

MORROW COUNTY FAIR BOARD MEETING AGENDA

Wednesday, May 13th 2026 6:30 PM

Don Adams Conference Room, Irrigon Annex, 215 NE Main St, Irrigon, OR 97844

See Electronic Meeting Information at bottom of document.

NEXT MEETING: **Wednesday, June 10th, 2026:**

Upper Conference Room, Bartholomew Building, 100 N Court St, Heppner, OR 97836

CALL TO ORDER: By: _____ AT _____ PM

MINUTES OF **April 15th, 2026** MEETING: Approved: Y / N By: _____

FAIRBOARD MEMBER(S): Fair Manager: Tylynn Cimmiyotti _____

Chair: Shelby Shoenfelder _____; Keira Klein _____; Braxton Adams _____;

Brittany Szasz _____; Joselyn Piper _____; Jaylene Papineau _____; Tiffany Bradley _____;

Other Attendees:

REPORTS:

4-H: Jessica Jones –

Maintenance Report: Tony Clement –

Administrator Update: Vince Guerrero –

Morrow County Queen Update:

Rodeo Report:

New Business:

- **Approve New By-Laws:** Board vote for approval. Next step: Submit to BOC for approval.
- **Traffic Control:** The MCSO has agreed to help, we need to submit dates and times of coverage.
- **Wrangler's Agreement:** Discussion for future.
- **Poster Contest:** Vote on submissions.
- **Board Input:** Caterer for Wednesday Night Dinner, Local entertainment groups for open spots, Setup/Cleanup for Sponsor Dinner, Superintendent Vacancies...
- **Fair Management Agreement:**

Other Updates:

ADJOURNMENT: By: _____ AT _____ PM

ZOOM Meeting Information:

<https://us02web.zoom.us/j/89194929913?pwd=A3fUgON4ZyWvaNL3x2NRX1wwetjGMi.1>

Meeting ID: 891 9492 9913

Passcode: 538731

This meeting is open to the public and interested citizens are invited to attend. The meeting location is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made before meeting date.

MORROW COUNTY FAIR BOARD MEETING MINUTES

Wednesday, April 15, 2026, 5:00pm

Upper Conference Room – Bartholomew Building, 100 N Court St., Heppner, OR 97836

In Attendance:

Chair: Shelby Schoenfelder

Board Members: Keira Klein, Brittany Szasz, Braxton Adams, Tiffany Adams, Joslyn Piper

Fair Manager: Tylynn Cimmeyotti

Assistant County Administrator: Vince Guerrero

Others present: Tony Clement, Payton Osmen, Judy Healy, Kelsey Fennern, Ann Murray,

CALL TO ORDER: by Shelby Schoenfelder at 5:07pm

- **Wranglers** - Fees have been changed to 50% off for youth groups, wranglers have an unwritten agreement about never needing to pay. They are a non-profit group; all their money comes from fundraisers. They are asking to keep it the same that their group doesn't need to pay. They will not pay anything until the next fiscal year. A daily rate will be discussed at the next meeting
- **Murray's Event Entertainer** - It was on the schedule to have Luke Basil and Musically Unstable. It was decided to only have Musically Unstable. Murrays will continue to come in on Thursday and be in charge of entertainment.
- **4-H Report** - Sheep and goat weigh-in will be Tuesday morning and evening, dairy goat confirmation will be on Wednesday. Dog show was moved to the football field with a tent and straw bales for seating. Modifications on the swine ring are wanted in order to make shows easier. Steer chutes may need to be moved outside under a tent due to lack of space. Livestock growers are going to purchase more gates and panels for the hog holding pen extension. Range hood in the snack shack needs maintenance
- **Maintenance Report** - Main sprinkler line broke, it was fixed and will be filled in by the 16th. The grass under the new sheep show ring died over the winter due to the sprinklers being shut off and lack of moisture, seems to be coming back. The construction crew parked a big piece of equipment in front of the Spur Em' barn, they will be asked to move it, the construction crew also asked to move eco blocks but will put them back when done. The big fan is installed. Tony encourages a big thank you for the new carts.
- **Vince's Report** - Fire suppression system needs repaired in the indoor arena, this will come out of the Oregon Business Development Grant and a grant received a couple years ago for the remodel. Fiber was installed, some needed equipment will be ordered and installed. The money for the remodel is earning interest but can't be used because of the flood zone. Planning to do a flood assessment for 80,000 then go through potential flood mitigation. The cost for cameras will take bleachers out of the budget. Snack shack isn't able to be remodeled, suggested to get one on wheels.
- **Queen Update** - Appearances: February, Miss Rodeo Oregon Teen Coronation. Rode in the Saint Pats Parade. Miss Rodeo Oregon Queen Camp in Madras. She is using the same chaps as last year with an updated year. She is registered for parades and

