



**KLAMATH COUNTY FAIR BOARD**  
3531 South Sixth Street, Klamath Falls, Oregon 97603

## **KLAMATH COUNTY FAIR BOARD AGENDA** **JANUARY 16, 2024 @ 8:30 AM**

- I. CALL TO ORDER
  - A. Roll Call
  - B. Introductions
- II. APPOINTMENT OF NEWLY APPOINTED FAIR BOARD MEMBERS
  - A. Oath of Office
- III. CONSENT AGENDA
  - A. Board Minutes
  - B. Personnel Action
  - C. Appropriated Objects (Financials)
  - D. Ratification of Current Accounts (Bills)
  - E. Accounts Receivable/Payable
- IV. ADOPTION OF AGENDA
- V. BOARD REORGANIZATION AND ELECTION OF OFFICERS
  - A. Nominations for Board Chair
  - B. Nominations for Board Vice Chair
  - C. Appointment of Fair Board Secretary
- VI. PUBLIC PARTICIPATION
  - A. Traci Reed, OSU
- VII. NEW BUSINESS AND INFORMATIONAL ITEMS (Discussion and Possible Action Items)
  - A. Manager's Report – Informational Item
  - B. Board Discussion – Informational Item
  - C. Event Rental Contract and Alcohol Application Revisions – Continuing Discussion
- VIII. UPCOMING EVENTS OR IMPORTANT DATES
  - A. Fair Board Work Session – Date TBA
- IX. EXECUTIVE SESSION (Pursuant to ORS 192.660)
  - A. An Executive Session is not currently scheduled
- X. NEXT MEETING
  - A. Regular Board Meeting, February 5, 2024
- XII. ADJOURN







# Presented to the Klamath County Fair Board JANUARY 16, 2024

<b>SUBJECT:</b>  APPOINTMENT OF FAIR BOARD MEMBERS	<b>ITEM NO:</b> II. A.
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>  Official Appointment Order	<b>REASON:</b> Board Action/Information

## BACKGROUND:

Interviews were conducted by a three-member Fair Board subcommittee in December. Jeanne Pickens and Shawn Blodgett requested to be "reappointed for their third and final 3-year term. Norma Baugh has applied for the open ex-officio. The subcommittee sent their recommendations to the Board of County Commissioners for appointment to the regular Fair Board and/or Ex-Officio positions for the Fair Board.

As a result, the Board of County Commissioners have appointed the following individuals to the voting Fair Board:

- Jeanne Pickens – Voting Member (Final Term) 1/1/2024 through 12/31/2026
- Shawn Blodgett – Voting Member (Final Term) 1/1/2024 through 12/31/2026
- Norma Baugh has been appointed to a non-voting Ex-Officio position 1/1/2024 through 12/31/2026

## RECOMMENDATION:

*This item is offered for the Fair Board's information and action per the Official Appointment Order.*

## BOARD ACTION:

**Approved:**

**Rejected:**

**Tabled:**

**Until:**

# **KLAMATH COUNTY FAIR BOARD**

## **ACCEPTANCE OF OFFICE AND OATH OF OFFICE**

### **ACCEPTANCE OF OFFICE**

I do hereby accept the office of Klamath County Fair Board Ex-Officio member for the Klamath County Event Center and Fairgrounds, Klamath Falls, Oregon.

Dated this \_\_\_\_\_ day of January, 2024.

\_\_\_\_\_  
Signature

### **OATH OF OFFICE**

As a member of the Fair Board (in a non-voting capacity) for the Klamath County Event Center and Fairgrounds, I swear to uphold the Oath of Office as follows:

- Exercise the powers of the office and fulfill responsibilities in good faith and best interests of the Klamath County Event Center and Fairgrounds;
- Exercise these responsibilities with due diligence, care and skill in a prudent manner;
- Respect and support the Klamath County Event Center and Fairgrounds bylaws, policies, code of conduct and decisions of the Board and membership;
- Conduct self in the spirit of collegiality and respect for the collective decisions of the Board and immediately declare any personal (real or perceived) conflict of interest that may come to my attention;
- Support the objectives of the Klamath County Event Center and Fairgrounds;
- Serve the overall best interests of the Klamath County Event Center and Fairgrounds, rather than any particular constituency;
- Demonstrate due diligence and dedication in preparation and attendance at meetings, special events and in all activities of the Klamath County Event Center and Fairgrounds;
- Avoid real and perceived conflict of interest;
- Act as one Fair Board (body) and avoid any issue wherein a decision might be made by one person, separate from the entire Board.

Dated this \_\_\_\_\_ day of January, 2024.

\_\_\_\_\_  
Signature

# **KLAMATH COUNTY FAIR BOARD**

## **ACCEPTANCE OF OFFICE AND OATH OF OFFICE**

### **ACCEPTANCE OF OFFICE**

I do hereby accept the office of Klamath County Fair Board member for the Klamath County Event Center and Fairgrounds, Klamath Falls, Oregon.

Dated this \_\_\_\_\_ day of January, 2024.

\_\_\_\_\_  
Signature

### **OATH OF OFFICE**

As a member of the Fair Board for the Klamath County Event Center and Fairgrounds, I swear to uphold the Oath of Office as follows:

- Exercise the powers of the office and fulfill responsibilities in good faith and best interests of the Klamath County Event Center and Fairgrounds;
- Exercise these responsibilities with due diligence, care and skill in a prudent manner;
- Respect and support the Klamath County Event Center and Fairgrounds bylaws, policies, code of conduct and decisions of the Board and membership;
- Conduct self in the spirit of collegiality and respect for the collective decisions of the Board and immediately declare any personal (real or perceived) conflict of interest that may come to my attention;
- Support the objectives of the Klamath County Event Center and Fairgrounds;
- Serve the overall best interests of the Klamath County Event Center and Fairgrounds, rather than any particular constituency;
- Demonstrate due diligence and dedication in preparation and attendance at meetings, special events and in all activities of the Klamath County Event Center and Fairgrounds;
- Avoid real and perceived conflict of interest;
- Act as one Fair Board (body) and avoid any issue wherein a decision might be made by one person, separate from the entire Board.

Dated this \_\_\_\_\_ day of January, 2024.

\_\_\_\_\_  
Signature





# Presented to the Klamath County Fair Board JANUARY 16, 2024

<b>SUBJECT:</b>  December 4, 2023 Regular Fair Board Meeting Minutes	<b>ITEM NO:</b> III. A.
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>  Above-referenced Meeting Minutes	<b>REASON:</b> Board Action within Consent Agenda

## BACKGROUND:

Minutes from the last meeting presented for the Board's information and subsequent approval under the Consent Agenda.

## RECOMMENDATION:

Board approval of the attached Minutes.

## BOARD ACTION:

**Approved:**

**Rejected:**

**Tabled:**

**Until:**







**KLAMATH COUNTY FAIR BOARD**  
3531 South Sixth Street, Klamath Falls, Oregon 97603

**DECEMBER 4, 2023**  
**FAIR BOARD MEETING MINUTES**

**CALL TO ORDER**

Board Chair Gregg Sherrill opened the meeting at 8:32 AM.

**ROLL CALL**

Gregg Sherrill, Shawn Blodgett, Amy King (Zoom), Jeanne Pickens, Sarah Kellom, Kirk Sipes, Dave Henslee (Zoom), Chad Olney

Absent: Terry Sellars – Excused; Margaret McCadden – Excused; Brian Bryson - Absent

Staff Present: Derrick Rowley, Tarah Noble, Dawn McLing

Fair Board Secretary: Dawn McLing

Guests: Ken Hand, Bill Adams,

**CONSENT AGENDA**

Shawn Blodgett moved to adopt the Consent Agenda as presented. Jeanne Pickens seconded the motion. No further discussion was held. Motion passed.

**ADOPTION OF AGENDA**

Shawn Blodgett moved to adopt the Agenda as presented. Jeanne Pickens seconded the motion. No further discussion was held. Motion passed.

**PUBLIC PARTICIPATION**

- A. Bill Adams spoke to the Board with regard a personal complaint he wanted to lodge with regard to the Fall Auction, specifically Deupree Auctioneers. Mr. Adams was thanked for coming in, bringing this to the Board's attention.
- B. Ken Hand provided a continued update of the Sports Show to be held in March of 2024. If anyone has vendors who are interested in being a participant in the show, please let him know. Ken suggested that the title of the show imply that there is more than just "sports" items offered.

**NEW BUSINESS AND INFORMATIONAL ITEMS**

- A. Alcohol Application Revisions for Event Rentals – Continuing Discussion

As a continuing conversation, the Alcohol Application is under review. In association with this topic, a meeting was held between DJ, Tarah and Dawn with regard to the Rental Contract, the Alcohol Application and the ORS Statutes in association with the Fairgrounds. This change would be included within the Policies and Procedures.







## KLAMATH COUNTY FAIR BOARD

3531 South Sixth Street, Klamath Falls, Oregon 97603

Tarah explained the issue at hand at length. The question was asked – how many rentals would we lose with regard to this issue. Tarah explained that Option 1 or 2 would not impact rentals.

Motion: To begin with Option 1. Motion by Jeanne Pickens and seconded by Shawn Blodgett. Discussion followed and as a result the motion was amended as follows.

Amended Motion: To choose Option 2, changing the verbiage to: If the event is approved, there will be an alcohol event fee added to the final invoice. Motion by Shawn Blodgett, seconded by Jeanne Pickens. The motion was approved unanimously by voting members in attendance.

### **MANAGER'S REPORT AND BOARD DISCUSSION**

Employees who have been on leave are both back to their full-time status. The part-time employee hired to fill this void will be working a short time more and will then be laid off.

The RV Park is considered substantially complete. A walk-through and review of punch list items will be completed sometime around the third week of January. Following this review and any adjustments needed to the project, rentals can then begin. However, a Point of Sale system is currently being worked through with the County Finance Department as the current system used by the Fairgrounds is being challenged by county officials. Hopefully this issue can be mitigated and finalized soon as this will adversely impact how the RV Park rentals (both in person and online) will take place.

In the meantime, the Board moved to select Camp Life as the RV rental software for the new RV Park (the gate control software works in tandem with this software as well). Motion by: Jeanne Pickens. Second by: Shawn Blodgett. Motion approved.

### **UPCOMING EVENTS OR IMPORTANT DATES.**

Current calendars were provided for the Board review. Sports show is scheduled for March.

### **EXECUTIVE SESSION (Pursuant to ORS 192.660)**

No Executive Session was held.

### **NEXT MEETING**

The next Fair Board meeting will be held on January 16 (a Tuesday), 2024. A work session also needs to be scheduled to review Board Policies.

### **ADJOURN REGULAR SESSION**

Meeting was adjourned at 9:47 AM







Presented to the Klamath County Fair Board  
JANUARY 16, 2024

<b>SUBJECT:</b>  PERSONNEL ACTION	<b>ITEM NO:</b> III B
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>  None	<b>REASON:</b> Board Information

**HIRED:**

None

**TERMINATED:**

None

**CHANGE IN EMPLOYMENT STATUS:**

None

**MISCELLANEOUS EMPLOYMENT**

None

**RECOMMENDATION:**

Board approval of presented Personnel Action, if applicable.

