



RECOMMENDATIONS REPORT
TO
LINCOLN COUNTY COMMISSIONERS
AND
LINCOLN COUNTY FAIR BOARD
PRESENTED BY DON MANN - OCTOBER 2015

This report is the result of many years of continuous effort by many local and regional citizens and interest groups. This ongoing effort by the County Commission, Fair Board, an appointed Blue Ribbon Committee, the Town and Country Fair and Rodeo Association, OSU Extension Service, consultants, and the general public has contributed to the following conclusions and recommendations.

The purpose of this recommendation report is to attempt to finalize a proposed direction for the Board of Commissioners (BOC) and the Fair Board to allow for the development of a multi-purpose facility at the current fairgrounds location. These recommendations will include 1) a phased in building and facility redevelopment concept; 2) a proposed financial approach (**that will not include pursuing a bond measure for property tax assessment**); and 3) an operation (management) approach.

I will not go into detail relating to the Lincoln County Fairgrounds Market and Feasibility Analysis conducted by ECONorthwest (June 2014) or the Blue Ribbon Committee report. These reports are available from the BOC office or on the Lincoln County website. These reports detail many of the visions and the spirit of the above groups to move forward with the development of a multi-purpose facility that could support current local and County wide event activities and also attract new programs and events from throughout the region that would allow a diverse use in a newly constructed facility.

During the course of my review of all past and current studies and reports and with assistance from County Administrative staff, four additional public meetings were conducted. These meetings were held in Toledo, Lincoln City, Waldport, and Newport. Even though attendance was not great at these meetings, there was ongoing support to keep the fairgrounds at its current location. It was also stressed by participants that a new facility (building) should be a multi-purpose facility and that any planned construction should not be pursued for just an annual fair event.

Also during the public meetings former members of the Blue Ribbon Committee and the Fair Board recommended that the fairgrounds have a new name. "Lincoln County Commons" was the favored title. It was stressed that this new name would attract and

provide for community and economic growth, with the vision to bring citizens of Lincoln County together for education, recreation, and understanding for community building, a “common” place to share with family, friends and other community members. I agree with this recommendation and feel it should be the task of the current Fair Board and Board of Commissioners to adopt a new name and develop a mission and vision statement with this recommendation (name change) as a priority. It is my understanding that the current Fair Board discussed this idea at the September/October 2015 board meetings and will continue that discussion in October.

Locally I was able to meet with participants from the former Blue Ribbon Committee, OSU Extension, and Fair Board members. These folks provided invaluable input toward the future of the fairgrounds and my final recommendations.

I also took the time to visit several fairground facilities and facility managers in Oregon to compare operation, management, and financial operations. I visited on site with the Douglas County, Benton County, and Clatsop County fair managers. Due to scheduling conflicts and fair dates, I visited the Polk County fairgrounds manager via telephone conference.

I found that these fairground facilities operated somewhat similarly but there are no “cookie cutter” operations. Outside of the annual fair event, each facility has established stable and unique ways to maintain their operations and increase their revenue base.

Following are some of my findings from my visits with the four facility managers.

Douglas County Fairgrounds Complex: Harold Phillips, Fairgrounds Director

- 74 acre facility
- Main exhibit building 28,000 s.f.
- \$2M annual operating budget
- They have their own Liquor License
- Other large events outside of fair include Christmas Crafts Fair, Poker Night, Brew Fest
- They provide their own marketing, ads, and promotions
- Annual Lottery Funds are the only outside funding resource
- They purchase all their own supplies to support events and charge back to customers: i.e. decorations, bunting, etc.
- They do not have a business or strategic plan; no mission or goal statement
- No county commissioners on Fair Board; county commissioner appointed as a liaison to Fair Board

- Fair Board is made up of business and industry folks from agriculture, timber, local business, and at large members
- They have a 2,000 s.f. commercial kitchen including freezers and walk-in coolers; they prepare their own meals for special events
- During the fair they charge food vendors \$750/booth or 25% of gross, whichever is greater
- They do charge a gate fee for the fair

A copy of the Douglas County Fairgrounds Complex Director job description is attached in Appendix 1.

Benton County Fairgrounds: Lonny Wunder, Fair Manager

- They have a 30 acre facility that includes parking; an additional adjacent 80 acres that they lease from a local farmer for large events like the fair and OSU football game events
- They have an annual operating budget of \$1.2M; a copy of the annual budget/general ledger and fairground employee duties are attached in Appendix 1
- Annual fair attendance approximately 15k – 20k
- 50% of revenue comes from the fair event; remaining resources from other events
- They do charge a gate fee during the fair
- They operate an RV park with 28 full hook ups, 40 power and water only, plus dry camping (no utilities), for a large portion of their revenue
- They have over 110k s.f. of total building space (this includes several buildings)
- They use county corrections work crew at no cost to fairgrounds operation (they get 16 days per year/8 person crew)
- They do have a mission and goals statement and a strategic plan; these documents can be found on the Benton County website
- They have a 7 member Fair Board; no county commissioners on the Fair Board but there is a county commission liaison
- Some popular events outside of the fair include dog shows, weddings, floral shows, gun shows, and tailgate party events (OSU), and more
- Their riding arena is 180k s.f.
- They do not permit year round horse stall leasing
- They have a state of the art sound system in the main hall
- Staff can use a smart phone to make announcements over the PA system if needed

Clatsop County Fair and Expo: Gary Friedman, Manager, Fairgrounds & Expo Center

- They have an operating levy as their major revenue source (\$.07/1,000)
- Annual budget \$350k - \$400k
- No room tax revenues
- They do charge a gate fee during the fair event
- The fairgrounds is located on 104 acres
- They have a 5 member Fair Board; no county commissioner serves on the board but there is an appointed county commissioner liaison; board members include 4H rep, local business rep, local banker, and at large members
- They have a 5 day fair event that attracts 12k – 15k attendance
- Other events outside the annual fair include Craft & Seafood Festival, Scandinavian Festival, bull riding, monster truck event, 4H dog show, logging show, and other minor events
- Total annual events account for approximately \$125k of their revenue source
- They collaborate with the Extension Service
- They have a 12k s.f. exhibit hall, 40k s.f. indoor arena (bleachers seat 1,300), and a 9,600 s.f. outside horse arena

A copy of the Fair Manager's job description is attached in Appendix 1.

Tina Andersen, Manager, Polk County Fairgrounds

- Their annual budget is \$450k
- They use the annual lottery funding grant and earned revenue from events and RV parking to support their annual operation
- They operate on 36 acres
- They have a 15k s.f. Main Exhibit Hall
- They have an open outdoor riding arena and over 10k s.f. of other building space
- They have approximately 90 RV parking spaces with water and power only; they provide a sanitary dump station on site
- RV rallies are a significant revenue source during the year; they hold 10 – 12 rallies per year
- They do charge a gate fee for the fair
- The manager works under a contract with the Fair Board
- The fair facility has 3 full time employees (including the manager) and 2 part time
- They do have a mission and goal statement and a business plan; they also developed a Fair Board Policy Manual; copies of these documents are attached in Appendix 1

- They do have a Fair Foundation
- Other events outside of the fair include gem and mineral shows, quilt shows, gun shows, dog shows, ham radio shows, plant and garden shows, and private party events

Input from Public Meetings

During the process of my assignment there were four public meetings held to allow additional public input regarding the redevelopment of the county's fairground property. Following are some of the key take away points that were discussed at these meetings:

- Need for expanded parking (county property across Harney Street)
- Also consider parking configurations between 3rd and 7th streets; this would require some traffic pattern changes but a good discussion to have with the City
- Parking off site and consider using shuttle service for events (no particular sites were identified)
- Use of the school parking lot for events on the fairgrounds property during certain times of the year
- Demolish the existing Main Exhibit Hall and replace as part of the overall new development and construction; do not remove until absolutely necessary
- Consider the topography of the ground and take advantage of existing elevations as part of the new building locations and design/construction
- The outside riding arena is important to keep and upgrade as part of the overall redevelopment
- Allow access to some buildings from the street so the entire property does not have to be accessed for some smaller events, activities, or meetings
- During the design phase conduct a series of design charrettes (north and south county) and invite the public, lodging facility managers, and community leaders; be sure to include outreach to Hispanic and Tribal representation
- State of the art sound system, WiFi
- Use new facility for emergency training; tsunami gathering area
- Thrift Store is important to the community but does not need to be located on fairground property (consider optional locations)
- Be sure there are adequate restroom facilities for the indoor events; consider a family restroom
- Keep our youth in mind during the design and redevelopment process, both for learning and playing

- Avoid competition between the new redeveloped facility (Lincoln County Commons) and lodging properties in Lincoln County
- Landscaping and beautification is very important
- During the building design phase consider allowing for 1 - 2 tent attachments to buildings
- Be sure Main Exhibit Building has break out rooms
- Consider a design of the Main Exhibit Hall that may incorporate the outside stage area to allow for change in weather conditions during events

Some of the above input and discussion was also included in the Blue Ribbon Committee report but I feel it is important to keep some of these ideas and considerations in front of the decision makers and so did the participants who attended these meetings.

Prior to considering the site development, operations, and finance recommendations, the Board of Commissioners and current Fair Board should consider the following:

1. During this interim period of planning, design, and finalizing financial options, the current Fair Board should remain in place to allow consistency through the redevelopment process.
2. The current Fair Board and the Board of Commissioners should work collaboratively to develop and adopt a mission statement and set goals for future fair events.
3. The new or future operational and management plan should include consideration of appointing a new Fair Board to manage “all” fair events.
4. The new Fair Board should have a Lincoln County Commissioner appointed as a liaison to the new Fair Board but not as a member.

RECOMMENDATIONS

Site and Facility Development

1. New development will need to be phased in, in order to take advantage of the timing of different funding opportunities. A target for construction should not be before 2019. Preliminary work, such as planning, design, and some site work to prepare for new utility infrastructure can occur prior to the end of 2018, prior to the 2019 construction window.
2. A new Main Exhibit Hall to replace the existing hall should be the first phase of the new development. As presented to the BOC and the Fair Board during earlier design and development discussions, the new building should not be more than 25,000 s.f. and should allow for the opportunity for future expansion if so desired. A preliminary floor plan and proposed cost spread sheet are included in Appendix 2.

The attached floor plan design and the estimated costs were taken from a previous plan provided by LRS Architects in 2014. The floor plan has not been accepted or rejected by either of the boards to my knowledge, and the cost estimates are not intended as actual estimates and are not based on any specific design. Costs will vary depending on market project features, design elements, jurisdictional costs, etc. It is an excellent starting point.

3. Keep the Harney Building, at least for the short term (5+ years). Provide some upgrades to make it more useable for its current use: 4H. Include the replacement of this building in the master development plan.
4. Depending on the site configuration that the County chooses for the new Exhibit Hall, the existing Livestock Building may have to be demolished as part of the immediate new construction. If location of the new Exhibit Hall allows for the Livestock Building to remain in its current location, it will require substantial upgrades and eventually be replaced.
5. Consider relocation of the Thrift Store. This facility is important to the community but does not need to be located on the County Fairgrounds property. I recommend that the County work with Thrift Store management and assist, if needed, in finding a new location during the new development ramp up over the next five years. Although the Thrift Store is currently a source of revenue for the County Fairgrounds operation (county budget source) this building could be an asset to the overall operations of the redeveloped facility; therefore, it should remain.
6. The open arena needs to remain part of the redeveloped facility and operations. A decision now to keep the arena at its current location may assist in the final decision as to the location of the Main Exhibit Hall. (Earlier design ideas show the arena moved further north of the property.) I feel that keeping the arena is important for many existing events, as well as any new events. It should be upgraded to include a new storm drainage plan and additional seating capacity, and covering the arena should be considered. This would be part of the phased development discussed in part 1, above.
7. The County property directly across Harney Street and north of the County Animal Shelter should be utilized for improved parking. This should be considered as part of the first phase development, along with the construction of the Main Exhibit Hall. Additional parking capacity should be a priority and the Fair Board should enter into a dialogue with the City of Newport on a parking plan that may compliment the overall development of the new fairgrounds facility and operations.

Operations and Management

1. The County should give serious consideration as to the future management of the newly developed facility. Options could include a full time manager, a contract with a management company, or even current employee management all dependent on the availability of resources; however, I feel it will be important to have a consistent management team in place for future success.
2. Continue to use current County Maintenance and Operations staff to maintain the current facility and utilize their skills as part of an interim management team.
3. Continue partnering with OSU Extension Service and 4H. They can also be part of the interim management team.
4. Consideration should also be given to the idea of the Extension Service being the sole operator of the fair event each year.
5. Maximize the use of volunteers.

Project Financing

Securing the capital to make this project successful will have to be phased in. No new construction should be planned prior to 2019; however, the final planning, design, and engineering should start immediately. The financing could be accomplished by:

1. Utilizing the current "Fairgrounds Development Fund". Current available funds (2015) are approximately \$1.2M.
2. Consider increasing the County Room Tax by no more than 2%. This could generate up to \$200,000 annually.
3. The County should consider what level of debt service they may take on along with current resources that could be absorbed as part of the redevelopment project.
4. Explore and enter into discussions with the City to see if there is a possibility of earmarking any City Room Tax funds for the redevelopment project, maybe 1/4 – 1/2 percent.

The new Newport Urban Renewal (UR) districting project is essential to the future success of the redevelopment project. Funding from this proposed new district will not be realized prior to 2019. This is why the phasing approach is important. The new UR program could provide up to \$3M for future construction within the fairgrounds property boundaries. UR also includes monies for possible property purchases (parking), infrastructure improvements (access roads and utilities), or other projects beneficial to the redevelopment project. The UR program also opens the door for the opportunity to pursue other funding available from state agencies. The new UR funds, along with

infrastructure improvements the City would be planning to the adjacent streets and utilities, would also benefit the project.

I also recommend that the County **should not** pursue a bond measure (property taxes) as part of the funding package for this project.

Finally, the current or future Fair Board should consider exploring the formation of a Fair Foundation. Funds raised through a Fair Foundation would be solely for the purpose of offsetting costs of the fair function and as matching funds for specific and special needs of the fair operation and to assist in completing the mission and accomplishing the goals of the Fair Board. I found during my discussions with other fair operations in the region that foundations have proven to be successful.

Appendix 1.

Douglas County Fairgrounds Complex Director Job Description

Clatsop County Fair Manager Job Description

Benton County Annual Fair Operations Budget/Spread Sheet, Fairground Employee Job Duties

Polk County Fair Board Mission and Goal Statement, Polk County Fair Board Policy Manual, Fairgrounds Manager Employee Agreement

Appendix 2.