rodeos, Spray will be the first Rodeo. She is also getting updated pictures

- **Rodeo Report** - Concrete barriers need to be moved. There won't be any horse trailers on the football field. No parking at the school during the rodeo. Parking is the main issue right now. We need someone else to decorate for the Queens dinner (not KC) also need to take more pictures of the sponsors at the dinner.
- **Bylaws** - 4 non-voting members, 2 student members. Email any issues by Monday. The fair management agreement will be voted on at the next meeting.
- **Work Sessions** - Help Tylynn go through things
- **Other** - Mike Duncan & Brian Knowles approached about Bull riding Saturday of Fair week, they would help get sponsors, ticket sales would be ours, need more information before a decision.

Meeting adjourned by Shelby Schoenfelder at 7:47 pm

BY-LAWS OF THE MORROW COUNTY FAIR BOARD

ARTICLE I

PREAMBLE

The Morrow County Fair Board hereby adopts the following By-Laws, which repeal in their entirety the By-Laws established by the Morrow County Fair Board on December 18, 2024, together with all subsequent amendments thereto.

ARTICLE II

PURPOSE AND DUTIES OF THE BOARD

Section 2.1 Purpose.

The purpose of the Morrow County Fair Board (“Board”) shall be to oversee and administer the Morrow County Fair. In the discharge of this purpose, the Board shall be guided by the By-Laws of the Oregon Fairs Association of the State of Oregon, including any applicable administrative rules and such directive policies as may be established by other controlling agencies.

Subject to these limitations, the Board shall do all such things as may reasonably be necessary or incidental to its purpose and shall manage and control the business and affairs of the Morrow County Fair.

Section 2.2 General Powers and Duties.

Among other things, the Board shall:

- (a) Adopt standards and policies governing the conduct of the Morrow County Fair and other entities associated with its operation;
- (b) Prepare and present local program budget proposals; and

(c) Conduct periodic reviews of policies and procedures of the Fair Board.

Section 2.3 Interim Authority in Cases of Dispute or Uncertainty.

In instances of dispute or uncertainty as to the meaning of these By-Laws, or of any rules proposed by the Board, the interpretation and decision of the Chairman shall be controlling until a decision has been duly rendered by the Board at the next scheduled Board meeting or, if necessary, at a special meeting.

Section 2.4 Limitation of Authority.

The provisions of this Article shall be construed in light of any restrictions or requirements imposed by law and any policy or procedure prescribed by the Board.

ARTICLE III

OFFICE

The principal office of the Morrow County Fair Board shall be the official office of record for the Board.

ARTICLE IV

MEMBERSHIP

Section 4.1 Number; Appointment.

The Board shall be composed of seven (7) voting members and up to four (4) adult and two (2) student non-voting volunteer members, all of whom shall be appointed by the Morrow County Board of Commissioners.

Section 4.2 Role of Non-Voting Volunteer Members.

Non-voting volunteer members shall serve as alternates in the event of an unexpected vacancy among the voting members and shall not possess voting rights except upon formal designation to fill such vacancy in accordance with applicable policy or law.

Section 4.3 Qualifications.

Each appointee shall:

- (a) Demonstrate a bona fide interest in the County Fair and a commitment to its purpose;
- (b) Possess the present capacity and potential for leadership in matters pertaining to the Fair; and

(c) Have the ability and willingness to devote sufficient time to the discharge of the duties and responsibilities of Board membership.

Each appointee shall qualify for service upon formal acceptance of the appointment in the manner prescribed by the Morrow County Board of Commissioners.

Section 4.4 Eligibility.

