



MARION COUNTY FAIR
September 5, 2018 5:30 PM
Commissioners' Board Room
555 Court St NE, Salem OR

AGENDA

I. Call to Order/Introductions

II. Public Comments

III. Approval of July 11, 2018 and August 1, 2018 Meeting Summary Notes

IV. Financial Report

V. Items of Special Interest

- Key Volunteer Applicant, Ken Outfleet
- Identify a Retreat Date- *Dylan*
- Conflict of Interest Documents- *Tamra*
- Bylaws Changes- *Tamra*
- Contracts- Timeline for Renewal Table- *Tamra*
- Big Name Entertainment- Preferred genres, number of nights and associated budget numbers- *Tamra*

VI. Strategic Plan Items- September

1.1.1	Select a marketing/sponsorship coord. as needed	FB
2.1.8	Submit sign/banner application to City of Salem (9/15 applications accepted)	Staff
4.4.7	Hold Public Competitions superintendents' post fair meeting	OC Point Per., Staff

VII. Other

VIII. Adjourn

Next Meeting: October 3, 2018

Marion County Fair Board

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

Pre-Fair Meeting

Log Cabin, Fairgrounds

July 11, 2018 5:00 PM

In Attendance

Board Members: Joel Conder, Brandi Crandall, Heidi DeCoster, Shannon Gubbels, Nathan Leao, Dylan Wells, Pam Zielinski

Key Volunteers: Mike Adams, Bry Taylor-Campos

Guests: Jill Ingalls

Staff: Denise Clark, Tamra Goettsch

I. 5:00 PM Call to Order/Introductions

II. 5:02 PM Public Comments- None

III. 5:07 PM Approval of June 26, 2018 Meeting Summary Notes (Tabled til next meeting.)

IV. Items of Special Interest

- Security Update
 - TCB owner arrested for child abuse. The county has exercised due diligence and determined that we will still be contracting with TCB for ticket taking and security at the fair. (Any future questions are to be directed to Jill.)
 - Matt Franke, TCB Operations Manager, is going to be our point person for the company.
- Budget Adjustments
 - Big Name Entertainment Backline Increase- Joel indicated that an additional \$160 is needed for big name entertainment backline. Joel made a motion to add another \$160 to big name entertainment backline and to take the money out of either “lodging” or “catering”, wherever there is excess; Brandi seconded the motion. Motioned passed.
 - Permits
 - The State Fire Marshall came and did a fair walk-through with Jill on two different days for a total of 3 hours.
 - The fire permit cost is \$87.
 - There is a potential tent permit cost of \$600 (total from a “per tent” fee.) However, we may get it down to one “event permit” of \$117. (Mike Adams

noted that no event in the city, that he is aware of, has previously had to do the per tent cost in the past.)

- Dylan indicated that Les Schwab provided 15 cases of water. He called Home Depot for additional water and was quoted \$493.
- Shannon made a motion to add a budget change request for the purchase of water to the agenda; Brandi seconded. Motion past.
- Heidi made a motion to approve the budget change request for \$493 for cases of water; money to come out of contingency. Shannon seconded the motion; motion passed.
- Mike Adams said he will look into seeing if he can get the water sponsored through Oregon Rain.
- Tamra indicated that there was a \$100 anonymous donation to be given to the public competitions county blueberry cheesecake contest winner.
 - Shannon made a motion to add blueberry cheesecake contest \$100 anonymous donation to the agenda; Brandi seconded. Motion passed.
 - Brandi motioned to add the \$100 anonymous donation as both a revenue and an expense to pay the blueberry cheesecake winner.

Budget Change Items Table:

Item	Original	Change
Entertainment Backline	\$1500	\$1660
Fire Marshall Permits	\$0	\$204-687 (Potential)
Bottled Water	\$0	\$493
County Cheesecake Prize	\$0	\$100

V. 5:09 PM Last Minute Updates

- Dylan noted that security is going to be keeping a tight rein on the gates; it will require a wristband or ticket to get in (a badge will not suffice.) The wristbands can be gotten through the fair office. (Wristbands were handed out to all members during the meeting.)
- Since it is going to be hot, water will be available at the volunteer check-in, the information booth/table and the fair office.
- Denise suggested that perhaps the carnival could activate the water misters to cool down fair goers.

VI. Meeting Adjourned: 5:25 PM

Marion County Fair Board

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

Monthly Meeting/Fair Recap

Commissioners' Board Room

555 Court St NE, Salem OR

August 1, 2018 5:30 PM

In Attendance

Board Members: Joel Conder, Brandi Crandall, Heidi DeCoster, Shannon Gubbels, Nathan Leao, Dylan Wells, Pam Zielinski

Key Volunteers: Mike Adams, Bry Taylor-Campos

Staff: Denise Clark, Tamra Goettsch

BOC Liaisons: Commissioner Sam Brentano, Commissioner Janet Carlson

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

I. **Call to Order/Introductions – 5:30 PM**

II. **Public Comments-** None

III. **Approval of June 26, 2018 Meeting Summary Notes-** Brandi made a motion to accept the June 26, 2018 Meeting Summary Notes; Heidi seconded. Motion approved. (Approval of July 11 notes has been moved to the next meeting.)

IV. **Financial Report-** Tamra:

- Latest changes in the budget document are reflected in yellow.
- Approximately \$38,800 in revenue is still to come in.
- Gate revenue is down approximately \$7,500.
- 4H revenue has not yet been received. Melanie indicated that camping fees will be \$7,310 and horse stalls-\$2,745.
- Money was saved in the STEAM line item this year.
- The Fair Foundation will send a \$3,000 invoice for the fair's share of the 4H premium payouts.
- Dylan asked about the \$715.04 listed separately at the top of Events & Activities; this is just a remaining balance in the category.
- Heidi made a motion to accept the Financial Report as presented; Joel seconded. Motion passed.