Preliminary Floor Plan and Cost Estimate for proposed Lincoln County Main Exhibit Hall Building

Appendix 1

Douglas County Fairgrounds Complex Director Job Description

Clatsop County Fair Manager Job Description

Benton County Annual Fair Operations Budget/Spread Sheet
Fairground Employee Job Duties

Polk County Fair Board Mission and Goal Statement

Polk County Fair Board Policy Manual

Fairgrounds Manager Employee Agreement

Appendix 2

Preliminary Floor Plan

Cost Estimate for proposed Lincoln County Main Exhibit Hall

***FAIRGROUNDS COMPLEX DIRECTOR**
Salary Range DH29

INTRODUCTION

This classification serves as director of the fairgrounds complex and plans, organizes and directs management both independently and jointly with the Board of County Commissioners and a five-member advisory board. As director, serve as advisor to the Board of Commissioners on all fairgrounds complex related areas and fulfill objective established by the Commissioners. Serve as liaison between the fairgrounds complex advisory board and the community. The director is actively involved in program and event development.

EXAMPLES OF PRINCIPLE DUTIES

(Duties assigned to this classification include, but are not limited to, the following examples.)

1. Develop, manage, organize, implement and evaluate operations of fairgrounds complex, both independently and jointly with advisory committee. Develop procedures, policies and other support systems for efficient operations to meet current and long-range goals.
2. Represent and market fairgrounds complex activities and programs with business associations and the community to promote support and positive public relations. Respond to, and effectively resolve, inquiries, complaints or problems affecting services.
3. Serve as principal liaison between fairgrounds complex, Board of Commissioners and advisory board to generate revenue to support department programs.
4. Prepare and administer annual budget; present to budget committee; monitor fiscal expenditures and revenues. Explore alternative funding sources. Research, prepare and submit grant applications.
5. Supervise support staff through operations and business managers; offer assistance as needed and determine best solution when problems arise. Train staff and ensure compliance with standards. Final approval of all selection, promotion and termination of employees. Assume responsibility for work performed within complex. Establish and interpret policy and procedure.

KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION

Knowledge of: Thorough knowledge of principles, methods, and techniques of effective administration including public relations, personnel management and fiscal management to develop, implement, and evaluate programs; thorough knowledge of policies, techniques, and ethics as applied to modern fairground complex programs, goals, and objectives. **Skill in:** Report writing and budget administration; public relations; event promotion. **Ability to:** Communicate effectively in both oral and written forms; formulate and implement operational and administrative policies; plan, develop and evaluate funding requirements; prepare and justify budget requests; perform short and long-range financial planning; analyze and evaluate operations and develop and implement corrective action to resolve problems; establish and maintain record keeping systems and reports; make decisions independently in accordance with established policies and procedures, establish new policies when applicable and use initiative and judgment in completing tasks and responsibilities; supervise, motivate and lead support staff; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with Board of Commissioners, other employees, advisory board, foundation and friends of the museum boards, state museum officials, committees, vendors, community groups, media and the public.

Education, experience and training: Bachelor's degree in business management, recreation, sports and/or facility management and four years progressively responsible work experience which includes management experience OR eight years progressively satisfactory equivalent combination of formal education and work experience in fair, park and recreation management or facility operation on a large scale which includes four years supervisory/management experience. At time of appointment, must possess a valid Oregon driver's license.

SUPERVISORY CONTROLS OF THIS POSITION

This classification is appointed by and serves at the pleasure of the Fair Board and the Board of Commissioners.

This classification supervises support staff through operations and business managers and has final responsibility for work performed by the department.

GUIDELINES

Work is performed within established fairgrounds complex policy and procedures; state and county statutes, rules, regulations, orders, resolutions and ordinances; management, personnel and financial theories, principles and practices, event promotion reference material and accepted practices within the recreation profession. Incumbent remains current on guidelines and utilizes seasoned judgment in interpreting and usage of appropriate guidelines. As department head, can implement or revise department policies.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Regular and consistent attendance is required. Work is primarily performed at fairground complex in an office environment; may involve hearing voice conversation, keyboarding, lifting up to 25 pounds, reaching, sitting, standing and walking. The annual County fair requires considerable physical stamina as director works 14-16 hour days. A reasonable amount of driving is required.

JOB TITLE:	Fair Manager	FLSA STATUS:	Exempt
SUPERVISOR:	Fair Board	SALARY RANGE:	determined by Fair Board

GENERAL STATEMENT OF DUTIES:

The Clatsop County Fair Manager is responsible for the day-to-day operation and coordination of the Clatsop County fairgrounds and facilities. The Fair Manager supervises the fairgrounds staff and oversees the promotion, coordination and utilization of the fairgrounds. The Fair Manager represents the interest of the Clatsop County Fair in accordance with policies, procedures, and standards established by the Fair Board of Directors, Oregon Revised Statutes and County Administrative policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage, coordinate and oversee operations of the Clatsop County fairgrounds. This includes hiring and supervising staff and volunteers; organizing all fair events and entertainment; organizing and contracting for fair concessions; locating and organizing fair sponsors and ordering all fair related supplies.

Develop and recommend a marketing plan to attract future events and sponsors. This includes contacting event organizers, booking agents, community organizations, promoters and producers; conducting site tours of facilities as needed; preparing and distributing promotional material; attending meetings, conferences and events to contact possible user groups; and coordinating a schedule of events.

Conduct fund raising activities, including grant applications as appropriate to fund fairground operations.

Enforce County and Fair Board policies, rules and regulations and applicable local, state and federal laws in relation to the use of the fairgrounds.

Receive and record revenues and receipts for the Fairgrounds. Maintain accurate fiscal records.

Assist Fair Board in preparation of annual budget. Review and monitor expenditures for compliance with approved budget. The Fair Manager shall comply with local budget policy, public purchasing laws and County public purchasing rules. The Fair Manager will also assist in audits; submit to the Fair Board a monthly accounting of income and expenditures; present a year-end-forecast; establish and monitor an accounting system for fair season receipts and maintain accurate inventory of materials and supplies.

Participate with the Fair Board in contract negotiations with vendors; facilities users and volunteer organizations, i.e. 4H, civic organizations, church groups, etc.

Review and respond to inquiries from citizens. Resolve problems and complaints under the Fair Board's direction. Provide assistance and information to organizations interested in using the fairground facilities.

Prepare and recommend for adoption, policies and procedures relating to fairgrounds use and operation.

Represent the Fair Board at designated public and County meetings. Provide information on Fair Board activities and status of projects to County officials, news media and the public. Convey concerns and opinions on issues to the Fair Board.

Purchase necessary supplies and recommend purchase of equipment. Oversee repairs and maintenance for fairgrounds equipment and/or facilities, existing and future.

Attend Fair Board public meetings. Coordinate the recording, transcription and distribution of the meeting minutes for the Fair Board.

Maintain accurate time records for payroll and tracking of volunteers.

Maintain accurate filing system relating to department activities.

Follow all safety rules and procedures established for fairgrounds and specific work areas. Comply with all relevant County policies and procedures. Conduct yearly Safety Audit/ Risk Analysis of fairgrounds to ensure safety hazards are identified and fixed.

SUPERVISORY RESPONSIBILITIES:

Supervise fairgrounds staff and volunteer workers. Carry out supervisory responsibilities in accordance with the Clatsop County Fair Board Personnel Policies and Procedures, Memorandum of Understanding and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; documenting and appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinate all personnel functions with the Fair Board. Consult the County Human Resources Director if clarification is needed on Fair Board policies and procedures or any non-routine personnel issue should arise.

SUPERVISION RECEIVED:

Work under the general direction of the Fair Board who provide policy and administrative direction and review Fair Manager's performance. This position is subject to the direction of the entire Fair Board and is not subject to the direction of any individual Fair Board member unless explicitly directed to do so by a public decision of the Fair Board.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE:

Equivalent to a bachelor's degree in business, marketing, public administration or related field is required. Must possess at least three years of work experience in events planning and coordination, fair management or related field. Any satisfactory combination of experience and training which demonstrates a persons ability to perform the above duties could be considered.

KNOWLEDGE, SKILL AND ABILITY:

Must have knowledge of the general principles of office management; public and community relations; communication and interpersonal techniques; principles and practices of public administration; marketing methods and techniques. Familiarity with the use of computers and business software, such as word processing, spreadsheets, Email and the Internet.

Must possess skills to successfully locate and commit events and sponsors for utilization of the fairgrounds.

Ability to effectively supervise staff and coordinate volunteer workers. Ability to work for and take direction from a multi-member Fair Board. Ability to maintain professional working relationships with employees, co-workers, Fair Board members, County officials, outside agencies, vendors, suppliers and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Oregon driver's license and be insurable under the County's liability insurance coverage.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the office, this position requires the movement of files, books and equipment seldom exceeding 20 pounds. Activity on the fairgrounds may require additional physical demands, such as walking, bending, stooping, reaching, climbing, lifting (up to 50 pounds), and operating various equipment and machinery.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The performance of duties related to management of the fairgrounds may require walking over hilly and rough terrain, working around farm animals, exposure to loud noises, pungent smells and adverse weather conditions.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK OR RESPONSIBILITIES, THE INCLUSION OF WHICH WOULD BE AT THE FAIR BOARDS DISCRETION.

W:CM/Personnel/job descriptions

GL STATUS DETAIL

Print Date: 8/6/2016

Period: 2 - AUGUST 16.67% of Fiscal Year: 2016

	<u>ADOPTED</u> <u>BUDGET</u>	<u>THIS</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>	<u>BUDGET</u> <u>BALANCE</u>	<u>%</u> <u>USED</u>	<u>ANNUALIZED</u> <u>PROJECTION</u>	
DEPT - 03 Fairgrounds							
COST CENTER - G01A Fairgrounds-full Year Operation							
REVENUES							
Charges for Services							
63801	Camping Fees (Overnight)	150,000.00	218.00	13,616.20	136,383.80	9%	81,697.20
63802	Camping Fees (Other)	0.00	0.00	25.00	-25.00	0%	150.00
63810	Sales of Services and Supplies	4,738.00	0.00	0.00	4,738.00	0%	0.00
63822	Rentals - Arena	0.00	0.00	2,375.00	-2,375.00	0%	14,250.00
63823	Rentals - Guerber Hall	0.00	197.00	747.00	-747.00	0%	4,482.00
63824	Rentals - Facilities	0.00	365.35	2,579.50	-2,579.50	0%	15,477.00
63828	Rentals - Miscellaneous	125,000.00	219.84	1,698.64	123,301.36	1%	10,191.84
63840	Rentals - Stalls	0.00	0.00	2,800.00	-2,800.00	0%	16,800.00
63870	Concessions - Food	1,200.00	0.00	0.00	1,200.00	0%	0.00
63872	Concessions	8,000.00	0.00	0.00	8,000.00	0%	0.00
63882	Parking Fees - Other	2,000.00	0.00	0.00	2,000.00	0%	0.00
63899	Rental Deposit	0.00	0.00	455.00	-455.00	0%	2,730.00
TOTAL	Charges for Services	290,938.00	1,000.19	24,296.34	266,641.66	8%	145,778.04
Operating Grants/Contributions							
650A9	Overs & Shorts	0.00	0.00	-71.00	71.00	0%	-426.00
65799	Donations - Private Sources	8,000.00	0.00	3,082.50	4,917.50	39%	18,495.00
65999	Other	0.00	0.00	4,716.98	-4,716.98	0%	28,301.88
TOTAL	Operating Grants/Contributions	8,000.00	0.00	7,728.48	271.52	97%	46,370.88
Internal Fund Transfers							
603A9	Fund Transfer Frm General Fund	393,000.00	0.00	32,750.00	360,250.00	8%	196,500.00
TOTAL	Internal Fund Transfers	393,000.00	0.00	32,750.00	360,250.00	8%	196,500.00
TOTAL REVENUES		691,938.00	1,000.19	64,774.82	627,163.18	9%	388,648.92
EXPENDITURES							
Personnel Services							
00601	Fair Caretaker	38,130.00	0.00	3,117.97	35,012.03	8%	18,707.82
01601	Dept Administrative Assistant 2	37,268.00	0.00	3,048.78	34,219.22	8%	18,292.68
019BM	Fairgrounds Manager	58,961.00	0.00	4,372.66	54,588.34	7%	26,235.96
19001	Volunteer / Intern Stipends	5,000.00	0.00	484.40	4,515.60	10%	2,906.40
19099	Extra Hire	9,235.00	0.00	0.00	9,235.00	0%	0.00
19999	Employee Benefits	81,640.00	0.00	7,720.52	73,919.48	9%	46,323.12
TOTAL	Personnel Services	230,234.00	0.00	18,744.33	211,489.67	8%	112,465.98
Materials and Services							
20199	Supplies & Operating Expenses	20,000.00	0.00	0.00	20,000.00	0%	0.00
201A9	Office Supplies	1,500.00	0.00	0.00	1,500.00	0%	0.00
204A9	Staff Travel	2,593.00	0.00	0.00	2,593.00	0%	0.00
20899	Training And Education	450.00	0.00	0.00	450.00	0%	0.00
20999	Repairs And Maintenance	500.00	0.00	0.00	500.00	0%	0.00
21199	Insurance And Bonds	22,951.00	0.00	0.00	22,951.00	0%	0.00
211D9	Auto Insurance	950.00	0.00	0.00	950.00	0%	0.00
21399	Advertising	3,000.00	0.00	595.00	2,405.00	20%	3,570.00
22099	Membership Fees	1,000.00	0.00	0.00	1,000.00	0%	0.00
226B9	Utilities	65,000.00	0.00	713.90	64,286.10	1%	4,283.40
22899	Board & Committee Expense	900.00	0.00	326.00	574.00	36%	1,956.00
23699	Bank Service Charges	4,500.00	0.00	0.00	4,500.00	0%	0.00

GL STATUS DETAIL

Print Date: 8/6/2015

Period: 2 - AUGUST 16.67% of Fiscal Year: 2016

<u>ADOPTED</u>	<u>THIS</u>	<u>YEAR</u>	<u>BUDGET</u>	<u>%</u>	<u>ANNUALIZED</u>
<u>BUDGET</u>	<u>MONTH</u>	<u>TO DATE</u>	<u>BALANCE</u>	<u>USED</u>	<u>PROJECTION</u>