**BOARD ACTION:**

**Approved:**

**Rejected:**

**Tabled:**

**Until:**





# Presented to the Klamath County Fair Board JANUARY 16, 2024

<b>SUBJECT:</b>  APPROPRIATED FINANCIALS AND CHECKBOOK STATEMENT	<b>ITEM NO:</b> III C
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>  Budget Performance Report Fiscal Year and Detail General Ledger Report; and, the Monthly Fair Board Checkbook Statement	<b>REASON:</b> Board Action

## BACKGROUND:

Information provided for the Board's information and subsequent approval within the Consent Agenda Item.

## RECOMMENDATION:

Board approval for the Budget and Fair Board Checkbook Statement.

## BOARD ACTION:

**Approved:**                      **Rejected:**                      **Tabled:**                      **Until:**





# General Ledger

## Budget Status

User: dmcling  
Printed: 12/27/2023 - 12:01 PM  
Period: 1 to 12, 2024



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 5040		Fairgrounds							
Dept 5040-5030		Fair Board							
R30		Charges for Service							
5040-5030-5032-5000-43000		Charges for Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-43040		Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-43520		Fees - Admission	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	100.00
5040-5030-5032-5000-43530		Sale of Products	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
5040-5030-5032-5000-43531		Sales - Beer & Wine	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	100.00
5040-5030-5032-5000-43532		Sales - Events	300,000.00	0.00	0.00	300,000.00	0.00	300,000.00	100.00
5040-5030-5032-5000-43533		Sales - RV Parking	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
5040-5030-5032-5000-43534		Sales - Vendor Contracts	90,000.00	0.00	0.00	90,000.00	0.00	90,000.00	100.00
5040-5030-5032-5000-43535		Sponsorships	140,000.00	0.00	0.00	140,000.00	0.00	140,000.00	100.00
		R30 Sub Totals:	691,000.00	0.00	0.00	691,000.00	0.00	691,000.00	100.00
R31		Interdepartmental Charges							
5040-5030-5032-5000-43983		Fees - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R31 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R40		Other Local Revenue							
5040-5030-5032-5000-44000		Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R41		Interest							
5040-5030-5032-5000-44950		Investments - Interest On	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R41 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R51		State of Oregon							
5040-5030-5032-5000-45100		Grants - State In Aid	53,167.00	53,166.67	53,166.67	0.33	0.00	0.33	0.00
		R51 Sub Totals:	53,167.00	53,166.67	53,166.67	0.33	0.00	0.33	0.00
R70		Interfund Transfers							
5040-5030-5032-5000-49530		Trans - Fair Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		R70 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
R90	Fund Balances							
5040-5030-5032-5000-49950	Beginning Fund Balance	0.00	54,902.15	54,902.15	-54,902.15	0.00	-54,902.15	0.00
5040-5030-5032-5000-49951	GW Beginning Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R90 Sub Totals:	0.00	54,902.15	54,902.15	-54,902.15	0.00	-54,902.15	0.00
	Revenue Sub Totals:	744,167.00	108,068.82	108,068.82	636,098.18	0.00	636,098.18	85.48
E20	Material and Services							
5040-5030-5032-5000-60010	Advertising	30,000.00	16,829.75	16,829.75	13,170.25	0.00	13,170.25	43.90
5040-5030-5032-5000-60015	Entertainment	300,000.00	251,680.00	251,680.00	48,320.00	0.00	48,320.00	16.11
5040-5030-5032-5000-62000	Contract Services	250,000.00	223,772.36	223,772.36	26,227.64	0.00	26,227.64	10.49
5040-5030-5032-5000-62005	Contract Personnel Services	92,467.00	53,892.10	53,892.10	38,574.90	0.00	38,574.90	41.72
5040-5030-5032-5000-62060	Future Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-62320	Software Support	1,500.00	409.95	409.95	1,090.05	0.00	1,090.05	72.67
5040-5030-5032-5000-62720	Fair Judges	11,000.00	9,000.00	9,000.00	2,000.00	0.00	2,000.00	18.18
5040-5030-5032-5000-63005	Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-63115	Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-64040	Special Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-65110	Public Outreach	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-65310	Equipment Rent	6,500.00	6,303.71	6,303.71	196.29	0.00	196.29	3.02
5040-5030-5032-5000-66000	Supplies - Office	1,200.00	86.66	86.66	1,113.34	0.00	1,113.34	92.78
5040-5030-5032-5000-66010	Supplies - Other	20,000.00	27,951.46	27,951.46	-7,951.46	0.00	-7,951.46	0.00
5040-5030-5032-5000-66030	Postage	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
5040-5030-5032-5000-66040	Publications & Periodicals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-66050	Printing	8,500.00	21,349.93	21,349.93	-12,849.93	0.00	-12,849.93	0.00
5040-5030-5032-5000-66210	Uniform Maint & Repair	7,500.00	10,002.40	10,002.40	-2,502.40	0.00	-2,502.40	0.00
5040-5030-5032-5000-66235	Food	7,500.00	517.87	517.87	6,982.13	0.00	6,982.13	93.10
5040-5030-5032-5000-66550	Fair Account Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-67535	Garbage Pickup	3,000.00	-1,093.72	-1,093.72	4,093.72	0.00	4,093.72	136.46
5040-5030-5032-5000-68000	GW Materials & Serv Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:	744,167.00	620,702.47	620,702.47	123,464.53	0.00	123,464.53	16.59
E21	Interdepartmental Charges							
5040-5030-5032-5000-69989	Fees - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-69992	Postage - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E21 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E70	Interfund Transfers							
5040-5030-5032-5000-95030	Trans - Fairgrounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E70 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E80	Contingencies							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
5040-5030-5032-5000-98000	Operating Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E80 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E90	Unappropriated Fund Balance							
5040-5030-5032-5000-99900	Unappropriated Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5032-5000-99901	GW Unapprop Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	744,167.00	620,702.47	620,702.47	123,464.53	0.00	123,464.53	16.59
	Dept 5030 Sub Totals:	0.00	512,633.65	512,633.65	-512,633.65	0.00		
	Fund Revenue Sub Totals:	744,167.00	108,068.82	108,068.82	636,098.18	0.00	636,098.18	85.48
	Fund Expense Sub Totals:	744,167.00	620,702.47	620,702.47	123,464.53	0.00	123,464.53	16.59
	Fund 5040 Sub Totals:	0.00	512,633.65	512,633.65	-512,633.65	0.00		
	Revenue Totals:	744,167.00	108,068.82	108,068.82	636,098.18	0.00	636,098.18	85.48
	Expense Totals:	744,167.00	620,702.47	620,702.47	123,464.53	0.00	123,464.53	16.59
	Report Totals:	0.00	512,633.65	512,633.65	-512,633.65	0.00		



# General Ledger

## Budget Status

User: dmcling  
Printed: 12/27/2023 - 12:01 PM  
Period: 1 to 12, 2024



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 5040	Fairgrounds							
Dept 5040-5030	Fair Board							
R30	Charges for Service							
5040-5030-5031-5000-43000	Charges for Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-43030	Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-43040	Reimbursements	10,000.00	10,178.61	10,178.61	-178.61	0.00	-178.61	0.00
5040-5030-5031-5000-43050	Rental Income	470,000.00	58,487.78	58,487.78	411,512.22	0.00	411,512.22	87.56
5040-5030-5031-5000-43520	Fees - Admission	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-43535	Sponsorships	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R30 Sub Totals:	480,000.00	68,666.39	68,666.39	411,333.61	0.00	411,333.61	85.69
R31	Interdepartmental Charges							
5040-5030-5031-5000-43983	Fees - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-43986	Claims Reimburs - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-43987	Contract Services - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R31 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R40	Other Local Revenue							
5040-5030-5031-5000-44000	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-44010	Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R41	Interest							
5040-5030-5031-5000-44950	Investments - Interest On	0.00	16,769.49	16,769.49	-16,769.49	0.00	-16,769.49	0.00
5040-5030-5031-5000-44954	GW Investments Change in Value	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R41 Sub Totals:	0.00	16,769.49	16,769.49	-16,769.49	0.00	-16,769.49	0.00
R50	Federal Government							
5040-5030-5031-5000-46000	Grants - Federal	0.00	93,129.59	93,129.59	-93,129.59	0.00	-93,129.59	0.00
	R50 Sub Totals:	0.00	93,129.59	93,129.59	-93,129.59	0.00	-93,129.59	0.00
R52	Other Governments							
5040-5030-5031-5000-47000	Grants - Other Governments	277,000.00	55,555.00	55,555.00	221,445.00	0.00	221,445.00	79.94



