

# **NOTICE OF MEETING**

## **Washington County Fair Board**

Washington County Fair Complex  
Cloverleaf Building  
873 NE 34<sup>th</sup> Ave, Hillsboro OR 97124  
Wednesday June 5, 2019  
4:30 p.m.

The Washington County Fair Board will hold a meeting on Wednesday June 5, 2019 at 4:30 p.m. in the Cloverleaf Building at the Washington Fair Complex. 873 NE 34<sup>th</sup> Ave, Hillsboro, OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

# Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Cloverleaf Building

Wednesday June 5, 2019

4:30 p.m. to 6:00 p.m.

873 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124

## Fair Board

Gary Seidel, President  
Andy Duyck, Vice President  
Erin Carroll, Board Member

Bill Ganger, Board Member  
David Noyes, Board Member

Bob Rollinger, Board Member  
Jerry Willey, Board Member

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### A. Call to Order

### B. Oral Communications I

This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.

### C. Approval of Minutes

1. April 3, 2019 Fair Board Meeting Minutes
2. April 24, 2019 Fair Board Special Meeting Minutes

### D. Reports

1. Approval of March & April 2019 Financial Reports for FY 18/19
2. 4-H Update
3. Educational Fund Update, if any
4. FAC update, if any

### E. Old Business

1. County Fair 2019 updates
2. Other, if any

### F. New Business

1. Award Contracts
  - a. All Star Tent & Rental
  - b. Peterson Cat
2. Other, if any

### G. Other Matters of Information

1. County Administrative Office Update, if any
2. Other, if any

### H. Oral Communications II

As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.

### I. Adjourn

#### Future Meetings:

July 10, 2019

September 4, 2019 – Strategic Planning 12:00 p.m. to 4:00 p.m. followed by the Fair Board meeting 4:30 p.m. to 6:00 p.m..

November 6, 2019

# Washington County Fair Board Meeting Minutes

Washington County Fair Complex, Cloverleaf Building

**Wednesday April 3, 2019**

4:30pm – 6:00 pm 873 NE 34<sup>th</sup> Ave. Hillsboro, OR. 97124

## **Fair Board**

Gary Siedel, President

Bill Ganger, Board Member

Bob Rollinger, Board Member

Andy Dyck, Vice President

David Noyes, Board Member

Jerry Willey, Board Member

Erin Carroll, Board Member

- A.** President Seidel Called the meeting to order and noted all members present.
- B.** President Seidel opened Oral Communications I. Seeing none, Seidel closed Oral Communications I.
- C. Approval of Minutes**
- a.** Vice President Duyck moved to accept the February 2019 minutes as presented. Second by Board Member Noyes. Motion carried 7-0.
- D. Reports**
- a. January & February 2019 Financial Reports for FY 18/19**  
Fair Manager Perkins-Hagele noted a couple adjustments in the financial reports as some of the costs of sound, lights, trailers and chairs were charged in error to the Interim Program instead of the Fair program. Board Member Noyes made a motion to accept the financials as presented. Second by Board Member Carroll. Motion carried 7-0.
- b. 4-H update**  
4-H agent Pat Willis reported that tonight's 4-H gathering meeting topic is about companion pets. Willis reported that last month the State Vet and Washington County Public Health presented on Bio-Security. Willis noted that Washington County is setting the standard regarding bio-security.
- c. Educational Fund Update**  
Perkins-Hagele reported that Board Member Rollinger is the new Chair of the Education Fund and noted that she will work to get Rollinger and Commissioner Willey up to speed as to how the Education Fund is set-up. Perkins-Hagele reported that the Fair Board needs to consider two new applicants for the Education Fund tonight; Jan Harer and Jean Gullickson. President Seidel asked if Tanya Norby was eligible to be on the board. Perkins-Hagele reported that she is the significant other of a Fair Complex employee and therefore is not eligible. Perkins-Hagele did note that Tanya Norby is not a member of the Education Fund but is the secretary designee, appointed by Perkins-Hagele who is the Education Fund secretary. Motion by Board Member Rollinger to accept Jan Harer and Jean Gullickson to one-year terms on the Washington County Fair Education Fund. Second by Board Member Carroll. Motion carried 6-0.  
Board Member Rollinger reported on the Casino night planning. Taco bar, drinks, auction items, and prices.
- d. FAC update**  
President Seidel provided an update to the Fair Board on the FAC meeting. Seidel explained the different phases, and the multi-purpose buildings that will also be used for livestock during the Fair, he reported on the feed back of the recent User meeting, the plans for an interim horse arena for the 2020 fair. Seidel also reported that the Armory will become the new maintenance building and storage. There is also a naming committee and Bill Ganger is on that committee. Gary had handouts with the rendering from LRS of the possible placement of the new buildings. Commissioner Willey commented that when he goes out to meet with the rural areas they would like to have a more county feel.

