



Richland County

Fair, Recycling & Parks Standing Committee

January 22, 2024

NOTICE OF MEETING

Amended Agenda

Please be advised that the Richland County Fair, Recycling and Parks Standing Committee will convene at 5:00 p.m., Wednesday, January 24, 2024 in the Richland County Board Room.

Virtual access and documents for the meeting can be found by clicking on this link:

<https://administrator.co.richland.wi.us/minutes/fair-recycling-parks/>

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Approval of October 25 minutes
5. Public Input
6. Financial reports
7. Storage update-revenue and process
8. Snowplowing
9. Departmental Staff and Structure
 - a. Parks and Trails Maintenance Worker
 - b. 20 hour per week LTE employee for Fair and Admin support
10. Committee Structure
11. 2024 Fair Convention
12. Snowmobile/Recycling update
13. Bid update for trail repair near Schreibers and Mobile Mart
14. Discussion on Fair entertainment
 - a. Southwest Pullers
 - b. Mr. Ed's Midway Show
 - c. Other entertainment options and discussion
15. Future Agenda Items
16. Adjournment

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, Richland Observer, WRCO, Courthouse Bulletin Board, County Clerk, County Administrator

Fair, Recycling and Parks Standing Committee
October 25, 2023
Meeting Minutes

Present were Kerry Severson, Sandy Campbell, Eric Siemandel, Cindy Chicker, Gary Deaver, Gary Manning, Scott Gald, Mary Miller, Cathy Cooper, Administrator Candace Pesch, Josh Elder and Steve Williamson. Tim Gottschall and John Collins were absent.

The October 25, 2023 meeting for Fair, Recycling and Parks Standing Committee was called to order at 5 p.m. by Chair Kerry Severson in the Conference Room at the Richland County Fairgrounds.

#2 Proof of Notification - The agenda was posted on the courthouse bulletin board and on the County website.

#3 Agenda Approval - Cindy Chicker moved to approve the agenda. Seconded by Eric Siemandel. All said aye. Motion approved.

#4 Previous Minutes - Scott Gald moved to approve the minutes for September 27, 2023. Seconded by Gary Manning. All said aye. Motion approved

#5 Public comment - Kerry introduced Mary Miller as the new County Board supervisor to this committee. She took the place of Danielle Rudersdorf. Cindy Chicker recommended that this meeting be moved to the courthouse and be available through WebEx for the public to attend. Gary Manning reported that he has received several comments from the public on how nice the rifle range looks, and more boards are needed.

#6 Financial report - Candace Pesch handed out copies of some of the fair and recycling financial sheets.

#7 Storage update - Candace Pesch and Josh Elder reported that times have been assigned for October 28 & 29 and November 4 & 5 for people to drop off their items for storage. Candace Pesch will be there and have all the paperwork ready for them to sign and collecting payment. Josh Elder, Gary Manning, Steve Williamson and some highway personnel will be there to put items away for storage.

#8 Grounds update - Josh Elder reported that all the water lines have been shut off and blown out. He also reported that every lock and padlock out there will be re-keyed (except the different clubs' food stands) so that there won't be a need for so many keys. Cathy Cooper requested that her department be given 3 keys as they have items stored at the conservation building that they need to get from time to time. Cathy Cooper also asked if, like last year, all but one entrance to the grounds be gated and locked. Josh Elder said that will be done. It was also suggested that the camera be put up again to prevent issues with items stored.

#9 Department Staff and Structure - Candace Pesch reported that she has found a temporary person to go through and scan some of the fair and recycling files. They will start November 6. Candace Pesch and Josh Elder presented a job description for a Parks, Trails, and Maintenance position. They looked at several position descriptions from Vernon County and took parts from those descriptions to create the one for Richland County. There are a few typos and maybe a few slight changes that need to be done. Looking at the position being 40 hours and would including snow plowing during the winter. Gary Manning moved to approve the position description with minor changes and will send it on to Carlson

Dettman. Seconded by Eric Siemandel. All said aye. Motion carried. The committee then discussed hiring and LTE for 20-30 hours a week to fulfill the duties of a fair secretary/recycling and complete paperwork for Parks. Cindy Chicker moved to approve an LTE position for 20-30 hours per week for Fair and Parks. Seconded by Eric Siemandel. All said aye. Motion carried.

10 Committee Structure - Fair, Recycling and Parks Standing committee will become a subcommittee under the Public Works committee. Does the committee want to stay one committee or to separate into 2 subcommittees? Scott Gald moved to have a separate Parks committee and Fair and Recycling committee and take this to Rules and Strategic Committee. Seconded by Gary Manning. All said aye. Motion carried.

