

DELAWARE COUNTY AGRICULTURAL SOCIETY  
BOARD MEETING

March 15<sup>th</sup>, 2022 – Agricultural Hall of Fame

ATTENDANCE

Present – Jeff Armentrout, Jennifer Brown, Jackie Colflesh, Adam DeMarco, Mark Fisher, Patricia Gladman, Don Howard, Dan Huffman, Michael Knapp, Jon Melvin, Tiffany Rankin, Chip Thomson, Chris Welker, Benjamin Wenner, Diane Winters\*, Tom Wright, Laryssa Hook.

*\*Diane Winters marked absent on roll but arrived before the committee reports.*

Absent – Mike Harter, Bryan Mellen, Colleen Smith

GUESTS – Jeff Stover, Thelma Knapp, Carolyn Richards, Jennifer McGowan

CALL TO ORDER AND ROLL CALL

T. Rankin called the meeting to order at 7:00 pm. D. Howard led the Pledge of Allegiance. B. Wenner took roll call.

M. Fisher moved, J. Melvin seconded to excuse absence for B. Mellen. C. Thomson moved, J. Melvin seconded to also excuse M. Harter. No discussion. Motions passed, 13-2.

PUBLIC COMMENT

None.

MINUTES

M. Fisher moved, D. Howard seconded that the previous meeting minutes be approved. Motion carried.

PRESIDENT'S REPORT

T. Rankin noted that that past month had been much more uneventful. Any other updates to come up during the executive committee report.

D. Howard inserted that he would represent the DCAS at the district meeting. B. Wenner asked him to request an all fairs pass be given to fair queens. He will relay this message.

SECRETARY'S REPORT

None.

TREASURER'S REPORT

D. Huffman stated that cash appears high but reminded the board that the account includes the grant money for grandstands project. Still holding some money in the Bed Tax account for Marker.

D. Howard asked about any progress on financing projects. A: Delay this conversation to finance report.

B. Wenner moved and M. Fisher seconded to approve the treasurer's report. Motion carried.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE (minutes included in packet)

- Brief update on the fair manager position and extended application deadline
- T. Thomson's commission is nearly completed
- Work continues to readjust maintenance staffing

GENERAL & ADMINISTRATIVE COMMITTEE

J. McGowan to email out committee minutes the following day (March 16).

Chip explained that the committee:

- Reviewed payroll
- Held general discussion which included the need for more info on health insurance and C. Thomson concern that employees don't want to use the health insurance option.
- Will be requesting authority to hire an intern for \$3,000 with a bonus of \$1,000 for fair week. C. Thomson moved, D. Winters seconded to approve up to \$4,000 for a summer intern with a \$1,000 bonus for working fair week. Motion carried. B. Wenner abstained.

J. McGowan says that there are currently 15 horse shows booked for the summer. The committee wants to consider a show coordinator.

- T. Wright asked about a per-day pay rate for the temp employee? B. Wenner: Yes
- M. Fisher asked how many hours worked? D. Winters: 10+ hours/day.
- M. Fisher concerned that this position is essentially a role that should already be filled by maintenance staff. T. Wright asked if that role would pull the maintenance employee away from other tasks that need completed for the day?
- Discussion followed on when the first show would occur (May 14<sup>th</sup>), what responsibilities would be filled by the position.
- D. Howard emphasized that this role should be a "people person" rather than maintenance skills.
- J. McGowan indicated that the price sheet already has a maintenance employee option for \$250/day.
- B. Wenner expressed concern that horse shows commonly determine last-minute need for maintenance and it is too late to provide service at that point.
- C. Welker followed by asking if maintenance would commonly stay through the full show or leave at the end of their shift? M. Fisher: They would leave at end of their shift.
- C. Thomson will work with maintenance to re-evaluate and fix the situation.

M. Knapp looked at the horse ambulance. Question was raised if DCAS needs to repair and even have available for horse shows.