**E. Old Business**

**a. County Fair 2019 update:**

Fair Manager Perkins-Hagele reported that staff is finalizing the plans for marketing & advertising, and entertainment and judges contracts are nearly completed. Vendor sales are doing well. Perkins-Hagele reported that in the next couple months there will be a few contracts that the Fair Board will need to approve due to amounts.

**F. New Business**

**a. Other**

Perkins-Hagele reported that the Oregon Fairs Association sent a plaque recognizing the support for the 4-H & FFA scholarship program. Perkins-Hagele also reminded the Fair Board that the joint meeting will be on April 16, 11:30 am to 1:00 pm. Perkins-Hagele also noted that it's time for the Fair Board to update the strategic Plan, and come up with plans for the 10 day fair. The Board agreed to meet at 12:00 p.m. prior to the September Fair Board meeting.

**G. Other Matters of Information**

**a. County Administrative Office update**

Deputy County Administrator Sia Lindstrom reported that Chair Harrington is asking the Fair Board to think about what is working and not working to prepare for the annual joint meeting. Perkins-Hagele pointed out there is a very long list of things that the county does for us that we don't have to worry about. Examples were fleet services, legal, insurance and risk, payroll, finance, purchasing, IT, etc.

**b. Event center update:**

Perkins-Hagele reported that the Board will soon be approving the rates for the Event Center and then booking events will soon follow. Perkins-Hagele also noted that the first event to be held in the Event Center will be the 2020 Fair.

**H. President Seidel opened Oral Communications II. Seeing none, Seidel closed Oral Communications II.**

**Adjourn at 5:26**

**Future Meetings:**

July 10, 2019

September 4, 2019

November 6, 2019

# Washington County Fair Board Special Meeting

Washington County Fair Complex Office

Wednesday April 24, 2019

5:00 pm to 5:30 pm

873 NE 34<sup>th</sup> Ave. Hillsboro Ore. 97124

## Fair Board

Gary Siedel, President  
Andy Duyck, Vice President  
Erin Carroll, Board Member

Bill Ganger, Board Member  
David Noyes, Board Member

Bob Rollinger, Board Member  
Jerry Willey, Board Member

### A. Call to Order

President Siedel called the meeting to order at 5:00pm. Present are Gary Siedel, Andy Duyck and Bill Ganger. Conference call-in's were Erin Carroll and David Noyes. Absent are Bob Rollinger and Jerry Willey.

### B. Award Contracts

Fair manager Leah Perkins-Hagele explained why we needed to have a special meeting. Employers Overload does all our temp payroll and it includes wages. It is for \$250,000 and a 2-year contract. Board member Ganger motioned to approve the expenditure. Board member Carroll 2<sup>nd</sup> it. Motion approved 5-0.

Cascade Sound contract is for \$150,000 and a 2-year contract. Vice president Duyck motioned to approve the expenditure. Board member Carroll 2<sup>nd</sup> it. Motion approved 5-0.

Fair manager, Leah Perkins-Hagele said that two more contract would be coming through for board approval, but they could wait for the June 5<sup>th</sup> Board meeting.

Fair manager Leah Perkins-Hagele also wanted to discuss that after the Joint committee meeting, Chair Harrington inquired about the Fair's marketing to people of color and the LBGQ community. Perkins-Hagele reported that we don't market to any one group and that we cast a wide net in advertising. Perkins-Hagele noted that it's a bit late to change course this year unless the board would like staff to re-work the marketing plan, but staff can look at it next year if that is the direction the Board wants to take.

