

MORROW COUNTY FAIR BOARD MEETING AGENDA

**Wednesday, November 12th, 2025 6:30 PM**

74473 Hwy 74-LENA, Heppner, OR, 97836

**See Electronic Meeting Information at bottom of document.**

NEXT MEETING: December 10<sup>th</sup>: **Virtual/Online ONLY**

CALL TO ORDER: By: \_\_\_\_\_ AT \_\_\_\_\_ PM

MINUTES OF October 14, 2025 MEETING: Approved: Y / N By: \_\_\_\_\_

FAIRBOARD MEMBER(S): Fair Manager: Tylynn Cimmiyotti \_\_\_\_\_

Keira Klein \_\_\_\_\_; Shelby Schoenfelder \_\_\_\_\_; Braxton Adams \_\_\_\_\_; Brittany Szasz \_\_\_\_\_; Joselyn Piper \_\_\_\_\_;

Jaylene Papineau \_\_\_\_\_; Tiffany Bradley \_\_\_\_\_;

*Other Attendees:* \_\_\_\_\_

**REPORTS:**

**4-H: Makenzie Evans** – Proposed Schedule, Fair Cleanup Date/Schedule

**Tony Clement** – Maintenance Report, Bleacher Update

**Judy Healy** – Rodeo Report

**Administrator update: Vince Guerrero**

**New Business:**

- **Introduction: New Fair Board Members:** Brief introductions.
- **Fair Report:** OFA Convention recap, St. Patrick's Day Event Update,
- **OFA Convention:** Brief recap.
- **Proposed Schedule:** *If not discussed as part of the 4H report:* Sheep/Goat Weigh in on Tuesday. Dairy goat shows on Tuesday/Wednesday. Horse Show on Monday.
- **Rental Policies:** Enforce current policy. No waived fees. Youth Organizations pay 50% plus current damage deposits. Board Members abide by policy.
- **Judge's Contracts:** Maintain current pay structure. Pay mileage; continue to offer hotel/Air BnB options.
- **Fair Board Member Guidelines and Expectations:** Draft expectations to adopt.
- **Fair Management Contract:** Go over current draft of agreement between Fair Board and Morrow County.
- **Fair Facilities Remodel Timeline Update/Changes:** Discuss where we are at currently with future fair renovations. Discuss timeline and items that need immediate attention. Upcoming Community Outreach/Discussion meeting on November 18<sup>th</sup> with the City of Heppner Economic Development Committee.
- **Winter Event Proposal:** Winter Wonderland: Bring Ice Skating indoors for the month of January.
- **Other Updates:**

**ADJOURNMENT:** By: \_\_\_\_\_ AT \_\_\_\_\_ PM

*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.*

**ZOOM LINK:**

Topic: Fair Board Meeting

Time: Nov 12, 2025 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87161455774?pwd=zNBV6y2u8Ri8krt2UBWjrsoD4HR7a2.1>

Meeting ID: 871 6145 5774

Passcode: 829301

## MORROW COUNTY FAIR BOARD MEETING MINUTES

Tuesday October 7<sup>th</sup>, 2025, 6:30pm

2 Marine Drive NE, Boardman, OR 97818

### In Attendance:

**Chair:** Shelby Schoenfelder

**Board Members:** Keira Klein, Joselyn Piper, Braxton Adams

**Fair Manager:** Tylynn Cimmiyotti

**Assistant County Administrator:** Vince Guerrero

**Others present:** Makenzie Evans, Jessica Jones, Tiffany Bradley

**CALL TO ORDER:** by Shelby Schoenfelder at 6:31 pm

**Minutes of Previous Meeting:** Motion to approve minutes by Braxton Adams and seconded by Shelby. Passed with no additions or corrections.

**4-H Report:** Great Fair this year. Concerns about traffic during weigh in. Considering changing the days of weigh in and some shows to alleviate the traffic issues and growing 4-H numbers. Breaking up shows for the judges. Check on one judge's check that has not been paid, and talk about the change in payment or mileage compensation for judges, so they are not losing money. Ribbon order. Auction update: 170 Animals were sold. Total auction: \$1,146,244.46; Auction Buyers: \$956,579.75; Online Add-Ons: \$1225,462.00; Other Add-Ons: \$34,184.71; Amazon Add-On: \$30,000.00. Shelby and Makenzie will work on a tentative schedule for Tuesday and what that might look like for next year.

**Rodeo –** None Available. *Rodeo Board will take over Queen Program, and budget. Queen Application is on the Fair Website. Deadline is October 24, 2025. Reminder of securing scholarship for KC.*

**Maintenance report:** None Available

**Vince –** Update on remodel. We are unable to spend the entire amount of money without taking other steps. There is a committee, and possibility of expanding on parking, and what we can do.

**New Fair Manager:** Tylynn Cimmiyotti, in the office Mon-Thurs 1:00-5:00PM, Fri: 9:00am-Noon

**OFA Convention:** Tylynn will be traveling to Hillsboro on October 16<sup>th</sup>-19<sup>th</sup> for the annual convention. No others will be attending at this time.

**Post Fair Updates:** Biggest concerns: Traffic, Security, Electrical Load, Equipment in barns, Minimal Maintenance concerns: Bathrooms, garbage, weeds, potential changes in entertainment structure for dinner nights, and bringing in help for parking and helping during fair.

**Facility Rental Fees:** Discussed developing clear guidelines for fees for facility usage. Rates will be determined and set for clarity.

**Fair Board Member Guidelines and Expectations:** This had been brought up in previous meetings, and will present an outline for future expectations/roles for Fair Board Members at the next meeting.

**Next Year's Fair Date and Schedule of Events:** Fair to be held August 19<sup>th</sup>-22<sup>nd</sup>, Rodeo August 27<sup>th</sup>-30<sup>th</sup>, 2026. Potential New Schedule will be drafted before the next meeting.

**Next Year's Fair Theme:** Next's years theme deadline: Submissions ending before January. Theme to be set at the January meeting.

**Future Fairgrounds Facility Discussion:** Feasibility study for flood mitigation, and expansion at current site are continually being explored at this time. Discussed a few items that need to be addressed sooner than later: Electrical, wall in 4H kitchen. Discussions need to continue before grant deadline.

**St. Patrick's Day Event:** Discussed pee-wee rodeo again, having music and vendors for the day of Saturday. Will make a schedule and list of people who may or may not choose to be involved.

**Other Updates:** Meetings will now be held on the second Wednesday of each month. Shelby will type a schedule of all future meetings to share.

**Meeting Adjourned 7:29pm. Shelby adjourned the meeting Next meeting will be in Heppner at the fairgrounds Annex.**

FAIR MANAGEMENT AGREEMENT  
BETWEEN  
MORROW COUNTY FAIR BAORD  
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 will also serve to determine 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 fair management agreements previously executed or agreed upon by the parties.

2. GENERAL

The duties and responsibilities of the Fair Board are currently 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 the county fair property and is entrusted and charged with the entire business management, financial and other affairs of the County Fair. The Fair Board is an agency of the county, and it is subject to most laws applicable to public bodies.

3. THE FAIR BOARD

- A. The Fair Board shall consist of three to seven members appointed by the Board of Commissioners to staggered three-year terms pursuant to ORS 565.210(2). One Fair Board position can be filled by a County Commissioner. Members of the Fair Board may be removed from office 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 is required to furnish a good and sufficient bond in favor of the County, conditional upon faithful performance of the duties of the office. The bond for each member shall be in a sum of \$50,000 per county board standard. The bond, when approved by the Board of Commissioners, shall be filed with the County's Risk Management. The premium on the bond shall be paid for by the Fair Board as an expense.

- C. Pursuant to ORS 565.220, the members of the Fair Board shall, as soon as their bonds have been filed and approved, meet and organize by electing a chair. A majority of the members of the Fair Board shall constitute a quorum for the transaction of all business at meetings. In the absence of the chair another member of the Fair Board shall perform the duties of the chair.
- D. The Fair Board is a public body subject to requirements of the public meetings laws of the state as provided in ORS 192.610 through 192.710. In addition, Fair Board members are public officials subject to the government standards, practices, and provisions of ORS Chapter 244.
- E. The Fair Board is subject to the public records laws of the state as set forth in ORS Chapter 192.

#### 4. PERSONNEL

- A. Employees working at the fair are employees of Morrow County and are subject to applicable bargaining unit agreements, state laws, county personnel policies and the budget. They receive salary and benefits as defined in those agreements or policies.
- B. The Morrow County Chief Administrative Officer shall determine fair staff and supervision, subject to review by Morrow County Human Resources. County staff will involve Fair Board members in staff recruitment and performance evaluations.
- C. County employees (Risk Manager and Staff) shall see that a bond or an irrevocable letter of credit is established, as required of Fair Board members in section 3 above.
- D. As long as employees are county employees, human resources and payroll services will remain with the County. Nothing in this agreement prohibits the Fair Board from contracting for services to manage the fair and Fair Board activities, when done in conformance with applicable laws and policies.
- E. For County employees to volunteer at the fair, under the Fair Labor Standards Act, the employees must do jobs other than those they normally perform; they cannot volunteer to do their own job.

#### 5. MANAGEMENT SERVICES

The Fair Board may contract with the County for management services, accounting, bookkeeping, payroll services, and legal services. If the Fair Board elects to perform

these services itself or contract for these services elsewhere, the County Finance Department may review and make recommendations to the Fair Board regarding its accounting, bookkeeping, and payroll systems for conformance with the minimum standards prior to implementation.

## 6. BUDGET

- A. The County is required to maintain a fair fund to record revenues and expenses of the fair and to use the funds to promote and operate the fair, ORS 565.325. The fund is subject to the Local Budget Laws (ORS Chapter 294). The fair fund is part of the regular county budget, and is subject to all county fiscal policies, procedures and auditing.
- B. The Board of Commissioners annually appropriates funding for the fair fund. The Fair Board acknowledges it must comply with Oregon budget laws and annual appropriation limits established by the Board of Commissioners for the fair fund. Furthermore, under ORS 565.325, all receipts from fairground activities must be deposited in the fair fund.
- C. The Fair Board agrees to continue using the County financial and budget systems, policies and procedures through the end of each fiscal year.
- D. General fund financial support of the fair fund, if any, is limited to the amount appropriated by the Board of Commissioners and is subject to annual review by the Budget Committee and Board of Commissioners. Except for the annual appropriation from the general fund, the fair will operate on self-generated revenues. Should additional appropriations be required, the Fair Board will do so through the County's supplemental budget process.
- E. The Fair staff responsible for the budget will follow normal budget processes established by the County Budget Officer. The Fair Board should review the budget before it is submitted to the County.
- F. Capital improvement projects will be addressed as part of the County's Capital Improvement Plan (CIP) process.
- G. The Fair Board will operate on the same fiscal year as the County, July 1 to June 30.

## 7. FINANCE

- A. The County will provide the level of fiscal services necessary to maintain proper records for the Fair Board. The Fair Board will provide and assume responsibility

for the accuracy of all financial activities and accounts which the Board of Commissioners has the responsibility for including in the County accounting and auditing reports. The Fair Board acknowledges and agrees that it is solely and exclusively responsible for the accuracy of all information provided to the County for inclusion in the final auditing and accounting reports.

- B. In the exercise of its management authority and in accordance with ORS 565.315, the Fair Board has authority to execute contracts subject to budget approval and in accordance with Morrow County contracting procedures.
- C. The Fair Board has authority to make expenditures from the Fair Board budget in accordance with ORS 565.315. The Fair Board shall comply with public purchasing laws and county rules. The Fair Board may contract with the County for central purchasing services.
- D. Pursuant to ORS 565.315, the Fair Board shall, once each year, file with the County Clerk a complete financial statement showing all funds received and disbursed. The Fair Board may include in the report such suggestions and recommendations as in its opinion would make for the improvement and advancement of agriculture and related industries of the fair.
- E. The Fair Board may establish and operate a petty cash account that is consistent with county petty cash policies and procedures. The Fair Board chair or chair's designee who have been approved by the Fair Board may authorize expenditures from the petty cash account.
- F. The Fair Board chair or chair's designee who has been approved by the Fair Board, or county staff, will have authority to sign county purchase orders for approved expenditures.

## 8. CONTRACTING

The Board of Commissioners has delegated county department heads the authority to sign contracts up to \$5,000, subject to county contracting and purchasing rules and budget limitations, **including but not limited to Ordinance No.111** and the procurement services policy. The Fair Board chair or chair's designee, approved by the Fair Board, will have the same authority for contracts that have been approved by the Fair Board. The Fair Board must follow public contracting laws as set forth in Section 7 above. The Fair Board agrees to use standard county contract forms and processes.

## 9. OPERATION OF FAIR



- A. All fair equipment and facilities are the property of Morrow County. The Fair Board may contract with county or private contractors for maintenance or repairs of vehicles, equipment, or facilities in accordance with Morrow County contracting procedures.
- B. Source, scheduling and method of replacing equipment is a management decision of the Fair Board. Equipment originally purchased by the Fair Board can be disposed of as surplus and assets retained in the fair fund.
- C. The Fair Board shall operate and otherwise manage the fair. The Fair Board is responsible for recruiting, bookings, scheduling, establishing rental fees, general promotion, recruitment of Event/Marketing Coordinators, recruitment of security company, food services, concessions, maintenance, and all other related operational activities.
- D. Pursuant to ORS 565.240 the Fair Board shall make and enforce all rules and regulations necessary for the proper conduct and management of the fair and all activities conducted at the fair.

