

RICHLAND COUNTY

Fair, Recycling and Parks Standing Committee Meeting Minutes

February 22, 2023

Present: Kerry Severson, Scott Gald, Sandy Campbell, Carla Doudna, John Collins, Cathy Cooper, Eric Siemandel, Clint Langreck, Tim Gottschall, Danielle Rudersdorf Cindy Chicker

Absent: Gary Manning, Gary Deaver

1. **Call to Order:** Chair Severson called the February 22, 2023 meeting to order at 5:06 p.m.
2. **Proof of Notification:** Verification that the meeting had been properly noticed.
3. **Agenda Approval:** Chair Severson requested a motion to approve the amended 24-point agenda, added #15 and #20. Moved by Supervisor Rudersdorf to approve request, second by Supervisor Gottschall. All voting aye, motion carried.
4. **Public Comment:** None.
5. **Previous Meeting Minutes:** Motion by Supervisor Rudersdorf to approve the minutes as presented, second by Collins. All voting aye, motion carried.
6. **Financial Reports:** No comments or concerns.
7. **Discussion Item:** Planning of department structure and positions, what the visions are for functions and the current picture on finances in efforts to best set descriptions and propose any necessary authorization or classification policy changes with Administrator. Chair Severson opened the floor to Administrator Langreck.

Administrator Langreck spoke on the restructure of the department with the transition of the Parks.

- a. What does that look like?
- b. How should it be structured?
- c. What additional revenue is needed?
- d. Work on a business plan.
- e. Compile diagram of Parks with list of duties.
- f. Complete an Org Chart of how the departments are now and how it will be in 2024

Chair Severson opened the floor to questions from Committee. Chicker stated she fears that the work will all be focused on the fairgrounds and the fair. Doudna assured her that the goal with this structure is to continue with two people in the office. A staff member would be solely focused on the fair and then you'll have the director over the parks, recycling and coordination of events on the grounds. Collins agreed and stated that in 2022 Finance and Personnel agreed to the 3 separate financials and the proposal sent by this committee. Supervisor Rudersdorf agreed this is a great way to grow parks. Doudna will move forward with compiling what was requested. Administrator Langreck left the meeting.

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ACTION ITEMS

- 8. Discussion and possible action on Invoices for Muscoda Bridge:** Director Cooper presented the resolution to pay the invoices regarding the grant. Along with that she mentioned that the old bridges were not covered in the cost of the grants so they do need removed at our expense. Siemandel isn't sure but will drive down and take a look and get them removed. Motion by Supervisor Rudersdorf to approve the resolution with spelling corrections, second by Chicker. All voting aye, motion carried.
- 9. Discussion and possible action on 2023-2024 Snowmobile Trail Maintenance Grant:** Director Cooper presented the resolution which is a copy of the previous year. This is presented yearly for approval before going to County Board. Motion by Siemandel to approve the resolution with spelling corrections, second by Chicker. All voting aye, motion carried.
- 10. Discussion and possible action on request for Pine River Trail Bridge #9 and #10 replacement Snowmobile Grant:** Director Cooper presented resolutions for grant regarding Trail Bridges #9 & #10. She is waiting to see the cost; an engineer will need to be consulted given the curvature of the bridge. Siemandel will look in past material to see who did the previous jobs. The grant is due April 15 so it must go to County Board in their March session. Motion by Chicker to approve the resolution for trail bridge #9 with spelling correction be sent to County Board, second by Supervisor Rudersdorf. All voting aye, motion carried. Motion by Siemandel to approve the resolution for trail bridge #10 with spelling correction be sent to County Board, second by Chicker. All voting aye, motion carried.
- 11. Discussion and possible action on East Branch Mill Creek Snowmobile Bridge Replacement Grant:** Director Cooper presented resolution for approval. She is still waiting on the quotes regarding the cost, in the past it was about \$65k. The bridge is located on the Arthur Luttig property between County Highway Z and Tuckaway. Motion by Siemandel to approve the resolution with spelling correction be sent to County Board, second by Supervisor Rudersdorf. All voting aye, motion carried.
- 12. Discussion and possible action on purchase of picnic tables:** Collins reviewed the current needs for new tables at Rockbridge and replacement of those at Viola Park. He also reviewed the need for them at the camping sites going in at Viola. It was requested to move this item to the March meeting to review the financial report and what is available for funding.
- 13. Discussion and possible action on work that Montana Birch would like to do at the Parks for Eagle Scouts:** Director Cooper reviewed the work that Montana would like to do. After some discussion the committee requested that Montana come to the next meeting to review his plans with them and discuss what might be needed.

6:04pm – Supervisor Gottschall left the meeting

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14. Discussion and possible action on Land, Potential crossing over trail near Gotham:

Director Cooper presented a map showing a location that is being requested to place a driveway over the trail. The Committee opted to have the property owner present his/her plan once property is obtained.

15. Discussion and possible action on Opening Mowing Bids: Director Cooper presented the only mowing bid received. Mike Drake submitted a mowing bid for \$9000 for the year with \$590 each mow of the trail and cleaning the bathrooms. Motion by Collins to accept the bid, second by Siemandel. All voting aye, motion carried.

16. Completed in item #7, no action needed at this time.

17. Discussion and possible action on the 2023 Fair. None

18. Discussion and possible action on marketing plan for the grounds: Doudna is still waiting on approval from Administrator Langreck on the new website so plans can move forward on this.

19. Discussion and possible action on security on the grounds: Doudna is still waiting on approval from Administrator Langreck.

20. Discussion and possible action on restarting the Fairest of the Fair program: Doudna presented the possible interest for someone heading up the program. Understanding it wasn't budgeted for the year but any funds for scholarship(s) would be paid from 2024 and we could add that in. There was discussion on fundraising for help cover some of the cost. Motion by Campbell to approve the restart of the program given the interested party would like to volunteer the time, second by Supervisor Rudersdorf. All voting aye, motion carried.

21. Administrative Report: None

22. Future Agenda Items for February 2023 to include but not be limited to: Operation of the fairgrounds per Resolution 22-93, purchasing of picnic tables for the Parks Department, marketing plan for grounds and building rental, creation of new grounds rental website, security cameras on the property, update list of new rental costs, have Montana Birch present, Viola well, property off Pine Valley, bridge removal.

23. Adjournment: Motion by Chicker to adjourn the meeting, second by Siemandel. All voting aye, motion carried.

Respectfully submitted,

Carla Doudna

Carla Doudna, Fair & Recycling Coordinator