

Crook County Fair Board Agenda
Fair Board Meeting 5:30pm – October 21, 2024
1280 S. Main St., Prineville, OR 97754
Telephone 541-447-6575

TO ADD ITEMS TO AGENDA, CALL THE FAIR OFFICE 541-447-6575

- 1) Call to Order and Consent Items
 - a) Roll Call Board Members (Quorum)
 - b) Approve Minutes from July 23rd, 2024 (Gail abstained, there was no motion or second)
 - c) Approve Minutes from September 16th, 2024

- 1) Public Comment.
- 2) Commissioner Susan Hermreck – Jamie Berger Treasurer’s Reports
- 3) Laura Fladung- Fair Rabbit Judging Feedback
- 4) Doug Smith - Crooked River Roundup Project Presentation
- 5) Funding Committee Update
- 6) Hoedown Committee Update
- 7) 2025 Fair Schedule & Pen Fees
- 8) 2025 Fair Theme: Timeless Traditions ideas (Haley)

Reports

- a) Board Members
- b) Administrative Assistant Report
 - i) Sponsor Thank-Yous
 - ii) Volunteer Form
 - iii) Crooked River Roundup and Fair Association Information for upcoming negotiations
 - iv) “Timeless Traditions” Fair theme activations
- c) Financial Report
- d) Manager’s Report

Next Regular Meeting Date: November 18, 2024 - 5:30 pm Fairgrounds Office

NOTICE AND DISCLAIMER

The Crook County Fair Board is a governing body of Crook County, Oregon, and holds public meetings (generally on the third Monday of each month) to deliberate upon matters of County Fair Board concern. As part of its efforts to keep the public apprised of its activities, the Crook County Fair Board has published this PDF file. This file

contains the material to be presented before the Fair Board for its next scheduled regular meeting.

Please note that while County staff members make a dedicated effort to keep this file up to date, documents and content may be added, removed, or changed between when this file is posted online and when the Fair Board meeting is held. The material contained herein may be changed at any time, with or without notice.

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Additional Items

Additional items may be discussed that arise too late to be included as a part of this notice. For information about adding agenda items, please contact the Crook County Fairgrounds office at 447-6575. Assistance to handicapped individuals is provided with advance notice.

Topic: Crook County Fair Board Zoom Meeting
Time: Oct 21, 2024 05:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://crookcountyor.zoom.us/j/92389489963?pwd=QM52jA03Vx7OqbLTaoeNn5m9slfLvX.1>

Meeting ID: 923 8948 9963

Passcode: 722004

One tap mobile

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+12532050468,,92389489963#,,,,*722004# US

Dial by your location

- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 408 638 0968 US (San Jose)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 876 9923 US (New York)
- +1 646 931 3860 US

Meeting ID: 923 8948 9963

Passcode: 722004

Find your local number: <https://crookcountyor.zoom.us/u/a5BV8Dfol>

Join by SIP

- 92389489963@zoomcrc.com

Join by H.323

- 162.255.37.11 (US West)
- 162.255.36.11 (US East)
- 115.114.131.7 (India Mumbai)
- 115.114.115.7 (India Hyderabad)
- 213.19.144.110 (Amsterdam Netherlands)
- 213.244.140.110 (Germany)
- 103.122.166.55 (Australia Sydney)
- 103.122.167.55 (Australia Melbourne)
- 149.137.40.110 (Singapore)
- 64.211.144.160 (Brazil)
- 159.124.132.243 (Mexico)
- 159.124.168.213 (Canada Toronto)
- 65.39.152.160 (Canada Vancouver)
- 207.226.132.110 (Japan Tokyo)
- 149.137.24.110 (Japan Osaka)