All members shall be current residents of Morrow County and, except for student members, shall be at least eighteen (18) years of age. Student members shall be at least sixteen (16) years of age.

Section 4.5 Term of Office.

Appointments shall be for a term of three (3) years. There shall be no limit to the number of terms a Board member may serve. Notwithstanding any other provision of these By-Laws, each member shall hold office until a successor has been appointed and qualified, or until death, resignation, or removal as provided herein.

Section 4.6 Removal.

The Board may remove a member for good cause. Prior to removal, the member shall be given notice of the cause relied upon and a fair and reasonable opportunity to respond.

Good cause includes, but is not limited to:

- (a) Absence from three (3) consecutive meetings;
- (b) Personal financial gain at the expense of the Fair; or
- (c) Behavior inconsistent with appropriate standards of public conduct.

Section 4.7 Vacancies.

Any vacancy occurring on the Board shall be filled by appointment of the Morrow County Board of Commissioners. An appointment to fill a vacancy shall be for the unexpired portion of the term.

ARTICLE V

OFFICERS

Section 5.1 Officers; Election; Term.

The officers of the Board shall be a Chairman, a Vice-Chairman, and an Executive Secretary. Officers shall be elected annually at the first meeting following January 1. Each officer shall perform the duties customarily incident to the office and such other duties as may be prescribed by the Board.

Section 5.2 Duties of Officers.

(a) **Chairman.** The Chairman shall supervise the affairs and activities of the Board and shall preside at meetings of the Board.

(b) **Vice-Chairman.** The Vice-Chairman shall preside in the absence or at the request of the Chairman.

(c) **Executive Secretary.** Upon entering executive session, the Board may appoint a Board member to act as secretary during executive sessions.

Section 5.3 Fair Manager.

The Fair Manager shall be hired by the Morrow County Board of Commissioners. The Fair Manager shall aid and assist the Board by providing staffing and other services incidental to the performance of the Board's duties and responsibilities under these By-Laws. The Fair Manager shall not be a voting member of the Board.

ARTICLE VI

MEETINGS

Section 6.1 Regular Meetings.

Regular meetings shall be held at such time and place as determined by the Board; provided, however, that the Board shall meet at least once each month at a location designated by the Board.

Section 6.2 Special Meetings.

Special meetings may be called by the Chairman or by any four (4) voting members. The person or persons calling the meeting may designate the location. The agenda for special meetings shall be determined by the Chairman or the members calling the meeting.

A vote may be conducted by telephone or electronic mail. Notice of the vote shall be transmitted promptly to all members.

Section 6.3 Notice.

Notice of any special meeting, together with the agenda thereof, shall be given at least three (3) days prior thereto.

Section 6.4 Quorum.

A majority of the members entitled to vote shall constitute a quorum. If less than a quorum is present, a majority of the members present may recess the meeting from time to time without further notice. If a member has missed three (3) consecutive meetings, that membership need not be counted for purposes of determining a quorum.

Section 6.5 Manner of Acting.

The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Board.

Section 6.6 Presumption of Assent.

A member present at a meeting at which action is taken shall be presumed to have assented unless the member's dissent is entered in the minutes, filed in writing with the acting secretary prior to adjournment, or forwarded by registered mail to the Secretary of the Board immediately following adjournment. This right shall not apply to a member who voted in favor of the action.

ARTICLE VII

RULES OF ORDER

The proceedings of the Board shall be governed by the most recent edition of *Roberts Rules of Order Newly Revised*, except as otherwise provided in these By-Laws.

ARTICLE VIII

AMENDMENTS

These By-Laws may be altered, amended, or repealed, and new By-Laws adopted, only after two (2) readings at two (2) separate meetings and upon the affirmative vote of at least four (4) members. Final ratification shall be made by the Morrow County Commissioners following approval by the Fair Board.

ADOPTION

Adopted this _____ day of _____, 20.

MORROW COUNTY FAIR BOARD

Chairman

Date: _____

MORROW COUNTY BOARD OF COMMISSIONERS

Date: _____

Dave Sykes

Jeff Wenholz

August Peterson

Attest:

Justin Nelson, County Counsel

FAIR MANAGEMENT AGREEMENT

BETWEEN

MORROW COUNTY FAIR BOARD

AND

MORROW COUNTY, OREGON

This Agreement is between the Morrow County Fair Board, an agency of Morrow County, hereafter called the “Fair Board,” and Morrow County, a political subdivision of the State of Oregon, hereafter called the “County.”