V. **Items of Special Interest**

The Bylaws were updated in 2017.

Discussion was held on Nathan's verbal resignation from the fair board and his later rescinding that resignation. Dylan consulted with Tamra on resignation procedures. After review of the fair board bylaws and consultation with county counsel, the fair board chair (Dylan) has the authority to request a member's resignation; all requests to date were allowable. On Saturday at the fair, Nathan verbally gave his resignation to Tamra; on Sunday he rescinded his resignation. A verbal resignation was also given by Nathan over the phone to Dylan on the following Monday.

However, since the bylaws require board member resignations to be in writing, and nothing was received in writing, Nathan is still a fair board member.

When Shannon was consulted, she suggested the fair board's conflict resolution process be used in this situation. She encouraged members to work through their differences and does not believe it is in the best interest of the board to remove a member. This document was reviewed, but the document outlines "values statement" more than action steps to address these types of situations.

Pam expressed that it should be a full board decision regarding a member's resignation, not one individual making the decision. Tamra confirmed that Dylan did not remove anyone; he only asked for Nathan's resignation.

Tamra is drafting a procedures document for members of the board, staff, and key volunteers to use in the future. Steps will be outlined to give board members direction when dealing with this kind of situation; it was requested that resignation be included in the process document. There are steps outlined in state statutes on the removal of a fair board member.

Commissioner Carlson noted that the Marion County Board of Commissioners (BOC) is the only body that can remove a fair board member; they appoint and remove board members. If the fair board elected to remove a member, the first step would be submitting a recommendation to the board of commissioners. Fair Board members are unlike other board members in that there are special statutory rights for fair board members as they are bonded and oversee property, money, etc. If conflict resolution steps could be used, that would be the BOC's preference.

Nathan felt that the existing conflict resolution process was not utilized in this instance. As a board member for ten years; he supports conflict resolution.

Commissioner Carlson indicated that as a public body, the fair board has not made a decision regarding a member's resignation. To take such action would need formal public meeting notification. Anything discussed since the last fair board meeting is just informal conversation.

Brandi asked for background on what happened. Nathan stated that Saturday at the fair, near lunch time, a security staff member stopped him from entering because he wasn't wearing a wristband. He indicated that he had the band with him, just wasn't wearing it. As Tamra was approaching the fair office, the security staff member asked for her assistance. Nathan expressed that he didn't like the way she approached the situation; he felt that she should have taken him aside to address the problem. He became angry and decided to resign. The next day, he reconsidered and decided to rescind his resignation to Tamra. There were separate allegations that Nathan authorized the opening of the yellow gate to let in car show and grill-off entrants; Nathan stated that he did not do so. He did note that in the past, vehicles were allowed on the grounds (*when the fair was open*) with an escort. Nathan stated Dylan called him Monday and asked him to submit his resignation. Nathan requested Dylan to document the allegations; Dylan complied and sent them to him the following day.

Tamra was brought into the situation by the security staff member when Nathan was circumventing security. Tamra's comment to Nathan supported the fair board's decision at the July 11th fair board meeting; all were to wear wristbands, they were not to be carried separately, and were needed to gain entry to the fair. All fair board members were in attendance at the July 11th meeting.

When considering other options for future fairs, Nathan suggested that a bar code could be added to the back of a badge for tracking the in/out of gates. Jill noted that lanyards can be handed off to someone else very easily; wristbands work best because they can't pass it off to another person.

Tamra suggests that the chair, vice chair, and a couple of other board members meet to review the policy and procedures drafted. Tamra, Dylan, Heidi, Shannon, Jill and Denise agreed to review and bring recommendations to the next fair board meeting. Shannon suggested having a consultant come in and do some training in the fall on how to work with difficult people; everyone could benefit from it. Tamra suggested the board consider performance expectations on a member's performance and could include behavioral expectations. Brandi suggested a "code of conduct" be developed. The fair board has its policies and the county has another set of policies; the fair board is held equally accountable to both.

Nathan stated that he wishes to continue as a "productive member" of the fair board. When asked if Nathan thought he behaved appropriately regarding the wristband incident, he stated that he put himself in "time out."

Dylan clarified that the email he sent to the board regarding Nathan's resignation was due to Nathan's comments to him that he was only giving a verbal resignation and was not going to submit a written one. Nathan requested Dylan send him something in writing after their phone conversation on July 30th. Dylan wrote the following: "I am asking for your letter of resignation because of your actions at the most recent Marion County Fair. As a member of the Marion County Fair Board, your actions demonstrated a lack of respect and inappropriate behavior when dealing with contractors and staff members. Slamming of doors, disparaging remarks, and undermining egress plans. This behavior is unacceptable, violates Marion County Fair Customer Service policy, and does not promote a favorable image of our fair. If no resignation is turned in by the next fair board meeting, I will start the member removal process outlined in the Fair Board Bylaws. As board members, all members are to treat others with respect, and provide a social local and fun environment at the Marion County Fair."

Per Nathan's request, Dylan researched what had happened at fair. In their conversation Nathan indicated that it was not appropriate for him to wear wristbands due to the nature of his employment. Nathan confirmed that he did not mention this at the previous fair board meeting where this was approved.

Tamra indicated that she was originally consulted on the verbal, versus written, notice. However, upon her further review and input from Marion County Legal Counsel, it was confirmed that a written letter of resignation was needed from Nathan. The other option could have been for the fair board to take it to the Board of Commissioners to start the administrative process of removal.

Jill confirmed that she received a call from Nathan to authorize the opening of the yellow gate; she said "no." She then said that Nathan abruptly hung up on her.