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R52 Sub Totals:	277,000.00	55,555.00	55,555.00	221,445.00	0.00	221,445.00	79.94
R60	Debt Proceeds							
5040-5030-5031-5000-48010	Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-48815	MA Debt Proceeds Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R60 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R61	Interfund Loan Proceeds							
5040-5030-5031-5000-48810	Interfund Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R61 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R70	Interfund Transfers							
5040-5030-5031-5000-49000	Trans - General Non Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-49133	Trans - Transient Room	1,348,970.00	526,768.07	526,768.07	822,201.93	0.00	822,201.93	60.95
5040-5030-5031-5000-49152	Trans - COVID19 Pandemic Grant	636,800.00	0.00	0.00	636,800.00	0.00	636,800.00	100.00
5040-5030-5031-5000-49530	Trans - Fair Grounds	18,998.00	0.00	0.00	18,998.00	0.00	18,998.00	100.00
5040-5030-5031-5000-49820	GW Trans - Gov Act Cap Asset	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R70 Sub Totals:	2,004,768.00	526,768.07	526,768.07	1,477,999.93	0.00	1,477,999.93	73.72
R90	Fund Balances							
5040-5030-5031-5000-49950	Beginning Fund Balance	2,930,000.00	3,078,815.81	3,078,815.81	-148,815.81	0.00	-148,815.81	0.00
5040-5030-5031-5000-49951	GW Beginning Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-49952	MA Beginning Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R90 Sub Totals:	2,930,000.00	3,078,815.81	3,078,815.81	-148,815.81	0.00	-148,815.81	0.00
	Revenue Sub Totals:	5,691,768.00	3,839,704.35	3,839,704.35	1,852,063.65	0.00	1,852,063.65	32.54
E10	Personnel Services							
5040-5030-5031-5000-50000	Salaries and Wages	536,390.00	240,977.19	240,977.19	295,412.81	0.00	295,412.81	55.07
5040-5030-5031-5000-50100	Temporary Help	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-50110	Overtime	35,000.00	27,055.84	27,055.84	7,944.16	0.00	7,944.16	22.70
5040-5030-5031-5000-51100	FICA	41,037.00	20,344.80	20,344.80	20,692.20	0.00	20,692.20	50.42
5040-5030-5031-5000-51200	Workmans Compensation Tax	230.00	88.33	88.33	141.67	0.00	141.67	61.60
5040-5030-5031-5000-51300	Medical Insurance	190,710.00	45,043.34	45,043.34	145,666.66	0.00	145,666.66	76.38
5040-5030-5031-5000-51310	VEBA	0.00	42,365.87	42,365.87	-42,365.87	0.00	-42,365.87	0.00
5040-5030-5031-5000-51330	Life Insurance	138.00	68.22	68.22	69.78	0.00	69.78	50.57
5040-5030-5031-5000-51340	Short Term Disability	310.00	306.00	306.00	4.00	0.00	4.00	1.29
5040-5030-5031-5000-51400	Retirement - General	71,610.00	27,753.24	27,753.24	43,856.76	0.00	43,856.76	61.24
5040-5030-5031-5000-51420	Retirement - 401A	2,514.00	3,674.09	3,674.09	-1,160.09	0.00	-1,160.09	0.00
5040-5030-5031-5000-59020	GW Vacation Leave Accr Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-59030	GW NPO Retirement - County	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-59040	GW Retiree Hlth Ins - County	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E10 Sub Totals:	877,939.00	407,676.92	407,676.92	470,262.08	0.00	470,262.08	53.56
E11	Interdepartmental Charges							
5040-5030-5031-5000-51560	Unemployment Compensation	2,687.00	1,340.15	1,340.15	1,346.85	0.00	1,346.85	50.12
5040-5030-5031-5000-51570	Workmans Compensation	12,747.00	5,957.12	5,957.12	6,789.88	0.00	6,789.88	53.27
	E11 Sub Totals:	15,434.00	7,297.27	7,297.27	8,136.73	0.00	8,136.73	52.72
E20	Material and Services							
5040-5030-5031-5000-60010	Advertising	20,000.00	8,153.00	8,153.00	11,847.00	0.00	11,847.00	59.24
5040-5030-5031-5000-61000	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-61200	Committee Expenses	6,000.00	1,639.06	1,639.06	4,360.94	0.00	4,360.94	72.68
5040-5030-5031-5000-62000	Contract Services	8,000.00	621.00	621.00	7,379.00	0.00	7,379.00	92.24
5040-5030-5031-5000-62005	Contract Personnel Services	110,000.00	100,107.56	100,107.56	9,892.44	0.00	9,892.44	8.99
5040-5030-5031-5000-62010	Consultant Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-62020	Legal Services - Attorney	1,200.00	76.84	76.84	1,123.16	0.00	1,123.16	93.60
5040-5030-5031-5000-62030	Legal Notice Publish	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
5040-5030-5031-5000-62050	Shredding Services	0.00	491.93	491.93	-491.93	0.00	-491.93	0.00
5040-5030-5031-5000-62320	Software Support	4,500.00	3,836.82	3,836.82	663.18	0.00	663.18	14.74
5040-5030-5031-5000-62335	Website Hosting Services	1,200.00	275.00	275.00	925.00	0.00	925.00	77.08
5040-5030-5031-5000-62340	Lock Repair & Replace	800.00	0.00	0.00	800.00	0.00	800.00	100.00
5040-5030-5031-5000-62345	Security & Alarms	5,000.00	7,642.43	7,642.43	-2,642.43	0.00	-2,642.43	0.00
5040-5030-5031-5000-62350	Janitorial Services	6,000.00	3,552.62	3,552.62	2,447.38	0.00	2,447.38	40.79
5040-5030-5031-5000-62355	Plumbing Repair	6,000.00	1,402.64	1,402.64	4,597.36	0.00	4,597.36	76.62
5040-5030-5031-5000-62360	Heating & Air Repair	10,000.00	77.45	77.45	9,922.55	0.00	9,922.55	99.23
5040-5030-5031-5000-63005	Donations	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-63100	Dues	3,000.00	2,719.95	2,719.95	280.05	0.00	280.05	9.34
5040-5030-5031-5000-63105	Fees	4,000.00	739.49	739.49	3,260.51	0.00	3,260.51	81.51
5040-5030-5031-5000-63300	Equipment	50,000.00	3,077.04	3,077.04	46,922.96	0.00	46,922.96	93.85
5040-5030-5031-5000-63310	Office Furniture	2,500.00	959.39	959.39	1,540.61	0.00	1,540.61	61.62
5040-5030-5031-5000-63325	Tools	10,000.00	2,090.17	2,090.17	7,909.83	0.00	7,909.83	79.10
5040-5030-5031-5000-63335	Vehicle Fuel	20,000.00	6,000.47	6,000.47	13,999.53	0.00	13,999.53	70.00
5040-5030-5031-5000-63336	Vehicle Fuel - Diesel	0.00	2,219.84	2,219.84	-2,219.84	0.00	-2,219.84	0.00
5040-5030-5031-5000-64040	Special Assessments	400.00	0.00	0.00	400.00	0.00	400.00	100.00
5040-5030-5031-5000-64050	Irrigation Taxes	4,000.00	3,585.94	3,585.94	414.06	0.00	414.06	10.35
5040-5030-5031-5000-65110	Public Outreach	5,000.00	808.52	808.52	4,191.48	0.00	4,191.48	83.83
5040-5030-5031-5000-65175	Refunds	500.00	149.52	149.52	350.48	0.00	350.48	70.10
5040-5030-5031-5000-65310	Equipment Rent	5,000.00	14,403.65	14,403.65	-9,403.65	0.00	-9,403.65	0.00
5040-5030-5031-5000-65350	Equipment Maint & Repair	40,000.00	35,672.57	35,672.57	4,327.43	0.00	4,327.43	10.82
5040-5030-5031-5000-65360	Vehicle Maint & Repair	7,500.00	532.44	532.44	6,967.56	0.00	6,967.56	92.90
5040-5030-5031-5000-65380	Building Maint & Repair	80,000.00	20,520.48	20,520.48	59,479.52	0.00	59,479.52	74.35
5040-5030-5031-5000-65395	Grounds Maint & Repair	120,000.00	32,503.89	32,503.89	87,496.11	0.00	87,496.11	72.91
5040-5030-5031-5000-66000	Supplies - Office	4,000.00	1,624.21	1,624.21	2,375.79	0.00	2,375.79	59.39
5040-5030-5031-5000-66010	Supplies - Other	4,000.00	3,701.49	3,701.49	298.51	0.00	298.51	7.46

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
5040-5030-5031-5000-66020	Copier Maint & Supplies	3,000.00	917.98	917.98	2,082.02	0.00	2,082.02	69.40
5040-5030-5031-5000-66030	Postage	2,000.00	1,669.19	1,669.19	330.81	0.00	330.81	16.54
5040-5030-5031-5000-66040	Publications & Periodicals	0.00	74.90	74.90	-74.90	0.00	-74.90	0.00
5040-5030-5031-5000-66050	Printing	2,000.00	752.00	752.00	1,248.00	0.00	1,248.00	62.40
5040-5030-5031-5000-66120	Janitorial Supplies	10,000.00	7,027.98	7,027.98	2,972.02	0.00	2,972.02	29.72
5040-5030-5031-5000-66125	Painting Supplies	1,000.00	1,026.06	1,026.06	-26.06	0.00	-26.06	0.00
5040-5030-5031-5000-66130	Elect Supplies & Repairs	5,500.00	4,133.33	4,133.33	1,366.67	0.00	1,366.67	24.85
5040-5030-5031-5000-66210	Uniform Maint & Repair	3,000.00	99.10	99.10	2,900.90	0.00	2,900.90	96.70
5040-5030-5031-5000-66300	Tires	2,000.00	120.00	120.00	1,880.00	0.00	1,880.00	94.00
5040-5030-5031-5000-66405	Medical Supplies	1,000.00	71.54	71.54	928.46	0.00	928.46	92.85
5040-5030-5031-5000-67000	Travel & Training	15,000.00	4,178.45	4,178.45	10,821.55	0.00	10,821.55	72.14
5040-5030-5031-5000-67505	Utilities - Gas	65,000.00	17,710.17	17,710.17	47,289.83	0.00	47,289.83	72.75
5040-5030-5031-5000-67510	Utilities - Water & Sewer	70,000.00	39,941.72	39,941.72	30,058.28	0.00	30,058.28	42.94
5040-5030-5031-5000-67520	Utilities - Electricity	80,998.00	23,928.64	23,928.64	57,069.36	0.00	57,069.36	70.46
5040-5030-5031-5000-67535	Garbage Pickup	6,000.00	3,384.76	3,384.76	2,615.24	0.00	2,615.24	43.59
5040-5030-5031-5000-67555	Telephone	3,500.00	1,732.75	1,732.75	1,767.25	0.00	1,767.25	50.49
5040-5030-5031-5000-67560	Data Service Charges	10,000.00	1,414.81	1,414.81	8,585.19	0.00	8,585.19	85.85
5040-5030-5031-5000-68000	GW Materials & Serv Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:	822,298.00	369,868.79	369,868.79	452,429.21	0.00	452,429.21	55.02
E21	Interdepartmental Charges							
5040-5030-5031-5000-69900	Internal Services	54,154.00	22,564.15	22,564.15	31,589.85	0.00	31,589.85	58.33
5040-5030-5031-5000-69920	Tech Maint Hardware Chg	2,232.00	930.00	930.00	1,302.00	0.00	1,302.00	58.33
5040-5030-5031-5000-69930	Tech Maint User Chg	4,260.00	1,775.00	1,775.00	2,485.00	0.00	2,485.00	58.33
5040-5030-5031-5000-69940	Risk Management	23,861.00	9,942.10	9,942.10	13,918.90	0.00	13,918.90	58.33
5040-5030-5031-5000-69950	Insurance Liability	61,180.00	25,491.65	25,491.65	35,688.35	0.00	35,688.35	58.33
5040-5030-5031-5000-69989	Fees - Internal	0.00	1,051.78	1,051.78	-1,051.78	0.00	-1,051.78	0.00
5040-5030-5031-5000-69990	Contract Services - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-69991	Office Supplies - Internal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-69992	Postage - Internal	0.00	1.50	1.50	-1.50	0.00	-1.50	0.00
5040-5030-5031-5000-69994	Solid Waste Fees - Internal	0.00	675.03	675.03	-675.03	0.00	-675.03	0.00
	E21 Sub Totals:	145,687.00	62,431.21	62,431.21	83,255.79	0.00	83,255.79	57.15
E30	Capital Outlay							
5040-5030-5031-5000-70000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-70010	Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-70110	Vehicles Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-70220	Facilities Improvement	3,830,410.00	2,316,949.89	2,316,949.89	1,513,460.11	0.00	1,513,460.11	39.51
5040-5030-5031-5000-79000	GW Capitalized Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-79010	GW Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-79030	GW Capital Asset Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E30 Sub Totals:	3,830,410.00	2,316,949.89	2,316,949.89	1,513,460.11	0.00	1,513,460.11	39.51



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E40	Debt Service							
5040-5030-5031-5000-80010	Note Payable Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-80020	Note Payable Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-89010	MA Debt Service Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E41	Interdepartmental Charges							
5040-5030-5031-5000-88010	Interfund Loan Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-88020	Interfund Loan Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E41 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E70	Interfund Transfers							
5040-5030-5031-5000-93010	Trans - Public Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-94010	Trans - Health Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-95030	Trans - Fairgrounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-97915	GW Trans - Gov Activities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E70 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E80	Contingencies							
5040-5030-5031-5000-98000	Operating Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E80 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E81	Fund Balance & Reserves							
5040-5030-5031-5000-99000	Reserve Future Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E81 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E90	Unappropriated Fund Balance							
5040-5030-5031-5000-99900	Unappropriated Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-99901	GW Unapprop Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5040-5030-5031-5000-99902	MA Unapprop Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	5,691,768.00	3,164,224.08	3,164,224.08	2,527,543.92	0.00	2,527,543.92	44.41
	Dept 5030 Sub Totals:	0.00	-675,480.27	-675,480.27	675,480.27	0.00		
	Fund Revenue Sub Totals:	5,691,768.00	3,839,704.35	3,839,704.35	1,852,063.65	0.00	1,852,063.65	32.54
	Fund Expense Sub Totals:	5,691,768.00	3,164,224.08	3,164,224.08	2,527,543.92	0.00	2,527,543.92	44.41
	Fund 5040 Sub Totals:	0.00	-675,480.27	-675,480.27	675,480.27	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	5,691,768.00	3,839,704.35	3,839,704.35	1,852,063.65	0.00	1,852,063.65	32.54
	Expense Totals:	5,691,768.00	3,164,224.08	3,164,224.08	2,527,543.92	0.00	2,527,543.92	44.41
	Report Totals:	0.00	-675,480.27	-675,480.27	675,480.27	0.00		

## Klamath County Fair

Fair Account, Period Ending 12/31/2023

## RECONCILIATION REPORT

Reconciled on: 01/10/2024

Reconciled by: Dawn McLing

Any changes made to transactions after this date aren't included in this report.

