

# Richland County

Fair, Recycling & Parks Standing Committee

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April 25, 2023

## NOTICE OF MEETING

### SECOND AMENDED

Please be advised that the Richland County Fair, Recycling & Parks Standing Committee will convene at **5:00 p.m., Wednesday, April 26, 2023** in the Richland County Fairgrounds Conference Room 23630 County Highway AA Richland Center.

#### **Agenda:**

1. Call to order
2. Proof of notification
3. Agenda approval
4. Public comment
5. Previous Minutes

#### **Reports:**

6. Reports- Financial

#### **Discussion Items:**

7. Update on Viola Well

#### **Consent Items:**

8. Resolution for Clean Sweep Grant

#### **Action Items:** Discussion & Possible Action for each topic listed related to Fair, Recycling & Parks Department Parks

9. Wedding at Rockbridge Park
10. SR Kayak Landing
11. Bike Trail, Marty Richards to discuss options for repair with Commissioner Elder present

#### **Fairgrounds**

12. New FRP Department job descriptions and department structure
13. Service Club Lease Agreement
14. \*\*Hire Replacement Office Staff
15. \*\*Security Cameras
16. \*\*\*Theft and Insurance Claim

#### **Recycling**

#### **Administrative Report:**

17. Monthly Bills-Fair, Recycling and Parks
18. Fairgrounds Office Report
19. Parks Office Report

#### **Personnel:**

#### **Closing:**

20. Future agenda items
21. Adjournment

\*\*Amended agenda; adding 14 & 15.

\*\*\* Amended Agenda; adding 16

Meeting materials for items marked with an asterisk may be found at <https://administrator.co.richland.wi.us/minutes/fair-recycling-parks/>  
A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Fair, Recycling & Parks Standing Committee.

CC: Committee Members, County Board Chair, Richland Observer, WRCO, Courthouse Bulletin Board, UW Extension Office, County Clerk's Office, County Administrator, Cheryl Dull

# RICHLAND COUNTY

## Fair, Recycling and Parks Standing Committee Meeting Minutes

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March 29, 2023

**Present:** Kerry Severson, Scott Gald, Carla Doudna, John Collins, Cathy Cooper, Eric Siemandel, Clint Langreck, Tim Gottschall, Danielle Rudersdorf Cindy Chicker, Gary Manning, Gary Deaver, Montana Birch, Kristopher Clark

**Absent:** Sandy Campbell

- 1. Call to Order:** Chair Severson called the March 29, 2023 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 23-point agenda. Moved by Chicker to approve request, second by Supervisor Rudersdorf. All voting aye, motion carried.
- 4. Public Comment:** None.
- 5. Previous Meeting Minutes:** Hearing no objections, Chair Severson moved to approve the minutes as presented.
- 6. Financial Reports:** No comments or concerns.
- 7. Action Item 10, Work plans presented by Montana Birch.** Birch presented his planned projects for 2023 at the Rockbridge Park. The cost of the projects will be covered by the \$1005 he raised with the Deer Hide Fundraising. He along with other Boy Scout Volunteers and Community Members will be power washing all the pavilions, benches, bridge, stairs, railings, historical marker and picnic tables. The City of Richland will allow him to use the power jet truck. Once completed he will paint or stain what is needed with materials purchased at Bailey's Paint Store. The new bridge isn't ready to stain at this time. Motion by Supervisor Rudersdorf to approve the proposed plan, second by Supervisor Manning. All voting aye, motion carried.  
  
Montana Birch left meeting.
- 8. Discussion Item 6, Recycling.** Doudna reviewed the yearly grant. Gald asked about hosting a Clean Sweep. Doudna stated that the matching Clean Sweep Grant applications open in May for 2024. Committee suggested composing a resolution for the April meeting to move on to County Board.
- 9. Action Item 9, Purchasing Picnic Tables.** Collins presented the material regarding the previous discussion in February on the purchase of picnic tables for the parks. Motion by Collins to purchase 12 galvanized steel frames from John's Welding with additional materials needed, cost will be roughly \$380 each, second by Manning. All voting aye, motion carried.

Kristopher Clark arrived at 5:17pm

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**10. Action Item 16, 2023 Fair.** Doudna invited Kristopher Clark to update the committee about the change their club made regarding the points for two classes that were scheduled for the Richland County Fair and on the signed contract. He stated that two classes, ATFRM and FRMST were voted on Sunday at their meeting to be “No Points” so those SW Pullers could travel to the Platteville Pull and the Minnesota Pull where Tri-Sate offered those two classes. Doudna noted that when the FRP Committee agreed to move forward with the Truck and Tractor Pull all parties were aware of the additional pulls that weekend; Boscobel, Platteville, and Minnesota and were assured that it wouldn’t be an issue for the classes chosen. Gald noted that in the past when Jamie Koch was on the Fair Committee he worked with Platteville staggering the classes so Pullers could attend both. Kristopher assured the committee that they would still have hooks for those classes regardless of “No Points” being offered and didn’t see where it would cause an issue with numbers coming to our fair. Gald, Severson and a few others expressed concern given the money it costs to host a Pull but opted to move forward with it and discuss options for the next year. Gald and Severson stated that if Jamie Koch isn’t willing to move forward with organizing all the moving pieces for the Pull we would have to cancel it, Clark understood that. Gald and Severson asked that Doudna reach out to Jamie Koch regarding his concerns and report back to the committee at the April meeting. Clark assured the Committee that nothing will change with the competitor turn out. Doudna presented the plan to increase gate fees starting in 2023. Motion by Chicker to approve the increase, second by Siemandel. All voting aye, motion carried.

Kristopher Clark left meeting.

**11. Action Item 15, Grounds Rental.** There were calls made to some of the Committee Members regarding the quoted amount being charged for grounds rental to the Ithaca Lions Club Service Organization to host their annual auction at the fairgrounds in late April. Doudna addressed the concerns regarding the cost, noting there are expenses that need to be covered regarding the rental of the property. Doudna noted that there isn’t any difference for the Service Organizations here at the fairgrounds; American Legion, Richland Center Lions, Kiwanis Club, the 4-H Food Stand that have buildings on the property, maintain them and pay a fee at fair time. Doudna mentioned that the Haiti Mission Benefit has no issues paying to use the property for their event. The Committee agreed that the cost of \$500 is reasonable and should be charged.

**12. Action Item 11, update on the Viola Well.** No information at this time.

**13. Action Item 12, update on the removal of bridges.** Per Siemandel it has been removed.

**14. Action Item 13, update on property across from Pine Valley.** None.

**15. Action Item 14, Boat Landing Grant.** Director Cooper talked about grants that were available to apply for in the future for work.

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- 16. Action Item 17, Security Camera for fairgrounds.** Doudna explained the delays that have occurred regarding the cameras. Gald will talk with Dave Fry regarding the system they installed and provide Doudna with it. Doudna is also waiting for the trail-cam from the Sherriff's Department so it can be placed on the property so they can see the span or view and quality of images. Committee would like to move forward with pricing and options.
- 17. Action Item 18, purchase of new color copier, scanner, fax.** Moved by Collins to purchase the Lexmark XC2326 or one that is comparable, second by Gald. All voting aye, motion carried.
- 18. Administrative Report:** None
- 19. Future Agenda Items for February 2023 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, security cameras on the property, update list of new rental costs, Viola well, property off Pine Valley.
- 20. Adjournment:** Motion by Collins to adjourn the meeting, second by Supervisor Rudersdorf. All voting aye, motion carried.