President Siedel would like this to go to county legal to make sure there is no issues as he sees potential problems with singling out specific groups.

Vice President Duyck commented that because of the MOU with the County Commissioners, dividing the duties, the Fair Board clearly has the authority to make these decisions for the fair. Chair Harrington is free to come to a Fair Board meeting and address the issue as a citizen. Duyck also reminded the board that years ago there was a request to market directly to the Latino communities and there was big back lash from that.

Perkins-Hagele clarified that the Fair Board is seeking no changes for marketing for the 2019 Fair and would seek advice and discuss marketing options for future Fairs.

### C. Adjourn

President Siedel adjourned the meeting at 5:15 pm

**Washington County Fair**  
**873 NE 34<sup>th</sup> Avenue**  
**Hillsboro, Oregon 97124**  
**Phone: (503) 648-1416**  
**Fax: (503) 648-7208**  
**leah\_perkins-hagele@co.washington.or.us**  
**www.bigfairfun.com**

## **MEMORANDUM**

**Date:** May 27, 2019

**To:** Washington County Fair Board

**From:** Leah E. Perkins-Hagele, Fair Complex Manager

**Re:** Financial Reports

The March & April financial reports for Fiscal Year 2018\_2019 are attached.



# Monthly Financial Report

Washington County

Washington County

Fund=200 (Fairplex), Program=981010 (Annual County Fair)