DEPT - 03 Fairgrounds

COST CENTER - G01A Fairgrounds-full Year Operation

EXPENDITURES

Materials and Services

301A9	PC Maint. & Replacement Chg.	1,460.00	0.00	0.00	1,460.00	0%	0.00
301AB	Facilities Div. Services	110,000.00	0.00	9,166.67	100,833.33	8%	55,000.02
301B9	Mail Service & Postage	676.00	0.00	0.00	676.00	0%	0.00
301CG	Motorpool Fuel Purchases	2,499.00	0.00	0.00	2,499.00	0%	0.00
301D9	Photocopy Service	2,378.00	0.00	0.00	2,378.00	0%	0.00
301E9	Motor Pool Service	6,200.00	0.00	576.00	5,624.00	9%	3,456.00
301G9	Telephone	4,500.00	0.00	0.00	4,500.00	0%	0.00
301H9	Central Cost Allocation	47,176.00	0.00	3,785.00	43,391.00	8%	22,710.00
31006	State Lodging Tax	1,000.00	0.00	0.00	1,000.00	0%	0.00
TOTAL Materials and Services		299,233.00	0.00	15,162.57	284,070.43	5%	90,975.42

Capital Outlay

50199	Equipment Purchases	25,000.00	0.00	0.00	25,000.00	0%	0.00
TOTAL Capital Outlay		25,000.00	0.00	0.00	25,000.00	0%	0.00

TOTAL EXPENDITURES		554,467.00	0.00	33,906.90	520,560.10	6%	203,441.40
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COST CENTER - G01B Annual Fair - Prep. & Operation

REVENUES

Charges for Services

63803	Camping Fees (Monthly)	8,500.00	0.00	0.00	8,500.00	0%	0.00
63804	Camping Fees	0.00	0.00	445.00	-445.00	0%	2,670.00
63810	Sales of Services and Supplies	4,000.00	0.00	546.90	3,453.10	14%	3,281.40
63855	Advertising	800.00	0.00	0.00	800.00	0%	0.00
63857	Entry Fees	5,000.00	0.00	1,198.00	3,802.00	24%	7,188.00
63860	Admissions - Advance	0.00	2.00	4,655.00	-4,655.00	0%	27,930.00
63861	Admissions - Gate	100,000.00	39,537.70	58,171.70	41,828.30	58%	349,030.20
63870	Concessions - Food	48,000.00	0.00	23,461.10	24,538.90	49%	140,766.60
63871	Concessions - Space	16,500.00	380.00	10,715.25	5,784.75	65%	64,291.50
63880	Parking Fees	35,000.00	3,847.00	13,325.25	21,674.75	38%	79,951.50
63895	Carnival - Advance	25,000.00	0.00	8,000.00	17,000.00	32%	48,000.00
63896	Carnival - Gate	45,000.00	150.00	150.00	44,850.00	0%	900.00
TOTAL Charges for Services		287,800.00	43,916.70	120,668.20	167,131.80	42%	724,009.20

Operating Grants/Contributions

65799	Donations - Private Sources	45,000.00	500.00	30,572.50	14,427.50	68%	183,435.00
673Z9	State Support: Fairgrounds	50,000.00	0.00	0.00	50,000.00	0%	0.00
TOTAL Operating Grants/Contributions		95,000.00	500.00	30,572.50	64,427.50	32%	183,435.00

TOTAL REVENUES		382,800.00	44,416.70	151,240.70	231,559.30	40%	907,444.20
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EXPENDITURES

Personnel Services

00601	Fair Caretaker	9,533.00	0.00	779.50	8,753.50	8%	4,677.00
01505	Fair Events Coordinator	9,533.00	0.00	3,897.47	5,635.53	41%	23,384.82
01601	Dept Administrative Assistant 2	9,317.00	0.00	762.20	8,554.80	8%	4,573.20

GL STATUS DETAIL

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Period: 2 - AUGUST 16.67% of Fiscal Year: 2016

<u>ADOPTED</u>	<u>THIS</u>	<u>YEAR</u>	<u>BUDGET</u>	<u>%</u>	<u>ANNUALIZED</u>
<u>BUDGET</u>	<u>MONTH</u>	<u>TO DATE</u>	<u>BALANCE</u>	<u>USED</u>	<u>PROJECTION</u>

DEPT - 03 Fairgrounds

COST CENTER - G01B Annual Fair - Prep. & Operation

EXPENDITURES

Personnel Services

019BM	Fairgrounds Manager	14,740.00	0.00	1,093.16	13,646.84	7%	6,558.96
19001	Volunteer / Intern Stipends	6,000.00	0.00	5,453.88	546.12	91%	32,723.28
19099	Extra Hire	20,000.00	0.00	3,452.34	16,547.66	17%	20,714.04
190AT	Student Intern	0.00	0.00	55.43	-55.43	0%	332.58
190AZ	Extra Hire	0.00	0.00	1,011.84	-1,011.84	0%	6,071.04
195A9	Overtime	1,000.00	0.00	0.00	1,000.00	0%	0.00
19999	Employee Benefits	28,460.00	0.00	5,511.49	22,948.51	19%	33,068.94
TOTAL Personnel Services		98,583.00	0.00	22,017.31	76,565.69	22%	132,103.86

Materials and Services

20199	Supplies & Operating Expenses	50,000.00	0.00	19,677.70	30,322.30	39%	118,066.20
201A9	Office Supplies	600.00	0.00	18.98	581.02	3%	113.88
201H9	Awards	13,500.00	0.00	0.00	13,500.00	0%	0.00
204A9	Staff Travel	700.00	0.00	0.00	700.00	0%	0.00
20699	Contractual Services	296,793.00	8,600.00	137,152.72	159,640.28	46%	822,916.32
20899	Training And Education	1,000.00	0.00	0.00	1,000.00	0%	0.00
21199	Insurance And Bonds	5,738.00	0.00	0.00	5,738.00	0%	0.00
211D9	Auto Insurance	237.00	0.00	0.00	237.00	0%	0.00
21399	Advertising	17,000.00	0.00	834.95	16,165.05	5%	5,009.70
22099	Membership Fees	500.00	0.00	700.00	-200.00	140%	4,200.00
226B9	Utilities	18,000.00	0.00	1,561.65	16,438.35	9%	9,369.90
22899	Board & Committee Expense	1,200.00	0.00	0.00	1,200.00	0%	0.00
23699	Bank Service Charges	1,500.00	0.00	0.00	1,500.00	0%	0.00
301A9	PC Maint. & Replacement Chg.	365.00	0.00	0.00	365.00	0%	0.00
301B9	Mail Service & Postage	164.00	0.00	0.00	164.00	0%	0.00
301CG	Motorpool Fuel Purchases	625.00	0.00	0.00	625.00	0%	0.00
301D9	Photocopy Service	600.00	0.00	0.00	600.00	0%	0.00
301E9	Motor Pool Service	1,550.00	0.00	0.00	1,550.00	0%	0.00
301G9	Telephone	800.00	0.00	0.00	800.00	0%	0.00
301H9	Central Cost Allocation	11,794.00	0.00	1,129.00	10,665.00	10%	6,774.00
TOTAL Materials and Services		422,666.00	8,600.00	161,075.00	261,591.00	38%	966,450.00

Capital Outlay

50199	Equipment Purchases	0.00	0.00	1,500.00	-1,500.00	0%	9,000.00
TOTAL Capital Outlay		0.00	0.00	1,500.00	-1,500.00	0%	9,000.00

TOTAL EXPENDITURES	521,249.00	8,600.00	184,592.31	336,656.69	35%	1,107,553.86
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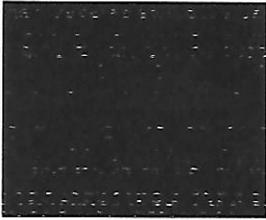
Sur/Def: 03 Fairgrounds	-978.00	36,816.89	-2,483.69	1,505.69	-14,902.14
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GL STATUS DETAIL

Print Date: 8/6/2015

Period: 2 - AUGUST 16.67% of Fiscal Year: 2016

<u>ADOPTED</u> <u>BUDGET</u>	<u>THIS</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>	<u>BUDGET</u> <u>BALANCE</u>	<u>%</u> <u>USED</u>	<u>ANNUALIZED</u> <u>PROJECTION</u>
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GL STATUS DETAIL

Print Date: 8/6/2015

Period: 2 - AUGUST 16.67% of Fiscal Year: 2016

	<u>ADOPTED</u> <u>BUDGET</u>	<u>THIS</u> <u>MONTH</u>	<u>YEAR</u> <u>TO DATE</u>	<u>BUDGET</u> <u>BALANCE</u>	<u>%</u> <u>USED</u>	<u>ANNUALIZED</u> <u>PROJECTION</u>
Grand Total Revenue:	1,074,738.00	45,416.89	216,015.52	858,722.48		
Grand Total Expense:	1,075,716.00	8,600.00	218,499.21	857,216.79		
Grand Total Surplus / Deficit:	-978.00	36,816.89	-2,483.69	1,505.69		

Fairgrounds Duties

Full Year Related Duties (Fulltime Position)

Administrative Asst.

Counter person, greeting customers, answering phones, booking building / Events, processing workflow, insurance, Mail and Deposits.

Board duties as needed,

Assistant to Fair Manager

Contracts, development printing tracking

RV Park registration, phone

Part time cover for Administrative Asst. 200 hours

Answering phone, greeting customers, taking messages.

Fair Time Related Positions

Service Vendor Coordinator

Oversee duties and contractors

(1 day per week for 4 month, 45 day prior to fair, fair week and 3 days after full time) **550 hours**

BCSO

Carnival Company

Janitor Company

Swamp Cooler

Stage

Sound and lighting

Tents

Trash

Ticketing, Afton, Rotary, and County Finance.

Parking, Afton, Zonta, Parking attendants and County Finance.

Security

Gate Attendants

Radios

Sponsorships Company

Media Company

Information Booth

EMT medic, strollers, wheel chairs

Hospitality / Catering

Fairgrounds Entertainment Manager / Assistant. 1 day a week for 4 months, ½ time 45 days prior to fair full time 3 days before and after fair, full time + fair week. **350 hours**

Main stage

Main Act working with Booking / Contract

Stage

Sound/ lighting

Back stage
Runners
Stage Hands

Oak Grove Stage

Booking / Contract / Scheduling / Operations

Grounds Acts

Booking / Contract / Scheduling / Operations

Volunteer Coordinator (1/4-1/2 time June, full time July- Aug 5) 300 hours Intern position

Teen Host
Volunteer recruitment, retention, and ??
Information Booth
Exhibit Book help and preschool exhibit recruitment
Poster delivery
Front Counter sales help, signs posters

Food Vendor Coordinator (1 hour per week May, June, full time July1 - Aug 5) 120 hours

Recruitment, evaluation, recommendations
Contract recommendations (contracts produced by Contracts and liability)
Layout
Site help, Packets, Tickets, Camping,
Audit
Back up for Counter sales, office help

Exhibitors and Vendors Coordinator (1 hour per week May, June, full time July 20 - Aug 5) 280 hours

Inside Vendors
Outside Vendors
Sales /Marketing/ on line
During fair solve problems and newsletter, booth coverage
Backup for Counter Sales, and office help prior to fair.

Livestock and Exhibits Superintendent (as needed before) full time 5 days prior to fair, fair week, and 3 days after. 120 Hours

Fair book (due out May 31,)
Open Class Animals
Open Class Exhibits
Oversee Building and departments superintendents and asst. superintendents
Blue Ribbon Software
Backup for Counter Sales, and office help

2000 hours at \$15.00 \$30,000

FM assistant (Early shift)
Rodeo???
Dispatcher
Maintenance coordinator

Mission Statement

- ✔ To promote community interaction by providing a facility for our diverse community to use, to share, grow and enjoy.

The Team

▼ Fair Board

- ▼ Anna Scharf – Chairman
- ▼ Linda Lambert– Vice-Chairman
- ▼ Nita Wilson
- ▼ Eric Stetnik
- ▼ Randle Sitton
- ▼ Diane Bishop
- ▼ Suzanne Burbank

▼ Fair Staff

- ▼ Tina Andersen – Fair Manager
- ▼ Linda Friedow – Administrative Secretary
- ▼ Gene Conklin – Resident Caretaker
- ▼ Jason Groshong - Maintenance
- ▼ John Hubbard – Janitorial
- ▼ Nikki Weaver – Office Assistant

Accomplishments & History

✓ POLK COUNTY FAIR HISTORY

- ✓
- ✓
- ✓ **1913:** Sale of stock, \$1 per share, sold to build fairgrounds in Dallas.
- ✓ **1924:** Dallas donated land; a pavilion and stock shed were built.
- ✓ **1934:** County used buildings for storage. Fair held at Dallas Armory.
- ✓ **1938:** Fair moved to Monmouth, held in tent next to City Hall.
- ✓ **1940:** Fair moved to Grandstand at Oregon State College of Education, Fair held there until 1952.
- ✓ **1949:** Present 20-acre site purchased from H.A. Dempsey and George Esau.
- ✓ **1953:** Main exhibit building and first barn built, Fair held in August.
- ✓ **1956:** Home and Garden Building constructed.
- ✓ **1958:** Dining room and kitchen added to Main Building.
- ✓ **1960:** Horticulture area constructed (4H bldg). Midway Association Booths built. Polk County Saddle-ite Club organized.
- ✓ **1962:** Completion of Horticulture area.
- ✓ **1963:** South addition to Main Building.
- ✓ **1964:** Arts and Crafts Building constructed, barn addition.
- ✓ **1965:** Heating system installed in Main Building. New food booth.
- ✓ **1966:** New food booth and covered area in midway added, plus playground equipment and tables and benches. Loading ramp built; mobile home purchased for caretakers.
- ✓ **1967:** Livestock Building constructed.
- ✓ **1968:** Covered eating area built, developed winter parking area.
- ✓ **1969:** Constructed 10 booth spaces on West side of Arts and Crafts building, 12 horseshoe pits built for the first State Doubles Tournament. Concrete floor installed for covered eating area, beef wash rack built. New PA System installed.
- ✓ **1970:** Completed first phase of doubling size of kitchen and dining area.
- ✓ **1971:** Completed final phase of doubling kitchen and dining area. Installed underground electrical service to main building. Built 40'X 120' Horse Barn with 48 tie stalls. Country Garden Club donated funds for drinking fountain at rear of 4-H Building.
- ✓ **1972:** Installed \$10,000 lighting system in arena. Perrydale Goodwill Club and Perrydale Farmers Union donated funds for two drinking fountains.
- ✓ **1973:** First phase of 120' X 200" Multipurpose Building constructed, cost of \$25,750. New heating system in Main Building (\$4,149). Country Garden Club and Polk County Extension Alumni donate funds for indoor-outdoor carpeting in Lobby of Main Building. Henthorne Family donated funds in memory of Evertt Henthorne to install refrigerated drinking fountain in Main Building. Acoustical ceiling installed in Main Building.
- ✓ **1974:** New shelves purchased for Foods Division and racks for Textile Division. Graveled 20,000 sq. ft. of parking area.
- ✓ **1975:** Resurfaced front parking lot and other areas around the Main Building. Donations of \$1,000 from Cascade Farm Service, Rickreall, and Dow Chemical Co. used to install brick pillars topped with entrance lights at the main gate.
- ✓ **1976:** Install 5,000 ft of drainage tile to parking lot (\$11,000)
- ✓ **1977:** Partially paved area between Main Building and Arts and Crafts Building. New fence around arena, rebuilt announcers stand. Installed singular lighting in playground.
- ✓ **1978:** Show arena fenced, constructed midway booths, installed arena lighting, added pegboard walls to Main Building (funds donated by Extension Alumni).
- ✓ **1979:** Installed lights between Arts and Crafts Building, new 6" water lines, graveled section of parking lot, built goat arena.