#11- 2024 Fair convention. The Fair convention is January 7-10, 2024. At the convention, the county signs a contract with the carnival provider and looks at potential entertainment. Sandy Campbell is going for the daily sessions. Scott Gald is planning on going one day. Kerry will attend if he gets off work. He will pay his own way in case he can't go. Candace told committee members if they want to attend, they should let her know next week for the reduced rate.

#12 Bid Opening for Snowmobile Trail Projects - Cathy Cooper reported that she received no bids. She and Josh Elder will put together a bid package and the bid package will go out in January, 2024 and be opened at the January meeting.

#1 Future Agenda Items - Cathy Cooper said that if the committee sticks to the 4th Wednesday, the November meeting would be the day before Thanksgiving and the December meeting would be 2 days after Christmas. After much discussion, the committee determined to wait until January to meet.

#19. Adjournment - Eric Siemandel moved to adjourn until January 24, 2024 at 5:00 pm in the county board room. Seconded by Gary Manning. Motion carried. Meeting adjourned at 6:08 pm

Respectfully submitted

Cathy Cooper
Secretary Pro Temp

Fairground Expenses

	2023 Budgeted	2023 Actual	2022 Budgeted	2022 Actual	2021 Budgeted	2021 Actual
Salaries (Fair Coordinator, Secretary, Maint, Judges, Taxes, Retirement)	\$46,528.00	\$44,201.00	\$37,967.00	\$47,518.00	\$34,933.00	\$41,917.00
Utilities (Lights, Tele, Heat, Garabage, etc.)	\$15,300.00	\$14,574.00	\$14,660.00	\$14,904.00	\$11,680.00	\$13,036.00
Administrative (Copies, Postage, Advertising, Comp Licensing, etc.)	\$11,675.00	\$14,680.00	\$9,850.00	\$11,414.00	\$5,270.00	\$10,789.00
Grounds (Maint, Equip, Equip Rental, Insurance)	\$14,250.00	\$24,701.00	\$14,650.00	\$35,070.00	\$11,863.00	\$36,208.00
Entertainment (Including Food/Beer Garden)	\$34,983.00	\$25,390.00	\$33,598.00	\$15,924.00	\$32,000.00	\$30,285.00
Premiums (Awards, Ribbons, Trophies)	\$10,900.00	\$7,775.00	\$9,300.00	\$10,184.00	\$11,300.00	\$9,081.00
Start Up Fund (Provided Yearly by County Resolution)	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
	\$148,636.00	\$146,321.00	\$135,025.00	\$150,014.00	\$122,046.00	\$156,316.00

Fairground Revenues

	2023 Budgeted	2023 Actual	2022 Budgeted	2022 Actual	2021 Budgeted	2021 Actual
Start Up Fund (Provided Yearly by County Resolution)	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
State Aid	\$6,800.00	\$6,435.00	\$6,800.00	\$6,767.00	\$0.00	\$0.00
Gate Receipts	\$39,000.00	\$45,638.00	\$36,000.00	\$18,407.00	\$36,000.00	\$38,525.00
Donations	\$5,500.00	\$9,354.00	\$4,500.00	\$10,540.00	\$4,000.00	\$14,418.00
Space Rental/Concessionaires	\$7,500.00	\$8,979.00	\$7,500.00	\$8,643.00	\$7,015.00	\$7,260.00
Exhibitor Entry Fees	\$3,000.00	\$2,647.00	\$3,500.00	\$2,932.00	\$4,000.00	\$2,598.00
Ground Rental (Includes Horse Barn Fee, Winter Storage, Camping, Recycling Pro, etc)	\$30,836.00	\$27,618.00	\$27,225.00	\$30,209.00	\$23,730.00	\$31,290.00
Carnival Income	\$18,000.00	\$15,502.00	\$15,500.00	\$15,423.00	\$15,500.00	\$17,212.00
Food/Beer Income	\$4,000.00	\$6,447.00	\$4,000.00	\$3,707.00	\$0.00	\$5,145.00
Deficiency Appropriation	\$0.00	\$0.00	\$0.00	\$6,286.00	\$0.00	\$0.00
	\$129,636.00	\$137,620.00	\$120,025.00	\$117,914.00	\$105,245.00	\$131,448.00
		-\$8,701.00		-\$32,100.00		-\$24,868.00

Account Activity by Trans Date
SORTING BY TRANS DATE.....