Jill was told from security that a board member had told them that Scott had authorized the opening of the yellow gate. The security guard at the yellow gate was questioned and stated that when they asked another board member "who the person was who was walking away," they were told that it was Nathan.

Commissioner Carlson suggested that the customer service policy be modified to incorporate the respect and ethical behavior issues to be utilized in internal communication. It was suggested that everyone review all of the existing

policies prior to the fall work day.

Fair Attendance Report- Brandi

- The preliminary attendance report was sent out immediately after fair was over. Brandi confirmed that those figures are not “set in stone.”
- The numbers in the report are based on box office sales from Afton and only includes paid entries, not the additional non-paid (credentialed) entries. (She works those numbers out with Denise at a later time.)
- Overall, the numbers are down; the 98 degree weather kept folks away from the fair.
- Easton Corbin’s act on Saturday still drew decent numbers.
- Food vendor numbers and Afton’s detailed reports are available, if anyone wants a copy; however, Oregon Beverage numbers are not yet available.
- Scott commented that Oregon Beverage’s numbers were up and he is working with them to get the monetary figures.
- Food vendors reported that they did okay, even though their sales were down. Java Oasis served breakfast, which helped with their sales.
- Brandi felt that all parties did a good job managing the effects of the heat.
- Friday’s and Sunday’s attendance took the biggest hit; future efforts should strive to improve those two days’ attendance.
- Dylan stated that weather is uncontrollable and that there wasn’t anything the fair board could do to change that.

Commissioner Carlson thanked Brandi for providing the numbers so quickly following fair. Brandi indicated that next year she will strive to provide “half way through the fair numbers.”

Commissioner Brentano stated that if it’s going to be hotter each year, we need to identify new ways to invite people to attend; suggested adding misters and air conditioned buildings to advertisements. It was suggested that there are innovative ways to hang shade cloth to protect areas from the heat. Perhaps there are grant opportunities that could also help solve the heat issue.

Junior Market Auction:

- The buyers were very appreciative of having beer at the auction dinner; each buyer received two free drink tickets in their buyer packet.
- Comments received from auction-goers indicated that the beer was removed too soon; the vendor left at 4:45 PM to serve at the rodeo.
- Junior Market Auction sales were way up; approximately \$500,000.

2018 Fair- What went well/what could be improved?

- The Alaskan Racing Pigs organizers took two days to post its racing times for fairgoers. Viewing attendees were lower this year than last year.
- Talk with the state fair about using the beef barn; more room is needed for the increased number of animals.
- The Woods, where alcoholic beverages were dispensed, didn’t get a “fair trial,” according to Jill. It should be included again next year; it has potential. The games need to be better lit during the evening hours.

- The company picnics went well; even though they were moved into buildings at the last minute for the air conditioning. The picnic participants were happy. The one picnic held in the pavilion was too far away from everything. Perhaps shade cloth would work well next year for the picnics.
- Shannon suggests updating the pygmy goat MOU to include them submitting their entry credential needs a month ahead of fair.
- The veterans' event needs improvement. Both the Paralyzed Veterans and MC Emergency Management organizers expressed interest in getting involved in this. Perhaps get someone else to organize the event or get a volunteer on Sarah Webb's organizational committee. The outreach is what is lacking.
- Brandi suggested allowing the kids showing the market auction animals to wear t-shirts that say "Youth Auction Participant" instead of the long sleeve shirts and sweaters. Maybe have fans circulating air on them.
- Some heat related accidents; the ambulances were the "cooling stations" for those in need.
- Mike Adams spoke to Oregon Rain and they said that they would donate water next year; however the fair needs to reach out to them early in the season.
- Brandi has a contact (Universal Forest Products) that is willing to donate all the animal shavings for next year's fair. The fair would need to find a truck that will deliver it. Scott said he will find the transportation.
- Dylan witnessed Falck personnel having a difficult time taking command of an emergency situation in the barns. Parents were interfering and giving input on what needed to be done so the child could show his/her animal. Melanie noted that should a student be injured, or otherwise unable to show, there are accommodations made to have someone else show the animal.
- Scott has requested a copy of all of the incident reports from Falck. Denise also needs a copy of each to send to Risk Management.
- Bry noticed comments on Facebook about people wanting a fair schedule posted. Jill said that Full Bloom, social media contractor, knows the algorithms that drive what is posted on Facebook. They know what draws people's attention or not.
- Melanie suggests that blood-borne pathogen kits need to be available on the grounds. There was some blood where the source could not be identified; animal or human blood. Jill said that the janitorial service is supposed to take care of those needs.

Public Competitions:

- Need new superintendents for floral and textiles; board members please refer people to Heidi and Bry.
- Need more judges.
- Jill suggests having them put together the needs/roles to be filled along with the associated qualifications.
- The quilt show was a "fabulous display" this year; a great representation of art.
- The work order for quilt walks needs to include weights for the quilts. It also takes an extensive amount of pipe and drape.
- Tamra suggested using youth to assist superintendents. She offered to go with Heidi and Bry to various organizations to secure youth assistants.
- For judges, Michaels and Hobby Lobby could be a resource for interested personnel. Once you get an employee of a store working with the fair, it opens up opportunity for sponsorships.
- Pam noted commercial vendors were generally happy this year; however many left early on Sunday.
- The Fair Foundation gave out \$660 dollars in open class premiums for youth. (One child received \$59 in premium money.)

- Denise noted that many of the public competition projects did not get picked up and were delivered to Community Services. An email or phone call was completed to all owners stating they needed to pick up items by August 10 or they would be discarded; this is also written in the public competition handbook. Heidi said that any items not claimed could be used as fair decorations next year.