Fair History Continued

- ✓ **1980:** New siding on west and south ends of the Multipurpose Building. Concrete around three midway booths, between main Building and midway. Kitchen added to 4-H Building, new grill in Hamburger Heaven.
- ✓ **1981:** Reroofed half of Main Building, remodeled horse stalls.
- ✓ **1982:** Built walkin cooler/freezer, installed stainless steel sink unit in Main Kitchen. Repainted, installed florescent lighting in Horticulture Area. Installed florescent lighting in 4-H and Arts/Crafts Building. Purchased three bleachers and lectume speakers. New water line installed in front of Main Building.
- ✓ **1983:** Paved area between Arts/Crafts Building and Main Building. Extension Alumni donated funds to build 18 tables and 3 pegboard display racks.
- ✓ **1984:** Reroofed cow barns, added thermopane windows, insulation, aluminum roof, gutters and paint to 4-H Building.
- ✓ **1985:** Reroofed Textile Room and front area of the Main Building. Extension Alumni donated \$975 to construct 3 sets of bleachers. Arena Association donated sand for Outdoor Arena. New speaker system installed with donation from Arena Trust Fund. 17,739 sq. ft. of asphalt installed. Box stalls built in horse barn, donations from the community and Los Caballeros Horse Club. Mistletoe donation to reroof dining room area.
- ✓ **1986:** Sheridan FFA constructed one bleacher. Concrete poured in barns. Sand donated for Arena by Sheriff Posse and Valley Concrete. County Committee donated fiberboard for the 4-H Building. Mistletoe Extension donated water lines and faucets for Multipurpose Building; Extension Study Group donated railings for Show Arena. Saddle-ites donated clock for Small Meeting Room. Pat Adams donated microwave oven for the 4-H Building.
- ✓ **1987:** Polk County Sheriff's Posse, 4-H Horse Leaders and Saddle-ites donated sand for the outdoor arena. Extension Alumni donated funds to build 16 display racks. Remodeled Main Office. Lottery Grant to remodel Arts/Crafts Building (adding showers, restrooms, kitchen, wood dance floor). Independence Wagon Wheelers donated kitchen cabinets, stove, refrigerator, and dishwasher plus labor to install wood dance floor in the Arts/Crafts Building.
- ✓ **1988:** Polk County Extension Alumni donated \$1,000 for improvements in the Main Kitchen (added Doorway, countertop, and breakfast cart). Polk County Master Gardeners constructed a gazebo in the garden area with the help of donations from local businesses and organizations. Areas landscaped and planted by Master Gardeners. Completion of Arts/ Crafts remodeling project. Insulation and ceiling improvements in the Small Meeting Room, improvements to entry area in Main Building.
- ✓ **1989:** Polk County Extension Alumni donated \$1,000 to purchase chairs for Small Meeting Room and new tables, also donated \$1,800 for lighting on signboard. Reroofed dome area of Main Building, added new entry doors. Purchased ovens for Main Building. Rebuilt cattle wash rack, materials donated by Welliver Metal Production, Ram Steel and Steel Co.; labor donated by Bill Norfleet and Family and other 4-H and FFA members and parents. New electrical service to 4-H Building, Arts/Crafts Building, playground, game booths and barns.
- ✓ **1990:** Installed new electrical system to main parking lot, enlarged parking area to the east side of fairgrounds, added ditching and drainage system, graveled all of main parking area. Polk County Extension Alumni donated funds to purchase new chairs and chair carts. Painted inside of 4-H Building.
- ✓ **1991:** Main Building, Arts/ Crafts Building and 4-H Building painted outside. Monmouth Garden Club planting/landscaping around Fair signboard. Small Kabota garden tractor donated to fairgrounds. Wainscoting in Main Room of Main Building. Air conditioning installed in Arts/Crafts Building, funds donated from Independence Wagon Wheelers and matched by the Polk County 500 Club. Polk County Extension Alumni donated funds to purchase chair carts and folding chairs.
- ✓ **1992:** Exterior of Cattle Barn painted. Replacement of grills and cook top in the Main Kitchen. Dining Rooms and Textile Room wainscot to match the Main Room. Memorial Garden Area begun, flagpole and paving stones installed, plantings. Trees and rhododendrons donated for front entrance of the fairgrounds.
- ✓ **1993:** Repainted interior of the Arts and Crafts Building. Paving stones installed at the Main Ticket Area, contributed by Stone Man Paving. Entry overhanging constructed on the Arts/ Crafts Building and the south entry of the Main Building. Wash rack installed in Sheep Barn. Tie downs in roofing system in Beef Barn. Fund raising effort started for New Animal Building.
- ✓ **1994:** First Phase of new 80'X 200' exhibit building started, using all volunteer labor and donated materials and funds. A new activity of the Fair was the Polk County Store featuring products Manufactured and produced in Polk County.
- ✓ **1995:** The Fair was awarded a grant to make the fairgrounds more accessible to handicap patrons, improvements will include paving of parking lots, cement paving stones in the Floriculture area, modification to restrooms. The Polk County Store continued to be successful during the Fair. The Polk County Heritage Area was added this year, educating the public to little known facts of the county and providing demonstrations.

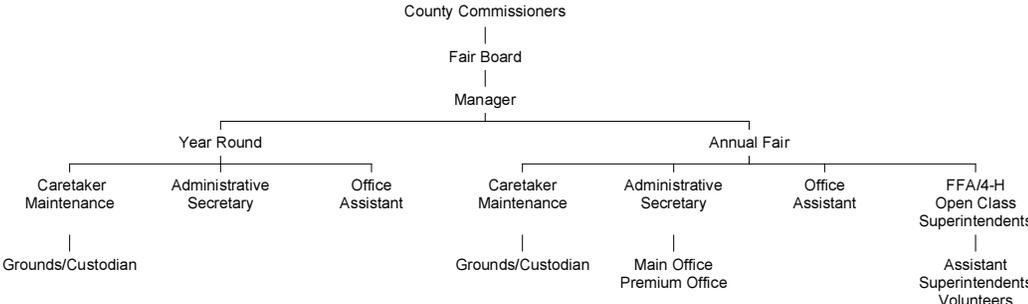
Fair History Continued

- ✓ **1996:** Polk County Fair Improvement Association was established to organize and operate an annual fundraiser dinner and Auction. Funds generated from the dinner and auction were used to make improvements on the Fairgrounds, mostly to the new exhibit building. ADA grant project was completed, paving of the parking lots and remodeling of restrooms for handicap accessibility.
- ✓ **1997:** Asphalt on South and East roadway of Swine Barn. Concrete floors in Swine Barn and New Building "C". Sidewalk north end of Swine Barn, storm drain around and between Sheep Barn and Building "C". Paving Stones in Master Gardeners Area, labor donated by John Smith.
- ✓ **1998:** New fencing around Horse Arena and Livestock Judging Arena. Put in roll up windows for kitchen counters.
- ✓ **1999:** New septic system was finished. New heating system installed in the main building and the 4-H building. New hood exhaust systems in the main kitchen, purchased deep fat fryers, double glass door refrigerator and new gas coffee pot in main kitchen. New swine pens. Exhaust fans for the beef barn. Main building had new stucco put on it and repainted, new sign board, electrical updated in barns, new gutters and down spouts were installed in the beef, dairy, goat, sheep, and swine barn, repaired roof on sheep barn and arts and crafts building. Replaced caretaker home. Seal coated parking lot, replace doors in south room of main building. Purchased new stage. Donated funds from the Polk County Extension Alumni were used to purchase a new computer for the office.
- ✓ **2000:** New steam table purchased and installed, deep sink put in kitchen for hand washing and janitorial use. Purchase of 10 new aluminum bleachers and llama pens. A donation from the Polk County Extension Alumni and Fisher Implements was used to purchase a tiller and arena harrow for the horse arena. Coastal Farm and Home Supply donated a pressure washer. 5 canopies were purchased for Annual Fair
- ✓ **2001:** Remodeled kitchen in main building, new double door refrigerator, 2 grills, ovens, stove, stainless steel sinks and counter tops, dishwasher, and stainless steel work table. Plumbing and electrical updates. 5 more canopies were purchased for Annual Fair. Funds from the Polk County Fair Improvement Association were used to put new siding on the east end of the sheep barn, dust control in the sheep barn, new sheep panels were built by volunteers. Metal fence and gates were installed in the livestock area to confine livestock during the fair. Manure ramps were
- ✓ **2002:** Goat panels were built by volunteers, portable horse stalls were purchased with funds from the Polk County Fair Improvement Association dinner auction. Four portable P.A. systems were purchased with funds donated by the OSU extension alumni, rolling carts were constructed by a volunteer for easier transport of the P.A. systems to the barns.
- ✓ **2003:** 50 new rabbit cages and updates to the electrical system in the arena dog house we done with funds generated from the Polk County Fair Improvement Association dinner auction. A carpet cleaner was purchased with funds from the Craft Festival door donations. A new front flower and plant bed was put together by the Master Gardeners. 18 loads of sand were donated for the arena by John Fowler Sand & Gravel and the trucking of the sand was paid for by the 4-H Horse Leaders Association.
- ✓ **2004:** A new 8,092 sq. ft. floral building was constructed. This was the first major construction on the fairgrounds in 10 years. The old floral building was tore down and hauled away by volunteers from the Polk Soil & Water Conservation District. The gazebo constructed by the Master Gardeners in 1988 was removed. Money for this project came from grants from the Spirit Mt. Community Fund, the Rural Development Fund and the Polk County General Fund. The funds from the Polk County Fair Improvement Association were used to put lights in the small show arena, lumber to redo the 4-H stage and purchase a new livestock scale. A fax machine for the main office and a roaster oven for the main kitchen were donated. The main office and both meeting rooms were repainted by a volunteer from Inter-stone Paving.
- ✓ **2005:** Building C was acclimatized, the sheep panels were rebuilt and repainted and the septic system in the main building was replaced. Money was raised to buy a new PA system for the main building and put on hold to use as a matching fund for a grant to put a PA system throughout the entire fairgrounds.
- ✓ **2006:** Electrical upgrades were done to the beef and swine barns with money raised by the Polk County Fair Improvement Association. Master Gardeners donated money to put in a man door and an exhaust fan in the floral building. Stairs were replaced at the dog house in the arena. We removed the Ham Shack to allow for more RV parking with volunteers from the HALO program.
- ✓ **2007:** Replaced the septic tank and drain lines to the caretaker's residence. Concrete was poured around building C, pervious up front and regular around the sides, donated by Scott Erickson of Quality Concrete, work done by Ritchter Concrete Construction. New drains were installed throughout the grounds, new concrete was poured in front of Market Office and Swine Barn, labor was donated by Scott Andersen. A new tractor was purchased from Brim Tractor. New arena poles and lights were put up. Poles donated by Commissioner Mike Propes, labor and equipment to put poles in the ground was donated by John Strader and Bill

Fair History Continued

- ▼ 2008: Central FFA made metal table carts. Central High School wood shop made 20 new tables and the Independence Wagon Wheelers put the legs on them. The bleachers to the west of the arena were covered with a wood structure, funds provided by the Polk County Fair Improvement Association, Polk County Fair Foundation and Polk County General fund. The patio behind the 4-H building and a walkway from the patio of the main building to the new patio at the 4-H building was put in, ground work done by donated equipment from Bob Eagon Excavating and donated labor by Bob Eagon, Scott and Mark Andersen. Sand donated by Grossman & Wesson Gravel. Gravel provided at a discount price by Valley Concrete. Pavers furnished at a discount price from Western Interlock and installation of the pavers provided at a discount by Pavers Inc. Funds for this project we provided by the Warner Waddell Trust.
- ▼ 2009: Enclosed the kitchen in the main building with fund from a Rural Development Grant and PCFIA. Replaced 6 manure bins, labor by Haight fabrication, funds from PCFIA. New beef and swine barn doors were built by Central FFA.
- ▼ 2010: Replace grease trap in main kitchen work done by Garber Excavating. Replaced carpet in Main entry – labor donated by Valley Flooring Center of West Salem. Put water filter system in Swine barn. Replaced carpet in Caretaker's bedrooms – carpet donated by Valley Flooring Center of West Salem. Purchase new riding lawn mower (Huskavarna) from L & L Equipment. Purchase brush mower for New Holland tractor from Rickreall Farm Supply. Purchased a Kawasaki Mule from Ag West. Planted 20 trees throughout grounds, trees donated by Meyers Nursery, equipment donated by Eagon Excavating, planted with donated labor. Trees delivered by volunteer Linda Lambert and holes dug by volunteer Scott Andersen. Dog house stairs replaced by volunteers from the Bus N USA RV Rally, lumber donated by Independence Wagon Wheelers. Dog house door and window revamped by Fair Board members Dean Anderson and Keith Harris.
- ▼ 2011: 30 trees were donated by Meyers Nursery and planted by volunteers from 4-H and FFA, equipment donated by Bob Eagon Excavation and Rickreall Farm Supply. Mulch for the project was donated by Grossman & Weston Gravel. 10 picnic tables were built by the HALO program members, funding for this project came from the Polk County Fair Improvement and the Dallas Community Foundation. The drain system for the swine barn was completely redone, rock was donated by Grossman & Weston Gravel and labor was donated by Scott Andersen. The bus stop was put in at the front of the fairgrounds for Salem Transit (Cherriots) with a grant from ODOT. 10 loads of gravel were dug out of the bus stop area and put back onto the parking lot equipment donated by Polk County Public Works and labor donated by Scott Andersen.
- ▼ 2012: The Polk County Fair Improvement Association started the first phase of the remodel of the 4-H bathrooms; 2 new showers were added to each bathroom and upgrade of the water heater. Replaced old wooden sign board with new electronic sign. Upgraded the electric in 4-H building. Upgraded the lights in Main, 4-H, A/C and Swine barn. Put the first set of bricks in the main entry of main building. Put roll up doors on the floral building. Replaced two sets of doors in the 4-H building and put in new outside lights on the 4-H building. Replaced 2 stoves and a microwave in the 4-H building with help from Keizer Appliance.
- ▼ 2013: Framed in new roll up doors on the floral building. County donated dirt to bring up horse barn floor. Replaced pegboard in textile room. Insulated the doors in building C. Replaced both sets of doors on East side of main building. Replaced lighting on front of main building. Replaced counter tops in A/C building. The Polk County Fair Foundation through a capital campaign raised \$120,000.00 and purchased 16 acres to the East for the fairgrounds.
- ▼ 2014: Polk County Fair Improvement Association started 2nd phase of 4-H bathrooms, replaced sinks, toilets, counters and heater. Front piece of fairgrounds got WIFI. 3 Security cameras were installed.
- ▼ 2015: The large speakers at the arena were installed. Water main replaced. Front entrance matching

Organizational Chart



Market Conditions

As Polk County's population grows and changes, the Polk County Fairgrounds programs are gradually expanding.