1. PURPOSE

The purpose of this Agreement is to define the management of the Morrow County Fair, fairgrounds, equipment, and facilities by the Morrow County Fair Board. This Agreement also establishes the method of compensation for services, facilities, and equipment. The parties enter into this Agreement pursuant to ORS 565.230(4) and ORS 203.035. This Fair Management Agreement supersedes all previous fair management agreements executed or agreed upon by the parties.

2. GENERAL

The duties and responsibilities of the Fair Board are defined in ORS 565.210 through 565.330 and 565.610 through 565.650. Under ORS 565.230, the Fair Board has exclusive management authority over county fair property and is entrusted with the entire business, financial, and other affairs of the County Fair. The Fair Board is a department of the County and is subject to most laws applicable to public bodies.

3. THE FAIR BOARD

A.

The Fair Board shall consist of not fewer than three (3) and not more than seven (7) members appointed by the Board of Commissioners to staggered three-year terms pursuant to ORS 565.210(2). One (1) position may be filled by a member of the Board of Commissioners. Board member qualifications shall comply with Morrow County Fair Board Bylaws. Board members may be removed by the Board of Commissioners as provided in ORS 565.210(5) and 565.225.

B.

Pursuant to ORS 565.210(3), each member of the Fair Board shall maintain a good and sufficient bond in favor of the County, conditioned upon faithful performance of the duties of office. The bond for each member shall be in the sum of \$10,000, consistent with County board standards, and the premium shall be paid from the Fair budget. The bond, when approved by the Board of Commissioners, shall be filed with the County Accountant.

C.

Pursuant to ORS 565.220, once bonds have been filed and approved, the Fair Board shall meet and organize by electing a chair. A majority of members constitutes a quorum for the transaction of business. In the absence of the chair, another member shall perform the duties of the chair.

D.

The Fair Board is a public body subject to the Oregon Public Meetings Law, ORS 192.610 through 192.710. Members are public officials subject to ORS Chapter 244.

E.

The Fair Board is subject to Oregon Public Records Law, ORS Chapter 192.

4. PERSONNEL

A.

Employees working at the Fair are employees of Morrow County and are subject to applicable bargaining agreements, state laws, County personnel policies, and the budget. They receive salary and benefits as defined therein.

B.

The Board of Commissioners shall determine Fair staffing and supervision, subject to review by County Human Resources. County staff shall involve Fair Board members in recruitment and performance evaluations.

C.

The County Accountant shall ensure that a bond or irrevocable letter of credit is established as required of Fair Board members in Section 3.

D.

While employees remain County employees, human resources and payroll services shall remain with the County. Nothing in this Agreement prohibits the Fair Board from contracting for services to manage the Fair and related activities in accordance with applicable laws and policies.

E.

Under the Fair Labor Standards Act, County employees who volunteer at the Fair must perform duties other than those they normally perform and may not volunteer to perform their regular job duties.

5. MANAGEMENT SERVICES

The Fair Board may contract with the County for management, accounting, bookkeeping, payroll, and legal services. If the Fair Board elects to perform or contract for these services independently, the County Accountant shall review and make recommendations regarding accounting, bookkeeping, and payroll systems for conformance with minimum standards prior to implementation, pursuant to ORS 210.

6. BUDGET

A.

The County shall maintain a Fair Fund to record revenues and expenses and to promote and operate the Fair pursuant to ORS 565.325. The Fund is subject to ORS Chapter 294 and is part of the County's budget, subject to all County fiscal policies, procedures, and auditing requirements. The County shall provide \$200,000 annually from the General Fund to the Fair Fund for

personnel services, insurance, software, leases, maintenance, telephone and internet services, utilities, building and grounds maintenance, and allocated overhead and direct costs.

B.

The Board of Commissioners annually appropriates funding for the Fair Fund. The Fair Board must comply with Oregon budget laws and appropriation limits. All receipts from fairground activities shall be deposited into the Fair Fund.