Volunteers:

- The public competition superintendents didn't communicate well with the volunteer coordinator and many didn't complete a volunteer application which would have recorded them in the system.
- Judy Christensen, interim fair volunteer coordinator, did well at filling the volunteer slots.
- The volunteer photographers "hit it out of the park" with some really good photos.
- Tamra indicated that David Beam had verbally resigned his position with the fair. [This was later rescinded and he wishes to continue on as a fair volunteer.]

VI. Strategic Plan Items – August

New: Add "review policies and procedures" to the strategic plan.

4.6.5 Hold an August recap meeting to address the positive and negative components of the most recent fair.

Completed at the August 2018 meeting.

4.6.6 Members to submit their attendance numbers at August recap meeting if they have not already done so.

Denise reminded folks that she needs post fair reports submitted. Any member responsible for an event or activity must complete one and send to Denise.

3.2.3 Evaluation of contracts – identify which contractors are eligible for renewal. Determine which services should be competitively solicited before the following year's fair. Tamra stated that Sarah Spinks (Contracts Coordinator) has left county employment and that Krista Ulm is the department's new Contract Specialist. However, she currently is filling many duties of three vacant positions. Tamra will look at the existing contracts and will conduct a review at the retreat.

5.2.4 Review Management Agreement every 5 years – next September, 2021

VII. Other- None

VIII. Adjourn – 7:58 PM

MARION COUNTY FAIR BOARD TREASURER'S REPORT

1

Balance Sheet September 5, 2018

	2017	2017	2018	2018
	Adopted	YTD	Adopted	YTD
Fair Ops Summary				
Total Revenues	252,087.00	280,884.32	327,862.00	329,539.51
Less Total Expenditures	382,038.95	311,453.09	348,899.00	361,515.08
Fair Operating Income (Loss)	(129,951.95)	(30,568.77)	(21,037.00)	(31,975.57)
County Contribution	50,000.00	50,000.00		
Fair Net Income (Loss)	(79,951.95)	19,431.23	(21,037.00)	(31,975.57)
Fair Admin Summary				
Total Revenues	47,704.00	48,119.86	47,654.67	48,304.98
Less Total Expenditures	101,918.00	88,206.06	86,743.00	78,013.47
Admin Operating Income (Loss)	(54,214.00)	(40,086.20)	(39,088.33)	(29,708.49)
County Contribution	47,557.00	47,557.00	47,557.00	47,557.00
Admin Net Income (Loss)	(6,657.00)	7,470.80	8,468.67	17,848.51
Fund Balance				
Carryover from Previous Fair	121,283.00	112,637.15	139,539	126,736
Fair Ops Net Income (Loss)	(79,951.95)	19,431.23	(21,037.00)	(31,975.57)
Admin Net Income (Loss)	(6,657.00)	7,470.80	8,468.67	17,848.51
Carryover to Next Fair	34,674.05	139,539.18	126,971	112,609

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Operations Revenue
September 5, 2018

426-4216		2017	2017	2018	2018
REVENUES		Adopted	YTD	Adopted	YTD
Account					
332200	State Subsidy	\$ 6,262.00	\$ 6,262.00	\$ 6,262.00	\$ 6,262.00
341530	Gate Receipts	\$ 70,000.00	\$ 76,281.76	\$ 70,000.00	\$ 54,368.32
341530	Gate Receipts (Children of Promise Grant)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
341540	Food Booth Fees	\$ 35,000.00	\$ 42,735.06	\$ 35,000.00	\$ 38,754.54
341550	Commercial Space Rental	\$ 18,000.00	\$ 25,981.00	\$ 20,000.00	\$ 21,441.00
341560	Carnival Fees	\$ 17,500.00	\$ 21,532.87	\$ 17,500.00	\$ 15,899.83
341580	Camping Fees - 4-H/FFA, Vendors	\$ 7,500.00	\$ 7,769.07	\$ 7,000.00	\$ 1,408.59
341555	Sponsor Fees	\$ 52,200.00	\$ 57,774.00	\$ 76,700.00	\$ 80,765.00
341565	Stall Fees	\$ 2,900.00	\$ 2,777.00	\$ 2,700.00	\$ -
341860	Grand Safety (Real Heroes) Fees	\$ 325.00	\$ 239.00	\$ 200.00	\$ 156.00
344999	Other Fees (fair booth county depts)	\$ 100.00	\$ 118.00	\$ 100.00	\$ -
~	<i>Subtotal</i>	\$ 212,287.00	\$ 243,969.76	\$ 237,962.00	\$ 221,555.28
344999	Other Reimbursements				
373100	Open Class Premiums (\$519.00 Fair Foundation 2017)	\$ -			
373100	4H Premiums (\$6,532.00 Fair Foundation 2016)	\$ -			
373100	Herdsmanship (\$400 Fair Foundation)	\$ 400.00			
373100	Petting Zoo (\$3,000.00 Fair Foundation 2016)				
	Shavings and Haul-Out (Fair Foundation)	\$ -			
371000	Misc (permitted activities, inflatables, pony rides,)	\$ 3,000.00	\$ 2,610.80	\$ 2,500.00	\$ 2,334.45
371000	Concert Merchandise Sales	\$ 100.00	\$ 956.50	\$ 100.00	\$ 505.00
372000	Over & Short	\$ 100.00	\$ 0.50	\$ 100.00	\$ (100.00)
373100	Zero Waste/ES/Donations	\$ 20,200.00	\$ 17,046.76	\$ 20,200.00	\$ -
373100	Donations & Misc. Revenues	\$ -	\$ 300.00		\$ 100.00
371000	MCE4H - Agricultural Development	\$ 16,000.00	\$ 16,000.00	\$ 17,000.00	\$ 17,000.00
381100	Transfer From General Fund (County Contribution) includes \$18,144.78 for Asphalt			\$ 50,000.00	\$ 88,144.78
	3	\$ 252,087.00	\$ 280,884.32	\$ 327,862.00	\$ 329,539.51