The biggest competition comes from increasing choices of discretionary spending. Oregon has seen an explosion of special events and local attractions. Numerous festivals, concerts, and sporting events are adding to the growing special event/entertainment market. The leisure industry is now a multi-million dollar industry in Oregon.

The Polk County Fairgrounds is challenged to keep up with the changing needs of its customer base and compete with the rapidly expanding special events/entertainment industry. As the demographics change the Polk County Fairgrounds must be flexible in what it offers to the community.

Rapid growth in the Polk County area, new road construction and access to the fairgrounds are all market conditions which effect the fairgrounds and its future.

Key Challenges

▼ Key Challenges:

Maintaining and improving the facilities to ensure their continuance as an asset to the community.

Good communications between Polk County Government, community leaders and the Fair Board.

Educating the public – Increasing participation with adults and youth.

Secure stable long-term funding for fairgrounds.

Competitive pricing for building usage, table rent for our own shows, admission for year round shows and annual Fair, and fair booths.

Guiding Principles

- Provide a gathering place for our diverse community.
- Provide a facility for the annual fair.
- Promote and showcase talent, agriculture, forestry, industry and resources of Polk County.
- Promote volunteerism for the enhancement of the fairgrounds.
- Market the fairgrounds to achieve its greatest economic potential.
- Maintain and improve the facilities of the Polk County fairgrounds to ensure their continuance as a viable asset for the community.
- Administer fiscal affairs in an effective and responsible manner.
- Fulfill the need for an emergency and community resource center.
- Bring families together by promoting opportunities for all to participate in the cultural, educational and scientific advancement of our community.
- Promote and encourage the exchange of ideas and information between volunteers, Fair Board, County Commissioners, residents of Polk County and visitors.
- Establish a strong working relationship between The Polk County Fair Board, Polk County Fair Foundation and Polk County Board of Commissioners

Goals

✓ **Maximize donations and support**

- Volunteerism
- Business support
- Cash donations
- Labor and material donations

Developing a joint facility plan

Explore grant opportunities

Explore partnership opportunities with other organizations

Lead an effort with key partners to develop and achieve a Vision Plan

Financial Objectives

- ✔ **Administer fiscal affairs in an effective and responsible manner**
Keep the Fair budget in a positive balance.
- ✔ **Developing a long term plan for self sufficiency**
Pursue other partners to secure funding
- ✔ **Write for grants**
Write for grants for projects such as the playground equipment, and events during Fair.
- ✔ **Encourage donations & Volunteerism**
- ✔ **Develop & Design Projects**
To promote volunteerism
- ✔ **Continue promoting the Fair**
Continue with promoting the Fair by selling Fair sponsorship for both year round and the Annual Fair
- ✔ **Polk County Fair Foundation**
To support the development of the Polk County Fair facilities by the Fair Foundation

Vision

Be the premiere community
event center for
Polk County

Signature Page

✔ Anna Scharf _____ Date _____

✔ Linda Lambert _____ Date _____

✔ Nita Wilson _____ Date _____

✔ Eric Setniker _____ Date _____

✔ Randle Sitton _____ Date _____

✔ Suzanne Burbank _____ Date _____

✔ Diane Bishop _____ Date _____



POLICY MANUAL

The Process for Developing Polk County Fairgrounds & Event Center, Board Policy

The Board of Directors as the Polk County Fair Board governing body is entrusted with the authority to establish policy for the governance of the Polk County Fairgrounds & Event Center in accordance with ORS 565.210 – ORS 565.990. Board policy establishes the parameters and guidelines for board members, committees, management and staff.

The purposes of our policies are to:

- Inform the public and users of board intent, goals and aspirations.
- Prevent confusion among board members, staff and the public
- Promote consistency of board action.
- Eliminate the need for crisis policy making.
- Improve public relations
- Clarify board member, executive director and staff roles
- Give management clear direction from the board.

Mission Statement:

To promote community interaction by providing a facility for our diverse community to use, share, grow and enjoy.

Management policies are not board policies

The Polk County Fair Board of Directors makes an important distinction between board policies and management policies. Board policies establish the parameters within which board, management and staff will operate. Management policies, developed and implemented by the Fair Manager, outline the specifics of how the organization and staff will implement board policy.

Policy requires a majority vote of the board

All policy decisions will be made by majority vote of the board and only at board meetings. Before adopting any policy, all board members will receive a copy of the proposed policy in advance of the meeting at which the vote is to be taken.

Source of policies

Policies may be recommended to the board by the Polk County Board of Commissioners, committees of the board, individual board members or the Fair Manager. All proposed policies will be researched by the presenter to ensure that they are legal, and do not contradict already established policy or bylaws of the Polk County Fair Board. If approved by the board, policies will be written, dated at time of approval and included in all copies of the board policy manual.

Considerations for all policies

All policies proposed to the board should be tested to consider if the proposed policy is:

- Consistent with Board bylaws
- Consistent with good operation of the Polk County Fairgrounds & Event Center
- Consistent with our mission statement
- Within the scope of board authority
- Consistent with local, state and federal law
- Compatible with other policies of the board
- Practical
- Broad enough to cover the subject substantially
- Enforceable

Accountability for carrying out policies

The Fair Manager will be accountable to the board for carrying out these policies, ensuring that all policies are effectively explained to the employees and making every reasonable effort to see that they are understood, accepted and complied with.

Distribution of policy manual

A copy of the board policy manual will at all times be available in the Polk County Fairgrounds & Event Center office for review and inspection by employees, board members and general public. Each board member will also be given a current policy manual.

Amendment or suspension of policy

All policies will be annually reviewed by the board or a committee of the board for accuracy and appropriateness, and recommendations will be made to the board for amendment, addition or elimination. Except as otherwise provided by law, any policy of the board may be suspended, repealed, amended or waived by a majority vote of the board, provided that at least two full weeks public notice has been given of the intention to consider revocation, repeal, waiver or amendment.

Corporate Structure/Board Organization

The Polk County Fair Board is appointed by the Polk County Board of Commissioners and has the exclusive management of the ground and all other property owned, leased, used or controlled by the county and devoted to the use of the County Fair and is entrusted and charged with the entire business management and financial and other affairs of such fair.

The Polk County Fair Board business will be conducted in accordance with the laws of this state, county, Board bylaws, board policies and generally accepted business practices that will accomplish the Polk County Fair Board mission.

Authority of the board of directors

Each member of the Polk County Fair Board share in a joint and collective authority which exists and can only be exercised when the group is in session.

Board member commitment

Serving as a board member of the Polk County Fair Board involves a very special commitment. To meet that commitment, board members are expected to:

- Ensure adherence to the Polk County Fair Board mission.
- Attend and actively participate in all of the board's meetings and notify the Fair Manager of anticipated absence.
- When absent from a meeting, review minutes and results of the missed meeting.
- Be prepared to participate fully in board and committee meetings.
- Serve actively on at least one committee.
- Act only with the full board, not individually unless authorized to do so by the full board.
- Speak for the full board only when the full board sanctions their doing so.

Board delegation of policy interpretation to staff and public

The Board delegates to the Fair Manager responsibility for policy interpretation to the staff and public and for rule making, issuance of procedural directives and guides not specifically covered or detailed in the Board Policy Manuel. Such interpretations, rules and directives have the force of board regulations unless and until superseded by formal board actions.

Board member rights

Members of the Polk County Fair Board are granted certain specific rights. All board members have the right to:

- Receive notice of board meetings and the agenda.
- Attend and participate in board meetings.
- Examine Polk County Fairground & Event Center books, records, meeting minutes, financial statements and contracts.
- Request items be placed on the board meeting agenda.

Board member conflict of interests

Board members have a duty to subordinate personal interests to the welfare of the Polk County Fairgrounds & Event Center and those we serve. Conflicting interests can be financial, personal relationships, status or power.

Board members and employees are prohibited from receiving gifts, fees, loans or favors from suppliers, contractors, consultants or financial agencies, which obligate or which give the appearance of obligating or inducing the board member or employee to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of the Polk County Fairgrounds & Event Center in mind.

Since it is not possible to write a policy that covers all potential conflicts, board members and employees are expected to be alert for and avoid situations which might be construed as conflicts of interests.

Any possible conflict of interests on the part of any board member shall be disclosed to the other board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.

Any board member having a conflicts of interest or possible conflicts of interests should not vote or use his/her personal influence on the matter, and he/she should not be counted as part of a quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting and the quorum situation.

These restrictions should not be construed as preventing the board member from briefly stating his/her position in the matter, not from answering pertinent questions of other board members, since his/her knowledge could be of assistance to the deliberations.

All Board members will be required to complete the "Conflict of Interests Statement." This policy will be reviewed by the board annually and given to each new board member for signature annually.

Conflict of Interest Policy

Article I Purpose

The purpose of the conflict of interest policy is to protect this organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to government nonprofit and charitable organizations.

Article II Definitions

1. Interested Person: Any director, principal officer or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is and interested person.
2. Financial Interest: A person has a financial interest if the person has, directly or indirectly through business investment or family:
 - a. An ownership or investment interest in any entity with which the organization has a transaction or arrangement or
 - b. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2 a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interests exists.

Article III Procedures

1. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the Board will meet in Executive Session pursuant to ORS 192.660 the board or committee members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest.**
 - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of and the voted on transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement.
4. **Violations of Conflicts of Interest Policy.**
 - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV
Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion including and alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V
Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to the member's compensation.
- b. A voting member of a committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI
Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy.

Conflict of Interests Statement

The undersigned certifies that I have received, reviewed and understand the Fair's policy regarding conflicts of interest and certifies that I am _____/am not _____ (check one) in compliance with this policy. If I am not in compliance, the attached written explanation provides the reasons why. I also certify that since my last written certification, I have _____/have not _____ (check one) had occasion to make disclosure as required by the policy (if a written disclosure was required, copies are attached). I also affirm that I have read and understand the Code of Ethics of the Polk County Fair Board.

Print Name: _____ Signature: _____

Date: _____

Duty of board members not to compete

A board member may not use his/her position on the Polk County Fair Board to prevent Polk County Fairgrounds & Event Center from competing with the board member's business. It is expected that board members, even after they complete board service, will not use trade secrets, client lists or other confidential information acquired by virtue of being a member of the board.

Ethics obligations of board members

The board will annually approve code of ethics for board members. All board members will be given a copy of the code of ethics, and will be expected to adhere to the provision of that code.

The Polk County Fair Board Code of Ethics:

As a member of the Polk County Fair Board, I will...

- Listen carefully to my teammates and those served by the Polk County Fair Board.
- Respect the opinion of other board members.
- Respect and support the majority decision of the board.
- Recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- Keep well-informed of developments that are relevant to issues that may come before the board.
- Participate actively in board meetings and actions.
- Call to attention of the board any issues that I believe will have an adverse effect on the board or those we serve.
- Attempt to interpret the needs of constituents to the Polk County Fair Board and interpret the action of the Polk County Fair Board to its constituents.
- Refer constituent or staff complaints to the proper level on the chain of command.
- Recognize that the board member's job is to ensure that the Polk County Fairgrounds & Event Center is well managed, consistent with Board policy and not to manage the Polk County Fairgrounds & Event Center.
- Vote to hire the best possible person to manage the Polk County Fairgrounds and Event Center.
- Represent all constituents of Polk County Fairgrounds & Event Center and not a particular geographic area or special interest groups.
- Consider myself a "trustee" of Polk County Fairgrounds & Event Center and do my best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of its constituents.
- Always work to learn more about the board member's responsibilities and how to do it better.
- Declare any conflict of interests between my personal life and my position on the Polk County Fair Board, and avoid voting on issues that appear to be a conflict of interest.

As a member of the Polk County Fair Board I will not...

- Be hostile, in or outside of the board meeting, of other board members or their opinions.
- Use the Polk County Fair Board or any part of the Polk County Fairgrounds & Event Center for my personal advantage or personal advantage of my friends or relatives.
- Discuss the confidential proceedings of the board outside the board meeting.
- Promise prior to a meeting how I will vote on any issue in the meeting.
- Interfere with duties of the Fair Manager or undermine his/her authority.

Annual meeting of the board

An annual meeting of the Polk County Fair Board will be held during the month of February each year.

New potential Board member suggestions

It is the policy of the Polk County Fair Board to suggest to the Polk County Board of Commissioners potential Board members who:

- Believe in the cause and mission of the Polk County Fairgrounds & Event Center.
- Will commit completely to the board members responsibility for the Polk County Fair Board.
- Will participate actively as part of the Polk County Fair Board team.
- Are community leaders and will advocate in the community for the Polk County Fairgrounds & Event Center.

Terms of office and election procedures will be as specified in the ORS 565 and bylaws of the Polk County Fair Board.

Vacancies on the board

When vacancies occur on the board other than normal expiration of terms, the board may make suggestions to the Board of Commissioners. The Board of Commissioners shall appoint a new board member under ORS 565

Removal of board members

It is the policy of the Polk County Fair Board to follow ORS 565.225: A member of a the county fair board appointed under ORS 565 may be removed by the County Board of Commissioners for:

- Inefficiency
- Neglect of duty
- Misconduct in office
- Incompetence
- Incompatibility
- Dereliction of duty or
- Other good cause, as those terms may be defined by the County ordinance.

A member of the fair board shall not be removed by the County Board of Commissioners until after the member receives a copy of a statement containing the cause for removal and a hearing on the removal is held. The statement shall be given to the member at least 10 days prior to the hearing, at which the member must have an opportunity to be heard in person or by counsel. When the Board of Commissioners removes a member of the fair board, a record of the proceedings, together with the cause for removal and findings thereon shall be filed in the office of the County Clerk.