## Summary

USD

Statement beginning balance	589,755.51
Checks and payments cleared (2)	-575.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	589,180.51

Uncleared transactions as of 12/31/2023	-250.00
Register balance as of 12/31/2023	588,930.51

## Details

## Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/09/2023	Check	12211	Cole Lacy	-75.00
12/08/2023	Check	12226	Related in Recovery	-500.00
Total				-575.00

## Additional Information

## Uncleared checks and payments as of 12/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/05/2023	Check	12204	Sales - Events - Demolition D...	-250.00
Total				-250.00

## Uncleared deposits and other credits as of 12/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/29/2022	Check			0.00
08/05/2023	Check	12199	VOID	0.00
08/05/2023	Check	12200	VOID	0.00
09/01/2023	Check	12201	VOID	0.00
09/01/2023	Check	12218	VOID	0.00
09/05/2023	Check	12220	VOID	0.00
Total				0.00





# Presented to the Klamath County Fair Board JANUARY 16, 2024

<b>SUBJECT:</b>  RATIFICATION OF CURRENT ACCOUNTS (BILLS)	<b>ITEM NO:</b> III. D.
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b> Current monthly bills to be ratified by the Board	<b>REASON:</b> Board Action

## BACKGROUND:

Monthly process of reviewing and approving the payment of the attached bills for Fairgrounds maintenance and operation.

## RECOMMENDATION:

Upon review, management requests the Board's approval.

## BOARD ACTION:

**Approved:**                      **Rejected:**                      **Tabled:**                      **Until:**





# Klamath County Fairgrounds

## Paid Bills Detail - Expenditures for November 2023

5040-5030-5032-5000 = FAIR 2023

Capital Expenditure (R = Reimbursed by Grant)

Company Name	Budget line# 5040-5030-5031-5000-	Description	Amount
Rhine-Cross Group, LLC	62060	Special Projects	\$ 540.00
Elwood Staffing Services, Inc.	62005	Contract Personnel Services	\$ 5,060.64
Klamath Irrigation District	64050	Irrigation Taxes	\$ 3,585.94
Rhine-Cross Group, LLC	70220	Facilities Improvement	\$ 1,635.00
Rocky Mt. Construction	70220	Facilities Improvement	\$ 175,305.80
Pacificorp	70220	Facilities Improvement	\$ 3,616.00
Klamath Falls Downtown Assn	63100	Dues	\$ 350.00
Myra Schelb	65380	Building Maintenance & Repair	\$ 4,208.75
Valley Garage Door	65380	Building Maintenance & Repair	\$ 995.00
Avista Corporation	67505	Utilities - Gas	\$ 5,619.78
Brian Schiel Consulting	62050	Shredding Services	\$ 491.93
Barbara March	60010	Advertising	\$ 156.00
Pacificorp	67520	Utilities - Electricity	\$ 4,795.81
Wynne Broadcasting	60010	Advertising	\$ 897.00
American Fire Systems, Inc.	62345	Security & Alarms	\$ 1,834.75
Basin Mediactive	60010	Advertising	\$ 506.00
Basin Telecom	62345	Security & Alarms	\$ 105.00
Koko Graphix Designs & Printing	60010	Advertising	\$ 276.93
Barbara March	60010	Advertising	\$ 747.00
PNG Media, LLC	60010	Advertising	\$ 713.00
Ricoh USA, Inc.	66020	Copier Maintenance & Repair	\$ 140.68
Rhine-Cross Group, LLC	70220	Facilities Improvement	\$ 2,015.00
Sunbelt Rentals, Inc.	65310	Equipment Rent	\$ 3,495.29
Wilkerson Construction	63300	Equipment	\$ 1,597.50
			<b>\$ 218,688.80</b>
<b>INTERNAL TRANSFERS</b>			
Klamath County Tax Collector	69989	Fees - Internal	\$ 139.68
Klamath County Purchasing	69991	Supplies - Office Internal	\$ -
Klamath County Solid Waste	69994	Solid Waste Fees - Internal	\$ 675.03
Postage	69992	Postage - Internal	\$ -
Steering Committee	69920 & 69930	Hardware & User Fees	\$ 541.00
Risk Management	69940	Risk Management	\$ 1,988.42
Insurance Liability	69950	Insurance Liability	\$ 5,098.33
Internal Services	69900	Internal Services	\$ 4,512.83
<b>Total</b>			<b>\$ 12,955.29</b>
<b>Telephone and Utilities</b>			
Avista Corporation	67505	Utilities - Gas	See Above
City of Klamath Falls 3531	67510	Utilities- Water & Sewer	CARD
City of Klamath Falls	67510	Utilities- Water & Sewer	CARD
Pacific Power	67520	Utilities- Electricity	See Above
<b>US BANK CREDIT CARD</b>	<b>Statement Date 11/13/2023</b>	<b>0276</b>	<b>Amount</b>
Ed Staub & Sons	63335	Vehicle Fuel	\$ 2,437.29
Waste Management	67535	Garbage Pickup	\$ 499.58
Cal-Ore Communications	67560	Data Service Charge	\$ 265.58
Card 0276 Total			<b>\$ 3,202.45</b>
<b>US BANK CREDIT CARD</b>	<b>Statement Date 11/13/2023</b>	<b>3011</b>	<b>Amount</b>
Menu King	60010	Advertising	\$ 496.00
Northwest Community Media & Assoc	60010	Advertising	\$ 1,825.00
Melissa's Country Kitchen	61200	Committee Expense	\$ 621.00
Zoom, Inc.	62320	Software Support	\$ 15.99

AlSCO	62350	Janitorial Services	\$ 842.16
Western Fairs Association	63100	Dues	\$ 350.00
AlSCO Fees	63105	Fees	\$ 19.36
Oregon Lodging Tax	63105	Fees	\$ 92.94
Oregon Lodging Tax	63105	Fees	\$ 2.23
Amazon	63300	Equipment	\$ 855.20
Harbor Freight	63325	Tools	\$ 64.90
Amazon	65110	Public Outreach	\$ 143.08
Tennant Sales & Service	65350	Equipment Maintenance & Repair	\$ 2,357.96
Harbor Freight	65350	Equipment Maintenance & Repair	\$ 9.99
BRIM Tractor	65350	Equipment Maintenance & Repair	\$ 3,861.89
O'Reilly Auto Parts	65350	Equipment Maintenance & Repair	\$ 20.37
Amazon	65395	Grounds Maintenance & Repair	\$ 1,574.50
Amazon	66000	Supplies - Office	\$ 115.86
Amazon	66010	Supplies - Other	\$ 93.90
Amazon	66010	Supplies - Other	\$ 224.24
Amazon	66010	Supplies - Other	\$ 615.50
Amazon	66130	Electrical Supplies & Repair	\$ 5.39
Amazon	66130	Electrical Supplies & Repair	\$ 44.86
Amazon	66210	Uniform Maintenance & Repair	\$ 99.10
Association of Oregon Counties	67000	Travel & Training	\$ 545.00
City of Klamath Falls	67510	Utilities - Water & Sewer	\$ 5,476.07
City of Klamath Falls	67510	Utilities - Water & Sewer	\$ 16.01
US Cellular	67555	Telephone	\$ 85.00
		Card 3011 Total	\$ 20,473.50
US BANK CREDIT CARD	Statement Date 11/13/2023	1781	
			\$ -
		Card 1781 Total	\$ -
US BANK CREDIT CARD	Statement Date 11/13/2023	3749	
Airtable	62320	Software Support	\$ 1,200.00
Squarespace	62320	Software Support	\$ 29.00
Squarespace	62320	Software Support	\$ 191.42
Squarespace	62320	Software Support	\$ 261.97
Squarespace	62320	Software Support	\$ 273.19
Amazon	63310	Office Furniture	\$ 770.40
Amazon	65175	Refunds	\$ 149.52
BRIM Tractor	65350	Equipment Maintenance & Repair	\$ 125.21
Sherm's Thunderbird	66010	Supplies - Other	\$ 66.04
		Card 3749 Total	\$ 3,066.75
US BANK CREDIT CARD	Statement Date 11/13/2023	8126	
Deupree Auctioneers	63105	Fees	\$ 206.82
Webstaurant Store	63300	Equipment	\$ 354.39
Deupree Auctioneers	63325	Tools	\$ 775.00
The Home Depot	65360	Vehicle Maintenance & Repair	\$ 8.94
Deupree Auctioneers	65380	Building Maintenance & Repair	\$ 300.00
Exterior Coatings	65395	Grounds Maintenance & Repair	\$ 3,108.00
Deupree Auctioneers	65395	Grounds Maintenance & Repair	\$ 450.00
Deupree Auctioneers	66000	Supplies - Office	\$ 30.00
All About Shipping	66030	Postage	\$ 33.70
US Cellular	173.41	Telephone	\$ 173.41
		Card 8126 Total	\$ 5,440.26
		Credit Cards Total	\$ 32,182.96
	Grand Total		\$ 263,827.05





# Presented to the Klamath County Fair Board JANUARY 16, 2024

**SUBJECT:**

ACCOUNTS RECEIVABLE/PAYABLE

**ITEM NO:** III. E.

**FROM:** Board Chair

**ATTACHMENT:**

Statement of Deposits

Sales by Product/Service Summary

Aging Summary

**REASON:** Board Approval

**BACKGROUND:**

This information will summarize accounts not yet collected from rentals, individuals, etc. Information is also provided as to current income/expense accounts.

Information will be shared on a quarterly basis, or as needed.

**RECOMMENDATION:**

Upon review, management requests the Board's approval.