Meeting ID: 923 8948 9963

Passcode: 722004

Treasures Report

Fairgrounds General Operations

Description	FY23 (Jul'22-Jun'23)	FY24 (Jul'23-Jun'24)	Change over Prior Year
REVENUE			
<i>Fees and Charges</i>			
Carey Foster Hall	18,297.50	17,704.00	(593.50)
Concessions - Non Fair %	13,689.81	22,078.64	8,388.83
Crooked River Roundup	32,376.00	15,929.00	(16,447.00)
Equipment Rental	1,185.75	4,723.20	3,537.45
Grizzly Mountain Pavilion	710.50	6,093.00	5,382.50
Grounds Rent-Non Bldg	5,368.00	10,412.00	5,044.00
Heat & Lights	3,120.00	2,591.54	(528.46)
High School Rodeo	4,650.00	-	(4,650.00)
Indoor Arena	28,847.10	22,184.00	(6,663.10)
Outdoor Arena	12,758.00	2,938.00	(9,820.00)
Riding Permit Fees	4,633.50	3,793.00	(840.50)
RV Rent-Dry Camp	3,236.00	800.00	(2,436.00)
RV Rent-W/Hookups	11,175.00	7,480.00	(3,695.00)
Stalls	27,172.00	24,217.00	(2,955.00)
<i>Fees and Charges Total</i>	167,219.16	140,943.38	(26,275.78)
<i>Taxes and Intergovernmental</i>			
City of Prineville Contribution	13,000.00	13,000.00	-
County RV Park	86,500.00	61,500.00	(25,000.00)
Federal Grants (One-time ARPA)	203,962.84	-	(203,962.84)
Intergovernmental Payments	4,620.00	-	(4,620.00)
State Grants	-	94,112.00	94,112.00
Transfers In - General Fund	250,000.00	250,000.00	-
Transfers In - Add'l TRT	75,000.00	128,000.00	53,000.00
Transient Room Tax	238,392.25	240,587.87	2,195.62
<i>Taxes and Intergov Total</i>	871,475.09	787,199.87	(84,275.22)
<i>Other/Miscellaneous</i>			
Donations/Contributions	233,755.30	28,315.38	(205,439.92)
Energy Credits	6,656.60	5,253.49	(1,403.11)
Interest Earned	37,551.88	55,227.82	17,675.94
Other Misc Revenue	18,334.73	11,534.17	(6,800.56)
Realized Gain/Loss	1,108.78	3,881.31	2,772.53
Rent	5,462.40	5,917.60	455.20
<i>Other/Miscellaneous Total</i>	302,869.69	110,129.77	(192,739.92)
REVENUE TOTAL	1,341,563.94	1,038,273.02	(301,095.30)
EXPENDITURES			
<i>Personnel</i>			
Salaries & Wages	249,905.73	252,053.95	2,148.22
Overtime	4,739.73	6,914.57	2,174.84

Fairgrounds General Operations

Description	FY23	FY24	Change over
	(Jul'22-Jun'23)	(Jul'23-Jun'24)	Prior Year
Extra Help	9,405.37	22,250.73	12,845.36
FICA	19,680.28	20,806.78	1,126.50
Workers Compensation	4,438.00	4,811.32	373.32
Health Insurance	55,984.37	89,697.01	33,712.64
Life Insurance/LTD	715.33	778.11	62.78
Unemployment	281.01	558.49	277.48
401K Retirement	21,325.38	27,695.74	6,370.36
Oregon Paid Leave	578.63	1,149.42	570.79
Personnel Total	367,053.83	426,716.12	59,662.29
Materials & Services			
Misc Administrative Costs	5,056.60	7,543.68	2,487.08
Transient Rm Tax/Frgrnds	1,029.83	1,126.90	97.07
Credit Card Charges	1,434.98	2,778.94	1,343.96
Dues & Subscriptions	4,729.00	881.00	(3,848.00)
Advertising	6,194.76	674.00	(5,520.76)
Office and Janitorial Supplies	3,260.53	4,003.15	742.62
Equipment Repairs/Maint/Fuel	60,636.93	53,124.60	(7,512.33)
Facility Repairs/Maint/Supplies	21,562.18	54,845.65	33,283.47
Grounds-Repairs/Maint	62,546.40	20,436.26	(42,110.14)
Contract Services	26,263.32	69,616.07	43,352.75
Utilities	85,450.22	96,300.26	10,850.04
Education and Training	8,382.90	10,309.84	1,926.94
Insurance	31,602.59	34,406.51	2,803.92
Equipment Rental	1,650.00	172.70	(1,477.30)
Fairgrounds Events	-	3,831.42	3,831.42
Promotion & Publicity	2,338.00	2,295.18	(42.82)
Internal Service	88,804.61	101,741.00	12,936.39
Materials & Services Total	410,942.85	464,087.16	53,144.31
Capital Outlay			
Grizzly Mtn Pavilion (CC Fdn)	-	28,315.38	28,315.38
Outdoor Arena (Pape)	110,878.32	-	(110,878.32)
Skid Steer repair	14,204.74	-	(14,204.74)
WIFI Upgrade	108,700.00	-	(108,700.00)
Capital Outlay Total	233,783.06	28,315.38	(205,467.68)
EXPENDITURES	1,011,779.74	919,118.66	(92,661.08)
REV LESS EXPENDITURES	329,784.20	119,154.36	(208,434.22)