Meeting attendance requirement

It is the policy of the Polk County Fair Board that board members must attend meetings to maintain governance continuity, to be fully informed about the issues on which they will vote, and to meet their responsibility to contribute to the decisions the board is required to make.

If a member is absent unexcused for three meeting in a row, the Board may ask the County Board of Commissioners to remove that member from the Board.

If a board member will be absent from all or part of any board meeting, the board member is expected to contact the Fair Manager as soon as the need to be absent is known.

When a board member is absent from any board meeting without an approved absence, the Chairman will contact the board member and remind the board member of this meeting attendance policy.

Compensation of board members

Board members will not be compensated for service on this board.

Reimbursement of expenses

Board members may be reimbursed only for out-of-pocket expenses actually incurred and given prior authorization by a vote of the board. Claimed expenses must be documented by original receipt. No expenses will be reimbursed for non business related travel or extension of stay beyond completion of the business for the Polk County Fair Board.

Directors' and officers' insurance

It is the policy of the Polk County Fair Board to provide directors and officers' liability insurance. The continuing need for such insurance will be reviewed each time the policy is due for renewal

Board correspondence

Correspondence from the board will be approved by the board or its Chair. All correspondence from the Polk County Fair Board will be over the Chair's name. All correspondence from the board will be written on the Polk County Fairgrounds & Event Center stationary and will be prepared by the office of the Fair Manager. Use of the Polk County Fairgrounds & Event Center letterhead will be limited to official agency business only.

No material or information disclosed in executive sessions of the board will be released to any unauthorized person.

Board members speaking for the board to public or media

Individual board members may not speak to the public or media on behalf of the board unless authorized by the board to do so.

When speaking about the Polk County Fairgrounds & Event Center or about board action, board members should be careful to define when their remarks represent personal opinion and when their remarks represent official board position. Board members must be aware that they are always seen as board members even when the designate comments as personal.

Board member development

The Polk County Fair Board believes that professional development for board members is vital to good governance. The board will include in the annual budget of the Polk County Fairgrounds & Event Center a line item for board development. The line item will be used to pay for conferences and conventions that will assist board members to develop their governance skills.

Authority of board members

Board members have authority only when acting as a body in regular or special meetings of the board.

The board will not be bound in any way by any statement or action by any individual board member except when such statement or action is in pursuance of an adopted board resolution or special instructions by the board or under specified delegation of responsibility.

Board member management of staff and public concerns

It is the policy of the Polk County Fair Board that when a board member is contacted by a staff member or a member of the general public who has a concern or complaint about the Polk County Fairgrounds & Event Center or persons within, the board member will follow the following procedures:

- Remember that individual board members have no power or authority to speak or act for the full board.
- Listen to the person's concerns
- Express a desire to reach a satisfactory solution.
- Explain that the board and management have established a process for handling concerns which starts with the person most immediately responsible. Suggest that the concern be discussed with the person immediately responsible.
- Refer complaints to the official complaint form available in the Fair office.
- Assure the person that the Fair Manager will be informed of the concern.
- Ask the person to report back to you about the progress or resolution of the concern, if desired.
- Inform the Fair Manager of the complaint or concern

Guidelines for processing public complaints

From time to time situations may occur that create legitimate complaints on the part of the public or constituents relative to the Polk County Fairgrounds & Event Center. Complaints must be aired so that all sides of the issue may be heard and rational procedure/solutions found.

Anyone having a complaint, therefore, is encouraged to file a complaint. Forms may be picked up at the administrative office. All complaint forms must be signed by the person originating the complaint. The nature of the complaint should be stated as well as the relief sought.

Step by step process for persons to file a complaint

Each step in this procedure will give consideration to the complaint and will be a review of the facts. Each individual receiving the complaint will issue a written response within a specific time period. If remedy is not achieved through the steps, the Polk County Fair Board is the final hearing body.

STEP I – Formal Process – The formal process begins with the person filing the complaint. He/she prepares a written statement containing his/her name, address and telephone number; the condition, situation or individual being complained about and why; the requested remedy. The form should be signed, dated and filed with the individual closest to the complaint.

STEP II – If the complainant is not satisfied with the decision at the first level, he/she may present the complaint to the Fair Manager (in writing) and expect response within 10 business days from the date it was presented to the Fair Manager.

STEP III – If the complaint is not satisfied with the decision of the Fair Manager, he/she may submit a copy of the complaint to the Polk County Fair Board within 10 business days of receiving the Fair Manager's deposition.

STEP IV – Within 30 days, the board will review testimony and/or other relevant information related to the complaint. Once the board has reached a majority decision the complainant will be informed of the decision in writing. This decision is final.

**POLK COUNTY FAIRGROUNDS & EVENT CENTER
OFFICIAL COMPLAINT FORM**

PERSON FILING OUT COMPLAINT: _____ DATE: _____

WHERE MAY YOU BE REACHED: Address: _____

Phone: _____

EXPLAIN NATURE OF COMPLAINT:

REQUESTED REMEDY:

RESPONSE #1 (Level -- staff)

RESPONSE #2 (Level – Fair Manager)

RESPONSE #3 (Level – Fair Board)

Fair Manager Responsibilities and Functions

In the conduct of the ongoing business of the Polk County Fair & Event Center, the Fair Manager is responsible for managing the Annual Fair and year round operations, preparing reports and proposals, preparing expenditures and revenue reports, tracking fiscal impact of expenditures, marketing, communication with the Polk County Board of Commissioners, County Administrative Officer, Treasurer, Fair Board and community leaders, billing, accounting system, facilities, safety and supervision of employees.

Delegation to the Fair Manager

The boards' job is generally confined to establishing policies, leaving implementation of board policy to the Fair Manager. All board authority delegated to staff is delegated through the Fair Manager.

The Fair Manager is authorized to make decisions, take actions and develop activities which are true to the boards' policies. The board will respect the Fair Manager choices so long as the delegation continues. This does not prevent the board from obtaining information about activities in the delegated areas.

No individual board member has any authority over the Fair Manager. Information may be requested by such parties, but if such request, in the Fair Managers judgment requires a material amount of staff time, it may be refused.

Acting with the authority granted above, the Fair Manager may not perform, allow or cause to be performed any act which is unlawful, insufficient to meet commonly accepted business and professional ethics, in violation of funding source requirements or regulatory bodies, or contrary to explicit board constraints on executive authority.

Areas of responsibility delegated to the Fair Manager

In the area of Human Resources, the Fair Manager relates both to the board and to the staff, but has ultimate responsibility to the board.

For the Board of Directors, the Fair Manager:

- Develops and recommends to the board of directors, specific long and short range plans for the development of the Polk County Fairgrounds & Event Center programs and services; maintains appropriate relations with the board and various board committees and keeps them informed.
- Interprets trends in the fields of service in which the Polk County Fairgrounds & Event Center is engaged, by maintaining involvement in the professional field as a whole.

For the Polk County Fairgrounds & Event Center staff, the Fair Manager:

- Supervises and directs key staff in the performance of their duties, evaluates the performance of key staff members
- Provides overall control of and direction for the personnel including active participation in or approval of personnel actions.
- Manages volunteer staff activities

In the area of Planning, the Fair Manager:

- Evaluates the services being provided by the Polk County Fairgrounds & Event Center in relation to specified goals and standards and recommends modifications where appropriate.
- Recommends new programs to the board.

In the area of Finance, the Fair Manager:

- Prepares the budget for both Annual Fair and Year Round Operation and is accountable for control of these resources once approved.
- Directs all financial operations of the Polk County Fairgrounds & Event Center

In the area of Constituent Relations, the Fair Manager interprets the function of the Polk County Fair Board to the community by assisting the board through direct involvement and through public relations programs including personal contact, descriptive program literature and media.

In the area of Interagency Relations, the Fair Manager:

- Maintains appropriate relations with other professional and service groups in the community.
- Maintains appropriate relations with federal, state and local government units.
- Maintains appropriate relations with other agencies in similar fields of service.

In the area of the Polk County Fair Board Organizational Operations, the Fair Manager:

- Recommends policies to the board and/or assists the board in the formulation of policies for the effective and economical operation of the Polk County Fairgrounds & Event Center and its programs.
- Ensures implementation of the policies adopted by the board
- Has chief administrative responsibility for maintenance of facilities and regular reporting to various bodies,
- Carries management responsibility to ensure that legal obligations of the Polk County Fairgrounds & Event Center are met.

Monitoring executive performance

Monitoring executive performance is somewhat synonymous with monitoring organization performance. The board delegates management to the Fair Manager and must have a process for

ongoing monitoring of the Fair Manager's performance of the delegated duties. The purpose of monitoring is to determine the degree to which board policies are being fulfilled.

The board will monitor the Fair Manager's performance by awareness of the Fair Manager's job description, work plan, careful attention to all reports delivered to the board and through an annual written evaluation of the Fair Manager's job performance.

Board/Manager relationship

The board of directors recognizes and maintains the following guidelines in the board's relationship with the Fair Manager:

- Good management is recognized as one of the key factors in the success of the organization. The board reserves the authority to establish policies, approve plans and programs and delegate authority to the Fair Manager.
- The board will approve policies and long-range plans and programs for the Polk County Fairgrounds & Event Center and delegate authority to the Fair Manager to execute and carry out the policies, plans and programs. The Fair Manager will be responsible for training and supervising employees as necessary.
- Board members will refrain from individually discussing management and personnel issues with the Polk County Fairgrounds & Event Center personnel other than the Fair Manager.
- Authority for management will be through the board of directors to the Fair Manager, then to other personnel. The board will require full and timely information from the Fair Manager concerning pertinent matters that relate to the management of the Polk County Fairgrounds & Event Center.
- The board recognizes the efficient management can exist only through mutual understanding and cooperation between the board and the Fair Manager. The board also recognizes that the Fair Manager is accountable to the board to show results, but Fair Manager cannot perform well and show good results if not given latitude to exercise independent judgment in implementing board policy. Therefore, the board grants that latitude of judgment and discretion and expects full accounting of performance from the Fair Manager.
- The board recognizes its position as the employer of the Fair Manager and will be responsible for a systematic annual evaluation of the Fair Manager's performance. The evaluation will be for the purpose of improving the Fair Manager's performance and to provide a basis for consideration of the Fair Manager salary for the next employment contract term.

The Fair Manager serves at the pleasure of the Polk County Fair Board

Board Meetings

Conduct of meetings

So that meetings may be conducted in the most orderly manner, discussion of agenda items will be limited to communications among board members, between the board members and the Chair, and among the board members, Fair Manager and those the board and Chair request to make presentations.

Board calendar

A calendar of agenda items will be established by the Fair Manager and Board Chair. Agenda items listed will be those that regularly require board action such as approval of the budget, renewal of contracts, employee evaluations, election of officers and other standard events. The board will hold its annual work session in February.

Regular meetings

Regular meetings of the board are held on the third Thursday of every month, in meeting room #2 behind the Fair Office. The board will make every effort to maintain those dates.

Special meetings

Special meetings of the board should be called only when the business to be addressed cannot wait until the next regularly scheduled meeting. A special meeting of the board may be called by the Chairman of the board or by any two board members. A call for a special meeting will state the business to be addressed by the board at the special meeting. Every member of the board must be notified of the special meetings at least 24 hours prior to the established meeting time. Special meetings must also follow public meeting law notification requirements.

Absence from meetings

When a board member is absent from three regular meetings in one year, and is not excused, it shall be considered “neglect of duty” and a request from the other board members to remove the absentee board member under ORS 565.225 will be given to the Polk County Board of Commissioners.

Open board meetings

It is the policy of the Polk County Fair Board of Directors to hold open board meetings using the following guidelines:

- Agendas will be provided to guests at the beginning of the meeting.
- Guests may comment to the board only at the designated “Public Comment” section on the agenda for items not listed on the agenda with a 3 minute maximum or when the board requests public comment on an agenda item.

- As permitted by State statute the board may elect to go into executive session.
- Board committee meetings are not generally open to non-board members or designated staff except at the invitation of the committee.

Closed meetings (executive session)

All regular meetings of the board will be open to members and public except as specified below. The board will go into executive session:

- To consider the employment of a Fair Manager, employee, staff member or individual agent.
- To consider the dismissal or disciplining of, or to hear complaints or charges brought against, an executive director, employee, staff member or individual agent who does not require an open hearing.
- To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- To consider information or records that are exempt by law from public inspection.
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed
- To review and evaluate the employment-related performance of the Fair Manager, employee or staff member who does not request an open hearing.

The Chairman of the board will ask at the end of every regular meeting if there is need to meet in executive session pursuant to ORS 192.660

No executive session may be held for the purpose of taking any final action or making any final decisions.

Meeting agenda packet

Meeting agendas will be developed by the Fair Manager and approved by the board Chairman.

All board members will have an opportunity to request items be placed on the agenda prior to the board meeting.

Polk County Fair Board meeting agenda will approximate the following outline:

- Call to order by the Chairman or other residing officer.
- Consideration, correction and approval of minutes of the previous meeting
- Public Comment for items not on the agenda
- Tenant/Partner Comment for items not on the agenda
- Correspondence
- Consideration and acceptance of the financial report
- Fair Manager report
- Unfinished business

- New business
- Add ons
- Adjournment

All rules for calling meeting and notification of board members as spelled out in other section of this manual will apply. All rules for conduct of meetings will be kept. Minutes of the meeting will be kept. Minutes will be reviewed and adopted by the board at the next regularly scheduled board meetings.

Staff attendance at board meetings

It is the policy of the Polk County Fair Board to hold the Fair Manager accountable for operations and management accordingly the Fair Manager may invite any staff to the board meeting.

Voting

All members of the Polk County Fair Board who are present when a question is put will vote upon the question unless excused by the other members present or unless disqualified by conflict of interests. Results of the vote will be recorded.

Voting on all motions will be by voice unless requested otherwise by a member of the board, at the direction of the Chairman or required by these policies.

The Chairman shall have the right to vote if he/she is part of the quorum or in those circumstances where a tie vote exists, unless otherwise directed by a majority of the board in writing.

Minutes of the board meeting

Records of all actions of the board will be set forth in the minutes of the meeting. Minutes will be kept on file as the official record of the Polk County Fair Board.

The Fair Manager will be custodian of the minutes.

Minutes of the meeting are a record of the actions of the board, not a detailed record of discussion. Minutes of the Polk County Fair Board will include:

- The date, time and place the meeting was called to order.
- The type of meeting -- regular, special or continued.
- The names of those board members present and the names of those board members absent from the meeting.
- The exact wording of all motion, whether passed or failed.
- Disposition of each motion made – passed or failed. Number of voting for and number voting against will be recorded. No views, protests or explanations from board members against will be recorded in the minutes unless the full board votes to allow such entries.
- Notification that the minutes from the previous meeting were reviewed and approved by the board.