Account	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	YTD-Actual	Budget	Remaining Budget	Use
<b>Intergovernmental Rev</b>																
41025 Transient Lodge Tax	\$ -	\$ (60,965.10)	\$ (62,940.00)	\$ (50,580.60)	\$ (50,726.40)	\$ (38,865.60)	\$ (34,067.50)	\$ (37,131.30)	\$ (36,546.70)	\$ (50,266.10)			(422,089.30)	(585,408.00)	(163,318.70)	72%
43156 Dept Ag Lot. Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (53,166.67)	\$ -	\$ -			(53,166.67)	(53,000.00)	166.67	100%
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (60,965.10)</b>	<b>\$ (62,940.00)</b>	<b>\$ (50,580.60)</b>	<b>\$ (50,726.40)</b>	<b>\$ (38,865.60)</b>	<b>\$ (34,067.50)</b>	<b>\$ (90,297.97)</b>	<b>\$ (36,546.70)</b>	<b>\$ (50,266.10)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(475,255.97)</b>	<b>(638,408.00)</b>	<b>(163,152.03)</b>	<b>74%</b>
<b>Charges for Seviles</b>																
44511 Camping Fees	\$ -	\$ (8,700.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(8,700.00)	(8,000.00)	700.00	109%
44514 Comm Booth Rent	\$ (93,035.00)	\$ 1,575.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(91,460.00)	(62,500.00)	28,960.00	146%
44515 Parking Fees	\$ (150,753.92)	\$ (1,062.40)	\$ (345.60)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(152,161.92)	(145,000.00)	7,161.92	105%
44516 Concert Admission	\$ (9,821.36)	\$ (231,901.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(241,722.36)	(375,000.00)	(133,277.64)	64%
44517 Sponsorship Fees	\$ (14,250.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(14,250.00)	(15,000.00)	(750.00)	95%
44518 Carnival Fees	\$ -	\$ (210,213.48)	\$ (11,466.11)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(221,679.59)	(260,000.00)	(38,320.41)	85%
44522 Livestock Entry Fees	\$ (2,296.00)	\$ 60.00	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(2,131.00)	(1,400.00)	731.00	152%
<b>TOTAL</b>	<b>\$ (270,156.28)</b>	<b>\$ (450,241.88)</b>	<b>\$ (11,706.71)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(732,104.87)</b>	<b>(866,900.00)</b>	<b>(134,795.13)</b>	<b>84%</b>
<b>Miscellaneous Revenues</b>																
48195 Reimburse of Exp	\$ (5,625.00)	\$ (928.00)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(6,553.00)	(1,000.00)	5,553.00	655%
48205 Concessions	\$ (177,732.02)	\$ (60,108.00)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(237,840.02)	(300,000.00)	(62,159.98)	79%
48225 Other Misc Rev	\$ (1,438.50)	\$ 4.50			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			(1,434.00)	(3,200.00)	(1,766.00)	45%
<b>Total</b>	<b>\$ (184,795.52)</b>	<b>\$ (61,031.50)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(245,827.02)</b>	<b>(304,200.00)</b>	<b>(58,372.98)</b>	<b>81%</b>
<b>Total Revenues</b>	<b>\$ (454,951.80)</b>	<b>\$ (572,238.48)</b>	<b>(74,646.71)</b>	<b>(50,580.60)</b>	<b>(50,726.40)</b>	<b>(38,865.60)</b>	<b>(34,067.50)</b>	<b>(90,297.97)</b>	<b>(36,546.70)</b>	<b>(50,266.10)</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,453,187.86)</b>	<b>(1,809,508.00)</b>	<b>(356,320.14)</b>	<b>80%</b>
<b>Personal Services</b>																
51105 Wages & Salaries	\$ 7,236.97	\$ 22,006.25	\$ 14,342.34	\$ 14,385.67	\$ 14,636.20	\$ 14,989.61	\$ 15,494.20	\$ 15,494.21	\$ 24,164.69	\$ 16,159.17			158,909.31	203,565.00	44,655.69	78%
51110 Temporary Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			0.00	11,350.00	11,350.00	0%
51115 Overtime/Other Pay	\$ -	\$ 1,620.69	\$ -	\$ -	\$ 75.69	\$ -	\$ -	\$ 343.20	\$ -	\$ -			2,039.58	6,000.00	3,960.42	34%
51125 FICA	\$ 546.56	\$ 1,795.99	\$ 1,083.30	\$ 1,086.72	\$ 1,111.56	\$ 1,132.77	\$ 1,169.43	\$ 1,194.44	\$ 1,834.52	\$ 1,219.65			12,174.94	16,493.00	4,318.06	74%
51130 Workers Comp	\$ 45.90	\$ 137.84	\$ 88.07	\$ 88.01	\$ 84.09	\$ 88.06	\$ 91.83	\$ 91.83	\$ 149.20	\$ 103.30			968.13	1,417.00	448.87	68%
51135 Employer Paid Workday	\$ 3.18	\$ 10.42	\$ 4.74	\$ 5.48	\$ 4.81	\$ 5.02	\$ 3.69	\$ 5.13	\$ 7.92	\$ 5.36			55.75	102.00	46.25	55%
51140 Pers Contribution	\$ 1,540.44	\$ 5,063.79	\$ 3,085.97	\$ 3,092.50	\$ 3,166.70	\$ 3,119.98	\$ 3,119.98	\$ 3,199.91	\$ 4,679.95	\$ 3,119.98			33,189.20	42,820.00	9,630.80	78%
51150 Health Insurance	\$ 4,233.44	\$ 4,192.73	\$ 3,843.79	\$ 3,843.72	\$ 3,843.52	\$ 3,843.79	\$ 4,192.55	\$ 4,193.24	\$ 4,193.22	\$ 4,193.25			40,573.25	50,319.00	9,745.75	81%
51155 Life, Long Term Disabilit	\$ 54.26	\$ 54.12	\$ 49.68	\$ 49.73	\$ 49.81	\$ 49.69	\$ 54.29	\$ 54.36	\$ 54.29	\$ 54.26			524.49	721.00	196.51	73%
51160 Unemployment Insurance	\$ 3.54	\$ 10.43	\$ 6.76	\$ 6.74	\$ 6.52	\$ 6.80	\$ 7.10	\$ 7.00	\$ 11.46	\$ 7.90			74.25	109.00	34.75	68%
51165 Tri-Met Tax	\$ 48.20	\$ 158.88	\$ 95.32	\$ 95.60	\$ 97.82	\$ 100.10	\$ 104.87	\$ 106.99	\$ 165.14	\$ 109.92			1,082.84	1,630.00	547.16	66%
51180 Other Employee Allow	\$ 26.25	\$ 78.75	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50	\$ 52.50	\$ 78.75	\$ 52.50			551.25	683.00	131.75	81%
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			0.00	0.00	0.00	0%
<b>TOTAL</b>	<b>\$ 13,738.74</b>	<b>\$ 35,129.89</b>	<b>22,652.47</b>	<b>22,706.67</b>	<b>23,129.22</b>	<b>23,388.32</b>	<b>24,290.44</b>	<b>24,742.81</b>	<b>35,339.14</b>	<b>25,025.29</b>	<b>0.00</b>	<b>0.00</b>	<b>250,142.99</b>	<b>335,209.00</b>	<b>85,066.01</b>	<b>75%</b>