Respectfully submitted,

***Carla Doudna***

Carla Doudna, Fair & Recycling Coordinator

DRAFT



----FUND---- 33 COUNTY FAIRGROUNDS DONATIONS

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE
<b>ASSETS</b>				
<b>CURRENT ASSETS:</b>				
33.0000.0000.1110 CASH	41,558.36	100.00	100.00	41,658.36
33.0000.0000.1301 ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
TOTAL CURRENT ASSETS:	41,558.36	100.00	100.00	41,658.36
TOTAL ASSETS:	41,558.36	100.00	100.00	41,658.36
<b>LIABILITIES AND FUND BALANCE</b>				
<b>CURRENT LIABILITIES:</b>				
33.0000.0000.2120 ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL CURRENT LIABILITIES:	0.00	0.00	0.00	0.00
TOTAL LIABILITIES:	0.00	0.00	0.00	0.00
<b>FUND BALANCE:</b>				
33.0000.0000.2960 UNRESERVED/UNDESIGNATED FUND	47,432.64CR	0.00	0.00	47,432.64CR
33.0000.0000.2980 REVENUE CONTROL	15,424.42CR	100.00CR	100.00CR	15,524.42CR
33.0000.0000.2985 EXPENDITURE CONTROL	21,298.70	0.00	0.00	21,298.70
33.0000.0000.2990 ESTIMATED REVENUE	0.00	0.00	0.00	0.00
33.0000.0000.2995 APPROPRIATIONS	0.00	0.00	0.00	0.00
TOTAL FUND BALANCE:	41,558.36CR	100.00CR	100.00CR	41,658.36CR
TOTAL LIABILITIES AND FUND BALANCE:	41,558.36CR	100.00CR	100.00CR	41,658.36CR
TOTAL FUND:	0.00	0.00	0.00	0.00

TOTAL NUMBER OF RECORDS PRINTED 8

----FUND---- 68 RICHLAND COUNTY FAIR FUND

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE
<b>ASSETS</b>				
<b>CURRENT ASSETS:</b>				
68.0000.0000.1110 CASH	8,201.49CR	4,160.39CR	123.64CR	8,325.13CR
68.0000.0000.1180 PETTY CASH	500.00	0.00	0.00	500.00
68.0000.0000.1301 ACCOUNTS RECEIVABLE	111.50	0.00	111.50CR	0.00
68.0000.0000.1620 PREPAID EXPENSES	275.00	0.00	3,000.00CR	2,725.00CR
68.0000.0000.1820 LAND	0.00	0.00	0.00	0.00
TOTAL CURRENT ASSETS:	7,314.99CR	4,160.39CR	3,235.14CR	10,550.13CR
TOTAL ASSETS:	7,314.99CR	4,160.39CR	3,235.14CR	10,550.13CR
<b>LIABILITIES AND FUND BALANCE</b>				
<b>CURRENT LIABILITIES:</b>				
68.0000.0000.2120 VOUCHERS PAYABLE	1,398.64	0.00	1,101.36	2,500.00
68.0000.0000.2152 FEDERAL WITHHOLDING PAYABLE	0.00	0.00	0.00	0.00
68.0000.0000.2153 STATE WITHHOLDING PAYABLE	0.00	0.00	0.00	0.00
68.0000.0000.2154 FICA WITHHOLDING PAYABLE	0.00	0.00	0.00	0.00
68.0000.0000.2155 RETIREMENT PAYABLE	305.20CR	27.84CR	37.86	267.34CR
68.0000.0000.2156 HEALTH INSURANCE PAYABLE	0.00	0.00	0.00	0.00
68.0000.0000.2157 LIFE INSURANCE PAYABLE	0.00	0.00	0.00	0.00
68.0000.0000.2158 LOSS OF TIME INS PAYABLE	0.00	0.00	0.00	0.00
68.0000.0000.2161 DENTAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
68.0000.0000.2170 ACCRUED WAGES PAYABLE	0.00	0.00	0.00	0.00
68.0000.0000.2413 SALES TAXES DUE STATE	64.64CR	0.00	64.64	0.00
TOTAL CURRENT LIABILITIES:	1,028.80	27.84CR	1,203.86	2,232.66
TOTAL LIABILITIES:	1,028.80	27.84CR	1,203.86	2,232.66
<b>FUND BALANCE:</b>				
68.0000.0000.2960 UNRESERVED/UNDESIGNATED FUND	6,186.96CR	0.00	0.00	6,186.96CR
68.0000.0000.2980 REVENUE CONTROL	118,778.21CR	0.00	15,000.00CR	133,778.21CR
68.0000.0000.2985 EXPENDITURE CONTROL	131,251.36	4,188.23	17,031.28	148,282.64
68.0000.0000.2990 ESTIMATED REVENUE	0.00	0.00	0.00	0.00
68.0000.0000.2995 APPROPRIATIONS	0.00	0.00	0.00	0.00
TOTAL FUND BALANCE:	6,286.19	4,188.23	2,031.28	8,317.47
TOTAL LIABILITIES AND FUND BALANCE:	7,314.99	4,160.39	3,235.14	10,550.13
TOTAL FUND:	0.00	0.00	0.00	0.00

TOTAL NUMBER OF RECORDS PRINTED 21

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAR 31, 2023

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
68	RICHLAND COUNTY FAIR FUND					
5614	FAIRS AND EXHIBITS					
0000	PROJECT					
5111	0.00	0.00	0.00	0.00	0.00	0
5112	20,279.19	0.00	1,813.83	5,383.73	14,895.46	26 --
5113	600.00	0.00	151.89	151.89	448.11	25 --
5115	12,850.17	0.00	134.43	539.09	12,311.08	4
5124	1,700.00	0.00	0.00	0.00	1,700.00	0
5125	0.00	0.00	0.00	0.00	0.00	0
5126	825.00	0.00	0.00	0.00	825.00	0
5140	0.00	0.00	0.00	0.00	0.00	0
5141	1,300.00	0.00	0.00	0.00	1,300.00	0
5147	2,400.00	0.00	0.00	0.00	2,400.00	0
5148	2,000.00	0.00	0.00	0.00	2,000.00	0
5150	51.00	0.00	0.00	0.00	51.00	0
5151	3,102.85	0.00	160.66	464.72	2,638.13	14 -
5152	1,410.91	0.00	133.67	376.43	1,034.48	26 --
5153	0.00	0.00	0.00	0.00	0.00	0
5154	0.00	0.00	0.00	0.00	0.00	0
5155	9.33	0.00	0.99	2.61	6.72	27 --
5161	0.00	0.00	0.00	0.00	0.00	0
5212	0.00	0.00	0.00	0.00	0.00	0
5220	0.00	0.00	0.00	0.00	0.00	0
5222	11,500.00	0.00	635.67	1,348.60	10,151.40	11 -
5225	300.00	0.00	36.17	108.59	191.41	36 ---
5226	1,000.00	0.00	208.68	482.47	517.53	48 ----
5249	4,000.00	0.00	49.97	75.95	3,924.05	1
5293	325.00	0.00	0.00	305.50	19.50	94 -----
5297	2,500.00	0.00	0.00	0.00	2,500.00	0
5311	300.00	0.00	0.00	7.80	292.20	2
5313	2,000.00	0.00	0.00	0.00	2,000.00	0
5319	1,000.00	0.00	0.00	45.00	955.00	4
5324	625.00	0.00	642.15	642.15	17.15-	102 -----
5326	2,000.00	0.00	0.00	0.00	2,000.00	0
5327	0.00	0.00	0.00	0.00	0.00	0
5334	350.00	0.00	0.00	500.00	150.00-	142 -----!!!!
5335	200.00	0.00	0.00	114.75	85.25	57 -----
5336	0.00	0.00	0.00	0.00	0.00	0
5339	1,304.75	0.00	0.00	248.88	1,055.87	19 -
5593	2,970.00	0.00	0.00	2,500.00	470.00	84 -----
5813	600.00	0.00	0.00	0.00	600.00	0
5818	7,500.00	0.00	0.00	0.00	7,500.00	0
5819	500.00	0.00	220.12	220.12	279.88	44 ----
5897	3,000.00	0.00	0.00	0.00	3,000.00	0
5902	2,250.00	0.00	0.00	3,513.00	1,263.00-	156 -----!!!!
5905	0.00	0.00	0.00	0.00	0.00	0
5906	0.00	0.00	0.00	0.00	0.00	0

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAR 31, 2023

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
68 RICHLAND COUNTY FAIR FUND						
5614 FAIRS AND EXHIBITS						
0000 PROJECT						
5924 FAIREST OF THE FAIR	0.00	0.00	0.00	0.00	0.00	0
5925 FAIR GRANTS	0.00	0.00	0.00	0.00	0.00	0
5926 ENTERTAINMENT	23,982.56	0.00	0.00	0.00	23,982.56	0
5949 PREMIUMS	9,300.00	0.00	0.00	0.00	9,300.00	0
5950 RIBBONS, TROPHIES AND ENTRY	1,600.00	0.00	0.00	0.00	1,600.00	0
5970 CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
5982 SCHOLARSHIPS AWARDED	0.00	0.00	0.00	0.00	0.00	0
5984 STAR SPANGLED EXPENSES	0.00	0.00	0.00	0.00	0.00	0
5999 BILLS - NO LINE DETAIL	15,000.00	0.00	0.00	0.00	15,000.00	0
6000 FLOOD DAMAGE REPAIR	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	140,635.76	0.00	4,188.23	17,031.28	123,604.48	12 -
TOTAL: FAIRS AND EXHIBITS	140,635.76	0.00	4,188.23	17,031.28	123,604.48	12 -
5920 TRANSFERS TO OTHER FUNDS						
0000 PROJECT						
1710 TRANSFERS TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0
1742 TRAN TO INS REIMBURSE FUND	0.00	0.00	0.00	0.00	0.00	0
1769 TRAN TO CTY FAIR DONATION FD	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: RICHLAND COUNTY FAIR FUND	140,635.76	0.00	4,188.23	17,031.28	123,604.48	12 -