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses
September 5, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
	4H FFA & OPEN CLASS				
	4H				
525910	4H (ribbons, wristbands, judges, other)	8,000.00	8,000.00	8,000.00	8,000.00
525910	Premiums (Fair Board)	3,000.00	3,000.00	3,000.00	
525910	Premiums (\$6,532.00 Fair Foundation)	0.00			
	Shavings	0.00			
	Shavings Haul-out Fee	0.00			
	Open Class Livestock (Shavings Haul-out, vet check & ribbons)	1,551.00		1,500.00	
	Sub Total	12,551.00	11,000.00	12,500.00	8,000.00
	FFA				
525915	FFA (supplies, ribbons, judges, contest, other)	2,250.00	2,205.00	2,200.00	
525915	Premiums	3,900.00	3,970.80	4,000.00	
	Subtotal	6,150.00	6,175.80	6,200.00	0.00
	Open Class				
525920	Open Class (misc.)	350.00	84.20	350.00	136.85
525920	Open Class premiums (\$457 Fair Foundation)	550.00		550.00	
525920	Open Class premiums (Ingalls Reimb)				668.80
525920	Ribbons & Trophy Engraving	1,000.00	395.44	1,000.00	102.25
	Sub Total	1,900.00	479.64	1,900.00	907.90
	EVENT/MARKETING COORDINATOR				
525110	Fair Event Coordination (Ingalls)	30,000.00	30,000.00	35,000.00	35,000.00
525930	Event reimbursable expenses requiring Fair Board approval	0.00			3,901.71
525715	Marketing Campaign Coordination (Ingalls)	8,000.00	7,999.95	8,000.00	7,999.95
525715	Sponsor Fees (commission)	14,000.00	15,206.68	21,500.00	20,881.45
	Sub Total	52,000.00	53,206.63	64,500.00	67,783.11
	GROUNDS & UTILITIES				
527310	Tents & Lights - Decorator	10,000.00	9,252.50	10,000.00	9,417.50
527310	Lights, Sound & Stage	14,282.00	14,282.00	14,282.00	15,032.00
527310	Stage Fencing	400.00	320.00	400.00	
527231	Fairgrounds Rental in TRADE				
	Electric Signs	750.00	750.00	750.00	
	Map	1,500.00		1,500.00	
527231	Asphalt Paving Cost				78,144.78
527231	Plans & Specs				
527231	MCSO Crew				
527310	Golf Cart Rentals/RTV	2,000.00		975.00	913.40
527310	Wheel Chair Rental	200.00		0.00	
527310	Sanitation (handwashing supplies)	0.00		100.00	
527310	Portable Toilets and Sanitation Supplies	3,000.00	2,982.00	3,000.00	
527310	Zero Waste (includes Garten Svcs)	20,200.00	17,046.76	20,200.00	
527310	Zero Waste (Supplies, Bleach, Gloves, Etc.)	0.00		0.00	
527230	Electrical Charges - Usage - State Fair	2,500.00		2,500.00	
527230	Electrical Charges - Set-up	6,500.00	5,836.00	6,500.00	5,836.00
527230	Plumbing	2,231.78	2,231.78	2,232.00	
527230	Other (Grange rental, and info booth repair)	150.00	145.00	150.00	180.00
527230	Damage to Fairgrounds (Garten Truck)				

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses
September 5, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
527230	Parking Attendants	2,000.00	2,000.00	2,200.00	2,200.00
525945	Civic/School Organizations				
525945	Grounds Setup / Cleanup	5,000.00	4,909.43	5,000.00	4,999.96
525350	Janitorial Services	5,300.00	5,535.00	5,535.00	5,535.00
	Subtotal	76,013.78	65,290.47	75,324.00	122,258.64
	SAFETY, SECURITY & TICKETING				
525225	Ambulance/EMT Services (will be \$4,400.00 in 2017)	0.00		0.00	
525158	Armored Car Services	250.00	55.16	250.00	
525555	Security Services	17,181.00	16,876.75	19,000.00	10,461.66
525999	Gate Ticket Taking/Sales				7,215.35
525999	Electronic Gate Ticketing Wi Fi				
525155	Credit Card Fees	500.00	544.36	600.00	566.82
527230	Security Fencing Rental	1,200.00	1,200.00	1,200.00	1,170.00
525999	Afton's Service Fees	12,775.00			
	Sub Total	31,906.00	18,676.27	21,050.00	19,413.83
525710	PRINTING				
	Veteran's Event	100.00		100.00	
	Spanish Translation, Design, & Printing	500.00		500.00	160.00
	Badges/Lanyards/Wristbands	0.00			
	Sub Total	600.00	0.00	600.00	160.00
525715	PROMOTIONS & ADVERTISING	32,136.00		35,000.00	375.00
	Marketing (Social media, logo design)		3,500.00		1,000.00
	Prg Design & Printing and promotion	750.00	1,184.50		3,420.68
	Veterans Event				
	Boomer and Senior News		1,535.00		1,586.00
	Video Shoot		325.00		500.00
	Newspaper Advertising		10,607.18		900.00
	Yard/Field signs		75.00		573.00
	Flyers, Maps & schedule		554.36		378.40
	Television				5,066.60
	Radio Advertising		7,375.00		9,023.04
	Photography				
	Fairgrounds Signs/Banners		560.00		
	Misc. Advertising (Liberty St Banner)	364.00	544.00		407.50
	Ag Fest booth		420.00		
	Website Development and Maintenance	5,000.00	4,680.00		672.87
	Comcast Spotlight		5,068.81		
	Sub Total	38,250.00	36,428.85	35,000.00	23,903.09
	PROGRAMMING				
525925	Local Entertainment	5,500.00		5,500.00	
	Green River Band				800.00
	Jacob Westfall				1,200.00
	KOZ				300.00
	Next of Kin				500.00
	Pages of Age				200.00
	Tony Lundervold				500.00
	Gabe Cox Band				600.00
	Why Joe-y				100.00
	Jess Carter Band				600.00
	Terri McConnachie				1,200.00
	Showdown		1,500.00		