<i>Account</i>	<i>July 2018</i>	<i>Aug 2018</i>	<i>Sept 2018</i>	<i>Oct 2018</i>	<i>Nov 2018</i>	<i>Dec 2018</i>	<i>Jan 2019</i>	<i>Feb 2019</i>	<i>Mar 2019</i>	<i>Apr 2019</i>	<i>May 2019</i>	<i>June 2019</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>% Use</i>
<b>Materials and Supplies</b>																
<b>51205 Supplies - Office</b>	\$ -	\$ 211.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.08	\$ -			238.78	2,000.00	1,761.22	12%
<b>51210 Supplies- General</b>	\$ 13,739.85	\$ 10,151.73	\$ 2,543.93	\$ 238.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.99			26,684.87	45,000.00	18,315.13	59%
<b>51285 Services -Professional</b>	\$ 45,915.31	\$ 81,310.21	\$ -	\$ -	\$ 38,022.40	\$ 359.80	\$ -	\$ 778.67	\$ 415.00	\$ -			166,801.39	195,000.00	28,198.61	86%
<b>51295 Advertising &amp; Public Notif</b>	\$ 134,963.20	\$ 8,488.01	\$ 409.79	\$ -	\$ 94.10	\$ 800.00	\$ 750.00	\$ 1,750.00	\$ 35.00	\$ 584.48			147,874.58	150,000.00	2,125.42	99%
<b>51305 Communications - Service</b>	\$ 19.79	\$ 1,115.00	\$ -	\$ -	\$ -	\$ 2,250.00	\$ 182.49	\$ -	\$ -	\$ -			3,567.28	3,000.00	(567.28)	119%
<b>51310 Utilities</b>	\$ 8,707.05	\$ 18,834.03	\$ 25,173.90	\$ 282.00	\$ (25,455.90)	\$ -	\$ -	\$ -	\$ -	\$ -			27,541.08	37,000.00	9,458.92	74%
<b>51320 Repair &amp; Maint</b>	\$ 42.61	\$ 420.61	\$ 1,007.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			1,471.07	2,500.00	1,028.93	59%
<b>51340 Lease &amp; Rentals - Space</b>	\$ 425.00	\$ 425.00	\$ 425.00	\$ 1,540.84	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00			5,365.84	6,600.00	1,234.16	81%
<b>51345 Lease &amp; Rentals - Equipm</b>	\$ 29,085.39	\$ 67,506.16	\$ -	\$ 5,368.30	\$ 762.50	\$ 1,650.00	\$ -	\$ -	\$ -	\$ 343.40			104,715.75	150,000.00	45,284.25	70%
<b>51350 Dues &amp; Membership</b>	\$ 200.00	\$ -	\$ 500.00	\$ -	\$ -	\$ 75.00	\$ 175.00	\$ -	\$ 95.00	\$ 265.50			1,310.50	850.00	(460.50)	154%
<b>51355 Training &amp; Education</b>	\$ -	\$ -	\$ -	\$ 1,368.00	\$ -	\$ -	\$ -	\$ 560	\$ -	\$ 29.50			1,957.50	3,600.00	1,642.50	54%
<b>51360 Travel Expense</b>	\$ -	\$ -	\$ -	\$ 1,000.08	\$ -	\$ 1,802.19	\$ 584.84	\$ 897.04	\$ -	\$ -			4,284.15	7,500.00	3,215.85	57%
<b>51365 Private Mileage</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12.92	\$ -	\$ 17.11	\$ -	\$ -			30.03	350.00	319.97	9%
<b>51390 Permits, Licenses &amp; Fees</b>	\$ -	\$ -	\$ 358.40	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ -			398.40	500.00	101.60	80%
<b>51465 - Postage &amp; Freight</b>	\$ -	\$ -	\$ -	\$ 17.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			17.97	100.00	82.03	18%
<b>51475 Printing- Internal</b>	\$ -	\$ 1,622.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			1,622.59	1,500.00	(122.59)	108%
<b>51495 Telephone Monthly</b>	\$ 400.39	\$ 201.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			601.43	400.00	(201.43)	150%
<b>51550 Other Materials &amp; Service</b>	\$ 1,204.50	\$ 27.58	\$ 248.08	\$ 53.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360.00			1,894.14	1,000.00	(894.14)	189%