	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT AND IN PROCESS	MTD POSTED AND IN PROCESS	POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
68	RICHLAND COUNTY FAIR FUND							
4100	TAXES							
0000	PROJECT							
4111	15,000.00	15,000.00	0.00	15,000.00	0.00	100	-----	
TOTAL: PROJECT	15,000.00	15,000.00	0.00	15,000.00	0.00	100	-----	
TOTAL: TAXES	15,000.00	15,000.00	0.00	15,000.00	0.00	100	-----	
4200	INTERGOVERNMENTAL GRANTS AND							
0000	PROJECT							
4262	6,800.00	6,800.00	0.00	0.00	6,800.00	0		
4288	0.00	0.00	0.00	0.00	0.00	0		
4299	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: PROJECT	6,800.00	6,800.00	0.00	0.00	6,800.00	0		
TOTAL: INTERGOVERNMENTAL GRANTS AND	6,800.00	6,800.00	0.00	0.00	6,800.00	0		
4500	PUBLIC CHARGES FOR SERVICES							
0000	PROJECT							
4441	0.00	0.00	0.00	0.00	0.00	0		
4590	39,000.00	39,000.00	0.00	0.00	39,000.00	0		
4591	0.00	0.00	0.00	0.00	0.00	0		
4592	5,500.00	5,500.00	0.00	0.00	5,500.00	0		
4593	0.00	0.00	0.00	0.00	0.00	0		
4594	6,000.00	6,000.00	0.00	0.00	6,000.00	0		
4595	0.00	0.00	0.00	0.00	0.00	0		
4596	0.00	0.00	0.00	0.00	0.00	0		
4597	3,000.00	3,000.00	0.00	0.00	3,000.00	0		
4598	0.00	0.00	0.00	0.00	0.00	0		
4599	0.00	0.00	0.00	0.00	0.00	0		
4600	500.00	500.00	0.00	0.00	500.00	0		
4601	1,135.76	1,135.76	0.00	0.00	1,135.76	0		
4602	18,500.00	18,500.00	0.00	0.00	18,500.00	0		
4603	2,000.00	2,000.00	0.00	0.00	2,000.00	0		
4604	18,000.00	18,000.00	0.00	0.00	18,000.00	0		
4605	3,000.00	3,000.00	0.00	0.00	3,000.00	0		
4606	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: PROJECT	96,635.76	96,635.76	0.00	0.00	96,635.76	0		
TOTAL: PUBLIC CHARGES FOR SERVICES	96,635.76	96,635.76	0.00	0.00	96,635.76	0		
4800	MISCELLANEOUS REVENUES							
0000	PROJECT							
4813	0.00	0.00	0.00	0.00	0.00	0		
4822	7,200.00	7,200.00	0.00	0.00	7,200.00	0		
4840	15,000.00	15,000.00	0.00	0.00	15,000.00	0		
4851	0.00	0.00	0.00	0.00	0.00	0		
TOTAL: PROJECT	22,200.00	22,200.00	0.00	0.00	22,200.00	0		
TOTAL: MISCELLANEOUS REVENUES	22,200.00	22,200.00	0.00	0.00	22,200.00	0		
4900	OTHER FINANCIAL SOURCES							

Revenue Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAR 31, 2023

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
68 RICHLAND COUNTY FAIR FUND						
4900 OTHER FINANCIAL SOURCES						
0000 PROJECT						
4920 TRANSFERS FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0
4922 TRANSFER FROM CONTINGENCY FU	0.00	0.00	0.00	0.00	0.00	0
4941 TRAN FM CO FAIRGROUND DONAT	0.00	0.00	0.00	0.00	0.00	0
4949 TRANS FM CAPITAL PROJECTS FD	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER FINANCIAL SOURCES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: RICHLAND COUNTY FAIR FUND	140,635.76	140,635.76	0.00	15,000.00	125,635.76	10 -

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAR 31, 2023

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
65 COUNTY PARKS FUND						
5651 COUNTY PARKS						
0000 PROJECT						
5111 SALARIES - REGULAR	4,260.93	0.00	273.84	821.52	3,439.41	19 -
5141 PER DIEM	1,080.00	0.00	0.00	0.00	1,080.00	0
5151 FICA - COUNTY SHARE	390.62	0.00	20.96	62.87	327.75	16 -
5152 RETIREMENT - COUNTY SHARE	294.18	0.00	18.63	55.87	238.31	18 -
5153 DENTAL INSURANCE-CO SHARE	62.86	0.00	5.24	15.71	47.15	24 --
5154 HEALTH INSURANCE - COUNTY SH	2,173.70	0.00	186.15	558.45	1,615.25	25 --
5155 LIFE INSURANCE - COUNTY SHAR	3.09	0.00	0.26	0.78	2.31	25 --
5161 HEALTH INS REIMBURSEMENT DED	100.00	0.00	0.00	0.00	100.00	0
5211 REGISTRATION AGENT FEES	200.00	0.00	0.00	0.00	200.00	0
5222 LIGHTS	1,300.00	0.00	101.73	319.59	980.41	24 --
5225 TELEPHONE	0.00	0.00	0.00	40.01	40.01	9999 -----!!!!
5249 REPAIRS & MAINTENANCE	20,000.00	0.00	0.00	0.00	20,000.00	0
5311 POSTAGE AND ENVELOPES	130.00	0.00	0.00	0.00	130.00	0
5313 PRINTING	4.00	0.00	0.00	0.00	4.00	0
5324 DUES (HIDDEN VALLEYS)	0.00	0.00	0.00	0.00	0.00	0
5326 ADVERTISING	470.00	0.00	0.00	0.00	470.00	0
5339 MILEAGE	525.00	0.00	0.00	0.00	525.00	0
5593 LICENSING	350.00	0.00	0.00	0.00	350.00	0
5913 RICHLAND CENTER PARK	5,000.00	0.00	0.00	0.00	5,000.00	0
5914 CAZENOVIA VILLAGE PARK	300.00	0.00	0.00	0.00	300.00	0
5915 GOTHAM VILLAGE PARK	300.00	0.00	0.00	0.00	300.00	0
5916 BOAZ VILLAGE PARK	300.00	0.00	0.00	0.00	300.00	0
5917 LONE ROCK VILLAGE PARK	300.00	0.00	0.00	0.00	300.00	0
5918 VIOLA VILLAGE PARK	300.00	0.00	0.00	0.00	300.00	0
5919 MICK MEMORIAL PARK	300.00	0.00	0.00	0.00	300.00	0
5920 GILLINGHAM PARK	0.00	0.00	0.00	0.00	0.00	0
5940 RECREATIONAL TRAIL	300.00	0.00	0.00	0.00	300.00	0
5943 PINE RIVER TRAIL	0.00	0.00	0.00	0.00	0.00	0
5999 BILLS - NO LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	38,444.38	0.00	606.81	1,874.80	36,569.58	4
0506 KNOWLES GRANT-CANOE PORTS						
5999 BILLS - NO LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: KNOWLES GRANT-CANOE PORTS	0.00	0.00	0.00	0.00	0.00	0
0507 KNOWLES GRANT-WALKING TRAIL						
5999 BILLS - NO LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: KNOWLES GRANT-WALKING TRAIL	0.00	0.00	0.00	0.00	0.00	0
0508 RECREATIONAL TRAIL-BRIDGES						
5999 BILLS - NO LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: RECREATIONAL TRAIL-BRIDGES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COUNTY PARKS	38,444.38	0.00	606.81	1,874.80	36,569.58	4
5920 TRANSFERS TO OTHER FUNDS						

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAR 31, 2023

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
65 COUNTY PARKS FUND						
5920 TRANSFERS TO OTHER FUNDS						
0000 PROJECT						
1742 TRANS TO INS REIMBURSEMENT FD	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COUNTY PARKS FUND	38,444.38	0.00	606.81	1,874.80	36,569.58	4