C.

The Fair Board shall continue using County financial and budget systems through the end of each fiscal year while functioning as a County department.

D.

General Fund support is limited to the amount appropriated annually and subject to review. Except for such appropriations, the Fair shall operate on self-generated revenue. Additional appropriations shall follow the County's supplemental budget process.

E.

Fair staff shall follow budget processes established by the County Budget Officer. The Fair Board shall review the budget prior to submission.

F.

Capital improvements shall be addressed through the County's Capital Improvement Plan process.

G.

The Fair Board shall operate on the County fiscal year, July 1 through June 30.

7. FINANCE

A.

The County shall provide fiscal services necessary to maintain proper records. The Fair Board is solely responsible for the accuracy of financial information provided for inclusion in County accounting and audit reports.

B.

Pursuant to ORS 565.315, the Fair Board may execute contracts subject to budget approval and County procedures.

C.

The Fair Board may make expenditures consistent with ORS 565.315 and shall comply with public purchasing laws and County rules.

D.

The Fair Board chair, the chair's approved designee, or authorized County staff may sign County purchase orders for approved expenditures.

8. CONTRACTING

Department heads may sign contracts up to \$5,000, subject to County rules and budget limitations. The Fair Board chair or approved designee has the same authority for contracts approved by the Fair Board. The Fair Board shall comply with public contracting laws and use standard County contract forms.

9. OPERATION OF FAIR

A.

All Fair equipment and facilities are the property of Morrow County. The Fair Board may contract for maintenance or repairs in accordance with County procedures.

B.

The sourcing, scheduling, and replacement of equipment are management decisions of the Fair Board. Equipment may be disposed of as surplus, and proceeds shall be retained in the Fair Fund.

C.

The Fair Board shall manage the Fair, including recruitment, bookings, scheduling, rental fees, promotion, event coordination, security, food services, concessions, and related operations.

D.

Pursuant to ORS 565.240, the Fair Board shall make and enforce rules necessary for proper conduct and management.

10. FEE SETTING

The Fair Board shall set admission prices, licenses, and fees pursuant to ORS 565.230 and 565.630 and may adjust fees at its discretion.

11. INSURANCE AND BONDING

A.

Insurance costs are allocated through the County's cost allocation plan.

B.

Premiums directly attributable to the Fair Board shall be budgeted accordingly.

C.

To the extent permitted by law, the Fair Board shall defend and indemnify the Board of Commissioners and the County from liability arising from matters under the Fair Board's authority.

12. LAW ENFORCEMENT

A.

Although ORS 565.240 permits appointment of marshals or police, the Fair Board agrees not to exercise this authority while functioning as a County department.

B.

If necessary, the Fair Board shall request law enforcement presence and pay associated costs or may contract for private security services.

13. PLANNING

A.

The Fair Board shall complete an annual strategic plan and submit it to the Board of Commissioners, including financial projections and required reports to the Oregon County Fairs Commission.

B.

The strategic plan shall be submitted on or before December 31 each year.

C.

The Fair Board shall review and revise the plan prior to each Fair.

14. CHARGES FOR SERVICES

Overhead and direct costs shall be applied in the same manner as to other County departments. The Fair Board may negotiate administrative rates or propose alternatives consistent with this Agreement.

Direct services include telephone, internet, motor pool, facilities, insurance, and IT maintenance.

Overhead services include human resources, finance, budgeting, IT, mail services, insurance, administration, risk management, legal counsel, and Board of Commissioners support.

15. MODIFICATION

This Agreement may be modified, amended, or replaced by mutual written agreement of the parties.

16. REVIEW

This Agreement shall be reviewed every three (3) years. Either party may request review or renewal during the annual strategic plan submission process.

IN WITNESS THEREOF, the parties have executed this Agreement as of the ____ day of _____, 2026.

Morrow County Fair Board Chair

Print Name _____

Signature _____

Morrow County Board of Commissioners

Chair-David Sykes

Print Name _____

Signature _____

Commissioner-Jeff Wenholz

Print Name _____

Signature _____

Commissioner-August Peterson

Print Name _____

Signature _____

Approved as to Form:

County Accountant

Date

Morrow County Counsel

Date