- M. Fisher asked what would pull it?
- J. Melvin and D. Huffman argued DCAS should not be hauling injured horses from summer shows.
- J. Armentrout asked about users handling the issue themselves. M. Fisher added that DCAS should not be loaning the ambulance for shows either.
- J. Melvin will provide a contact for equine emergencies requiring transport.

C. Thomson asked if stall rent should be increased due to gas expenses?

J. McGowan has 2-year contract with Rugged Maniac.

B. Wenner to present updated for T. Thomson agreement in new business.

#### FINANCE COMMITTEE REPORT

D. Huffman has several purchasing updates from last meeting that will be brought up in old business.

#### FAIR ADVISORY COMMITTEE

B. Wenner reported that the livestock committees met recently.

- Pig Committee asked to allow ractopamine to be allowed as a swine feed additive.
- B. Wenner confirmed with the committee their comfort in allowing (and finding sale outlets) as opposed to attempting to test and regulate.
- Will look for motion under new business.
- C. Thomson asked for a brief explanation of Ractopamine. A: An adrenergic receptor fed to swine to make them leaner and appear more muscular.
- M. Fisher asked how much tests would have cost? A: Hundreds.

Budget is submitted. Thanks to D. Huffman and C. Welker for assistance in completing.

#### ADVERTISING COMMITTEE

No report. Will meet soon.

#### SAFETY COMMITTEE

T. Rankin reported for M. Harter that the Caribbean Fest contact failed to show in court and now has an outstanding arrest warrant. Saga continues.

#### MOTOR SPORTS COMMITTEE

J. Armentrout reported they met for schedule/budget. Budget proposed to increase slightly to \$40,000.

#### FACILITIES/MAINTENANCE COMMITTEE

M. Fisher reported that the committee had met and discussed the following:

- Job posting for maintenance lead. Thanks to B. Wenner for assistance. Waiting for G&A for approval.
- Coliseum gas line quoted. Project to proceed and a second quote to pull line through also.
- Making a to-do list for building maintenance
- Electrical work put out for bid to last 10 days, likely to extend for 10 additional days. Will refer to G&A committee for contract review.
- Newer Kubota fixed under warranty
- Grader will arrive Friday.
- Talking with a pest control contractor.
- Looking for a tree replacement proposal.
- Kitchen for the Ag. Center
  - D. Huffman updating drawings and equipment, then will sent out for quote
  - D. Howard asked about a hood? A: Yes, required for a warming kitchen. We will also need a stove for caterers to heat and will need inspected.
  - C. Thomson asked why a “warming kitchen” needed a stove. A: Health code requirements make heating food for catering require a stove.
  - D. Howard asked about conversion to full kitchen. A: Would cost additional money to convert.
  - M. Fisher added that there is also discussion on 2 small ice machines versus 1 large ice machine due to efficiencies during low use times.
  - T. Wright asked for clarification on the pathway for this quote. A: quote the project, send to bed tax for review, then return to board for vote.
  - D. Winters asked what it would take to go to a full kitchen. A: It would require additional expenses, including extra appliances.
  - C. Thomson asked if we needed a dishwasher? A: No, can use disposable dishes.
  - J. Melvin added that the biggest expense would be the hood.
- Drainage ditch issue. Still work to do but B. Lehner to help address dirt pile.
- Dumpsters have reached a critical point.
  - Cost \$5,000 to repair
  - Truck needs fixed
  - Going to test-run with Sarge to put manure in roll-offs and then haul direct to farm.
  - Once know how long to fill a dumpster, can better estimate cost efficacy versus dumpsters
  - C. Thomson added that the horsemen are going to have to pay more because the manure and shavings are a problem for labor and damaging the fairgrounds drainage.

D. Huffman asked about a trash compactor to replace dumpsters behind the B. V. Building

An employee recently left to pursue another employment opportunity. This position will be posted soon.

As a follow-up to D. Huffman and C. Smith conversation last meeting, the building occupancy for the Ag. Center is now 500 seated.