Revenue Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAR 31, 2023

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT AND IN PROCESS	MTD POSTED AND IN PROCESS	YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
65 COUNTY PARKS FUND							
4100 TAXES							
0000 PROJECT							
4111 GENERAL PROPERTY TAXES	37,644.38	37,644.38	0.00	37,644.38	0.00	100	-----
TOTAL: PROJECT	37,644.38	37,644.38	0.00	37,644.38	0.00	100	-----
TOTAL: TAXES	37,644.38	37,644.38	0.00	37,644.38	0.00	100	-----
4200 INTERGOVERNMENTAL GRANTS AND							
0000 PROJECT							
4271 DNR FISH & GAME MNGMT GRANT	0.00	0.00	0.00	0.00	0.00	0	
4288 KNOWLES STEWARDSHIP GRANT	0.00	0.00	0.00	0.00	0.00	0	
4291 RECREATIONAL TRAIL GRANT	0.00	0.00	0.00	0.00	0.00	0	
4292 DISASTER AID	0.00	0.00	0.00	0.00	0.00	0	
4331 CONSERVATION AID GRANT	0.00	0.00	0.00	0.00	0.00	0	
4341 PINE RIVER TRAIL	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: PROJECT	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: INTERGOVERNMENTAL GRANTS AND	0.00	0.00	0.00	0.00	0.00	0	
4500 PUBLIC CHARGES FOR SERVICE							
0000 PROJECT							
4603 CAMPING REVENUE	300.00	300.00	0.00	0.00	300.00	0	
TOTAL: PROJECT	300.00	300.00	0.00	0.00	300.00	0	
TOTAL: PUBLIC CHARGES FOR SERVICE	300.00	300.00	0.00	0.00	300.00	0	
4800 MISCELLANEOUS REVENUES							
0000 PROJECT							
4341 PINE RIVER TRAIL	0.00	0.00	0.00	0.00	0.00	0	
4840 OTHER MISCELLANEOUS REVENUE	500.00	500.00	0.00	0.00	500.00	0	
TOTAL: PROJECT	500.00	500.00	0.00	0.00	500.00	0	
TOTAL: MISCELLANEOUS REVENUES	500.00	500.00	0.00	0.00	500.00	0	
4900 OTHER FINANCIAL SOURCES							
0000 PROJECT							
4920 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0	
4922 TRANSFER FROM CONTINGENCY FU	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: PROJECT	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: OTHER FINANCIAL SOURCES	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: COUNTY PARKS FUND	38,444.38	38,444.38	0.00	37,644.38	800.00	97	-----

-----FUND----- 57 SOLID WASTE & RECYCLING PROG

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE
-----	-----	-----	-----	-----
ASSETS				
-----				
CURRENT ASSETS:				
57.0000.0000.1110 CASH	16,773.32	999.59CR	3,718.55CR	13,054.77
57.0000.0000.1301 ACCOUNTS RECEIVABLE	3,416.55	0.00	1,303.78CR	2,112.77
57.0000.0000.1620 PREPAID WAGES	0.00	0.00	0.00	0.00
TOTAL CURRENT ASSETS:	20,189.87	999.59CR	5,022.33CR	15,167.54
TOTAL ASSETS:	20,189.87	999.59CR	5,022.33CR	15,167.54
LIABILITIES AND FUND BALANCE				
-----				
CURRENT LIABILITIES:				
57.0000.0000.2120 ACCOUNTS PAYABLE	3,416.55CR	0.00	1,303.78	2,112.77CR
57.0000.0000.2152 FEDERAL WITHHOLDING PAYABLE	0.00	0.00	0.00	0.00
57.0000.0000.2153 STATE WITHHOLDING PAYABLE	0.00	0.00	0.00	0.00
57.0000.0000.2154 FICA WITHHOLDING PAYABLE	0.00	0.00	0.00	0.00
57.0000.0000.2155 RETIREMENT PAYABLE	218.00CR	28.74	103.04	114.96CR
57.0000.0000.2156 HEALTH INSURANCE PAYABLE	0.00	0.00	0.00	0.00
57.0000.0000.2157 LIFE INSURANCE PAYABLE	0.00	0.00	0.00	0.00
57.0000.0000.2158 LOSS OF TIME INSURANCE PAYAB	0.00	0.00	0.00	0.00
57.0000.0000.2161 DENTAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
57.0000.0000.2164 PRIOR HEALTH INSURANCE PAYBL	0.00	0.00	0.00	0.00
57.0000.0000.2170 ACCRUED WAGES PAYABLE	0.00	0.00	0.00	0.00
TOTAL CURRENT LIABILITIES:	3,634.55CR	28.74	1,406.82	2,227.73CR
TOTAL LIABILITIES:	3,634.55CR	28.74	1,406.82	2,227.73CR
FUND BALANCE:				
57.0000.0000.2960 UNRESERVED/UNDESIGNATED FUND	15,164.67CR	0.00	0.00	15,164.67CR
57.0000.0000.2980 REVENUE CONTROL	98,965.73CR	0.00	0.00	98,965.73CR
57.0000.0000.2985 EXPENDITURE CONTROL	97,575.08	970.85	3,615.51	101,190.59
57.0000.0000.2990 ESTIMATED REVENUE	0.00	0.00	0.00	0.00
57.0000.0000.2995 APPROPRIATIONS	0.00	0.00	0.00	0.00
TOTAL FUND BALANCE:	16,555.32CR	970.85	3,615.51	12,939.81CR
TOTAL LIABILITIES AND FUND BALANCE:	20,189.87CR	999.59	5,022.33	15,167.54CR
TOTAL FUND:	0.00	0.00	0.00	0.00



TOTAL NUMBER OF RECORDS PRINTED 19

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAR 31, 2023

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
57 SOLID WASTE & RECYCLING PROG						
5730 SOLID WASTE & RECYCLING PROG						
0000 PROJECT						
5111 SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00	0
5112 SALARIES - PART-TIME	10,304.38	0.00	845.28	2,888.04	7,416.34	28 --
5141 PER DIEM	1,500.00	0.00	0.00	0.00	1,500.00	0
5151 FICA - COUNTY SHARE	918.18	0.00	64.67	220.96	697.22	24 --
5152 RETIREMENT - COUNTY SHARE	682.87	0.00	57.48	196.39	486.48	28 --
5153 DENTAL INSURANCE-CO SHARE	0.00	0.00	0.00	0.00	0.00	0
5154 HEALTH INSURANCE - COUNTY SH	0.00	0.00	0.00	0.00	0.00	0
5155 LIFE INSURANCE - COUNTY SHAR	7.04	0.00	0.42	1.62	5.42	23 --
5161 HEALTH INS REIMBURSEMENT DED	0.00	0.00	0.00	0.00	0.00	0
5225 TELEPHONE	625.00	0.00	0.00	0.00	625.00	0
5248 SERVICES ON MACHINES	0.00	0.00	0.00	0.00	0.00	0
5293 LEASE ON COPIER	300.00	0.00	0.00	305.50	5.50-	101 -----
5311 POSTAGE	200.00	0.00	3.00	3.00	197.00	1
5313 PRINTING	0.00	0.00	0.00	0.00	0.00	0
5319 OFFICE SUPPLIES	175.00	0.00	0.00	0.00	175.00	0
5324 DUES	0.00	0.00	0.00	0.00	0.00	0
5326 ADVERTISING/EDUCATION	3,500.00	0.00	0.00	0.00	3,500.00	0
5334 REGISTRATION	300.00	0.00	0.00	0.00	300.00	0
5335 MEALS	100.00	0.00	0.00	0.00	100.00	0
5336 LODGING	200.00	0.00	0.00	0.00	200.00	0
5339 MILEAGE	800.00	0.00	0.00	0.00	800.00	0
5356 MAINTENANCE & REPAIRS	200.00	0.00	0.00	0.00	200.00	0
5482 CLEAN SWEEP	0.00	0.00	0.00	0.00	0.00	0
5532 RENT	4,800.00	0.00	0.00	0.00	4,800.00	0
5815 COMPUTER SOFTWARE	250.00	0.00	0.00	0.00	250.00	0
5818 RENTAL OF EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00	0
5819 NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
5963 RECYCLING GRANT	71,837.53	0.00	0.00	0.00	71,837.53	0
5970 EXTENSION SERVICES	0.00	0.00	0.00	0.00	0.00	0
5978 EFFICIENCY INCENTIVE GRANT	0.00	0.00	0.00	0.00	0.00	0
5999 BILLS - NO LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	98,700.00	0.00	970.85	3,615.51	95,084.49	3
TOTAL: SOLID WASTE & RECYCLING PROG	98,700.00	0.00	970.85	3,615.51	95,084.49	3
5920 TRANSFER TO OTHER FUNDS						
0000 PROJECT						
1742 TRAN TO INS REIMBURSEMENT FD	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: SOLID WASTE & RECYCLING PROG	98,700.00	0.00	970.85	3,615.51	95,084.49	3

