agreement- *Done*

3.3.3 Increase clarity of process with security personnel- who does what; informational (print, signs, etc.) *Ongoing. It was suggested to edit this in the strategic plan document, changing the person responsible as the Event Coordinator.*

3.3.5 Provide event listing information for program publication to Event Coordinator. *Jill needs information as soon as possible. Rebecca is working on demonstrations for the public competitions area.*

4.3.1 Create detailed work orders. *Need work orders by the end of May. Denise will send the form out.*

4.3.2 Hold meeting with State Fair to address logistics, parking, work orders, barns and other issues. Negotiate horse stadium arena grooming. *Jill indicated that they have an agreement on the arena grooming; and they have talked with the plumber. She talks to the folks at state fair at least once a week.*

4.7.3 Coordinate VFW display. Jill has left a phone message with the coordinator. She said if she doesn't hear from him early on, he always comes through at the end.

**IX. Other:**

Sarah said that we are searching for a Creative Arts' superintendent.

Kelli provided the results of the review of the Event Coordinator and Event Marketing and Sponsorship Request for Proposals (RFP.) She said it was published in March and was open for 6 weeks. The review panel consisted of Dana, Brandi, Amy, Kelli, and Ashley Gressley, the department's contracts coordinator. There was one proposal for the Event Coordination and two for the Marketing and Sponsorship contract. She said that the scores were very close. Ingalls and Associates were chosen unanimously. The next step is to make a recommendation to the BOC based on the subcommittee scores.

Greg made a motion to accept the subcommittee's recommendation; Amy seconded the motion. Motion passed.

The recommendation will go to the May 14th Management Update before going to the regular board session for actual approval.

Ashley said that the results will be posted for seven days allowing for any protests. It is posted on Oregon Buys and will close on May 8. She said we don't have to limit the RFP. Potentially, with BOC approval, the event coordination contract can be written for 3 years with the option for a two-year extension. We would post it to see if anyone else was interested. If only have the one responder, you don't have to conduct a new procurement. Kelli suggested leaving it open indefinitely and doing a "softer RFI" and then go through the procurement process. The contract still needs to be written. The Marketing and Sponsorship contract would stay as a 3 to 5 year contract since there was a competitor this year.

Rebecca recommends going with a 3 to 5 year contract and an RFI and have the BOC approve the open-ended option. The fair board agreed.

Kelli noted that the staff time the RFP requires is extensive; if there's no competition, the open-ended option is best.

Ashley also noted that the RFP for sound, stage, and lighting has closed. Krista would like to know who wants to be on the review panel. Dana and Amy offered to be on the committee. This RFP is for the 2025 fair and beyond. This year the Ingalls coordinated this. An RFQ was posted, but there were no responses.

Greg felt that AgFest was a "cool event." He said he planted the Douglas Fir that he got at the event.

Greg reminded everyone to give Denise their volunteer hours for April.

**X. Adjourned: 6:48 PM**