<b>TOTAL</b>	<b>\$ 234,703.09</b>	<b>\$ 190,313.66</b>	<b>30,666.95</b>	<b>9,869.54</b>	<b>13,848.10</b>	<b>7,374.91</b>	<b>2,117.33</b>	<b>4,467.82</b>	<b>997.08</b>	<b>2,018.87</b>	<b>0.00</b>	<b>0.00</b>	<b>496,377.35</b>	<b>606,900.00</b>	<b>110,522.65</b>	<b>82%</b>
<b>Other Expenditures</b>																
<b>52005 Bank Service Fees</b>	\$ -	\$ 616.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 616.38	904.00	287.62	68%
<b>52130 Other Special Exp</b>	\$ 38,047.95	\$ 13,430.00	\$ 102.50	\$ 125.60	\$ 80.00	\$ 80.00	\$ -	\$ 75.00	\$ 700.00	\$ 140.00			\$ 52,781.05	65,000.00	12,218.95	81%
<b>52139 Concert Expenses</b>	\$ 385,067.55	\$ 29,365.68	\$ 2,513.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 416,946.28	410,000.00	(6,946.28)	
<b>52146 Entertainment Exp</b>	\$ 176,293.50	\$ 30,930.76	\$ -	\$ -	\$ -	\$ -	\$ 3,709.99	\$ -	\$ -	\$ -			\$ 210,934.25	200,000.00	(10,934.25)	105%
<b>52147 Open Class Exp</b>	\$ 24,344.00	\$ 11,269.03	\$ 60.00	\$ -	\$ 341.67	\$ -	\$ (74.99)	\$ -	\$ 225.00	\$ 179.00			\$ 36,343.71	25,000.00	(11,343.71)	145%
<b>52148 4-H Expenses</b>	\$ 17,189.51	\$ 18,470.32	\$ -	\$ -	\$ 341.66	\$ -	\$ 2,369.89	\$ -	\$ 750.00	\$ -			\$ 39,121.38	25,000.00	(14,121.38)	156%
<b>52149 FFA Expenses</b>	\$ 5,810.88	\$ 5,911.54	\$ -	\$ -	\$ 341.67	\$ -	\$ -	\$ -	\$ 975.00	\$ -			\$ 13,039.09	15,000.00	1,960.91	87%
<b>52156 Parking Expenses</b>	\$ 8,368.00	\$ 54,037.94	\$ 4,464.54	\$ 7,790.26	\$ -	\$ -	\$ 606.41	\$ -	\$ -	\$ -			\$ 75,267.15	50,000.00	(25,267.15)	0%
<b>TOTAL</b>	<b>\$ 655,121.39</b>	<b>\$ 164,031.65</b>	<b>\$ 7,140.09</b>	<b>\$ 7,915.86</b>	<b>\$ 1,105.00</b>	<b>\$ 80.00</b>	<b>\$ 6,611.30</b>	<b>\$ 75.00</b>	<b>\$ 2,650.00</b>	<b>\$ 319.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 845,049.29</b>	<b>790,904.00</b>	<b>(54,145.29)</b>	<b>107%</b>
<b>53010 Interdpt Chg - Indirect C</b>	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58	\$ 6,374.58			\$ 63,745.80	76,495.00	12,749.20	83%
<b>Total</b>	<b>\$ 6,374.58</b>	<b>\$ 6,374.58</b>	<b>\$ 6,374.58</b>	<b>\$ 6,374.58</b>	<b>\$ 6,374.58</b>	<b>\$ 6,374.58</b>	<b>\$ 6,374.58</b>	<b>\$ 6,374.58</b>	<b>\$ 6,374.58</b>	<b>\$ 6,374.58</b>	<b>\$ -</b>	<b>\$ -</b>	<b>63,745.80</b>	<b>76,495.00</b>	<b>12,749.20</b>	<b>83%</b>
<b>Total Expenditures</b>	<b>\$ 909,937.80</b>	<b>\$ 395,849.78</b>	<b>66,834.09</b>	<b>46,866.65</b>	<b>44,456.90</b>	<b>37,217.81</b>	<b>39,393.65</b>	<b>35,660.21</b>	<b>45,360.80</b>	<b>33,737.74</b>	<b>0.00</b>	<b>0.00</b>	<b>1,655,315.43</b>	<b>1,809,508.00</b>	<b>154,192.57</b>	<b>91%</b>
<b>TOTAL REVENUES</b>	\$ (454,951.80)	\$ (572,238.48)	(74,646.71)	(50,580.60)	(50,726.40)	(38,865.60)	(34,067.50)	(90,297.97)	(36,546.70)	(50,266.10)	0.00	0.00	(1,453,187.86)	(1,809,508.00)	(356,320.14)	
<b>TOTAL EXPENDITURES</b>	\$ 909,937.80	\$ 395,849.78	66,834.09	46,866.65	44,456.90	37,217.81	39,393.65	35,660.21	45,360.80	33,737.74	0.00	0.00	1,655,315.43	1,809,508.00	154,192.57	
													202,127.57	0.00	(202,127.57)	