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses
September 5, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
	Tracy Reynolds		450.00		
	Melissa Mikelson		650.00		
	Code Red		550.00		
	TLS Journey		750.00		
	Never2Late		800.00		
	Olivia Harms		500.00		
	Superheroes and Star Wars Characters	500.00		500.00	
	Michael Husser (AH Factor)				
	Sub Total	6,000.00	5,200.00	6,000.00	6,000.00
525925	Big Name Entertainment	493.00			
	Band Fees (Night Ranger, Diamond Rio)	55,000.00	55,000.00	60,000.00	60,000.00
	Morgan Alexander	0.00			
	Advertising/ Marketing				
	Booking Fee (Eric M.)	5,550.00	5,500.00	6,000.00	6,000.00
	Catering (Band & Staff)	1,596.45	1,596.45	1,250.00	957.81
	Catering (VIP & Operations)				
	General Production (backline)	1,500.00	1,500.00	1,500.00	1,660.00
	General Production (stagehands)	800.00	800.00	500.00	
	Security (ticket takers, ushers)				
	Lodging	1,558.28	1,558.28	1,875.00	
	Transportation - Shuttle (county pool vehicle)	730.51	730.51	150.00	452.40
	Main Stage	1,175.00	1,175.00	1,200.00	
	Sub Total	68,403.24	67,860.24	72,475.00	69,070.21
				715.04	
525930	Events & Activities				
	Brad's World Reptiles	0.00			
	Barn Yard Adventure	4,400.00	4,400.00	4,400.00	4,377.06
	Farm Yard Fun				
	Permitted activities contingency				
	Petting Zoo	3,050.00	3,000.00	3,000.00	3,000.00
	Rodeo (including dirt)	20,000.00	20,000.00	20,000.00	20,000.00
	Car Show			500.00	
	Car Show Shirts (if sponsored only)			600.00	
	The "Woods"			500.00	226.00
	Disney Characters/Dragon Theater (Family Day)			1,500.00	1,500.00
	Herdsmanship (Fair Foundation)	400.00	0.00		
	Real Heroes	0.00	1,000.00	1,000.00	1,000.02
	Grill-Off BBQ	842.93	842.93	750.00	481.25
	Volunteer Shirts	398.00	398.00	1,050.00	811.50
	Fair Board Shirts				
	FFA and 4H Youth Shirts	2,474.00	2,699.00	2,699.00	
	Volunteer Appreciation Event	300.00	259.30	400.00	
	Volunteer Hospitality Room	0.00	0.00	150.00	356.69
	Bingo & Senior activities	0.00			
	Veteran's Uniforms Display (Dry Cleaning)	125.00	100.00	100.00	
	STEAM	6,500.00	6,760.96	6,760.96	4,590.78
	Miscellaneous (umbrellas, panchos, necklaces)				
	Coloring Contest	0.00			
	Pig Races Tractor Pedal Pull	6,500.00	6,500.00	6,500.00	6,500.00
525940	Talent Show				
	Prize money (Teen Idol)	275.00	275.00	275.00	1,175.00
	KLOO contract				

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses

September 5, 2018

426-4216		2017	2017	2018	2018
		Adopted	YTD	Adopted	YTD
	Talent Show	1,000.00	900.00	900.00	
	Sub Total	46,264.93	47,135.19	51,800.00	44,018.30
571010	Contingency	2,000.00		1,550.00	
	Contingency - (2018 moved \$40k to Asphalt: grounds/utilities)	40,000.00		0.00	
	Sub Total	42,000.00	0.00	1,550.00	0.00
	NEW TOTAL	382,038.95	311,453.09	348,899.00	361,515.08

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Administration
August 1, 2018

426-4217		2017	2017	2018	2018
Account		Adopted	YTD	ADOPTED	YTD
REVENUES					
332200	State Subsidy	47,404.00	47,404.67	46,904.67	46,904.67
381100	Transfer from General Fund	47,557.00	47,557.00	47,557.00	47,557.00
392000	Net Working Capital				
361000	Investment Earnings - INTEREST	300.00	715.19	750.00	1,400.31
371000	Misc. Revenue (Bond Refund)				
TOTAL REVENUES		95,261.00	95,676.86	95,211.67	95,861.98
EXPENDITURES					
511110	Fair Coordinator Wages (including overtime)	35,748.00	31,801.45		
512010-610	Fair Coordinator Fringe	21,087.00	20,692.58		
511120	Temp Wages (including overtime)	5,347.00	2,587.11	5,347.00	5,067.84
~	Temp Fringe	853.00	209.11	1,000.00	
Total Personnel		63,035.00	55,290.25	6,347.00	5,067.84
521010	Office/ Dept. Supplies	100.00	46.58	100.00	105.36
522180	ShoWorks Software	1,745.00	400.00	350.00	350.00
523010	Telephones	100.00		-	-
523050	Postage (admin only)	100.00	104.45	150.00	86.75
523090	Long Distance Charges		10.84	20.00	6.44
525360	Public Works Services (survey charges)	1,289.00		1,000.00	-
525930	AutoCAD (non-public works)				-
525710	Printing	100.00		-	30.00
525715	Advertising (RFP legal notice)	1,300.00		-	-
525715	Advertising - other			-	-
527210	Building Rental (private)	1,120.00	1,112.40	1,120.00	-
528110	Liability Insurance Premiums	5,700.00	4,022.00	4,205.00	4,185.00
528210	Public Officials' Bonds	1,290.00	1,850.00	2,000.00	600.00
529110	Employee Mileage	110.00	30.50	100.00	-
529130	Meals	470.00	428.00	450.00	-
52914	Lodging		200.00	200.00	-
529210	Meetings	100.00	200.00	200.00	45.00
529220	Conferences	1,245.00	1,043.00	1,100.00	663.00
529300	Dues & Memberships (Travel Salem, OFA)	800.00	1,095.00	1,100.00	200.00
529650	Pre-Empl Investigations				
529999	MCFair.net Domain renewal 5-years				
~	Total M&S	15,569.00	10,542.77	12,095.00	6,271.55
60100-60452	Administrative Charges	23,314.00	22,373.04	20,744.00	19,117.08
561100	Tranfer to General Fund (for Fair Coord. wages)			47,557.00	47,557.00
571010	Contingency				
Total Admin & Contingency		23,314.00	22,373.04	68,301.00	66,674.08
TOTAL EXPENDITURES		101,918.00	88,206.06	86,743.00	78,013.47
NET		(6,657.00)	7,470.80	8,468.67	17,848.51