- Notification that financial reports were reviewed and approved by the board.
- Notification of time of adjournment of the meeting.

Parliamentary authority

Meetings of the Polk County Fair Board will be governed by the parliamentary rules as outlined in Robert's Rules of Order, Newly Revised.

Organizational Finance

Fiscal year

The Polk County Fairgrounds & Event Center fiscal year will be the first day of July to the last day of June.

Financial management

Financial resources of the Polk County Fairgrounds & Event Center are the responsibility of the board of directors. The board will:

- Have a clear plan for acquisition of financial resources to pay for the programs and services provided.
- Provide guidelines for management and allocation of financial resources which will produce optimum benefit for those we serve.
- Monitor and evaluate the financial plans and guidelines to ensure the financial integrity of the Polk County Fairgrounds & Event Center.

Budgeting

An annual operation budget will be prepared by the Fair Manager and the Finance Committee and presented to the board for approval prior to the beginning of the next fiscal year. The budget will reflect the cost of carrying out the programs and services for the next fiscal year. This budget will reflect the anticipated revenues of the Polk County Fairgrounds & Event Center.

The budget will be viewed by the board as their financial plan and approval of the budget by the board will be authority for the Fair Manager to manage the Polk County Fairgrounds & Event Center's finances according to the plan without seeking further approval of the board. However, the Fair Manager will keep the board well informed of the ongoing status of the financial plan and will not make expenditures outside of the budget plan without seeking board approval to amend the budget. Amendments to the budget will be presented to the board for approval and then to the Board of Commissioners for approval.

Accounting

The accounting system used by the Polk County Fairgrounds is directly tied to Polk County. Vouchers will be:

- Prepared in a timely matter
- Checked for accuracy
- Checked for proper coding
- Adhere to policy prior to submittal to fiscal service for payment
- Vouchers must be submitted within one week of receiving.

All vouchers will be signed by the Fair Manager, in the absence of the Fair Manager the Chair or Vice-Chair may sign. The vouchers will then be taken to the County Treasurer, checked for accuracy and proper coding. The vouchers will be taken to the Board of Commissioners for approval signature. A yearly audit will be done at the same time as the County audit.

Financial reports

Reports reflecting the financial condition of the Polk County Fair & Event Center will be presented to the board monthly. These financial reports will include:

- Monthly review of revenue and expense statement for the month and year-to-date with comparison to the budget
- Budget summary

Executive limitation

The Fair Manager may not risk financial losses to the Polk County Fairgrounds & Event Center beyond those that may occur in the normal course of business. The Fair Manager will to his/her best ability:

- Ensure against embezzlement and against liability losses (to board members, organization or staff) beyond the minimally acceptable prudent level.
- Ensure that facilities and equipment are properly maintained.
- Limit exposure of the Polk County Fair Board or staff to claims of liability
- Disburse funds only under controls sufficient to meet the County appointed auditor's standards.
- Ensure off-site backup of all computer and other financial records necessary for the uninterrupted operation of the Polk County Fairgrounds & Event Center.

Spending authorizations

The Fair Manager may make expenditure consistent with the board approved budget without further board approval. However, expenditures that are not within the board approved budget must be formally approved by the board of directors.

A list of anticipated major capital expenditures should be included with the annual budget that is submitted to the board for approval.

Non-budgeted emergency repairs to the facilities or equipment that must be completed immediately and cannot be practically submitted to the board for approval may be authorized by

the Fair Manager. The board of directors will be informed of the expenditures as soon as possible.

Insurance/bonding protection of the board

The Polk County Commissioners or County Administrator shall recommend to the board appropriate insurance protection. The Fair Manager will review it yearly and make sure all new board members names are placed on the appropriate paperwork.

Employment Policies

Chain of command

The Polk County Fair Board believes strongly in the chain of command:



The board is concerned about the needs and success of the staff and will work through the chain of command to facilitate the success of all Polk County Fairgrounds & Event Center staff.

The board expects all staff to respect and follow the chain of command when registering complaints, making suggestions and in any other way communicating with the board about the business of the organization.

The board expects all board members to respect and follow the chain of command when communicating with staff about the business of the organization. Board members will not take complaints, suggestions, requests or demands to the staff except through the Fair Manager. When a board member receives a complaint or suggestion from a staff member other than the Fair Manager, the board member will remind the staff member of this board’s policy about following the chain of command. The board member will also report staff communication to the Fair Manager.

Employee complaint policy

All employees will follow the complaint policy as stipulated in the Polk County Fairgrounds & Event Center personnel rules. Rule 11, 11.1 – 11.4.6

Personnel policies

Appropriate and complete personnel policies will be adopted by the Board of Directors. The Fair Manager will work with the County Human Resource Director to ensure accuracy and completeness.

Personnel policies are published in a separate Personnel Policy Manual. All employees will be given a copy of the most recent and updated Personnel Policy Manual and will sign acknowledgement of such receipt.

Implementation and administration of all personnel policies are the responsibility of the Fair Manager.

Professional membership

The board recognizes the importance of employees staying current in the fields related to their employment and the importance of maintaining professional status. Therefore the Polk County Fair Board may pay for the cost of professional memberships for employees within the limits of the budget and provided such membership is in the best interest of the organization.

Equal employment opportunity/affirmative action

All employment decision and personnel actions will be administered with the purpose of promoting and ensuring equal opportunity for all persons.

All hiring and promotional decisions will be made on the basis of valid, written job requirements set for in the appropriate position description or vacancy posting.

Safety and loss control

The Polk County Fairgrounds & Event Center is committed to maintaining safety in its operations, on its property and in the delivery of programs and services.

The Fair Manager will provide for and actively promote ongoing safety and loss control training for all employees. The Fair Manager will institute procedures, where necessary, to ensure the safety of the work environment and will provide appropriate equipment to employees sufficient for the performance of their duties.

Accidents and losses due to accidents will be reported immediately to the Fair Manager. The Fair Manager will report all accident and losses to the board, County Human Resource Director and the County Administrative Officer.

References for employees leaving the Polk County Fairgrounds & Event Center

It is the policy of the Polk County Fair Board that no employee or board member of the Polk County Fairgrounds & Event Center will provide performance references for/about former employees.

When requests for such references are received, with appropriate releases from the former employee, they will be referred to the Fair Manager who will provide the requesting party only the dates of employment for the former employee and a copy of this policy statement.

Board Officers

Officers of the board will be Chair and Vice-Chair elected by a majority vote of the board.

The Chair of the board will:

- Collaborate with the Fair Manager to prepare board meeting agendas.
- Preside at board meetings.
- Appoint committee and committee chairperson.
- Sign official documents requiring signature.
- May represent the board in public and official capacities as instructed by the board.
- Make special assignments for committees.
- Act as liaison between board and Fair Manager
- Encourage the board to do long-range planning
- Assist board members to build their board skills
- Act to discipline board members who violate ethical standards of the board.
- Encourage all board members to participate in board activities
- Ensure that all board members' views are represented in board meetings.
- Appoint a board member or employee as Secretary when the Fair Manager is absent.

The Chair shall have the right to vote if he/she is part of the quorum or in those circumstances where a tie exists. Unless otherwise directed by a majority of the board in writing.

The Vice-Chair will preside at board meetings in the absence of the Chair and have the same duties as the Chairman when filling in for the absence of the Chair.

Appointments, terms and vacancy

Officers shall be elected by the Polk County Fair Board during the January meeting, and serve from January thru December.

A vacancy in any office because of death, resignation, removal, disqualification or otherwise shall be filled by the Polk County Fair Board at the next regular meeting and/or special meeting for the remaining unexpired term.

If a board member is unable to attend the meeting, they may cast their vote prior to the elections by proxy.

Resignations and removal of officers

An officer may resign at any time by giving written notice to the Polk County Fair Board and the Polk County Board of Commissioners.

An officer can be removed from office for cause by the majority vote of the Polk County Fair Board.

Committees of the Board

The board by majority vote may designate board committees each of which shall consist of 2 members. Board committees shall have and exercise only the direction given to them by the Polk County Fair Board.

Finance Committee

The Finance Committee shall make recommendation to the Polk County Fair Board in reviewing all financial procedures used by the Polk County Fair Board. Notwithstanding any other provision of law relating to the disbursement of county fair moneys from the county treasury to make recommendation to the Polk County Fair Board for improvement and efficiencies of our budgetary matters.

The Finance Committee will meet with the Fair Manager to prepare and present the budget to the board yearly.

Personnel Committee

The Personnel Committee shall make recommendations to the Polk County Fair Board in regards to establishing, maintaining and review of all board policies, personnel rules and procedures.

The Personnel Committee will meet with the Fair Manager to do the yearly employee evaluations and report back to the board. The committee will also meet when the Fair Manager requests a meeting to deal with personnel issues that occasionally arise.

Superintendent/Entertainment

This committee shall make recommendations to the Polk County Fair Board in regards to appointing Superintendents and hiring entertainment.

This committee will meet with the Fair Manager at least once a year and will make every effort to attend the Oregon Fair Association Convention in January to see new entertainment choices.

Board Liaisons

The Chair of the board will appoint board liaisons to partner groups from necessary.

Polk County Fair Foundation

This organization is a 501 (c) (3) tax exempt community based foundation. Its purpose is to support the development and maintenance of the Polk County Fairgrounds & Event Center.

This organization typically meets the third Tuesday of the month from 11:30am – 1:00pm at the fairgrounds in meeting room #1.

Polk County Fair Improvement Association

This organization is a 501 (c) (3) tax exempt community based Association. Its purpose is to raise funds to make needed improvements to provide a better facility.

This organization typically meets the Tuesday before the Fair Board meeting, every other month. Meetings are every two weeks the month for their Annual Dinner Auction. Meetings are at 7:00pm at the fairgrounds in meeting room #1.

Polk County Livestock Association

This organization is incorporated as an Oregon Nonprofit Corporation and is IRS tax-exempt.

The Association sponsors the Polk County 4-H/FFA Market Program to help educate youth on the effective methods to market and care for their animals.

They hold 2 major weigh-ins and 2 – 4 additional minor ones. They put on the buyer's dinner Saturday of the Fair and the Livestock Auction Saturday night of the Fair.

This organization sets their meeting schedule at their January business meeting every year.

PECAN – Polk Extension Citizens Advisory Network

The purpose of this group is to advise Extension, the District Board of Directors (Polk County Commissioners) and District Financial Officer on how resources are allocated and people served in the county, and advocate on behalf of the Extension Service in Polk County

They hold quarterly meetings (January, April, July, and October) from 6:30pm – 8:30pm at the Extension Office.

Polk County Fairgrounds & Event Center Facilities

The board recognizes the need by the community for adequate spaces for meetings and programs of various groups and organizations, and the responsibility of the Polk County Fairgrounds & Event Center as a good corporate citizen to help meet this need. Therefore, it is the policy of the

Polk County Fair Board to allow limited use of the Polk County Fairgrounds & Event Center facilities by community organizations and groups.

Conflict of usage

Individual, groups or organizations may be given permission to use the Polk County Fairgrounds & Event Center facilities upon recommendation by the Fair Manager and approval by the Board of Directors.

Requests for use of the facilities for other than Polk County Fairgrounds & Event Center business will not be granted until it is clear that such use will in no way hinder the full use by the Polk County Fairgrounds & Event Center. A calendar of approved requests will be maintained to avoid scheduling conflicts.

Accountability for proper and safe usage

Requests must be made in writing by one person, representing a group or organization who will be obligated to the Polk County Fairgrounds & Event Center for the safe and proper use of the facilities.

Individuals belonging to a group whose request is approved will be required to comply with the security procedures which are established by the Polk County Fairgrounds & Event Center when using the facilities.

A record will be maintained of each request received showing the name of the individual, group or organization requesting use of the facilities, the date and hours of use.

Eligibility of users

The board, through the provisions of this policy authorizes the use of the facilities as outlined below:

- Individuals may request the use of facilities for and on behalf of a group or organization, but may not use any facilities for private use.

Groups and organizations such as the following may be granted use of the facilities:

- Local or State Government
- Educational organizations – 4-H, FFA
- Agricultural related groups or organizations
- Emergency or disaster operations

Board Member Job Description

Board members are responsible for determining Polk County Fairgrounds & Event Center policy in human resources, planning, finance, community relations and organizational operations.

Human Resources – board members have three key responsibilities in this area:

1. Board membership, which includes recruiting new board members, recognizing opportunities and nurturing existing board members and providing existing board members with opportunities to grow and develop as leaders;
2. Fair Manager oversight, which includes hiring, termination, disciplining and ongoing evaluation of the Fair Manager.
3. Personnel policies, which includes policies relating to the Fair Manager employment and ensuring that the Fair Manager has complete and up-to-date policies in place for management of staff.

Planning – Board members have three key responsibilities in this area:

1. Establish and reviewing of the Polk County Fairgrounds & Event Center mission, philosophy and goals;
2. Planning which services/programs to provide and;
3. Evaluating the services/programs and operations on a regular basis.

Finance – Board members have three key responsibilities in the area:

1. Ensuring financial accountability of the Polk County Fairgrounds & Event Center;
2. Overseeing an ongoing process of budget development, approval and review;
3. Ensuring that adequate funds are available to support the Polk County Fairgrounds & Event Center’s policies and programs.

Community Relations – Board members have three key responsibilities in this area:

1. Ensuring that the Polk County Fairgrounds & Event Center’s programs and services appropriately address the needs of those we serve;
2. Advocating for the Polk County Fairgrounds & Event Center’s services/programs which includes an awareness that board members are always emissaries of the Polk County Fairgrounds & Event Center in the community; and
3. Cooperative action which includes determining occasions when the Polk County Fairgrounds & Event Center could/should take part in coalitions, joint operations, etc.

Organizational Operations – Board members have four key responsibilities in this area:

1. Ensuring that the Polk County Fairgrounds & Event Center management systems are adequate and appropriate;
2. Ensuring that the board’s operations are adequate and appropriate, which includes writing policies for conduct of meetings and operations of board business;
3. Ensuring that organizational and legal structure are adequate and appropriate;
4. Ensuring that the Polk County Fairgrounds & Event Center and its board members meet all applicable legal requirements.