**BOARD ACTION:**

**Approved:**

**Rejected:**

**Tabled:**

**Until:**







# Presented to the Klamath County Fair Board JANUARY 16, 2024

<b>SUBJECT:</b>  BOARD REORGANIZATION AND ELECTION OF OFFICERS	<b>ITEM NO:</b> V. A, B. AND C.
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b> None	<b>REASON:</b> Board Action

## BACKGROUND:

Pursuant to the Klamath County Fair Board Bylaws, revised 2020 and formally ratified, January 19, 2021, Article VI, the members of the Fair Board shall elect a Chairman and a Vice-Chairman from their seven-person membership of the first Board Meeting of each year.

- A. NOMINATIONS FOR BOARD CHAIR
- B. NOMINATIONS FOR BOARD VICE CHAIR
- C. APPOINTMENT OF FAIR BOARD SECRETARY

## RECOMMENDATION:

That the members of the Board elect a Chairman and a Vice-Chairman to preside over the Fair Board meetings for the 2024 year. Also, if necessary, and/or desired, the Board will appoint a Fair Board Secretary.

## BOARD ACTION:

**Approved:**                      **Rejected:**                      **Tabled:**                      **Until:**





Presented to the Klamath County Fair Board  
JANUARY 16, 2024

<b>SUBJECT:</b>  PUBLIC PARTICIPATION	<b>ITEM NO:</b> VI
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>	<b>REASON:</b> Board Information

**BACKGROUND:**

Time will be provided for public comment.

Public will be limited to ten minutes and **content must have been processed through the Fairgrounds Office seven working days prior to the Board Meeting, per Fair Board Bylaws.**

A. Traci Reed, OSU Extension

**RECOMMENDATION:**

None.

**BOARD ACTION:**

**Approved:**

**Rejected:**

**Tabled:**

**Until:**







# Presented to the Klamath County Fair Board JANUARY 16, 2024

<b>SUBJECT:</b>  NEW BUSINESS AND INFORMATIONAL ITEMS	<b>ITEM NO:</b> VII. A. B. and C.
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>	<b>REASON:</b> Board Information

## BACKGROUND:

### A. Manager's Report

Each month, Derrick Rowley will present a report to the Board of current issues or updates that are important to the operation of the Klamath County Fairgrounds.

### B. Board Discussion

### C. Action or Information Items

- i. Event Rental Contract and Alcohol Application Revisions – Continuing Discussion

## RECOMMENDATION:

## BOARD ACTION:

Approved:

Rejected:

Tabled:

Until:







## Klamath County Fairgrounds/Event Center

3531 South 6<sup>th</sup> Street  
Klamath Falls, Oregon 97603  
(541) 883-3796

A message from the Manager:

Thank you for your interest in our facilities. After some extra time to review our company's infrastructure and finances, I, along with the Fair Board, have made some changes to the contract.

While most of it is the same, we want to make sure you are reading what you are agreeing to. In the past, there have been many events that have been given discounts based off of their event type and contribution to the community. The discounts given in 2019 totaled over \$300,000. It was wonderful to be able to give back to our community and the events held here.

Unfortunately, we are in a different situation now. After being shut down due to Covid-19 and the Governors orders, we were not able to host 90% of our events for a year. Since we are not general fund and our income is not guaranteed, we are going to have to be a little more reserved with the discounts we are able to give in order to continue functioning as a business.

Unless recently discussed and agreed upon, all events will be contracted to pay rate sheet prices. If you would like to come in or call and discuss your event details and the community contribution of your event with me to reach a negotiation of contract, you are more than welcome to do so.

I personally want to thank all of our renters for their continued support. It is vital to the continuation of not only the Fairgrounds/Event Center but also being able to host and continually improve the Annual County Fair. We will all get through this together and come back stronger!

Sincerely,

*Derrick Rowley*

Derrick Rowley  
Fairgrounds/Event Center Manager

Commented [TN1]: Revise and Update

Cover





**KLAMATH COUNTY FAIRGROUNDS/EVENT CENTER**

3531 SOUTH 6<sup>TH</sup> STREET  
KLAMATH FALLS, OR 97603  
PHONE: 541-883-3796 FAX: 541-883-3798  
Email: [tnoble@klamathcounty.org](mailto:tnoble@klamathcounty.org)

**RENTAL AGREEMENT**

on behalf of

*Contract will be sent out digitally when applicable. If you prefer to use a different method such as email, fax, or mail, please contact [tnoble@klamathcounty.org](mailto:tnoble@klamathcounty.org) or 541-851-2113 to request this accommodation.*

on behalf of hereafter known as the RENTER and the Klamath County Fair Board hereafter known as the BOARD agree to the following terms and conditions herein on November 1, 2023.

**SCOPE OF RENTAL REGARDING:**

The BOARD agrees to rent to the RENTER the following described facilities and/or property located at the Klamath County Fairgrounds/Event Center, 3531 South Sixth Street, Klamath Falls, OR 97603, to-wit:

Event Name:

Event Type:

Facilities to be Used:

Cost:

Security Requirement: **Confirmation Due By:**

Contract Due By: Insurance Due By:

OLCC Alcohol Permit or Alcohol Application Due By:

Deposit Amount: Deposit Due By:

Set Up Day(s): Event Day(s): Tear Down Day(s):

Other Stipulations:

Commented [TN2]: Add: Security Confirmation Due By:



Article I. CONTRACTING \_\_\_\_\_ Initials of Agreement to the Following

a. DOCUMENT EXECUTION

The RENTER agrees to provide the BOARD, ~~sixty (60) days in advance of the scheduled event~~, a fully executed copy of this Agreement by the responsible party. If the fully executed Agreement is not received within this time period, the Agreement shall become null and void. ~~The only exception to this requirement is if an event is scheduled or booked within less than thirty days of the event. In which case, the Agreement shall be due in the Fairgrounds/Event Center office no later than seven business days prior to the scheduled date of the event.~~ RENTER must also provide BOARD ten (10) days in advance, any diagrams, floorplans, and/or power requirements necessary for the set-up of event that will need to be done by Fairgrounds/Event Center Staff.

Commented [TN3]: By the date listed in the Scope Of Rental

Commented [TN4]: Need to add an some type of fee for this.

Commented [TN5]: Remove

b. SUBLEASING

This AGREEMENT is personal to the RENTER. It may not be assigned, sublet or seized by attachment or execution or in any manner transferred to any other person, firm or entity, either voluntarily or involuntarily or by operation of law or otherwise.

c. OCCUPANCY

The BOARD reserves the right to enforce Fire Marshal occupancy standards and to make reasonable occupancy modifications (depending on set up) for the use and occupancy of the Klamath County Fairgrounds/Event Center and the facilities covered by this AGREEMENT and the RENTER agrees for himself, his agents, employees, guests and business invitee to abide by all such rules promptly upon notice thereof.

d. SECURITY

The RENTER agrees to provide all security deemed necessary by the BOARD as stated in the Scope of Rental for the event covered by this AGREEMENT. The BOARD shall reserve the right to approve or disapprove the security provided by the RENTER. All security provided will be paid for by the RENTER.

Commented [TN6]: Hired security confirmation and contact information must be provided to BOARD by date listed in Scope of Rental.

e. LEGAL

In the event suit or action is instituted to enforce any of the terms of this Contract, each party shall be responsible for its own attorney fees, costs and related expenses.

Commented [TN7]: Unless otherwise stated in Article I-i

f. COPYRIGHT

Entertainers at Klamath County Fairgrounds/Event Center shall be solely responsible for the payment of any and all royalty fees payable as a result of the performance of any copyrighted music or matters performed pursuant to the copyright laws of the United States and will hold harmless and indemnify Klamath County, Fair Board and its employees from any claims therefrom. The terms of this Agreement contained herein are contractual, and not a mere recital. This Agreement shall be binding upon the parties to this Agreement and upon their heirs, administrators, representatives, executors and assigns. RENTER represents and warrants that he has not transferred to any person or entity any rights, causes of action or claims released in this Agreement.

g. MANAGEMENT

A person in charge of the event must be in attendance at all times during the event and all guests must remain in the vicinity of the building/area rented and are not allowed to roam the Fairgrounds/Event Center or enter other buildings not indicated on the Rental Agreement during event hours.

h. OVERTIME

Overtime Charges begin at 9:00PM PST at current Rate Sheet Prices. Unless otherwise specified, all events must end and all guests must be cleared of all buildings and property by 2:00AM PST. RENTER will be fined \$2,000.00 for every additional hour facilities have any remaining occupants and Law Enforcement will be contacted if applicable.



i. **ALCOHOL**

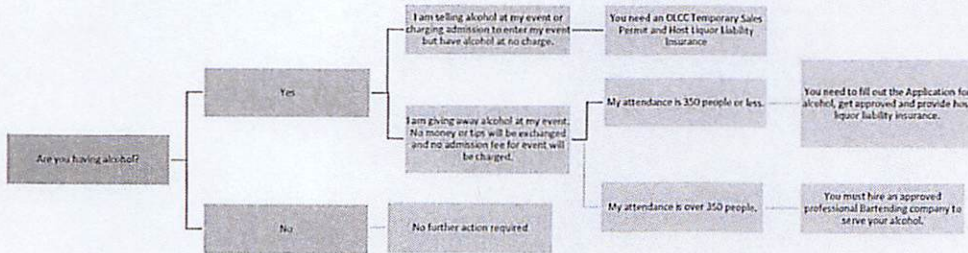
Alcohol is not allowed on any portion of the Fairgrounds/Event Center unless consent has been given by the Klamath County Fairgrounds/Event Center and OLCC. There shall be no alcohol served to individuals under the age of 21. No beverages of any kind are to be served in glass bottles. No exceptions.

Commented [TN8]: /or

Commented [TN9]: Absolutely no alcohol to be brought in by persons other than those listed on OLCC Permit or Approved Alcohol Application.

Commented [TN10]: Add: Fully Executed Event Alcohol Agreements are included as an attachment to this rental agreement. If Event has alcohol, Alcohol Applications should be received and approved by the date listed in the scope of rental.

Commented [TN11]: See new flow chart



j. **POLITICAL**

i. RENTER is not under any obligation to allow entrance to political (defined as relating to the government or the public affairs of a country) individual, parties, or groups. However, in the occurrence that any political individual, parties, or groups are allowed admittance, Renter must let all political individual, parties, or groups into the event. Renter cannot discriminate based on personal, religious, political, or any other view you, or your group may personally hold.

ii. In the event that an individual or Group (Limit of 5 per group) is requesting to gather signatures, petition, or protest any cause, renter is required to inform them that they have a designated area to do so and that area is to be designated by fairgrounds administration.

k. **INFORMATION COLLECTION**

Event Survey will be sent following your event. It is due 30 days after you have received it. If not received by the BOARD within 90 days fine of \$50.00 will be assessed. Failure to return this survey will diminish continued rental status.

l. **FORCE MAJEURE**

Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

Article II. FACILITY \_\_\_\_\_ Initials of Agreement to the Following

a. **STATE OF FACILITIES**

The RENTER accepts the facilities and property hereby rented in the condition existing as of the first day of occupancy. In the case that an issue is discovered, RENTER must notify Fairgrounds/Event Center employee immediately and Fairgrounds/Event Center Employee will fill out the appropriate form which will be signed by employee and RENTER. The BOARD makes no representations as to condition or quality of any of the facilities or equipment covered by this AGREEMENT. The RENTER agrees to be responsible for the care and condition of the facilities and the property covered by this AGREEMENT while in RENTER'S custody and shall return it to the



BOARD in as good condition as when received, less reasonable wear and tear. A person in charge will assure that all garbage is placed in containers provided for the event. Any additional clean-up required after the event will be billed to RENTER at a rate of \$50.00 per hour per employee. Never move or remove any stake, pole, panel, pen or tension strap from where the installation crew has placed it. This can cause serious problems with structural integrity or damage to equipment. If you have any questions about this important safety issue, please contact us at (541) 281-7879 or (541) 274-0086.

