

# RICHLAND COUNTY

## Fair, Recycling and Parks Standing Committee Meeting Minutes

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April 26, 2023

**Present:** Kerry Severson, Attorney Michael Windle, Carla Doudna, John Collins, Cathy Cooper, Eric Siemandel, Sandy Campbell, Cindy Chicker, Gary Manning, Gary Deaver, Josh Elder, Marty Richards, Buford Marshall

**Absent:** Scott Gald, Tim Gottschall, Danielle Rudersdorf

- 1. Call to Order:** Chair Severson called the April 26, 2023 meeting to order at 5:02 p.m.
- 2. Proof of Notification:** Verification that meeting had been properly noticed.
- 3. Agenda Approval:** Chair Severson requested a motion to approve the 21-point agenda. Moved by Chicker to approve request, second by Collins. All voting aye, motion carried.
- 4. Public Comment:** None.
- 5. Previous Meeting Minutes:** Motion by Chicker to approve the minutes as presented, second by Collins. All voting aye, motion carried.
- 6. Financial Reports:** No comments or concerns.
- 7. Discussion Item- Viola Well update.** Cooper stated the well came in and will be installed but wasn't given a date. Once placed, they can proceed with the remaining work.
- 8. Consent Item- Resolution for Clean Sweep Grant.** Doudna presented the resolution that had been reviewed and approved by Attorney Windle, looking to move it on to Finance and Personnel then to County Board in May. Motion by Supervisor Manning to move it forward, second by Siemandel. All voting aye, motion carried.
- 9. Action Item 11, Bike Trail.** Richland Tourism Director Marty Richards expressed concern regarding the condition of the trail. Richards spoke about conversations with other committee members and community members that are willing to assist in some of the maintenance. After much discussion the committee asked that Richards, Elder and Doudna drive the trail, making notes, coordinate a work day and report back to the committee at the next meeting in May. It was mentioned that Bridges 9 and 10 are pending snowmobile grant information sometime in August. Director Richards is hoping to have a few sections temporary addressed in time for the tourism spike that happens around the Memorial Day Holiday. The committee would like to have a plan in place when Doudna compiles the 2024 Parks Budget for the continued maintenance and long-term care of the trail.

Attorney Windle arrived.

- 10. Action Item 9, Wedding at Rockbridge/Pier Park.** Doudna updated the committee on the request to have a wedding at Pier Park. The party would like to reserve all sites for Friday, May 31 through Saturday, June 1, departing late morning on Sunday, June 2, 2024.

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Doudna stated the party understands that each site will be \$25 per night and that payment is due prior to that weekend. Doudna would like to move forward with setting up Pier Park on Rover Pass or a like company so online reservations can be done. She also noted that an information stand could be set up posting information and maps of the county and city. Motion by Collins to approve the camping reservation for the 2024 wedding at \$25 per site, each night, and for Doudna to proceed forward with setting up the campground on Rover Pass or like company, second by Chicker. All voting aye, motion carried.

Marty Richards and Josh Elder left the meeting.

**11. Action Item 10, SR Kayak Landing.** Cooper stated there is concern from the DNR regarding the installation of the Kayak Landing and that it isn't correct. After much discussion, the committee requested that Cooper reach out to Dale Bender.

**12. Action Item- New FRP Department job descriptions and department structure and #14- Hire Replacement Office Staff.** Doudna presented the draft job descriptions for the department. Cooper noted there needs to be items listed in there regarding trails and snowmobile grants related to the Parks Department. The committee asked Doudna to update before submitting it. The proposal is for two positions; a Fair Coordinator, changing the current job description eliminating some of the duties, and a Director of Fair, Recycling and Parks. Those duties will include Parks, Trails, Fairgrounds Events, Camping, Recycling and Fair operations oversight. Currently the Fair Coordinator position is doing that with some training from Cooper on the Parks and the coordination of the fair. The current LTE Clerical Position will be left unfilled at this time, hiring a new staff member as the Fair Coordinator, overseeing the operation of the Fair and assisting with storage at the grounds. Chicker stated that we need to be sure to follow proper steps when hiring for the position given Christine Hady will be resigning after the 2023 Fair. Doudna is also requesting that a Fair Coordinator be hired now for proper training. Doudna stated its too much for both positions to be in training for 2024 with the grant responsibilities and all other duties. Doudna is requesting approval from the committee to move forward with all of the above and for approval to send the job descriptions to Carlson Dettmann via Cheryl Dull and Interim Administrator Jon Hochkammer Office to establish a pay scale for the upcoming budget for 2024. Motion by Supervisor Manning to approve the information presented, second by Collins. All voting aye, motion carried. Doudna stated she requested to be on the Finance and Personnel Agenda so the department knows how to move forward and if they are still supporting the approved plan presented by the Fair, Recycling and Parks Standing Committee in 2022. Doudna will update at the next meeting.

**13. Action Item- Service Club Lease Agreement.** Doudna presented the DRAFT Service Agreement that had been reviewed and approved by Attorney Windle. After much discussion Attorney Windle would like to review a few things regarding the buildings and communicate with Doudna his findings and how to proceed forward to ensure both; the County and the Service Organizations, are protected in the future. Doudna will forward the requested information to Attorney Windle.

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- 14. Action Item- Hire replacement office staff.** Discussion and motion on Action item #12.
- 15. Action Item- Security Cameras.** Doudna spoke with Jason Marshall regarding the security system information provided to Utility Superintendent Gald. The cost could potentially be between \$15-\$20K. The Committee would like to move forward with quotes. Doudna will reach out to Marshall to review options and the needs. Doudna discussed option of locking down the property, committee suggested a gate code access and placement of additional cameras that can read license plates, motion detector lights and alarms in the barns. Doudna and Marshall will work on a plan, implement it and update the committee.
- 16. Action Item- Theft and Insurance Claims.** Doudna updated the Committee on the theft of three catalytic converters from two campers and one truck that had been in the barns for winter storage. After much discussion Attorney Windle advised, as did Clerk Kalish, that the County Insurance Company will not cover the theft because it's not county property that was stolen. Attorney Windle also noted that each person storing items on the property read and sign the contact/waiver, which states that. Doudna will call each party and have them take their estimates to Officer Melby for restitution if they apprehend the person responsible.
- 17. Month Bills-** No questions or concerns.
- 18. Administrative Report:** None
- 19. Future Agenda Items to include but not be limited to:** Operation of the fairgrounds per Resolution 22-93, marketing plan for grounds and building rental, creation of new grounds rental website, grounds security, update list of new rental costs, property off Pine Valley, Service Organization Buildings.
- 20. Adjournment:** Motion by Supervisor Manning to adjourn the meeting, second by Chicker. All voting aye, motion carried.

Respectfully submitted,

**Carla Doudna**

Carla Doudna, Fair & Recycling Coordinator