# AGENDA ITEM

## WASHINGTON COUNTY FAIR BOARD

**To:** Washington County Fair Board

**Presented by:** Leah Perkins-Hagele, Fair Complex Manager

**Item:** **AWARD CONTRACT FOR COUNTY FAIR TENT & EQUIPMENT RENTAL (#2019.062B)**

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### **SUMMARY:**

This agenda item requests that your Board award a contract to All Star Tent & Rental for the County Fair. This will be a two-year contract, with the possibility of one one-year extension, for a maximum term of three years. The maximum allowable expenditure for this will be \$1,500,000.

The required legal advertisement and Invitation to Bid was issued April 15, 2019. Bids were due at 11:00 a.m., May 7, 2019.

### **REQUESTED ACTION:**

That your Board award a two-year contract to All Star Tent & Rental, with the possibility of one one-year extension, for a maximum term of three years.

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Approved by the Fair Board on June 5, 2019 (date)

Signature: \_\_\_\_\_ (Fair Board Secretary)

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## AGENDA ITEM

### WASHINGTON COUNTY FAIR BOARD

**Item:** **AUTHORIZE CONTRACT FOR EQUIPMENT RENTAL**

**Presented by:** Leah Perkins-Hagele, Fair Complex Manager

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**SUMMARY:**

This agenda item requests that your Board authorize a requirements contract with Peterson Machinery Company for equipment rental for the County Fair based upon a solicitation conducted by Washington County.

Staff anticipates spending a maximum of \$350,000 over the next two years on renting equipment for the County Fair. Equipment examples include, but are not limited to, items such as tractors, forklifts, water trucks, light towers, generators, electrical distribution panels and other support electrical equipment.

The contract is based on a requirements contract with Washington County acquired through the competitive bid process which was executed on January 1, 2016 and allows usage by other public agencies.

**REQUESTED ACTION:**

Authorize a requirements contract with Peterson Machinery Company for equipment rental for the County Fair not to exceed \$350,000 beginning June 15, 2019 and ending December 31, 2020.

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Approved by the Fair Board on June 5, 2019 (date)

Signature: \_\_\_\_\_ (Fair Board Secretary)