Note: Information on this page is considered public record and may be made available upon request.

Name: Kenneth Outfleet

City of residence: Salem Oregon

Business information: Occupation/business <u>Retired Oregon Army National Guard</u> Business address _____ City _____, Oregon Zip code _____ Business telephone _____ Business e-mail _____ Business fax _____

I would like to be considered for the Key Volunteer position on
the Marion County Fair Board
(lay or representative designation)

(name of committee, board, council, task force or commission)
The reason I am applying for this appointment is
I want to be involved as a bridge between the Fair and the Military Community in
Marion County.

The personal and professional interests that prompted me to apply for this appointment are
I am currently a member of the Grants Pass Active Club. We put on the Boatnik, in
Grants Pass, which raises money for children's charities.
My relocation to Salem makes it very hard to continue with this.
I want to help my local community.

Have you served on any other Marion County board, commission, committee, council, or task
force? (If yes, please list)

1. None 2. None

Please list qualifications and skills you have which you believe would be valuable if you are
appointed to this position (include relevant skills, activities, training, and education)
I am outgoing and very savvy to networking. I believe that I have the desire to help
make the Fair continue to be successful and hopefully bring new and exciting ideas for
future Fairs.

What community or school activities, committees or special activities have you participated in?
Nothing in the Local Area yet.

Company Name	Contract Title	Effective Date	Expiration Date	Contract Amount	Type Name
Oregon State University	Fair - 4-H 2015-2020	4/1/2015 12:00 AM	12/31/2020 12:00 AM	\$66,000.00	Intergovernmental Agreement
Oregon State Fair & Exposition Center	Fair - Fairgrounds Facility Use 2015-18	7/6/2015 12:00 AM	7/17/2018 12:00 AM	\$160,000.00	Facility Rental Agreement
Capital District FFA	Fair - FFA Agreement 2016-2020	7/1/2016 12:00 AM	12/31/2020 12:00 AM	\$31,200.00	Contract for Services Amendment
Romeo Entertainment Group, Inc.	Fair - Booking Agent	11/30/2016 12:00 AM	12/31/2021 12:00 AM	\$35,000.00	Contract for Services
Funtastic Shows, Inc	Fair - Carnival Services 2017-2019	4/28/2017 12:00 AM	10/31/2019 12:00 AM	\$0.00	Contract for Services
Marion County Fair Board	Fair - Fair Management Agreement w/ MC	10/4/2017 12:00 AM	10/4/2022 12:00 AM	\$0.00	Memorandum of Understanding
Ingalls and Associates Inc	Fair - Event Coordination Services	11/1/2017 12:00 AM	9/30/2022 12:00 AM	\$727,635.00	Contract for Services
Ingalls and Associates Inc	Fair - Sponsorship and Marketing Campaigns	11/10/2017 12:00 AM	9/30/2022 12:00 AM	\$353,397.00	Contract for Services
Wild West Events, Inc.	Fair - Turn Key Rodeo 2018-2020	5/1/2018 12:00 AM	9/29/2020 12:00 AM	\$60,000.00	Contract for Services
Afton Tickets	Fair - Electronic Ticketing Services 2018-2022	6/1/2018 12:00 AM	10/31/2022 12:00 AM	\$93,750.00	Contract for Services
Oregon State Grange	Fair - Grange Rental 2018	6/11/2018 12:00 AM	7/16/2018 12:00 AM	\$0.00	Facility Rental Agreement
Garten Services Inc.	Fair - Reduced Waste Services 2018-2019	6/15/2018 12:00 AM	12/31/2021 12:00 AM	\$40,090.63	Contract for Services
Oregon State Fair Council	Fair - Fairgrounds Facility Rental/Trade Agreement	6/21/2018 12:00 AM	8/1/2021 12:00 AM	\$120,000.00	Intergovernmental Agreement
TCB Security Services, Inc.	Fair - Ticket Sellers and Ticket Taking Personnel 2018	6/29/2018 12:00 AM	12/28/2018 12:00 AM	\$50,000.00	Contract for Services
TCB Security Services, Inc.	Fair - Security 2018-22	6/29/2018 12:00 AM	9/30/2022 12:00 AM	\$63,636.00	Contract for Services
Joni Brewer	Fair - Llama Club 2018	7/11/2018 12:00 AM	7/15/2018 12:00 AM	\$0.00	Memorandum of Understanding
Marion County Junior Livestock Auction	Fair - Jr. Livestock Auction 2018	7/11/2018 12:00 AM	7/15/2018 12:00 AM	\$0.00	Memorandum of Understanding
Mini Herefords Association	Fair - Mini Herefords 2018	7/11/2018 12:00 AM	7/15/2018 12:00 AM	\$0.00	Memorandum of Understanding
Willamette Pygmy Goat Club	Fair - Pygmy Goats 2018	7/11/2018 12:00 AM	7/15/2018 12:00 AM	\$0.00	Memorandum of Understanding