Revenue Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAR 31, 2023

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT AND IN PROCESS	MTD POSTED AND IN PROCESS	YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
57 SOLID WASTE & RECYCLING PROG							
4200 INTERGOVERNMENTAL GRANTS AND PROJECT							
4222 ST.AID-SOLID WASTE & RECYCLE	98,700.00	98,700.00	0.00	0.00	98,700.00	0	
4289 ST AID-EFFICIENCY INCENTIVES	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: PROJECT	98,700.00	98,700.00	0.00	0.00	98,700.00	0	
TOTAL: INTERGOVERNMENTAL GRANTS AND	98,700.00	98,700.00	0.00	0.00	98,700.00	0	
4800 MISCELLANEOUS REVENUES PROJECT							
4813 CREDIT CARD REBATES	0.00	0.00	0.00	0.00	0.00	0	
5928 RECYCLING OVERPAYMENTS	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: PROJECT	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0	
4900 OTHER FINANCIAL SOURCES PROJECT							
4920 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: PROJECT	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: OTHER FINANCIAL SOURCES	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: SOLID WASTE & RECYCLING PROG	98,700.00	98,700.00	0.00	0.00	98,700.00	0	

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAR 31, 2023

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
69 SNOWMOBILE TRAILS AND AREAS							
5644 SNOWMOBILE TRAILS							
0000 PROJECT							
5901 GENERAL LIABILITY INSURANCE	25.00	0.00	0.00	0.00	25.00	0	
5999 SNOWMOBILE TRAIL GRANT	42,000.00	0.00	49,900.00	50,300.00	8,300.00-	119	-----!
TOTAL: PROJECT	42,025.00	0.00	49,900.00	50,300.00	8,275.00-	119	-----!
4083 BRIDGE DECK REPLACEMENT							
5976 BRIDGE DECK REPLCMT PROJECT.	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: BRIDGE DECK REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0	
5284 PROJECT							
5976 S-5284 SNOWMOBILE TRAIL AID	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: PROJECT	0.00	0.00	0.00	0.00	0.00	0	
5450 GRANT S-5450							
5976 S-5450 SNOWMOBILE TRAIL AID	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: GRANT S-5450	0.00	0.00	0.00	0.00	0.00	0	
5452 GRANT S-5452							
5976 S-5452 SNOWMOBILE TRAIL AID	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: GRANT S-5452	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: SNOWMOBILE TRAILS	42,025.00	0.00	49,900.00	50,300.00	8,275.00-	119	-----!
5920 TRANSFERS TO OTHER FUNDS							
0000 PROJECT							
1710 TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: PROJECT	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: SNOWMOBILE TRAILS AND AREAS	42,025.00	0.00	49,900.00	50,300.00	8,275.00-	119	-----!

Revenue Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH MAR 31, 2023

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
69 SNOWMOBILE TRAILS AND AREAS						
4200 INTERGOVERNMENTAL GRANTS AND PROJECT						
4263 STATE AID - SNOWMOBILE TRAIL	42,025.00	42,025.00	0.00	0.00	42,025.00	0
TOTAL: PROJECT	42,025.00	42,025.00	0.00	0.00	42,025.00	0
5284 S-5284 SNOWMOBILE TRAIL AID						
4263 ST AID-S-5284	0.00	0.00	0.00	0.00	0.00	0
TOTAL: S-5284 SNOWMOBILE TRAIL AID	0.00	0.00	0.00	0.00	0.00	0
5450 S-5450 SNOWMOBILE TRAIL AID						
4263 ST AID-S-5450	0.00	0.00	0.00	0.00	0.00	0
TOTAL: S-5450 SNOWMOBILE TRAIL AID	0.00	0.00	0.00	0.00	0.00	0
5452 S-5452 SNOWMOBILE TRAIL AID						
4263 ST AID-S-5452	0.00	0.00	0.00	0.00	0.00	0
TOTAL: S-5452 SNOWMOBILE TRAIL AID	0.00	0.00	0.00	0.00	0.00	0
TOTAL: INTERGOVERNMENTAL GRANTS AND	42,025.00	42,025.00	0.00	0.00	42,025.00	0
4800 MISCELLANEOUS REVENUES						
0000 PROJECT						
4813 CREDIT CARD REBATES	0.00	0.00	0.00	0.00	0.00	0
4840 OTHER MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0
4900 OTHER FINANCIAL SOURCES						
0000 PROJECT						
4920 TRANSFERS FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER FINANCIAL SOURCES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: SNOWMOBILE TRAILS AND AREAS	42,025.00	42,025.00	0.00	0.00	42,025.00	0

**RESOLUTION NO. 22 - XX**

A Resolution Authorizing the Fair, Recycling and Parks Committee To Apply For And Accept A Clean Sweep Grant.

WHEREAS the Fair, Recycling and Parks Standing Committee has been notified that it is eligible to apply for a Clean Sweep Grant from the Wisconsin Department of Agriculture, Trade and Consumer Protection up to \$24,000, with the grant funds to be used to collect Agriculture and Household Hazardous materials that meet the State Clean Sweep program,

WHEREAS Rule 14 of the Rules of the Board requires County Board approval for any department of County government to apply for and accept a grant, and

WHEREAS the grant requires a 20% minimum County match which can be either cash and/or in-kind funding. The Fair, Recycling and Parks Standing Committee will apply in-kind funding, in addition, requesting support from the Richland County Board of Supervisors to approve, if needed, funding from General Fund 10 to cover any overages, and

WHEREAS Fair, Recycling and Parks Standing Committee and the Recycling Coordinator, Carla Doudna, are presenting this Resolution to the County Board for consideration and recommending that the County Board approve such request, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Richland County Recycling Coordinator, Carla Doudna of the Fair, Recycling and Parks Department to apply for and accept an Agricultural and Household Clean sweep Grants from the Wisconsin Department of Agriculture, Trade and Consumer Protection in the amount of or up to \$24,000, and that any overage will be supplemented by the General Fund 10, and

BE IT FURTHER RESOLVED that approval is hereby granted for the funds to be spent in accordance with the terms of the grant and the Recycling Coordinator, Carla Doudna, is authorized to sign on behalf of the County any documents necessary to carry out this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FAIR, RECYCLING, & PARKS STANDING COMMITTEE

AYES            NOES

PENDING -Approved on April, 24, 2023

RESOLUTION \_\_\_\_\_

FOR    AGAINST

DEREK S. KALISH  
COUNTY CLERK

KERRY SEVERSON  
GARY MANNING  
TIM GOTTSCHALL  
DANIELLE RUDERSDORF

DATED:















## Director of Parks and Recreation Job Description

Job Title- Director of Parks, Trails and Fairgrounds

### **Nature of Work**

Plans, organizes, manages, coordinates, and participates in providing a comprehensive program of recreation, parks, tourism, and leisure activities for the community. Oversees and manages the operations and activities of the Richland County Fair; oversees off-season Fairground activities, rentals, and community functions; promotes community interest in County Parks, Tourism, and Fairground facilities; manages the content and vision for county tourism activities in conjunction with Richland Tourism Director, and supervises assigned personnel within the department.

### **Career Features**

The Parks, Trails, and Fairgrounds Director is a management position responsible for assisting in the development and implementation of County goals and objectives related to parks, recreation, fairs, events, and tourism. Integral services and areas of oversight include but are not limited to: managing various recreation facilities including the fairgrounds, multiple County parks and trails; promote, market, schedule and implement a program of events, recreation, and tourism; develop and administer budgets; assist in acquisition and development, and maintenance of parks and open spaces; manage small and large capital improvement projects; prepare and administer grants; and other department administrative management functions. Appointment of Parks, Trails and Fairgrounds Director requires compliance with the qualifications of the position and the ability to establish goals for the outdoor recreation plan, review the accomplishments and performance of individuals.

### **Essential Functions**

The following duties are not intended to serve as a comprehensive list of all duties performed in this classification, only a representative summary of the primary duties and responsibilities. Incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Plans, develops and implements goals and objectives in all areas of parks, events, and recreation services.
- Provide guidance in a variety of aspects of parks, tourism, events, and recreation services.
- Plans and participates in the development of the parks, tourism, and recreation that include services and capital enhancements.
- Plans, manages and evaluates the work of assigned staff. Develops, implements and monitors work plans to achieve recreation service goals and performance measures. Establishes performance requirements.
- Plans and prepares budgets for all departments, including variable funding such as those for recreation, projects, and donations. Administers and oversees service delivery according to approved budgets.
- Manages and coordinates the day-to-day operations including administration, marketing, public relations, events management, contract administration, tourism initiatives, parks and facilities maintenance.
- Directs, supervises, and participates in the development, implementation, and administration of the Fair's marketing, yearly events, interim events, and new event plans.