**b. MAINTENANCE**

Fairgrounds/Event Center personnel will maintain trash and restrooms when applicable to the best of their abilities. Large scale events may be advised to provide trash attendants if staff is not able to provide ample service. At the minimum, Fairgrounds/Event Center Staff will clean and stock restrooms, remove trash, and sweep when needed each night between multiple day events. If event runs past the 9pm hour, staff time to do the bare minimum maintenance will be billed to the renter at rate sheet prices as overtime.

Maintenance staff are not your event employees. They shall not be used as security, ushers, announcers, ticket takers, or other event personnel. Renter is responsible for providing their own staff personnel.

Renters shall submit floor/area plans to Fairgrounds-Event Center Management at least ten (10) days in advance of the Event if set-up is required by the Fairgrounds-Event Center employees. The plan should include decorations, dimensions of all aisles, booths, table and chair locations, parking areas, loading and unloading areas, etc. Fairgrounds-Event Center Management will work with each Event Holder Renter on specific needs and requirements to ensure compliance with fire safety standards and Facility requirements.

**c. ACCESS**

The RENTER shall have access through the Klamath County Fairgrounds/Event Center to the facilities covered by this AGREEMENT during the period of this AGREEMENT. Permission for access to and occupancy of the facilities rented shall extend to the RENTER'S business invitee, guests, employees and agents. Should the facility that is covered by this AGREEMENT be one that vehicle travel is allowed to drive into for unloading and loading, i.e.: Indoor Arena, Livestock Barns and /or Event Center, the RENTER agrees to enforce that there be no vehicle access in or out of the facility rented by the above named RENTER, by the RENTER'S membership (should it be a member organization), or by the RENTER'S vendors, business invitee, guests, employees, and/or agents, while the event is open to the general public and the general public is present in the said facility. Any vehicle travel shall have to be done before or after the general public's presence. No vehicles with studs or traction devices are allowed in the buildings. All vehicles entering buildings must be free of any fluid leaks or any damages that could affect building. Fairgrounds/Event Center staff, management and employees responsible for management and maintenance of the facilities shall have the right to access the facilities at any time during any event.

**d. DAMAGES**

- i. The user assumes responsibility for damage to the rented building and/or area and its amenities during the time of usage, including any time rented for set-up and breakdown. Any property damaged beyond normal wear and tear may be replaced or repaired at the option of Klamath County Fairgrounds/Event Center at the user's expense. The Klamath County Event Center manager has the exclusive right to choose how the repairs will be made. Liability will be the actual repair or replacement cost and will not be limited to the security deposit specified as a damage and cleaning deposit.
- ii. If decorations are used, only painter's tape (low adhesive) can be used on any surfaces. No holes may be made in the fairgrounds' property. Remove all decorations and attachments. The Fairgrounds/Event Center will not provide ladders or step ladders to the events. If decorations need to be hung any higher than standing level, renter shall bring their own ladder or step ladder. DO NOT stand on chairs to hang decorations.
- iii. No alterations can be made to the buildings or grounds without the express permission of Klamath County Fairgrounds/Event Center management. This includes, but is not limited to, installation of equipment, installation of wiring, cable or other devices, or any alteration of the building.
- iv. Food and beverages may not be in the carpeted areas of Linman Hall unless they are being transported from a Meeting Room that is being used to serve food and/or beverages from. All other food and beverages must remain within the Main Exhibit Hall. Damages or stains to the carpet will result in additional cleaning fees set forth by management.

e. **SMOKING**

Smoking on county property, including the Fairgrounds/Event Center, is prohibited. No person shall smoke or carry any lighted smoking instrument, any cigar, cigarette, pipe, electronic cigarette or marijuana on any county property.

f. **SAFETY**

A person in charge will not allow anyone to interfere with the fire alarm system. If the fire alarm sounds, a person in charge will instruct all guests to evacuate to a safe distance outside the building until such time as the Fire Department allows re-entry.

i. All vehicles must be parked in designated parking areas. No vehicles are to be parked in the Fire Lanes surrounding the buildings.

ii. The Exit Doors must be unlocked and cannot be blocked during the event.

iii. In the case of an accident or emergency, Renter agrees to cooperate with Fairgrounds-Event Center Management in the formulation of an action plan and response to media inquiries. All accidents, occurrences and incidents must be reported to Klamath County Fairgrounds-Event Center Management as soon as possible, but not later than the next business day. Reports must include:

1. Name, address and telephone number of the injured person or persons.
2. Name, address and telephone number of any witnesses.
3. A description of the accident (how, when, and where it happened).
4. A description of the extent of bodily injury or property damage.

Klamath County Fairgrounds-Event Center Management has the right to require medical personnel, based on the type of event, and Renter will be notified of such requirement prior to the event.

iv. All fire regulations in the Uniform Fire Code (UFC) as amended and approved by the local jurisdiction shall be strictly observed. The UFC regulates the placement of tables and chairs, decorations, dimensions of all aisles and exits, etc. Fairgrounds-Event Center Management will work with Renter to ensure compliance with the UFC. However, Renter is ultimately responsible for compliance.

v. Food service in all Facilities shall meet the general health standards of the Klamath County Health Department. When an Event involves a temporary food service operation or food demonstration, Renter is responsible for informing such exhibitors or food service operators that a permit from the Klamath County Health Department is required. Food service provider shall contact Klamath County Health Department at 541-882-8846 or, Toll Free at 800-378-4127, 3314 Vandenberg Road, Klamath Falls, Oregon 97603, at least thirty (30) days prior to the scheduled event.

g. **AMERICANS WITH DISABILITIES ACT**

The BOARD wishes to make its facilities reasonably accessible by persons with disabilities as required by Title III (Public Accommodations and Services Operated by Private Entities) of the Americans with Disabilities Act. The RENTER will be responsible for making all auxiliary aids and services available to participants who indicate they have a special need for their participation in the Event's functions. Should the RENTER require the BOARD to provide any auxiliary aids or services, please notify the BOARD in writing at least one (1) month prior to the Event date. The BOARD will provide any aids or services that it has available. The RENTER shall pay for any extraordinary costs, determined by the BOARD, for such auxiliary aids unless otherwise agreed upon by both the RENTER and the BOARD.

h. **ADVERTISING AND MARKETING**

Renters shall not hang signs, bunting or other advertising materials anywhere on the premises of the facilities without prior approval of the Klamath County Fairgrounds-Event Center Management. The Fairgrounds-Event Center does recognize the need for Renters to display sponsor advertising; therefore, advertising materials and locations will be determined on an event-by-event basis. The Klamath County Event Center has developed a new logo. If the event is



utilizing the Logo, please contact the Event Center/Fairground's Office for proper color and size definitions. All references to "fairgrounds" should be edited to state "Event Center."

Klamath County Fairgrounds-Event Center employees shall not be responsible for event promotion and marketing. The Fairgrounds-Event Center office telephone number, as well as any Klamath County Fairgrounds-Event Center telephone number shall not be published or placed on any promotional material for any event or otherwise published in connection with an event unless prior approval has been obtained via the Klamath County Fairgrounds-Event Center management. The Klamath County Fairgrounds-Event Center logo may not be used on any promotional material without the prior written approval of Klamath County Fairgrounds-Event Center Management.

Weekly events are listed on the static reader board at no additional charge. In the event that there are too many to list, events will be listed based off of Rental Income. If renter desires to have details of their event, or available information links, placed on the Fairgrounds-Event Center Public Event Calendar, information must be submitted to the Business Office Event Coordinator.

**i. ANIMALS**

Renters utilizing a Klamath County Fairgrounds-Event Center facility for any activity in which animals are used or exhibited shall comply fully with all applicable government agency statutes, laws, ordinances, rules, regulations, including those applicable with the humane care and treatment of animals. Renter assumes the full responsibility of complying with all applicable ordinances, laws, rules, regulations, and/or orders as they relate to the needs and rights of the animals, which are under the Renters care and control.

**j. STALLS**

Overnight stalls are available for Renter to rent out to the patrons of their events. Renters will be responsible for managing stall rentals and collecting fees. Stall fees will be charged to renter as stated in scope of rental. Renter reserves the right to set fee charged to their patrons.

**k. RV SPOTS**

RV Spots are available to events first. If the Renter wants full exclusivity to the RV Lot, The Klamath County Fairgrounds-Event Center will not act as RV Superintendent. Renter is responsible for RV reservations and payment collection. A final count of spaces will be completed and the number will be reflected on the final event billing. Fees will be charged to renter as stated in scope of rental. Renter reserves the right to set fee charged to their patrons.

**l. CLEANING GUIDELINES**

Buildings and areas are to be left in the condition they were received. Any time spent by FG/EC staff returning the building or area to the way it was rented will be billed to the renter at the rate sheet price.

**TRASH-** All garbage must be placed in the provided cans. If there is more trash than space in cans, you must tie a bag put it outside one of the side doors and put a new bag in the can from the handle.

**TABLES AND CHAIRS-** Tables and chairs are to be returned to the racks the way they were received. Tables should be placed on the appropriate racks, flat side down based off of size and should not be stacked more than 25 high and be in line with the others and not crooked or off balance

**RESTROOMS-** You are not required to clean the toilets. However, all trash should be placed in the provided receptacle and any large messes should be cleaned up to avoid any additional charges.

**KITCHEN-** Kitchen is to be returned in the condition it was received including all appliances, shelves, counter tops, refrigerators and freezers. If you used it, you must clean it. If dishwasher is to be used in the Hancock Arena Concessions, renter must request it in advance to allow proper training to person using it otherwise, it will not be available.

**FLOORS-** All trash and anything of substance must be removed from the floors. Renter does not need to mop, FG/EC staff will do that. If there are items stuck to the floor such as tape, gum, or other items that cannot be removed with the machine, a fee will be charged to the renter for removal.

m. **DELIVERIES**

If deliveries to the Fairgrounds/Event Center Office are unavoidable, the Renter must make prior arrangements with the Office Staff. All deliveries must be received and picked up during regular Business Office hours. If package is not picked up before the weekend, it is up to renter to make arrangements on the next business day.

n. **KEYS**

There will be no keys, padlocks, and other property belonging to the Klamath County Fairgrounds-Event Center, given to the Event User without prior approval from Management. Such property shall then be returned to Management within 24 hours after the close of the event. In the event that a key is lost, a \$2,000.00 re-keying fee may be imposed/charged.

o. **EQUIPMENT**

Renter shall not operate, or allow any other vendors, business invitee, guests, employees, and/or agents, any motorized Fairgrounds-Event Center-owned equipment without prior approval of management. If equipment is needed, fees will apply. Upon approval, prior to operation, operator must sign a release and receive a tutorial on operation from Management or another Employee.