*Purple Indicates Ending in 2018

TICKET REVENUES

Purchase Type	Tickets Sold	Tickets Redeemed	Total Sales (includes afton fees if not built in)	Sales Tax	In Trust (Card Sales)
Card day of - Box Office	3051	3025	\$19,907.50	\$0.00	\$19,922.50
Card Presale - Box office	189	91	\$2,464.00	\$0.00	\$2,536.00
Cash day of - Box Office	6915	6804	\$38,187.00	\$0.00	\$0.00
Cash Presale - Box office	214	55	\$792.50	\$0.00	\$0.00
Online day of	94	65	\$971.00	\$0.00	\$971.00
Online Presale	1034	576	\$13,197.25	\$0.00	\$13,197.25
Pull Tickets	6696	2747	\$0.00	\$0.00	\$0.00
TOTAL	18193	13363	\$75,519.25	\$0.00	\$36,626.75

AFTON FEES

Purchase Type	Service Fees	Processing Fees	Delivery Fees	Fees absorbed by Client	Fees passed on to purchaser
Card day of - Box Office	\$3,050.39	\$0.00	\$0.00	\$3,050.39	\$0.00
Card Presale - Box office	\$270.60	\$0.00	\$0.00	\$270.60	\$0.00
Cash day of - Box Office	\$4,894.32	\$0.00	\$0.00	\$4,894.32	\$0.00
Cash Presale - Box office	\$76.76	\$0.00	\$0.00	\$76.76	\$0.00
Online day of	\$159.43	\$0.00	\$0.00	\$159.43	\$0.00
Online Presale	\$1,845.23	\$0.00	\$0.00	\$1,785.98	\$59.25
2320 comp/sponsor/free ticket printing at \$0.15 [E-1]				\$348.00	
fee per ticket for 243 sold through Half Price Oregon [E-1]				\$243.00	
1784 comp/sponsor/free ticket printing at \$0.15 [E-3]				\$267.60	
2120 comp/sponsor/free ticket printing at \$0.15 [E-5]				\$318.00	
TOTAL	\$10,296.73	\$0.00	\$0.00	\$11,414.08	\$59.25

Summary of sales

Total Cash Sales (includes afton fees if not built in)	\$38,979.50
Total Cash Afton Fees	\$4,971.08
Net Cash (Total Sales Minus Cash Fees and Cash Refunds)	\$34,008.42
Total Card Sales (includes afton fees if not built in)	\$22,371.50
Total Card Afton Fees	\$3,320.99
Net Card (Total Sales Minus Card Fees and Card Refunds)	\$19,050.51
Total Online Sales (includes afton fees if not built in)	\$14,168.25
Total Online Afton Fees	\$2,004.66
Net Online (Total Sales Minus Online Fees and Online Refunds)	\$12,163.59
Net (Total Sales after Fees)	\$65,222.52

Client Payout (negative total indicates payment must be made to Afton by client)

In Trust (Card Sales and Online Sales minus total card refunds and total online refunds)	\$36,539.75
Afton fees (total Cash, Card, Online, and Extra Fees minus total refunded fees)	\$11,473.33
Client Payout	\$25,066.42

2018 Food Vendor Sales

Vendor	Wednesday	Thursday	Friday	Saturday	Bulls	Sunday	Total	Payment	
Adam's Rib		\$2,073.00	\$3,144.00	\$5,896.00		\$2,349.00	\$13,462.00	\$2,961.64	2961.64
Gimme Some Sugar		\$1,462.50	\$2,014.00	\$3,091.00		\$2,403.00	\$8,970.50	\$1,973.51	1973.51
Sweet Brier Train Park		\$79.00	\$200.00	\$325.00		\$108.00	\$712.00	\$156.64	156.65
Java Oasis		\$3,236.50	\$3,614.50	\$7,182.69		\$3,784.58	\$17,818.27	\$3,920.02	3920
Lemons on the Loose		\$1,142.00	\$1,475.00	\$3,142.00		\$1,400.00	\$7,159.00	\$1,574.98	1574.98
MC Dairy Women	1051	\$5,440.46	\$6,080.60	\$8,107.00		\$4,906.96	\$25,586.02	\$5,628.92	
Bob's Burgers		\$2,292.00	\$2,935.29	\$3,741.79		\$2,438.50	\$11,407.58	\$2,509.67	2509.67
Golden Grill		\$1,890.00	\$2,905.50	\$4,834.00	\$0.00	\$2,223.00	\$11,852.50	\$2,607.55	2607.55
The Dog House		\$2,109.50	\$3,257.00	\$4,803.00		\$2,626.00	\$12,795.50	\$2,815.01	2815.01
Espresso Carts		\$288.25	\$498.50	\$666.25	\$620.00	\$495.00	\$2,568.00	\$564.96	\$564.96
Summer's Flower Cotton Candy		\$153.06	\$247.00	\$505.00		\$187.00	\$1,092.06	\$240.25	240.25
Los Compadres		\$1,052.00	\$2,877.50	\$4,080.00		\$1,785.00	\$9,794.50	\$2,154.79	2155
Oregon Beverage								\$7,246.40	
Totals		\$21,218.27	\$29,248.89	\$46,373.73		\$24,706.04	\$123,217.93	\$34,354.34	

					Total Sales	Commission	Paid
Madjek	1504	3064	4479	2516	\$11,563.00	\$1,734.45	
						\$100.00	
						\$1,834.45	\$1,834.45