Performance expectations for board members

In performing duties as a member of the Polk County Fair Board every board member is expected to:

- Demonstrate a strong belief and commitment to the Polk County Fairgrounds & Event Center mission.
- Devote the time to prepare and participate in board and committee meetings.
- Exhibit high ethical standard and integrity in all board actions.
- Be an enthusiastic advocate for the Polk County Fairgrounds & Event Center.
- Take responsibility and accountability for the Polk County Fairgrounds & Event Center and all decisions made by the board.
- Spend the time necessary to learn how to do the job and maintain an ongoing schedule of in service to learn how to do the job better.
- Demonstrate willingness to work as a team member with other Board Members and the Fair Manager.

**EMPLOYMENT AGREEMENT
FOR FAIRGROUNDS MANAGER**

This Agreement is made between the POLK COUNTY FAIR BOARD, hereinafter referred to as “POLK” and _____ hereinafter referred to as “EMPLOYEE.”

RECITALS

Whereas, POLK is engaged in the business of the operation and maintenance of a fairgrounds, known as the Polk County Fairgrounds, located in Polk County, State of Oregon; and

Whereas, The employment of the EMPLOYEE as Manager is a unique and different type of employment from any and all other employees of Polk County and therefore the employment of the EMPLOYEE shall require specifications of duties, responsibilities and benefits to which the EMPLOYEE is entitled;

NOW THEREFORE, for the reasons set forth above and in consideration of the mutual promises and agreement hereinafter set forth, POLK and the EMPLOYEE agree to the following terms and conditions of employment and that the terms and conditions are applicable to the EMPLOYEE.

SECTION I – EMPLOYMENT

POLK hereby employs, engages and hires the EMPLOYEE as the manager to perform all of the designated duties as set forth in the job description attached hereto as Exhibit “A” and the work plan attached hereto as Exhibit “B” and by this reference incorporated herein, and the EMPLOYEE hereby agrees to and accepts such hiring, engagement and employment, subject to the general supervision by and pursuant to the orders, advice and direction of POLK, or its designee. The EMPLOYEE shall perform such other duties as are customarily performed by one holding such position in other, the same or similar Manager positions or enterprises and shall also additionally render such other and unrelated services and duties as may be assigned to the EMPLOYEE from time to time by POLK or its designee. This position is “at-will”. Upon signing below EMPLOYEE acknowledges and consents to “at-will status”.

SECTION II – BEST EFFORTS OF THE EMPLOYEE

EMPLOYEE agrees that she will at all times faithfully, industriously and to the best of her ability, experience and talents, perform all of the duties as may be required of her pursuant to the expressed and explicit terms hereof, to the reasonable satisfaction of POLK. Such duties shall be performed at the Polk

County Fairgrounds located at Rickreall, Oregon, and at such other places, as POLK shall in good faith require.

SECTION III – TERMS OF EMPLOYMENT

The term of this Agreement shall commence upon its execution and terminate on December 31, 2015. This Agreement also may be terminated pursuant to Section IX of this Agreement. This Agreement shall be reviewed in November 2015 to determine if renewal or modifications are deemed necessary and appropriate.

SECTION IV – COMPENSATION OF EMPLOYEE

POLK shall pay the EMPLOYEE and the EMPLOYEE shall accept from POLK in full payment of the EMPLOYEE's services hereunder, compensation in the amount of \$_____ per year (\$_____ per month) (effective July 1, 2015) Compensation is to be payable monthly on the last workday of each month while this Agreement is in force. EMPLOYEE shall have the opportunity to receive an incentive bonus pursuant to criteria developed by POLK. The criteria set forth by POLK shall be attached to this Agreement as Exhibit "C" once they are developed and agreed upon.

SECTION V – RECOMMENDATIONS FOR IMPROVING OPERATIONS

The EMPLOYEE shall make suggestions and recommendations to POLK from time to time regarding methods for improving operations at the fairgrounds.

SECTION VI – EMPLOYEE'S INABILITY TO CONTRACT FOR POLK

Notwithstanding anything contained herein to the contrary, EMPLOYEE shall not have the right to make any contracts or commitments for or on behalf of POLK without first obtaining the consent of POLK, or its designee.

SECTION VII – BENEFITS

In addition to the monetary benefits set forth herein, the EMPLOYEE shall be entitled to the following benefits in lieu of any other benefits. The benefits set forth in this Agreement are the only benefits extended to the EMPLOYEE, subject to modification as set forth in the Agreement.

The benefits are as follows;

1. Vacation. EMPLOYEE shall be allowed to accrue vacation leave as provided in the personnel rules of Polk County. The scheduling of vacation shall be subject to POLK approval.

2. Work Schedule. EMPLOYEE shall work a minimum of forty (40) hours per week consistent with the operational needs of the fairgrounds. (Flex time will be given during slower weeks.)

3. Sick Leave. EMPLOYEE shall be allowed to accrue sick leave as provided in the personnel rules of Polk County.

4. Overtime. EMPLOYEE shall not be entitled to any overtime for services performed under this Agreement. In lieu of overtime, the EMPLOYEE is entitled to twelve (12) personal leave days to be used during the term of this Agreement and subject to POLK approval for scheduling purposes. There will be no compensation for any such personal leave remaining unused upon termination of this Agreement.

5. Public Employees Retirement System. EMPLOYEE shall be entitled to all benefits of the Public Employees Retirement System as provided to all non-represented Polk County employees subject to the Polk County Personnel Rules.

6. Insurance Benefits. EMPLOYEE shall be entitled to all medical, dental and life insurance benefits that are available to all other non-represented Polk County employees pursuant to the Polk County Personnel Rules.

7. Merit Increases. EMPLOYEE shall be entitled to merit increases only as may be determined by POLK.

8. Leave of Absence Without Pay. EMPLOYEE shall not be entitled to a leave of absence without pay except as specifically agreed to by POLK or its designee.

9. Workers Compensation. EMPLOYEE shall be provided Workers Compensation as regularly provided to all employee of Polk County. Other than the benefits set forth herein, the EMPLOYEE shall not be entitled to any benefits regularly provided to Polk County employees. It is agreed and understood that the basis for not furnishing those benefits to the EMPLOYEE is the EMPLOYEE's unique work situation in serving as Manager, which requires unique responsibilities.

SECTION VIII – MORALS CLAUSE

The EMPLOYEE agrees to refrain from any conduct deemed to be an offensive moral turpitude.

SECTION IX – TERMINATION.

a. Anything herein contained notwithstanding, in the event that POLK shall discontinue the operation of a fairgrounds, this Agreement shall terminate upon the last day of the month in which POLK ceases operation of such fairgrounds.

b. This Agreement may be terminated without cause by either party upon thirty (30) days' written notice to the other. If POLK shall so terminate this Agreement, the EMPLOYEE shall be entitled to compensation for an additional thirty (30) days.

c. Termination for cause. In the event of violation by the EMPLOYEE of any terms of this Agreement, or for misconduct or inefficiency, POLK may terminate employment without notice and with pay only to the date of such termination.

For the purposes of this Agreement,

(1) Misconduct is defined as a course of wrongful conduct by the EMPLOYEE which may reasonably be expected to bring discredit upon either POLK or the fairgrounds, or both, or which does in fact cause injury to either POLK or the fairgrounds, or both. The misconduct must be intentional on the part of the EMPLOYEE.

(2) Inefficiency is defined as the inability of the EMPLOYEE to discharge the duties of the position to POLK's satisfaction even though at all times she faithfully, industriously and to the best of her ability tried to perform the duties as required in Section II.

d. If funding to the Polk County Fairgrounds from Federal, State or other sources is not sufficient to permit payment for her services, EMPLOYEE shall be given a minimum of fourteen (14) days' notice prior to termination. POLK will attempt to give more notice when possible.

SECTION X – MODIFICATION OF CONTRACT

No waiver or modification of this Agreement or any other of the covenants, conditions or limitations herein contained shall be valid unless in writing and duly executed by the party to be charged herewith and no evidence of any waiver or modifications shall be offered or received in evidence of any proceeding, arbitration or litigation between the parties arising out of or affecting this Agreement, or the rights or the obligations of the parties hereunder, unless such waiver or modification is in writing, duly executed as stated herein, and the parties further agree that the provisions of this Section may not be waived except as herein set forth.

SECTION XI – SEVERABILITY

All agreements and covenants contained herein are severable and in the event that any of them shall be held invalid by any competent Court, this Agreement shall be interpreted as if the invalid agreements or covenants were not contained herein. This provision notwithstanding, in the event that either Section I or Section IV hereof shall be found to be invalid by such Court, those Sections shall be amended to remove the cause of the Court’s finding of invalidity.

IN WITNESS WHEREOF, the parties have executed this Agreement at
Rickreall, Oregon, on this _____ day of _____.

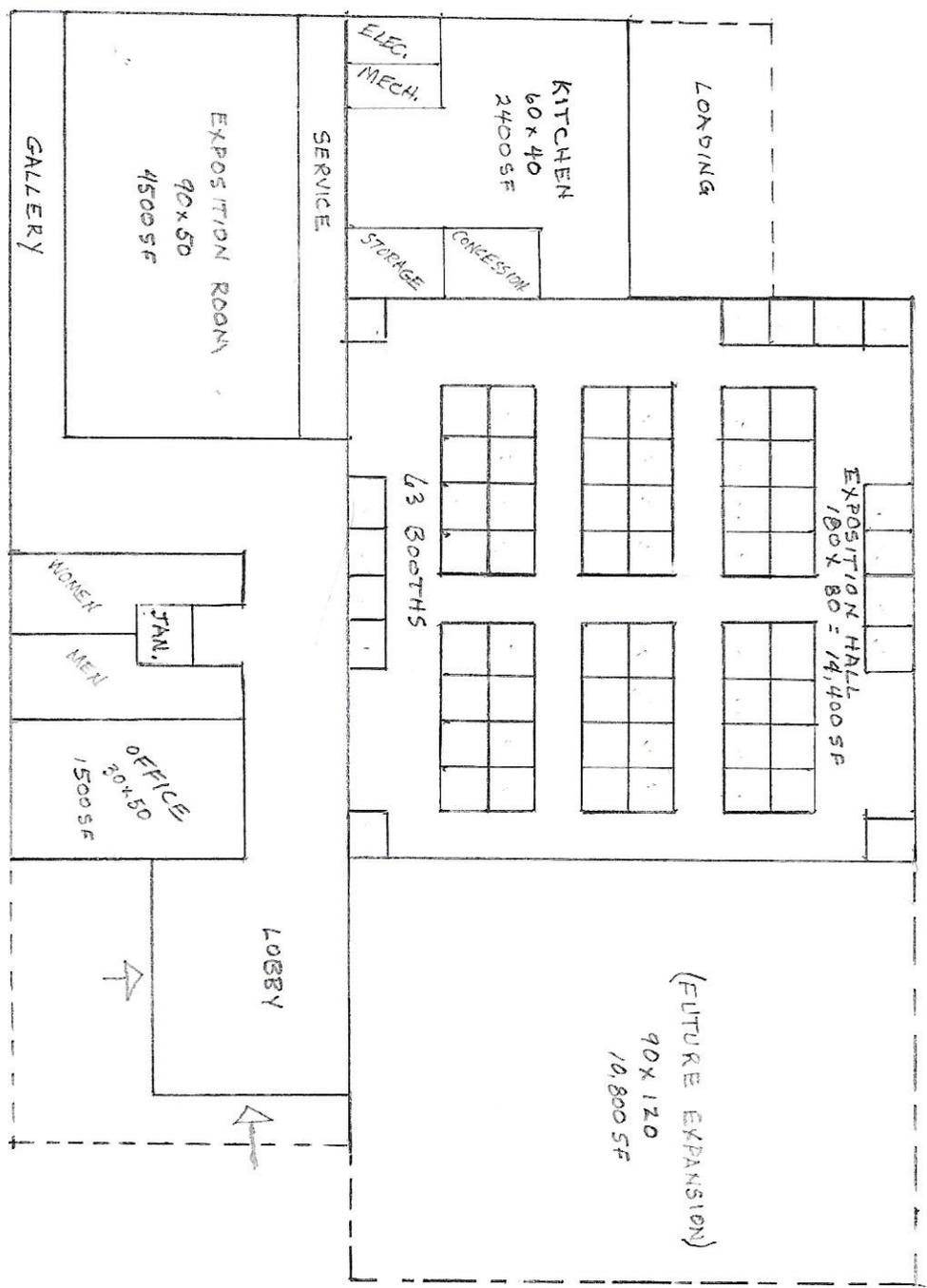
EMPLOYEE

POLK COUNTY FAIR BOARD

Attached Exhibit A – Job description

Attached Exhibit B – Work plan

— Preliminary Floor Plan —



TOTAL AREA APPROX. 25,000 SF

PROJECT	PERCENT	AREA	COST	YEAR	COST PER SF	FEE ARCHITECTURAL	FEE AS PERCENT	FEE TOTAL	FEE AS PERCENT	REIMBURSABLES AS PERCENT OF TOTAL FEE	NOTES
Comparisons											
11 Linn County Fair Expo Center		70,600 SF	\$4,533,309	1998	\$64.21 / SF						
12 Douglas County Conference Center		24,928 SF	\$3,320,725	2005	\$133.21 / SF	\$117,000	3.52%	\$238,830	7.19%	5.19%	
13 Washington County Fair Event Center		119,073 SF	\$17,860,950	2007	\$150. / SF						
14 Washington State Fair Park- Event Center		28,000 SF	\$5,880,000	2009	\$210. / SF						
Concessions/ Restroom		4,600 SF	\$1,081,000		\$235. / SF						
Paving around building		18,071 SF	\$56,000		\$3.1 / SF						
Infrastructure											
Owner Contingency											Allowance (\$1,050,000 total for project)
Inflation											10%
15 Washington State Fair Park- Expo Annex		40,000 SF	\$6,600,000	2009	\$165. / SF						12.5% for 2009 - 2012
Lincoln County Fairgrounds Pavilion											
Construction Cost Estimate											
11 Paving around building		25,000 SF	\$3,750,000		\$150. / SF						
12 Infrastructure and connections (allowance)		25,000 SF	\$75,000		\$3. / SF						
13 Total Estimated Construction Cost		25,000 SF	\$4,075,000		\$163. / SF						
15 Owner Contingency			\$407,500								10%
16 Inflation (assuming 2 years)			\$244,500								6%
17 Soft Costs:			\$1,018,750								25%
Design/ Engineering Fees and Expenses											
Survey, Geotech, etc.											
Permits and Fees											
Yell Data/ Security/ Sound System											
Furniture											
Kitchen Equipment											
Testing and Inspections											
Signs											
Financing Costs											
18 Total			\$5,745,750								

Note: This estimate is an approximation only based on comparable building unit costs per square foot. It is not intended as an actual estimate and is not based on any specific design. Costs will vary dependent on market, features, design elements, jurisdictional costs, etc.