Article III. INSURANCE \_\_\_\_\_ Initials of Agreement to the Following

a. **INDEMNITY**

The RENTER agrees to defend, indemnify and save Klamath County, its employees, agent or any others affiliated with Klamath County Fairgrounds/Event Center harmless from any and all losses, claims, action, costs, expenses, judgments, subrogation or other damages resulting from injury to any person (including injury resulting in death) or damage (including loss or destruction) to property, arising or resulting from the fault, negligence, wrongful act or wrongful omission of the RENTER and all Coordinators, Employees, Volunteers, Competitors, and Spectators and their belongings. This indemnity does not apply to claims, suits or actions arising solely out of the negligent acts or omissions of Klamath County, Klamath County Fair Board or its employees, officers or volunteers.

b. **POLICY REQUIREMENTS**

i. The RENTER shall obtain, at RENTER's expense, and keep in effect during the full term, as defined under the "scope of rental", of this AGREEMENT (including set up and tear down days), insurance providing coverage for bodily injury and property damage which may arise out of the operations of the RENTER or their subcontractors, employees, agents, assigns or for anyone whose acts any of them may be liable. Such insurance shall have coverage limits equal to or greater than the minimum limits set forth herein., on a "per occurrence" form. This policy must be under the same name as the one provided on this AGREEMENT. An Accord 25-S certificate of insurance evidencing the existence of all insurance coverage(s) required by this contract prior to the commencement of any rental.

General Liability  
Each Occurrence \$1,000,000  
Aggregate \$2,000,000

- ii. Such insurance shall be primary and not excess to, or contributory with any insurance coverage provided by Klamath County. RENTER'S insurance shall be endorsed to provide project specific aggregate limits with respect to project covered by this AGREEMENT.
- iii. RENTER shall endorse the to include Klamath County, Klamath County Fair Board and employees or officers as an "additional insured" and a copy of this endorsement shall accompany each certificate. The additional insurance endorsement shall be CG2010\1985 edition or its equivalent.
- iv. There shall be no cancellation, changes, reduction of limits or intent not to renew the insurance coverage(s) without 30 days' written notice from the RENTER or its insurer(s) to the BOARD.

Commented [TN12]: Add: Certificate of Liability must be provided by date listed in Scope Of Rental

Option for Event Insurance: [www.theeventhelper.com/#onb7cl1](http://www.theeventhelper.com/#onb7cl1)





Article IV. FINANCIAL OBLIGATION \_\_\_\_\_ Initials of Agreement to the Following

a. **FEEs**

The RENTER agrees to pay rent to the BOARD for the use of the above listed facilities and/or property as well as all sums due for utilities, additional facilities and/or property used but not listed above and in accordance with Attachment A "Rate Sheet" hereto and by this reference made a part hereof. Said payment shall be made in the usual course of business after RENTER receives the BOARD'S statement.

b. **OVERTIME**

The RENTER further agrees to pay overtime charges for each employee required to remain on duty during an evening event. All events are required to have at least one employee present at all times while occupying the facilities. All persons shall be removed from the Fairgrounds/Event Center facilities and property by 2:00AM PST, unless otherwise approved by FAIRGROUNDS/EVENT CENTER MANAGER. The employee's time will end one-half hour after the event closes to allow for the checking and closing of the facility.

9:00PM PST –2:00AM PST	Anything Past 2:00AM PST
\$70.00/Hour per Employee	\$2,000/hour (Law Enforcement contacted if necessary)

c. **PAYMENTS**

- A booking fee of \$100.00 will be required at the time of booking to save a date and receive a contract. Booking fee will be applied to final invoice. If event is cancelled, \$100.00 booking fee is non-refundable.
- RENTER must pay deposit amount specified in the scope of rental 30 days prior to event date. Deposits will be based on rental history and estimation of event needs.
- All post event contractual payments are due 30 days from the bill issue date. If payment is not received by the due date, a 1.5% finance charge will be assessed. If the bill becomes 60 days overdue, a second finance charge will be applied and legal action may be taken to collect the funds. If RENTER has more than one date, or a series of dates, each date must be paid prior to the next one taking place. In extreme cases, a payment plan may be arranged at the terms and at the discretion of the Fairgrounds/Event Center Manager and/or the Fair Board; however, arrangements must be made within the 30 days of the bill creation date.

**Commented [TN13]:** By date listed in scope of rental.

**Commented [TN14]:** If Deposit has not been received by date listed in scope of rental or BOARD reserves the right to cancel the event. In the case of cancellation due to breach of contract terms, full estimated amount based off of "event needs" provided to BOARD will still be owed in full and subject to contractual payment policy.

**Commented [TN15R14]:**

d. **CANCELLATION**

Should RENTER cancel event, following payment scale will apply on monies due to the fairgrounds. Booking fees, Deposits or pre-payments already made are nonrefundable however may be transferable to another date if it is within 365 days of the original event date.

**Commented [TN16]:** Payment Scale below applies to monies still owed after deduction of booking fees and deposits. Payment scale does not supersede the nonrefundable booking fee and deposit policy.

60 days or More prior to event date	30-60 days prior to event date	30 days or less prior to event date
No Charge	50% of Final bill	100% of Final Bill



Article V. ACCEPTANCE \_\_\_\_\_ Initials of Agreement to the Following

The terms of this Agreement contained herein are contractual, and not a mere recital. This Agreement shall be binding upon the parties to this Agreement and upon their heirs, administrators, representatives, executors and assigns. RENTER represents and warrants that he has not transferred to any person or entity any rights, causes of action or claims released in this Agreement.

Please indicate your acceptance and approval of the terms of this contract by signing and returning.

Should we not receive your signed contract 60 days prior to your event date, all facilities being held tentatively will be cancelled. If BOARD receives an offer for this space from another group prior to the deadline date, a signed copy of this contract and deposit is required within 24 hours of notification to RENTER.

The Klamath County Fair Board and Staff appreciate your business and look forward to the opportunity of serving you and your guests. Please be assured of our complete cooperation in every way to ensure the success of your event.

Klamath County Fair Board and on behalf of have agreed to and have executed this agreement by their authorized representatives as of the dates indicated below.

Approved by the Klamath County Fair Board and authorize the Fair Manager to sign.

Name: Derrick Rowley, Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved and authorized by

Name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drivers Lic. Or Fed ID # \_\_\_\_\_

Commented [TN17]: By date listed in Scope of Rental



# KLAMATH COUNTY FAIRGROUNDS /EVENT CENTER

## Attachment A to Rental Agreement

RATE SHEET AS OF April 11th 2022

<b>Event Center</b> (includes arena, lights, office, and heat)	\$ 1,700.00	per day
Scheduled Set-Up or Tear-down day	\$ 850.00	per day
Deck Only	\$ 850.00	per day/SU or TD \$425.00
Sound System	\$ 100.00	per day
Kitchen	\$ 100.00	per day
Employee Set Up/Tear-Down	\$ 50.00	per hour/employee
Tables	\$ 12.00	per table
Chairs	\$ 0.75	per chair
Portable Stage(4'x8')	\$ 20.00	per section
Bleachers	\$ 40.00	per set
Power Box	\$ 30.00	Small
Power Box	\$ 50.00	Large
Arena Roll	\$ 200.00	Flat rate
Arena Full Work (One work included in facility rental)	\$ 120.00	per work
Arena Groom	\$ 50.00	per groom
Tractor (Comes with 1 (one) full tank of fuel)	\$ 120.00	per day
Carpet Rolls	\$ 25.00	per roll
<del>Alcohol Sales</del>	<del>\$ 110.00</del>	<del>per keg /\$16.00 per case</del>
<del>Alcohol Sales</del>	<del>\$ 110.00</del>	<del>flat fee for liquor</del>
Additional Rodeo Pen Set-Up (anything over 6 pens)	\$ 100.00	per pen
Employee Overtime-9:00PM-2:00AM	\$ 70.00	per hour
Employee Overtime-2:00AM +	\$ 2,000.00	per hour
Cleaning Supply Fee (If Necessary)	\$ 100.00	flat rate
Refuel of equipment	\$ 100.00	per tank

<b>Outdoor Arena</b>	\$ 350.00	per day
Scheduled Set-Up or Tear-down day	\$ 175.00	per day
Arena Lights	\$ 20.00	per hour
Sound System	\$ 25.00	per day
Arena Full Work (One work included in facility rental)	\$ 120.00	per work
Arena Groom	\$ 50.00	per groom
Tractor(Comes with full tank of fuel)	\$ 120.00	per day
Alcohol Sales	\$ 110.00	per keg /\$16.00 per case /\$100.00 Liquor fee
Employee Overtime-9:00PM-2:00AM	\$ 70.00	per hour
Employee Overtime-2:00AM +	\$ 2,000.00	per hour

<b>Indoor Arena</b> (includes arena, lights, office, and heat)	\$ 450.00	per day
Scheduled Set-Up or Tear-down day	\$ 225.00	per day
Exclusive Use (Arena & Lights Only)	\$ 50.00	per hour
4-H Rate	\$ 25.00	per hour
Concession Stand	\$ 60.00	per day
Sound System	\$ 75.00	per day
Employee Set Up/Tear-Down	\$ 50.00	per hour/employee
Tables	\$ 12.00	per table
Chairs	\$ 0.75	per chair
Portable Stage(4'x8')	\$ 20.00	per section
Bleachers	\$ 40.00	per set
Power Box	\$ 30.00	Small
Power Box	\$ 50.00	Large
Arena Roll	\$ 200.00	Flat rate
Arena Full Work (One work included rental)	\$ 120.00	per work
Arena Groom	\$ 50.00	per groom
Tractor (Comes with 1 (one) full tank of fuel)	\$ 120.00	per day
Carpet Rolls	\$ 25.00	per roll
<del>Alcohol Sales</del>	<del>\$ 110.00</del>	<del>per keg /\$16.00 per case /\$100.00 Liquor fee</del>
Additional Rodeo Pen Set-Up (anything over 6 pens)	\$ 100.00	per pen
Employee Overtime-9:00PM-2:00AM	\$ 70.00	per hour
Employee Overtime-2:00AM +	\$ 2,000.00	Per hour
Cleaning Supply Fee (If Necessary)	\$ 100.00	flat rate

Butler Barn	\$ 200.00	per day
Kentner Barn	\$ 200.00	per day
Gravel lot	\$ 225.00	per day
Carnival Area	\$ 325.00	per day
Indoor Arena Lawn (when rented with another facility)	\$ 100.00	per day
Memorial Lawn (when rented with another facility)	\$ 100.00	per day
Employee Overtime-9:00PM-2:00AM	\$ 70.00	per hour
Employee Overtime-2:00AM +	\$ 2,000.00	per hour

The rate sheet does not determine what the final bill will be for your event. Billing is done after the event takes place.

Items not on the rate sheet are to be priced by management.