Fairgrounds \$2M Capital Improvements Grant

Description	FY23 (Jul'22-Jun'23)	FY24 (Jul'23-Jun'24)	FY25 (Jul'24-YTD)	Total
REVENUE				
State Grant	905,350.32	500,123.23	18,804.19	1,424,277.74
REVENUE TOTAL	905,350.32	500,123.23	18,804.19	1,424,277.74
EXPENDITURES				
Compactor/Roller	36,840.86			36,840.86
Cowboy Bathrooms	123,583.49			123,583.49
Equipment Implements	5,660.75			5,660.75
Forklift		52,800.00		52,800.00
Gazebo	8,280.73	229.99		8,510.72
Grizzly Mtn Pavilion	153,077.66	41,700.02		194,777.68
Horse Barns	6,568.48	7,801.05		14,369.53
Indoor Arena	13,121.95			13,121.95
Indoor Kitchen	112,156.91			112,156.91
Infrastructure/Other	12,800.10	14,905.06		27,705.16
Jockey Room	11,524.17	334,506.24	14,069.14	360,099.55
Livestock Pens/Panels/Gates	37,290.00	24,020.25		61,310.25
Security Cameras	14,869.69	12,807.43	4,735.05	32,412.17
Shop Lean-to Addition	119,278.42			119,278.42
Skid Steer	45,000.00			45,000.00
Tractor	99,506.02			99,506.02
Wash Racks	18,019.51	714.00		18,733.51
Water Tank	87,771.58	10,639.19		98,410.77
EXPENDITURES TOTAL	905,350.32	500,123.23	18,804.19	1,424,277.74

Balance remaining of \$2,000,000 grant:**575,722.26****Fairgrounds \$278k Jockey Room Grant**

Description	FY23 (Jul'22-Jun'23)	FY24 (Jul'23-Jun'24)	FY25 (Jul'24-YTD)	Total
REVENUE				
State Grant	-	277,777.00	-	277,777.00
REVENUE TOTAL	-	277,777.00	-	277,777.00
EXPENDITURES				
Jockey Room	-	277,777.00	-	277,777.00
EXPENDITURES TOTAL	-	277,777.00	-	277,777.00

Balance remaining of \$277,777 grant:**-**

County Fair by GL Transactions per Fiscal Year

Description	FY23 (Jul'22-Jun'23)	FY24 (Jul'23-Jun'24)	Change over Prior Year
REVENUE			
<i>Fees and Charges</i>			
Fair Vendor Fees	5,886.48	8,425.22	2,538.74
Stalls		1,380.00	1,380.00
Pens-Fair Open Class	1,195.00	1,277.00	82.00
Pens - 4-H	3,434.00	3,861.00	427.00
Concessions - Fair %	18,449.76	24,173.07	5,723.31
Fair Carnival	31,100.00		(31,100.00)
RV Rent-W/Hookups		1,950.00	1,950.00
RV Rent-Dry Camp	80.00	3,026.00	2,946.00
<i>Fees and Charges Total</i>	60,145.24	44,092.29	(16,052.95)
<i>Taxes and Intergovernmental</i>			
Federal Grants (ARPA)	12,163.80	83,873.36	71,709.56
OR Lottery/Dept of Ag	53,166.66	53,166.66	-
<i>Taxes and Intergov Total</i>	65,330.46	137,040.02	71,709.56
<i>Other/Miscellaneous</i>			
Donations/Contributions	58,760.15	90,152.00	31,391.85
Other Misc Revenue		2,912.00	2,912.00
<i>Other/Miscellaneous Total</i>	58,760.15	93,064.00	34,303.85
REVENUE TOTAL	184,235.85	274,196.31	89,960.46
EXPENDITURES			
<i>Personnel</i>			
Salaries & Wages		1,731.20	1,731.20
Overtime	4,399.70	4,599.57	199.87
Extra Help	9,659.23	2,923.00	(6,736.23)
FICA	1,069.63	702.06	(367.57)
Workers Compensation	114.89	80.20	(34.69)
Unemployment	14.04	18.51	4.47
401K Retirement		388.10	388.10
Oregon Paid Leave		37.07	37.07
<i>Personnel Total</i>	15,257.49	10,479.71	(4,777.78)
<i>Materials & Services</i>			
Contract Services		547.71	547.71
Security Services		4,440.00	4,440.00
Software Services		450.00	450.00
Equipment Rental		60,391.73	60,391.73
Fair Entertainment	85,761.80	97,729.92	11,968.12
Fair Expenses	129,811.68	49,862.14	(79,949.54)
Fair Judges Rooms	11,397.43	2,507.49	(8,889.94)
Fair Premiums	25,540.79	15,151.62	(10,389.17)
Fair Supplies	13,568.29	16,574.51	3,006.22
Fairgrounds Events	940.54	970.26	29.72

County Fair by GL Transactions per Fiscal Year

Description	FY23 (Jul'22-Jun'23)	FY24 (Jul'23-Jun'24)	Change over Prior Year
Fair Judges Fee	13,700.00	14,037.68	337.68
Premium Book Print	2,029.37	1,950.62	(78.75)
Promotion & Publicity		7,093.64	7,093.64
Materials & Services Total	282,749.90	271,707.32	(11,042.58)
EXPENDITURES	298,007.39	282,187.03	(15,820.36)
REV LESS EXPENDITURES	(113,771.54)	(7,990.72)	105,780.82

County Fair by Fair Project Code

Description	FY24 Fair* (Aug 2023)	FY25 Fair* (Aug 2024)	Change over Prior Year
REVENUE			
Fees and Charges			
Concessions - Fair	24,173.07	27,103.19	2,930.12
Fair Vendor Fees	5,783.50	9,353.00	3,569.50
Pens - 4-H	3,357.00	3,888.00	531.00
Pens-Fair Open Class	1,253.00	1,108.00	(145.00)
RV Rent-Dry Camp	2,846.00	3,900.00	1,054.00
RV Rent-W/Hookups		1,950.00	1,950.00
Stalls		1,380.00	1,380.00
Fees and Charges Total	37,412.57	48,682.19	11,269.62
Taxes and Intergovernmental			
City of Prineville Contribution	6,500.00	6,500.00	-
Federal Grants (ARPA)	83,873.36		(83,873.36)
OR Lottery/Dept of Ag	53,166.66	53,166.66	-
Taxes and Intergov Total	143,540.02	59,666.66	(83,873.36)
Other/Miscellaneous			
Misc Revenue	1,712.00	6,831.65	5,119.65
Sponsors/Donations	49,660.15	91,540.00	41,879.85
Other/Miscellaneous Total	51,372.15	98,371.65	46,999.50
REVENUE TOTAL	232,324.74	206,720.50	(25,604.24)
EXPENDITURES			
Personnel			
Salaries & Wages	1,731.20	9,636.72	7,905.52
Overtime	4,599.57	8,523.52	3,923.95
Extra Help	2,850.40	2,385.10	(465.30)
Associated Payroll Costs	1,219.81	3,919.08	2,699.27
Personnel Total	10,400.98	24,464.42	14,063.44
Materials & Services			
Contract Services		12,162.10	12,162.10
Entertainment	95,132.76	67,304.42	(27,828.34)
Equipment Rental	60,391.73	61,518.71	1,126.98
Fairgrounds Events		3,970.51	3,970.51
General Fair Expenses	51,754.71	17,375.94	(34,378.77)
Judges Fee	13,437.68	9,200.00	(4,237.68)
Judges Rooms	(367.08)	1,557.31	1,924.39
Premium Book Print	2,029.37	1,950.62	(78.75)
Premiums	21,530.68	21,178.32	(352.36)
Promotion & Publicity	6,340.00	4,088.05	(2,251.95)
Security Services		8,880.00	8,880.00
Software Services	450.00	650.00	200.00
Supplies	18,066.53	7,426.67	(10,639.86)
Materials & Services Total	268,766.38	217,262.65	(51,503.73)
EXPENDITURES	279,167.36	241,727.07	(37,440.29)
REV LESS EXPENDITURES	(46,842.62)	(35,006.57)	11,836.05

*Shown by project code for each fair because revenues and expenditures cross fiscal years (FY24 Fair includes transaction activity from FY23 and FY24; FY25 Fair includes transaction activity from FY24 and FY25)

^Increase due to coding issue; similar labor hours for both fairs

Crooked River Roundup Proposed Project

#2

Prineville, OR