- Actively recruits, negotiates and administers special funding to include sponsorships and grants for the annual Fair and/or onsite at the Fairground's facilities, tourism activities, and the County parks.
- Prepare applications for various grants; administer approved grants; maintain knowledge of current and relevant grant processes, rules, regulations, and associated agencies.
- Work with Highway Commissioner and Richland Tourism Director on ATV/UTV routes and trails that are established and proposal of new ones.
- Prepares, administers, and monitors the budgets for the Richland County Fair, the Fairgrounds, County parks, and tourism efforts.
- Maintains and updates financial, statistical, and program-specific data, reports and records.
- Represent the Department's interests on boards and committees; as necessary, represent at meetings with County officials and administrators, community organizations and governmental agencies, citizens and other groups or individuals.
- Administer and manage contracts for services provided by internal and outside agencies.
- Receives, investigates, and resolves participant, volunteer, staff, citizen, community group, or community partner inquiries, concerns, complaints, and problems.
- Researches, identifies and develops marketing and publicity plans and strategies for the County's recreation services. Oversees development and distribution of, writes, and edits media releases, pamphlets, flyers, newsletters and other publicity materials for activities, events, and recreational programs.
- Develop and implement operating procedures for existing and new facilities.
- Hires, supervises, and evaluates the performance of assigned personnel; supervises and coordinates the work activities of volunteers; coordinates and/or provides employee training.
- Monitors staff for compliance with departmental policies, procedures, and standards of service.
- Updates and maintains the Department's personnel files via Human Resources and payroll.
- Conducts a variety of public relations functions; develops and maintains partnerships with community organizations, clubs, and the media.
- Oversees the bid processes for department recreation services and events.
- Coordinates with staff regarding Fair events, activities, interim event rentals, service requirements, office/grounds maintenance, and plays an integral role to the upgrade and improvements of the fairground's buildings and facility, and County parks.
- Orders and maintains office/event supply inventories; authorizes departmental purchases; processes and authorizes departmental billing, payments, and reimbursements in accordance with policy.
- Prepares and maintains a variety of departmental records, reports, and documentation.
- Participates in a variety of staff, community, tourism, parks, and fair industry meetings, conferences, and seminars.
- Provides 24/7 on-call service in relation to County Parks, Fairgrounds, and/or interim event issues.
- Maintains all camping logs and maps per State Statue DHS 178.20
- Work with Emergency Management Director involving Evacuation Plan for properties hosting events, camping and visitors.
- Performs other duties as assigned that support the overall objective of the position.

#### **Working Environment/Physical Demands**

Work is performed in a standard office environment and in and around fairground facilities; subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 75 pounds.

### **Employment Standards**

Associate's Degree in Parks Management, Fair Management, Marketing, or a closely related field; AND/OR three (3) years' experience managing parks, tourism, fairground operations, and/or events. A valid Driver's License is required.

### **Knowledge and Skills**

Knowledge of:

- County policies and procedures.
- Park, Trail and Fairground operations, policies, and procedures.
- Regulations and standards governing park and fairground operations.
- Principles of tourism, marketing, and public relations.
- Events management, grants, and contract administration principles.
- Processes for preparing and administering budgets.
- Supervisory principles, practices, and methods.

### **Skills in:**

- Managing and coordinating the operations and activities of the County's Parks, Trails and Fairgrounds.
- Facilitating the delivery of high-quality recreational services to the community and tourists.
- Coordinating bid processes and negotiating/administering service contracts.
- Writing and submitting grants.
- Establishing and maintaining effective working relationships with staff, volunteers, industry professionals, community organizations, outside agencies, vendors, contractors, the citizens of Richland County, as well as our visitors.
- Communicating effectively verbally and in writing.
- Developing and administering budgets and monitoring departmental expenditure.
- Supervising, leading, and delegating tasks and authority

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# RICHLAND COUNTY POSITION DESCRIPTION

**Position Title:** Fair Coordinator

**Department:** Fair, Recycling & Parks

**Reports to:** Department Director

**Pay Grade:**

**Date:**

**Hours Per Week:** 1000 hours per year

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## **POSITION SUMMARY**

Plans, organizes, oversees, coordinates and participates in all aspects of hosting the annual Richland County Fair. This position will handle the promotion and marketing of the fair and oversee the fair camping, volunteer schedule and supply requests.

## **Career Features**

The Fair Coordinator is a supervisory position responsible for overseeing the operation and implementation of all things related to the Richland County Fair. The areas of oversight include but are not limited to: supervising the staff and volunteers of the fair, promoting, marketing, scheduling and implementation of the schedule of events. Work with the department Director regarding budgets, contracts, and accounts payable and receivable. Communicate with department Director on facility and grounds capital improvement projects that might be needed; prepare and administer grants related to the operation of the fair and related buildings/needs. Appointment of Fair Coordinator requires compliance with the qualifications of the position and the ability to establish goals for the growth of the event and provide feedback regarding the performance of staff and volunteers.

## **ESSENTIAL FUNCTIONS**

The following duties are not intended to sever as a comprehensive list of duties performed in this classification, only a representative summary of the primary duties and responsibilities. Incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties. Other duties may be required or assigned.

- This position has limited hours so ability of flex hours is essential to cover needs that could be outside of the normal work week being Monday-Friday 8a-5p.
- Operate the Richland County Fair in compliance with County, State and Federal laws and policies. Ensure the facility and grounds are presentable, well-maintained and up to codes/standards in order to meet the general needs of users and comply with ADA requirements.
- Coordinate grounds, building and barn set up and clean up.
- Work with department staff, project leaders, 4-H departments, FFA Advisors and youth group organizers regarding any and all fair related needs.
- Handle recruitment of judges, gate staff, superintendents, fair helpers and volunteers in coordination with Human Resources when needed.
- Ensure employees are trained to perform their duties and follow all safety procedures so tasks are performed in an efficient, effective, and safe manner.

- Resolve issues and/or conflicts as they arise.
- Opening and closing office, maintaining department files, vendor database, FairEntry Program, answering phone, greeting customers, creating reports and meeting materials as required and take meeting minutes.
- Understand and work within department budget.
- Complete and submit State reporting required by Department of Agriculture and Trade and Consumer Protection (DATCP).
- Review and submit to Department Director all voucher submissions for payment, and track departmental revenues and expenditures.
- Update fairbook in compliance with the state ATCP 160 rules and regulations that govern county fairs.
- Review, monitor, and accept FairEntry entries. Preparing, printing, and packaging all exhibitor entries for delivery.
- Ensure all judging results and award selection paperwork is accurate and submitted after each department judging.
- Monitor and review all employee hours entered on timesheets.
- Formulate local rules and regulations for exhibitors and the public required by DATCP and State Statutes.
- Prepare, distribute and approve commercial exhibitor space applications.
- Maintain log of sick animals removed from grounds, vet sheets, and testing logs.
- Work with State Health Department, State Veterinarians and Food Inspectors.
- Promote and advertise the fair using social media, press, and radio.
- Arrange adequate police, fire, EMS, first aid station, sanitary facilities.
- Work with Emergency Management Director involving Evacuation Plan for all properties.
- Maintain camping logs and payment during fair.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- High School diploma or vocational/technical training in office support functions with two years related experience required, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Proficient in Word, Excel and PowerPoint required.
- Strong ability to communicate effectively and professionally both orally and in writing.
- Ability to organize, prioritize, and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, and data entry.
- Current WI driver's license with no prior convictions and unlimited access to reliable transportation.

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Language Ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents including financial reports, letters and memos, state and federal rules and regulations and budget sheets.
- Ability to deliver information and explain procedures.
- Ability to communicate effectively in verbal and written form with other departments within the County, the general public, and department staff both in person and in writing.
- Ability to create and maintain excellent customer relations with diverse population of patrons during the fair.
- Strong organization skills, including the ability to manage multiple priorities and frequent interruptions.
- Ability to manage large events, with high stress incidents, while under public scrutiny.
- Excellent public relation skills and ability to maintain good media relations.
- Ability to work around animals typically found in a County Fair environment.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.

### **Judgment and Situational Reasoning**

- Ability to lead others, work independently and work as a team
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger, and feel. Ability to lift and carry up to 50 pounds.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures, etc.
- Ability to move and guide material using simple tools; haul items in wagon, place signs and stands with hand cart.
- Ability to physically respond to a variety of settings to provide services, including office, barns, pulling track, midways areas and community locations; post office, bank, courthouse, and other related businesses.
- Ability to operate a motor vehicle.

### **Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.
- Ability to traverse a variety of walking surfaces as needed, including stairs.
- Exposure to the following materials may occur (this list is a sample and is not meant to be exclusive): cleaning/sanitation chemicals, solvents, volatile organic chemicals, environmental pollutants, paints, epoxies, abrasives, etc.

- Safety rule/regulations must be adhered to at all times, including appropriate attire and PPE when necessary.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

County Fair/Recycling/Parks

Carla Doudna		70%	Parks/Fairgrounds	30%	Recycling		68.5614	57.5730	
		Annual Hours	Hourly Rate	Employee (EE)	Employer (ER)	Fairgrounds	Recycling	Check	
2024 Annual Salary		2080	23.11		\$48,068.80	33,648.16	14,420.64	-	
FICA	7.65%				\$3,677.26	2,574.08	1,103.18	-	
Retirement-EE	6.80%			\$3,268.68					
Retirement-ER	6.80%				\$3,268.68	2,288.07	980.60	-	
Health Ins-EE	22.00%	\$0.00	12	\$0.00					
Health Ins-ER	78.00%	\$0.00	12		\$0.00	-	-	-	
Dental Ins-EE	50.00%	\$0.00	12	\$0.00					
Dental Ins-ER	50.00%	\$0.00	12		\$0.00	-	-	-	
Life Ins-EE	100.00%	\$6.82	12	\$81.84					
Life Ins-ER	20.00%	\$6.82	12		\$16.37	11.46	4.91	-	
HRA					\$0.00	-	-	-	
Total				\$3,350.52	\$55,031.11	38,521.78	16,509.33	-	

This position covers all aspects of the parks, fairgrounds, recycling (maintenance, grants, camping, advertising, tourism, fairground events, camping, grants, all budgets, department meetings and recycling)

**Buford Marshall (100% County Fair) GROUNDSKEEPER**

68.5614		Annual Hours	Hourly Rate	Employee (EE)	Employer (ER)
2024 Annual Salary		600	14.15		\$8,490.00
FICA	7.65%				\$649.49
Total				\$0.00	\$9,139.49

This position covers, grounds maintenance, mowing and storage coordination

**OPEN POSTION(100% County Fair) FAIR COORDINATOR**

68.5614		Annual Hours	Hourly Rate	Employee (EE)	Employer (ER)
2024 Annual Salary		1000	15		\$15,000.00
FICA	7.65%				\$1,147.50
Total				\$0.00	\$16,147.50

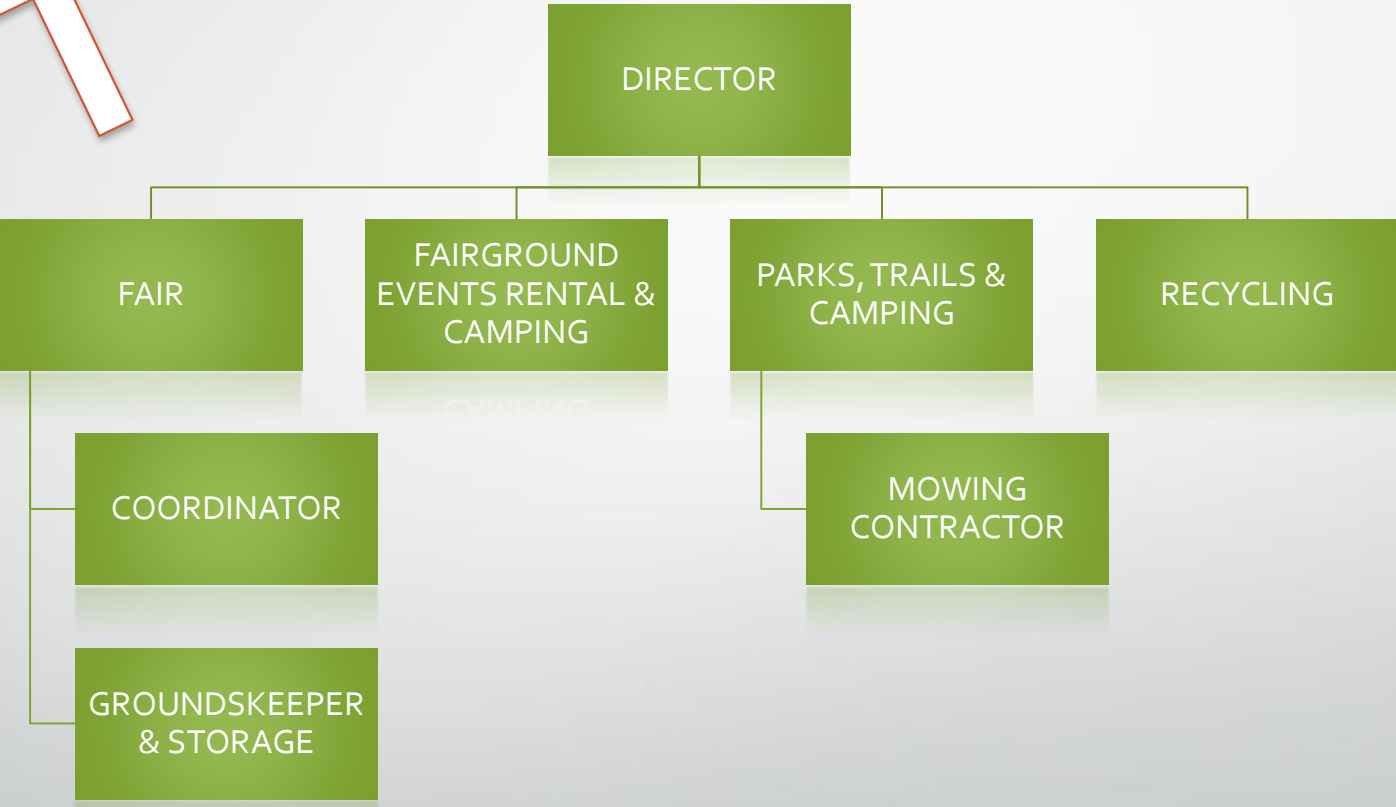
This position is strictly for the fair operation, including all State reporting, convention and some storage maintenance

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# Organization Chart

## FAIR, RECYCLING & PARKS DEPARTMENT

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# Department Needs- Fair

- Financial Support.
- Change current LTE Clerical staff at 600 hrs. hours year to Fair Coordinator at 1000 hrs. per year.
  - CB needs to support additional hours of training the first year.
  - The hours should be evaluated after a two-three year period.
- Groundskeeper position stays at 600 hrs. hours year.
- There needs to be a plan on supporting the maintenance of the grounds.
  - Repair the roads and grandstand roof.
  - Rebuild Building 10 for equipment storage. It's collapsing.

# Department Needs- Parks

- The money used for the 300hrs moved to Director Position.
- Financial Support in order to promote, repair and maintain.
- Tourism Plan to generate more property use and revenue.
- Continue contracting services for mowing. What we have has been working well.
- Plan for site camping.
- New Website.
- Will the Campus mowing now be park of our duties?
- Are the trails on the property of the Campus moving to Parks Department?
- Cost to maintain, equipment needed?
- Do we lease or purchase equipment?
- Do we work with Highway on purchasing and sharing Equipment?



# Department Needs -Recycling

- Duties handled by Director
- Continue working with businesses on developing programs
- Need more recycling options in the Community
- Consistently host Clean Sweeps but on an annual bases. CB will need to support that as it involves matching funds.

# Department Needs-Fairground Events & Camping

- Duties handled by Director.
- Financial Support in order to promote, repair and maintain.
- Tourism Plan to generate more revenue.
- Camping Plan involving promotion, and onsite recreation ideas.
- Community Fire Pit and games that can be used by campers.
- Promotion of Property for building rental; reunions, parties and other animal shows.
- Website.
- Do we look at an onsite camper, during season, as we growing the sites?

# LEASE AGREEMENT

This **Lease Agreement** made on MARCH 1, 2022 by and between RICHLAND COUNTY/RICHLAND COUNTY FAIRGROUNDS (the "Landlord") and AMERICAN LEGION POST 13 (the "Tenant"). The Landlord and Tenant are collectively referred to in this Lease Agreement as the "Parties".