**KLAMATH COUNTY FAIRGROUNDS**  
**Attachment A to Rental Agreement**

**RATE SHEET AS OF April 11th 2022**

Exhibit Hall #1 (Includes Kitchen and Utilities)	\$ 500.00	per day
Scheduled Set-Up or Tear-down day	\$ 250.00	per day
Cleaning Supply Fee (If Necessary)	\$ 100.00	Flat Rate
Sound System	\$ 75.00	per day
Meeting Room A or B	\$ 100.00	Per Day
Scheduled Set-Up or Tear-down day	\$ 50.00	per day
Cleaning Supply Fee (If Necessary)	\$ 50.00	Flat Rate
Employee Set Up/Tear-Down	\$ 50.00	per hour/employee
Tables	\$ 12.00	per table
Chairs	\$ 0.75	per chair
Portable Stage(4'x8')	\$ 20.00	per section
Bleachers	\$ 40.00	per set
Power Box	\$ 30.00	Small
	\$ 50.00	Large
Alcohol Sales	\$ 110.00	per keg/\$110.00 Liquor fee
Employee Overtime-9:00PM-2:00AM	\$ 70.00	per hour
Employee Overtime-2:00AM +	\$ 2,000.00	per hour

Exhibit Hall #2 (Includes Kitchen and Utilities)	\$ 350.00	per day
Scheduled Set-Up or Tear-down day	\$ 175.00	per day
Cleaning Supply Fee (If Necessary)	\$ 100.00	Flat Rate
Sound System	\$ 50.00	per day
Employee Set Up/Tear-Down	\$ 50.00	per hour/employee
Tables	\$ 12.00	per table
Chairs	\$ 0.75	per chair
Portable Stage(4'x8')	\$ 20.00	per section
Power Box	\$ 30.00	Small
	\$ 50.00	Large
Alcohol Sales	\$ 110.00	per keg/\$110.00 Liquor fee
Employee Overtime-9:00PM-2:00AM	\$ 70.00	per hour
Employee Overtime-2:00AM +	\$ 2,000.00	per hour

**Other Charges**

Mobile Concession	\$ 25.00	per day
Electronic Street Readerboard	\$ 25.00	per day
Event Center Coffee Room	\$ 25.00	per day
Equipment Usage/Rental	Approval and price to be determined by management	

**Event Booking Fees**

Booking Fee (to save the date & receive contract)	\$100.00	Must be paid to reserve date
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Deposits based off of rental history and estimated event cost

Any alcohol sold at any event will be subject to the Alcohol Sales.

Booking fee and Security/Damage Deposit are non-refundable should event cancel. Booking fee will be taken off of the bill once event survey is completed.

Final Billing takes place after the event has ended and is entirely cleaned up. Upon bill creation date, the bill must be paid within 30 days to avoid finance charge of 1.5%. If payment has not been received within 60 days of bill creation date, we will begin the legal collection process.

Keys may be assigned to signee of contract (upon management approval) for certain events. The keys must be signed out and returned promptly after the conclusion of the event. If the keys are not returned and are considered "lost", a re-keying fee of \$2,000.00 will be assessed.

**Items not on the rate sheet are to be priced by management.**

<b>RV</b>	
East Lot (Power, Water, Sewer)	\$ 30.00
West Lot (Power & Water)	\$ 25.00
Dry Camp (Upon Approval)	\$ 15.00
RV Dump & Fill	\$ 5.00

<b>Stalls</b>	
Overnight Stall	\$ 20.00
Outdoor Pan (when available)	\$10.00/ hour



# Alcohol Comparison List

Option	Selling	Not Selling	Fees for Sales	Additional Fees to Renter	Approved Providers	Notes
Current	Must have OLCC Permit and HLL; Security per OLCC Requirements	If over 350, must hire Professional Bartending Company. Under 350 must get approved internal application and HLL. Security requirement determined by Manager	If Selling: \$110/day Liquor Fee; \$110/keg	Only when they declare security in their plan to manage	N/A	No enforcement of policies, fees are not all encompassing, leaves manager at risk, attendance number too high for private events providing alcohol. Application not specific enough.
Option 1	Must use approved provider; OLCC Permit and HLL; Security from approved company Required based on Estimated Attendance. This would include events who are charging admission to an event but providing alcohol free of charge.	If over # of attendees, Approved provider must be used to serve alcohol with proper permitting and HLL. Security from approved company required, amount based off attendance and building entry/exit points. If under #, Approved Private Event Alcohol Application and HLL. Security from approved company required, amount based off attendance and building entry/exit points.	Commission of all sales	Server fees for Private Events over # (\$750+)/ Security fees (\$400+)	Approved Alcohol Providers will sign annual agreement and pay fees directly to Fairgrounds. Approved security would enforce Alcohol application plan to manage.	No verification of Approved provider requirements unless FG Staff does those checks.
Option 2	Same as Option 1	Option 1- Add Security Personnel from TCB to ensure policies are being followed by Renter and Approved providers and patrol parking lot to work with Approved security to identify outside alcohol. (Determine if fee would be added to Renter Costs or if FG Pay the additional fee)	Same as option 1	Server fees for Private Events over # (\$750+)/ Security fees (\$400+)/ TCB fees if charged to renter (\$300+/-)	Same as Option 1	This gives a system to verify policies are being followed as well as additional protection of buildings and FG Staff should an issue arise.
Option 3	All alcohol on property being sold or served must be handled by one Alcohol Provider with an annual license	All alcohol on property being sold or served must be handled by one Alcohol Provider with an annual license	Commission of all sales	Fees for serving private events under # of people which would not be required in option 1 or 2.		Would eliminate local Alcohol Serving companies, fees for individual drinks may be higher. Income to FG would increase.





Presented to the Klamath County Fair Board  
JANUARY 16, 2024

<b>SUBJECT:</b>  UPCOMING EVENTS OR IMPORTANT DATES	<b>ITEM NO: VIII.</b>
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>  2024 Event Schedule (as of January 2024)	<b>REASON:</b> Board Information

**BACKGROUND:**

Upcoming Events:

See Attached Schedules for 2024

Important Dates:

Fair Board Work Session/Training - TBA  
Fair Board Meeting – February 5, 2024 @ 8:30 AM

**RECOMMENDATION:**

Board Information

**BOARD ACTION:**

**Approved:**

**Rejected:**

**Tabled:**

**Until:**





Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
RV LOT CLOSED FOR CONSTRUCTION						
			Klamath Bull Sale First Day of Black History			
5	6	7	8	9	10	11
RV LOT CLOSED FOR CONSTRUCTION						
Closed for Tear Down				Homerun Crab Feed		
		Monthly Co-Op Meeting				Tentative
12	13	14	15	16	17	18
RV LOT CLOSED FOR CONSTRUCTION						
Tentative						
		Valentine's Day				
19	20	21	22	23	24	25
RV LOT CLOSED FOR CONSTRUCTION						
Presidents' Day	Farm Expo			RMEF		
26	27	28	29	1	2	3
RV LOT CLOSED FOR CONSTRUCTION						
			Set Up	Monster Trucks First Day of Women's		



Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	1	2	3
RV LOT CLOSED FOR CONSTRUCTION						
			Set Up	Monster Trucks		
				First Day of Women's		
4	5	6	7	8	9	10
RV LOT CLOSED FOR CONSTRUCTION						
		Set Up-Home Show	Home Show			
		Monthly Co-Op Meeting				Daylight Saving Time
11	12	13	14	15	16	17
RV LOT CLOSED FOR CONSTRUCTION						
			Klamath County Sports and Outdoor Recreation Show			
						St. Patrick's Day
18	19	20	21	22	23	24
RV LOT CLOSED FOR CONSTRUCTION						
	Jordan World Circus			Kingsley Bowmen Supershoot		
25	26	27	28	29	30	31
RV LOT CLOSED FOR CONSTRUCTION						
				Cage Fights		
				Wait List		
						Easter Sunday



Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
		5pm - Basin Bomber	Klamath Bull Sale			
			Klamath Bull Sale			
			First Day of Black History			
5	6	7	8	9	10	11
Closed for Tear Down				Homerun Crab Feed		Tentative
12	13	14	15	16	17	18
Tentative						
8:30am - Fair Board		Valentine's Day	Tentative	Private Event	Tentative-	
19	20	21	22	23	24	25
Presidents' Day	Farm Expo			Buchanan Bull Sale		
				RMEF		
26	27	28	29	1	2	3
			OHSET-Using Kitchen	Monster Trucks		
			Set Up	Sky Lakes Health Fair		
				Sky Lakes Health Fair		
				Sky Lakes Health Fair		
				First Day of Women's	Order of the Antelope	



Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	1	2	3
			OHSET-Using Kitchen Set Up	Monster Trucks Sky Lakes Health Fair Sky Lakes Health Fair Sky Lakes Health Fair First Day of Women's	Order of the Antelope	
4	5	6	7	8	9	10
8:30am - Fair Board		Set Up-Home Show		Gem and Mineral Show Home Show		Daylight Saving Time
11	12	13	14	15	16	17
5pm - 4-H Leaders	SAIF Ag Seminar		Klamath County Sports and Outdoor Recreation Show Tentative Tentative Tentative Tentative			St. Patrick's Day
18	19	20	21	22	23	24
	Jordan World Circus	Private		Kingsley Bowmen Supershoot		
25	26	27	28	29	30	31
				Cage Fights Cage Fights Cage Fights Cage Fights Wait List		Easter Sunday



Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 Easter Monday 8:30am - Fair Board	2	3	4 Private event	5	6 4-H Fundraiser	7
				High School Rodeo	4-H Fundraiser	
8	9	10	11	12	13	14
Auction Set Up						
					Childrens Learning Fair Childrens Learning Fair Childrens Learning Fair	
15	16	17	18	19	20	21
Auction Set Up				Private Event		
Tax Day		Klamath County Job Fair		Auction Preview	Auction	Closed for Tear down
22	23	24	25	26	27	28
Closed for Tear down				Gun Show		
			Wait list			
				OHA OHA		
29	30	1	2	3	4	5
		Casa				
		First Day of Asian Pacific	Closed for FG Set Up	Set Up	Ducks Unlimited Ducks Unlimited Tentative	Cinco de Mayo Tear Down Wait List



Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
Closed for Set Up			Klamath Bull Sale			
Closed for Set Up			First Day of Black History			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		Valentine's Day				
19	20	21	22	23	24	25
Presidents' Day			Buchanan Bull Sale			
26	27	28	29	1	2	3
				First Day of Women's		



Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	1 First Day of Women's	2	3
4	5	6	7	8	9	10 Daylight Saving Time
11	12	13	14	15	16	17 St. Patrick's Day
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Easter Sunday

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 Easter Monday	2	3	4	5	6	7
8	9	10	11	12	13	14
15 Tax Day	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1 First Day of Asian Pacific	2	3	4	5 Cinco de Mayo





# Presented to the Klamath County Fair Board JANUARY 16, 2024

<b>SUBJECT:</b>  Executive Session (Pursuant to ORS 192.660)	<b>ITEM NO: IX.</b>
	<b>FROM:</b> Board Chair
<b>ATTACHMENT:</b>  None	<b>REASON:</b> Board Information

## BACKGROUND:

At the time of Board Packet preparation, there was no Executive Session scheduled.

## RECOMMENDATION:

None.

## BOARD ACTION:

Approved:

Rejected:

Tabled:

Until:

