



Bonner County

BOCC

12-30-25

Memorandum

BOCC
Item # 1

BOCC

Re: Duties of the Bonner County Fair Board as it pertains to the Bonner County Fair, Rodeo, and 4-H Horse Show

In order to fall in line with Idaho Statutes 22-204, 22-205 and 22-206 regarding duties and responsibilities for conducting the annual County Fair, the discussion/decision needs to take place of the BOCC on what events if any should be the responsibility of the Bonner County Fair Board beyond that of the annual Bonner County Fair and come to a clear conclusion of the Fair Boards responsibilities and duties of these events. A few examples may be adding the Bonner County Rodeo or the annual 4-H Horse Show to their responsibilities.

Auditing Review: _____

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: _____

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: _____

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: _____ Original to BOCC

_____ Copy to

A suggested motion would be: **Based on the information before us to comply with Idaho Statutes, I move to approve that the Bonner County Fair Board be responsible for the duties of the annual Bonner County Fair, Bonner County Rodeo, and the annual 4-H Horse Show. The Bonner County Fair Board must comply with Idaho Statutes 22-204, 22-205 and 22-206.**

Recommendation Acceptance: ☐ yes ☐ no

Brian Domke, Chair

Date



Bonner County

BOCC

12/30/25

Memorandum

BOCC
Item # 2

To: Commissioners

From: BOCC

Re: Bonner County Fair Board members

Open discussion on the responsibilities of our Bonner County Fair Board members, and the duties that are required per the BOCC. It is my belief that past BOCC's have over tasked our Fair Board members with responsibilities and duties that do not align with state statutes. I would suggest moving the tasks that are not related to the annual Fair to the County where statute permits to allow more time for the Fair Board members to focus on the actual fair which is statutorily their duty. I believe that the County has abused the members of the Fair Board in the past by over tasking them with responsibilities that should not have been theirs to bare. It is my opinion after going over statutes pertaining to fair and fair board members, that our Bonner County Fair Board members should be reassigned with streamlined duties of solely being responsible for our annual Bonner County Fair, and possibly the Rodeo and 4-H Horse show. In doing so, removing the burden of the everyday responsibilities of the fairgrounds and operations.

Auditing Review: _____

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: _____

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: _____

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: _____ Original to BOCC

_____ Copy to

A suggested motion would be: **Based on the information before us I move that the BOCC reassign the Bonner County Fair Board members to adhere to state statute by tasking them with the sole responsibility and duty to operate the annual Bonner County Fair, Rodeo, 4-H Horse Show and nothing more.**

Recommendation Acceptance: ☐ yes ☐ no

Brian Domke, Chair

Date



Bonner County

BOCC

12/30/25

Memorandum

BOCC
Item # 3

To: Commissioners

From: BOCC

Re: Bonner County Fair Board Enterprise Funds

Discussion and decision on the responsibilities and expectations of our Bonner County Fair Board and its Enterprise Fund. Does the BOCC want access to the QuickBooks for review at any given time? Does the BOCC want to require monthly or quarterly financial reports from the Bonner County Fair Board? The BOCC needs to decide on the ownership of the current Enterprise Funds in part or in full as well as how the Enterprise Fund will operate in the future. Does the BOCC require any other requirements of the Bonner County Fair Board pertaining to its Enterprise Fund?

Auditing Review: _____

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: _____

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: _____

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: _____ Original to BOCC

_____ Copy to

A suggested motion would be: **Based on the information before us I move adopt the requirements of the BOCC as it pertains to the Bonner County Fair Board Enterprise Fund. Those requirements are:**

Recommendation Acceptance: ☐ yes ☐ no

Brian Domke, Chair

Date



Bonner County

BOCC

12/30/25

Memorandum

BOCC
Item # 4

To: Commissioners

From: BOCC

Re: Duties of Bonner County in maintaining and operating our Bonner County Fairgrounds property.

Discussion and decision of the responsibilities and duties of Bonner County to maintain and operate our Bonner County Fairground property. Bonner County must comply with Idaho Statutes 31-807 and 31-822 in maintaining and managing all county property.

Auditing Review: _____

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: _____

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: _____

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: _____ Original to BOCC

_____ Copy to

A suggested motion would be: **Based on the information before us I move that the BOCC accepts all responsibilities and duties in maintaining and operating the Bonner County Fairground property as required by Idaho statutes 31-807 and 31-822.**

Recommendation Acceptance: ☐ yes ☐ no

Brian Domke, Chair

Date