Landlord is the owner of land and improvements commonly known and numbered as AMERICAN LEGION FOOD STAND, BUILDING 9 situated in 23630 COUNTY HIGHWAY AA, RICHLAND CENTER, WI 53581 and legally described as follows (the "Building"): BUILDING 9

**THEREFORE**, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

- 1. LEASE TERM.** Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for an "Initial Term" beginning [03/01/2022], and ending on [12/31/2027]. Landlord shall give Tenant possession at the beginning of the Lease term. Tenant shall provide Landlord with a key to the building. Either party may terminate this lease agreement with a 60-day written notice given to the other party.
- 2. RENT.** Tenant shall pay to Landlord during the Lease Term rental for one week of \$300 plus \$20 for each appliance in building during active fair dates, service call and replacement and or refill of required fire extinguishers until the end of this agreement on December 31, 2027 or unless the American Legion Post ?? stops participating in the Richland County Fair. Payment shall be due within 30 days of fair invoice following the Richland County Fair, to Landlord, at Richland County Fairgrounds, P.O. Box 508/23630 County Highway AA, Richland Center WI 53581 or at such other place designated by written notice from Landlord or Tenant. The Landlord requires no security deposit.
- 3. INSURANCE.** Tenant shall provide the Richland County Fairgrounds with the policies for any renters' insurance obtained for property in the building and the \$1M liability policy required during the fair week, each year. The Landlord will insure the building that is on County owned property but holds no responsibility for equipment in the buildings and the Tenant is advised to provide their own coverage for the equipment per calendar year and provide a copy to the Fair Coordinator.

4. **USE.** Notwithstanding the forgoing, Tenant shall not use the Leased Premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device. All of which is banned at the location of the lease.
5. **EXPENSES.** Landlord and Tenant acknowledge and agree that this Building Lease is intended to operate and function as a food stand during the Richland County Fair. Tenant shall be responsible for all costs and expenses associated with the Building and Premises, and Landlord shall have no responsibility for making any expenditure or for incurring any obligation, cost, expense, or liability of any kind whatsoever in connection with this Lease or the ownership, alteration, maintenance, operation, repair, or replacement of the Building and Premises. Any alterations on the Tenants part would require written consent starting with the Fair Committee, review by the County's Corporate Counsel and final approval by the County Board. Those requirements would be regardless of permit requirements that would be obtained by the Tenant and at their expense.
6. REMOVED
7. **NOTICE.** Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

Landlord Notice Address: 23630 County Highway AA, Richland Center, WI 53581.

Tenant Notice Address: Determined and updated at the signing of lease.

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

8. **DAMAGE AND DESTRUCTION.** If the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects that the same cannot be used for Tenant's purposes, then Tenant shall have the right within [#] days following damage to elect by notice to Landlord to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such damage does not render the Leased Premises unusable for Tenant's purposes, Landlord shall promptly repair such damage at the cost of the Landlord. In making the repairs called for in this paragraph, Landlord shall not be liable for any delays resulting from strikes, governmental restrictions, a pandemic, inability to obtain necessary materials or labor or other matters which are beyond the reasonable control of Landlord. Tenant shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for

occupancy, or use, in whole or in part, for Tenant's purposes. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant. The provisions of this paragraph extend not only to the matters aforesaid, but also to any occurrence which is beyond Tenant's reasonable control and which renders the Leased Premises, or any appurtenance thereto, inoperable or unfit for occupancy or use, in whole or in part, for Tenant's purposes.

**9. DEFAULT.** If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided, and if said default shall continue for [#] days after written notice thereof shall have been given to Tenant by Landlord, or if default shall be made in any of the other covenants or conditions to be kept, observed and performed by Tenant, and such default shall continue for thirty (30) days after notice thereof in writing to Tenant by Landlord without correction thereof then having been commenced and thereafter diligently prosecuted, Landlord may declare the term of this Lease ended and terminated by giving Tenant written notice of such intention, and if possession of the Leased Premises is not surrendered, Landlord may reenter said premises. Landlord shall have, in addition to the remedy above provided, any other right or remedy available to Landlord on account of any Tenant default, either in law or equity. Landlord shall use reasonable efforts to mitigate its damages.

**10. SUBLEASE AND ASSIGNMENT.** Tenant shall have the right without Landlord's consent, to assign this Lease to a corporation with which Tenant may merge or consolidate, to any subsidiary of Tenant, to any corporation under common control with Tenant, or to a purchaser of substantially all of Tenant's assets. Except as set forth above, Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease Agreement in whole or in part without Landlord's consent, such consent not to be unreasonably withheld or delayed.

**11. ALTERATIONS AND IMPROVEMENTS.** Tenant, at Tenant's expense, shall have the right following Landlord's consent to remodel, redecorate, and make additions, improvements and replacements of and to all or any part of the Leased Premises from time to time as Tenant may deem desirable, provided the same are made in a workmanlike manner and utilizing good quality materials. Tenant shall have the right to place and install personal property, trade fixtures, equipment and other temporary installations in and upon the Leased Premises, and fasten the same to the premises. All personal property, equipment, machinery, trade fixtures and temporary installations, whether acquired by Tenant at the commencement of the Lease term or placed or installed on the Leased Premises by Tenant thereafter, shall remain Tenant's

property free and clear of any claim by Landlord. Tenant shall have the right to remove the same at any time during the term of this Lease provided that all damage to the Leased Premises caused by such removal shall be repaired by Tenant at Tenant's expense.

- 12. SIGNS.** Following Landlord's consent, Tenant shall have the right to place on the Leased Building, at locations selected by Tenant, a business sign which are permitted by applicable zoning ordinances and private restrictions. Landlord may refuse consent to any proposed signage that is in Landlord's opinion too large, deceptive, unattractive or otherwise inconsistent with or inappropriate to the Leased Premises or use of any other tenant. Landlord shall assist and cooperate with Tenant in obtaining any necessary permission from governmental authorities or adjoining owners and occupants for Tenant to place or construct the foregoing signs. Tenant shall repair all damage to the Leased Premises resulting from the removal of signs installed by Tenant.
- 13. ENTRY.** Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the Tenant's business on the Leased Premises. Example- we enter the building during the fair to count appliances, prior to the fair for fire inspection and services for the extinguishers.
- 14. PARKING.** During the term of this Lease Agreement, Tenant shall have the non-exclusive use in common with Landlord, other tenants of the Building, their guests and invitees, of the non-reserved common automobile parking areas, driveways, and footways, subject to rules and regulations for the use thereof as prescribed from time to time by Landlord. Landlord reserves the right to designate parking areas within the Building or in reasonable proximity thereto, for Tenant and Tenant's agents and employees.
- 15. CONDEMNATION.** If any legally, constituted authority condemns the Building or such part thereof which shall make the Leased Premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Landlord and Tenant shall account for rental as of that date. Such termination shall be without prejudice to the rights of either party to recover compensation from the condemning authority for any loss or damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other by the condemning authority.
- 16. WAIVER.** No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated,

and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

**17. MEMORANDUM OF LEASE.** The parties hereto contemplate that this Lease shall be filed with the Richland County Clerk's Office. Landlord and Tenant shall execute a Memorandum of Lease to be recorded for the purpose of giving record notice of the appropriate provisions of this Lease.

**18. Removed**

**19. SUCCESSORS.** The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective legal representatives, successors and assigns.

**20. CONSENT.** Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

**21. COMPLIANCE WITH LAW.** Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased Premises.

**22. FINAL AGREEMENT.** This Agreement embodies the entire, final and complete agreement and understanding between Parties and replaces and supersedes all prior discussions and agreements between them with respect to its subject matter. This Agreement may be modified only by a further writing that is duly executed by both parties.

**23. GOVERNING LAW.** This Agreement shall be governed by the laws of the state of WISCONSIN.

**24. Removed**

**IN WITNESS WHEREOF**, the parties hereto set their hands and seal this [MM/DD/YYYY].

**Fairgrounds Coordinator Signature:** \_\_\_\_\_ Date: [MM/DD/YYYY]

Print Name: CARLA DOUDNA

**Tenant Signature:** \_\_\_\_\_ Date: [MM/DD/YYYY]

Print Name: [PRINTED NAME]

**Tenant Signature:** \_\_\_\_\_ Date: [MM/DD/YYYY]

Print Name: [PRINTED NAME]

**County Clerk's Signature:** \_\_\_\_\_ Date: [MM/DD/YYYY]

Print Name: DEREK KALISH