#### 10. FEE SETTING

The Fair Board will set prices of admission, licenses, and all other fees as provided by ORS 565.230 and 565.630. The Fair Board is not defined as the governing body for the purpose of ORS 203.115 and may adjust fees as it chooses.

#### 11. INSURANCE AND BONDING

- A. The county currently pays all costs of property and liability insurance in a blanket policy. The costs of this blanket policy are prorated to departments and funds through a cost allocation plan. Each department or fund pays its share of the cost through this allocation system.
- B. To the extent that insurance premiums can be directly attributed to the Fair Board, costs will be budgeted and paid accordingly. All administrative costs will be allocated through the cost allocation plan.
- C. The Fair Board shall defend and indemnify the Board of Commissioners and the county from liability arising out of personnel or contractual matters occurring under the Fair Board's direction, management or authority, to the extent permitted by law.

#### 12. LAW ENFORCEMENT

- A. ORS 565.240 permits the Fair Board to appoint marshals or police to keep order and preserve the peace during the fair and at any other time the Fair Board deems such an appointment necessary. The Fair Board, pursuant to the terms of this agreement agrees **not** to exercise this authority.
- B. If necessary, the Fair Board will request the presence of Morrow County deputy sheriffs and reserve deputies, Oregon State Patrol officers, or Heppner Police Department officers on the grounds during major events and pay the costs. The Fair Board can also contract with private firms for security services during fairs and major events.

### 13. PLANNING

- A. The Fair Board will complete its annual strategic plan for the fair and submit it to the Board of Commissioners for review. The plan will describe current and anticipated events, and the current and projected financial condition of the fair and additional information, including reports submitted to the Oregon Count Fairs Commission, as determined by the Fair Board.
- B. The Fair Board shall submit the strategic plan to the Board of Commissioners on or before December 31<sup>st</sup> of each year.
- C. The Fair Board shall conduct a thorough review of the strategic plan prior to each fair and make revisions as it deems appropriate.

### 14. CHARGES FOR SERVICES

The County and Fair Board agree on compensation for services provided under the following principles:

- 1. Overhead costs will be determined and applied to the Fair Board budget at the same rate and in the same manner as the County shall apply the costs to the County departments.
- 2. The Fair Board may negotiate a change in proposed administrative cost rates by demonstrating the service will be provided by alternative means consistent with other provisions of this agreement.
- 3. The Fair Board may comment on proposals to change administrative charges and review the annual overhead cost allocation plan.

Direct and overhead costs are determined as described below.

Users are assessed direct and overhead charges to pay for the costs of internally provided administrative services. Direct costs are at predetermined rates calculated to cover the cost of service, or when costs are identified specifically with an organizational unit. The Fair Board will continue to pay direct costs as billed, or it may seek alternative vendors. Current direct bill services include but are not limited to:

- Telephone (voicemail. Local and long-distance calling)
- Onsite internet services
- Motor Pool (vehicles, vehicle maintenance, and certain equipment)
- Facilities
- Certain insurance and performance bonds
- PC Maintenance and Replacement

Overhead costs are for services where annual cost is established based on proportionate use. Services allocated in this manner include:

- Human Resources (Recruitment, benefits, labor relations)
- Finance (accounting, auditing, payroll, contracting, purchasing, accounts payable)
- Budget (financial and capital improvement planning and budgeting)
- IT Services
- US Postal and inter-departmental mail
- Property and Liability Insurance
- Business Services Department Administration
- Risk Management
- Legal Counsel
- Board of Commissioners

15. The parties agree that this agreement can be modified, amended or replaced by the mutual written agreement of the parties.

16. This agreement will be reviewed by the parties every five (5) years. Each year, at the time for submitting the strategic plan, as set forth in section 13 (B), either party has the opportunity to request a review of this agreement or seek to renew it for an additional five (5) year period.

IN WITNESS THEREOF, the parties have executed this agreement in duplicate as of the \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Morrow County Fair Board Chair

Morrow County Board of Commissioners

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Approved as to form:

\_\_\_\_\_  
Contracts Coordinator

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

\_\_\_\_\_  
Morrow County Counsel

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