

RICHLAND COUNTY

Fair, Recycling and Parks Standing Committee Meeting Minutes

May 24, 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, Scott Gald, Tim Gottschall, Danielle Rudersdorf, Interim Administrator Jon Hochkammer, Marty Richards

Absent:

1. **Call to Order:** Chair Severson called the May 24, 21023 meeting to order at 5:01 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 Collins to approve request, second by Chicker. All voting aye, motion carried.
4. **Public Comment:** None.
5. **Previous Meeting Minutes:** No additions or corrections to the minutes, Chair Severson declared them approved.

Chair Severson introduced Interim Administrator Jon Hochkammer.

6. **Financial Reports:** No comments or concerns.

5:28pm Marty Richards arrived.

7. **Discussion Item- Pine River Trail.** Review of the May 20 work day that was done on the trail by Severson, Manning, Deaver, Siemandel, and Richards. Richards talked about the area from TB to Gotham, it should be our first focus point on repair and building it up. Additional discussion with Richards and Elder on other needs to bring the trail where it needs to be for safety reasons and to reclaim what has been grown over. Elder will put together a plan to work with the Parks' Department on the maintenance of the trail, for now the tentative plan for 2023 would for the Highway Department to spray, pass over with mower to cut the sides low, and trim trees. In 2024 part of the plan will be to spray the trail early to take control of the overgrowth that has claimed the trail, trimming and cutting back trees and brush along with some surface trail work. Elder will meet with Doudna and Cooper to put together a plan as CIP and budget planning starts for 2024. There were questions on the a few bridges, Cooper stated that those will be addressed with the Snowmobile Grant.
8. **Discussion Item- Service Club Agreement.** Chair Severson reviewed the meeting he had with Clerk Kalish, Interim Administrator Jon Hochkammer, Doudna and Attorney Windle. They will be meeting with the Service Organizations in late June to review options that will provide all parties with stability moving forward.

6:05pm Gald left meeting.

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- 9. Action Item-Pine River Trail Repairs and Maintenance.** Discussed with #7, Motion by Collins to have the Richland County Highway Department close the trails, spray it and mow the sides of trail once for 2023. Additional request that Elder work with Doudna and Cooper on a plan for the 2024 budget for continued trail maintenance, second by Chicker. All voting aye, motion carried.
- 10. Action Item- SR Kayak Landing update.** Cooper has no additional information.
- 11. Action Item- CIP Planning-Parks.** Collins would like to see the bathrooms be addressed in the CIP for Viola, Rockbridge and the Rifle Range. The concern is with the floodplain areas, discussion of sewer and water placement at Pier Park/Rockbridge Park with possible need for engineering plans. Discussion on placing permanent porta potties on a cement slab like Boaz Park has. Should be looking in to DNR Grants for some of these projects to work with the CIP. Additional projects would be the Pine Valley Trail, previous issue was the prevailing wage that was part of the grant requirement. The bid came in and was too costly for the County portion, grant was sent back. Look at possibilities for 2024 for that trail with request of \$20k each year through 2027. Discussion on the continued repair of the Pine River Trail, committee asked that \$200K be requested for the trail in 2024 with a minimum of \$20K each year to follow for regular maintenance of it. The trail needs some major work and requested a plan be started for that work. Severson would like to see the money placed back into the Parks that was taken away previously. Doudna and Cooper will put together the numbers for the CIP sheets and work with Clerk Kalish and Interim Administrator Jon Hochkammer.
- Marty Richards and Josh Elder left the meeting.
- 12. Action Item- Carlson Dettman update on job descriptions.** Doudna presented the pay scale information that was sent back regarding the two job descriptions. Discussion on outsourcing the additional office position. Will review at the next meeting as we start moving into 2024 budget planning.
- 13. Action Item- Hire Replacement Office Staff.** Doudna reviewed the current set up of the office and would like to bring in someone that can fulfill the duties as in years past. The current LTE isn't able to provide the time needed. Doudna stated that the position is currently budgeted in at 300 hours for 2023 and would like to have an additional 200 if we could find someone to assist this year. Motion by Supervisor Gottschall to take to Finance and Personnel for guidance on position, second by Supervisor Manning. All voting aye, motion carried.
- 14. Action Item- Hot Water Heater.** Doudna reviewed the situation with the commercial hot water heater that is a necessity for the public bathroom and shower facility. Supervisor Manning requested that Doudna request at least 3 quotes presenting those and a resolution, if required, at the next Finance and Personnel Committee meeting, second by Supervisor Gottschall. All voting aye, motion carried.

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- 15. Action Item- CIP Planning-Fairgrounds.** Committee would like to see the current projects listed remain on track updating amounts as needed to provide numbers within reason for projects. Doudna stated that with the Fairgrounds in the Outdoor Recreation Plan now we could possibly qualify for grants to assist in growing the properties outdoor space and offer additional services to those camping and renting it.
- 16. Action Item- Current Fair Coordinator Position.** Interim Administrator Jon Hochkammer and Doudna addressed the need to officially move the position to fulltime, as it's being worked, instead of the 28hrs per weeks its currently listed at. In doing so, a new resolution would be created in regards to the hours and proper budgeting could be done each year. Interim Administrator Jon Hochkammer stated it's an important step as the budget cycle starts and with the transition of the Parks to Doudna. Motion by Supervisor Gottschall to move this to Finance and Personnel for approval to change the position to 40hrs per week given additional funding had been budgeted, second by Collins. All voting aye, motion carries.
- 17. Administrative Report- Monthly A/R & A/P- Fair, Recycling and Parks.** No questions or concerns.
- 18. Administrative Report- Fairgrounds Office Report.** Doudna updated the committee on the theft as well as the case where the Dairy Barn was damaged. The current cameras on the property did capture a vehicle and persons in the car leaving the property. When questions by law enforcement there was damage to the car. Doudna will continue to work with the Sheriff's Department for restitution of the material and time spent dealing it. Doudna talked about the plan to install additional lights that will illuminate needed areas and place additional cameras, some with license plate readers. Mr. Ed's Magical Midways will be camping here while they are set up in Lone Rock. That will be additional revenue of about \$2400 if all the Units show up.
- 19. Administrative Report- Parks Office Report.** Cooper stated that the grant is due and all reporting should be in if its to be counted. She stated that Doudna did walk through some steps of SNARS for report submission and will do more as the report closes.
- 20. 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, property off Pine Valley, Service Organization Buildings.
- 21. Adjournment:** Motion by Supervisor Gottschall to adjourn the meeting, second by Deaver. All voting aye, motion carried.

Respectfully submitted,

Carla Doudna

Carla Doudna, Fair & Recycling Coordinator