S. Caldwell really stepped up to fill the maintenance gap. M. Fisher asked the board to tell him thanks when they see him.

Work proceeds to fill and repair horse stalls. Water heaters will be installed outside and owned/maintained.

#### RACING COMMITTEE

T. Wright reported that stall demand has increased dramatically on the grounds.

- Currently 40 > goal number of horses.
- Concerned about crowding – need to watch for safety
- M. Fisher working with Mick Fisher on stall counts; will need to move some folks to balance barns and fit horses
- Goal is to consolidate by trainer to a single barn; notice to go out tomorrow
  - C. Thomson asked if we have enough stalls. A: Yes and we expect horse # to drop within 30 days
- Track needs a dedicated work time to improve safety for horses and drivers
  - C. Thomson asked why turn 4 gate has been hit again? Suggested permanently removing the gate and replacing with fence.

#### HOSPITALITY COMMITTEE

No report.

#### BED TAX COMMITTEE

All board members should expect to receive an email asking their opinion about a master plan.

#### ALL HORSE PARADE

D. Winters is working on entries.

#### AG HALL OF FAME

D. Howard submitted a budget.

#### OLD BUSINESS

C. Welker is seeking a motion to use Hometown Ticketing for gates, pit passes, hospitality tents, and raise gate by \$1 to cover the fee. B. Wenner moved, J. Melvin seconded. Discussion followed:

- D. Howard asked about raising weekly pass fees. A: No anticipated increase.
- T. Rankin asked if online was only way to pay. A: No.
- C. Thomson asked if gate tickets would be \$1 cheaper in the office. A: Not the current intention. We are priced equitably with other fairs even with the \$1 increase, including Hartford and Franklin Co. fairs.
- D. Huffman added that the credit card fee was already added into those purchases and would not be a new fee addition.
- M. Fisher asked to clarify if raising the \$1 for just Hometown Tickets or all tickets. A: All.
- C. Thomson asked if we will have the bandwidth to handle these ticket sales? A: Hometown Ticketing will build a tool to mirror through our webpage.
- C. Thomson asked who is liable for credit card info theft. A: Hometown.

T. Rankin discussed the Fair Manager posting

- Only 4 applicants so far. Seeking more individuals to strengthen the pool.
- Position will remain open until March 22<sup>nd</sup>.

C. Thomson had SR23 no sign update. Waiting on a computer chip.

Discussion was held on the website support company.

- J. McGowan said that have an in-person training coming up in May
- D. Howard expressed frustration that the Jr. Fair scholarship wasn't on there and hadn't been migrated from the old website. There may be other things missing and each board member should check their respective committee information.
- J. McGowan added that the scholarship application had now been posted.
- M. Fisher asked how long we'd keep discussion website frustrations without action.
- C. Thomson revisited a 3<sup>rd</sup> party training option. G&A will discuss the website at their next committee meeting.

T. Rankin updated that the Destination Delaware position was still waiting on county discussion.

T. Thomson's incentive package was briefly reviewed. B. Wenner moved, C. Welker seconded to approve T. Thomson compensation at \$18,453. Motion carried. T. Wright and C. Thomson abstained.

B. Wenner moved, C. Thomson seconded for ractopamine to again be permissible in swine exhibited at the fair. Motion carried.

C. Thomson was asked about progress towards a sales tracking software. Still working on it.

Budget discussions were held:

- Motorsports requested \$40,000. This is an increased of \$10,000 from last year. The increase includes a new office and improvements to the announcer stand.
  - J. Melvin asked how we know if budgets are within the board's means? D. Huffman answered that he took the 2021 budget and estimated x 110%. C. Welker worked with some committees to insure they were reasonable.
  - B. Wenner moved and C. Welker seconded to approve the Motorsports budget. Motion carried.
- Ag. Hall of Farm requested \$22,000. This was readjusted from \$43,000 and includes lockable storage and display cabinets.
  - C. Welker asked if there were sponsors to help offset this budget? A: No, not yet.
  - B. Wenner asked if some of the expenses were Bed Tax eligible as building improvements. D. Huffman answered: yes, potentially, and this would need to go through Bed Tax committee.
  - B. Wenner asked where all these cabinets will fit. A: Upstairs.
  - D. Howard moved, motion seconded, and motion carried.
- B. Wenner presented the FAC budget including a net breakeven if ODA continued to support the Jr. Fair and camping permit sales were included.
  - C. Welker moved and J. Colflesh moved to approve the budget.
  - C. Thomson asked where the barn fans are located. M. Fisher answered that they are still scattered around and re-collecting them is on the maintenance task list.
  - B. Wenner added that these fans are different from the proposed overhead fans in the budget to limit health risks for 4-H exhibitors and animals. D. Huffman to put in touch with fan quote. This could potentially be a Bed Tax project if approved through that committee.
  - Vote called and motion carried.

D. Huffman proceeded with facility purchase updates after the February meeting decisions.

- Sliding doors to close front office during non-business hours are needed.
  - C. Welker asked if these enabled rental of the front conference room. A: Yes.
  - C. Thomson asked if we were talking about roll-up doors over the counter? A: Yes, that's an option.
  - J. Melvin asked if the cost justified the opportunity for renting that space. A: Maybe not.
- Back-up batteries costing \$2,170.70. D. Howard moved, D. Winters seconded, motion carried.
- Electrical issues: lightswitch, outlet for data rack, overhead door power, 2 fans for \$24,120. J. Colflesh moved, J. Melvin seconded, motion carried.
- Locks, including access control supplied by owner: \$18,200.02

- B. Wenner asked if this would include badge access to the building for the board. A: Yes, up to 50 cards and a barcode access for rentals.
- This system will link to the grandstands repair project later.
- B. Wenner moved, J. Colflesh seconded, motion carried.
- C. Thomson asked if handicap access for the building was being corrected. A: Yes, the electrical lock fix includes handicap access.

### NEW BUSINESS

B. Wenner moved and C. Thomson seconded to increase Wayne Byus's pay rate for \$15/hr, effective immediately. This will be reviewed in 3 months. Motion carried.

- T. Rankin updated that S. Caldwell also received a \$1/hr pay raise from Exec. Committee discussions.
- T. Rankin also updated that J. McGowan picking up extra work were being comp'd \$250/pay period via Exec. Committee discussions.

B. Wenner moved and C. Welker seconded to incorporate previous fair manager sponsorships as "old money" in the contract for T. Thomson and to offer a lower pay incentive (2.5%) for sponsorships brought in through for the Jr. Fair side of the fair.

- M. Fisher asked if this would be in an updated agreement. A: B. Wenner will work to update this if approved.
- T. Rankin asked that this updated agreement would be backdated to match the fiscal year.
- Motion carried. C. Thomson and T. Wright abstained.
- D. Howard asked about grants? T. Rankin answered that a person to fill this void has been identified.

Maintenance committee is seeking a motion for pest management. C. Thomson moved, M. Knapp seconded to contract Emmons Pest for \$6,800 for 1 year. Motion carried.

T. Wright brought forward a 3-phase proposal from K. Wise for the Grandstands project totaling \$20,560 to 1) estimate the project for bidders, 2) assist through the bid process, and 3) attend weekly contractor meetings. B. Wenner moved, C. Welker seconded, and motion carried.

M. Fisher announced that maintenance would be posting 1 foreman position and 1 maintenance position.

D. Huffman asked when we needed to consider A/V equipment? Discussion followed about the timing for this quote, when we would need it, and the importance of tying in a complete fiberoptic loop and audio to the Jr. Fair.

### EXECUTIVE SESSION

None

### ANNOUNCEMENTS

None

### ADJOURN

J. Colflesh and P. Gladman moved to adjourn. Motion carried.

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Tiffany Rankin, President

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Benjamin Wenner, Acting Secretary