SRC/JE/ID	DIRCTY VEN/CUS/EXPL	DATE	REFER	INVOICE	AMOUNT	DETAIL DESCR
	68	RICHLAND COUNTY FAIR FUND				
	68.4500	PUBLIC CHARGES FOR SERVICES				
	68.4500.0000	PROJECT				
	68.4500.0000.4602	STORAGE FEES				
R-041223-214	V VLASAK	041223	40411		500.00CR	SUMMER STORAGE
R-041423-217	FOLEY	041423	40434		89.40CR	STORAGE FEES-1 MONTH
R-060123-378	COUNTY FAIR	060123	40785		341.14CR	STORAGE FEES
R-070523-494	LONNIE MCCAULEY	070523	41026		220.00CR	STORAGE FEES
R-110223-913	VICTOR VLASAK	110223	41935		500.00CR	STORAGE FEES
R-110623-924	COUNTY FAIRGROUNDS	110623	41967		12,222.00CR	STORAGE FEES
R-110623-924	COUNTY FAIRGROUNDS	110623	41969		165.00CR	STORAGE FEES
R-110923-942	COUNTY FAIRGROUNDS	110923	42002		715.00CR	STORAGE FEES
R-120823-040	COUNTY FAIRGROUNDS	120823	42267		524.00CR	STORAGE FEES
.....	68.4500.0000.4602	STORAGE FEES			15,276.54CR	*TOTAL.....
.....	68.4500.0000	PROJECT			15,276.54CR	*TOTAL.....
.....	68.4500	PUBLIC CHARGES FOR SERVICES			15,276.54CR	*TOTAL.....
.....	68	RICHLAND COUNTY FAIR FUND			15,276.54CR	*TOTAL.....

Account Activity by Trans Date
SORTING BY TRANS DATE.....

SRC/JE/ID	DIRCTY VEN/CUS/EXPL	DATE	REFER	INVOICE	AMOUNT	DETAIL DESCR
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REPORT TOTALS:					15,276.54CR	
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RECORDS PRINTED - 000009

RICHLAND COUNTY
POSITION DESCRIPTION

Position Title: Parks and Trails Maintenance Technician

Department: Highway

Reports to: Highway Commissioner

Classification: Non-Exempt

Pay Grade: G

Hours Per Week: 40

Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This is a general labor position, which provides maintenance on grounds, parking areas, driveways and buildings as necessary and directed. Employee must exercise good judgment and initiative as this position works under the general supervision of the Highway Commissioner. Employee often works alone with no direct supervision.

Essential Duties and Responsibilities

- Performs routine maintenance on grounds, parking areas and driveways as necessary and directed.
- Assures that the facility and equipment are properly maintained for safety, comfort and convenience of employees and visitors.
- Attends in-services yearly (fire safety, inclement weather, etc.)
- Follows all life safety codes as they relate to the facility.
- On-call for emergency situations.
- Cleans floors to include sweeping, dusting, damp/wet mopping, vacuuming, and buffing.
- Cleans, dusts, and polishes furniture, baseboards, windowsills, and other fixtures.
- Scrubs and cleans lavatory floors, walls, toilets, sinks, equipment, etc.; Keep lavatories supplied with towels, soap, toilet paper, and other items.
- Empties and cleans wastebaskets.
- May drive company vehicles to dispose of recyclables, plow snow, etc.
- Operates snow removal equipment and removes snow in winter months.
- Performs routine maintenance on grounds, parking areas, driveways, etc. by cutting trimming, pruning, policing, sweeping, snow removal, etc. as necessary or instructed.

- Assists in building security. Checks doors and lights. Watches for evidence of fire hazards or vandalism.
- Prunes shrubs and trees.
- Uses power saws and motorized mowers.
- Sorts recyclables.
- Operates tractor with mower and weed trimmer.
- May operate power tools, hand tools, scraper, shovel, broom, truck, and lawn tractor.
- Performs repair, adjustment and installation of equipment for which some skill in electricity, carpentry, plumbing, painting, and other skills is necessary.
 - Performs other duties as assigned

Related Job Functions

- Assures that equipment is cleaned and properly stored at the end of the shift.
- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Attends staff meetings and training sessions
- Occasionally drive County vehicles; responsible for advising supervisor if valid driver's license and good driving record are not maintained.
- Performs related work as required or directed by Highway Commissioner.

Physical Demands

75% of the time is spent talking, hearing, walking, standing, and low handling. Medium (up to 50 lbs.) handling/lifting/pushing/pulling, bending reaching, using near and far vision. 25% - Balancing, stooping, kneeling, crouching, climbing stairs (using hands, legs, and feet). In non-routine situations, it is necessary to do high (50-80 lbs.) handling/lifting/pushing/pulling and very high (over 100 lbs.) carrying and low, high, and very high levels of pushing and pulling (over 100 lbs.) Up to 75% of the work is performed outside, possibly with very high humidity or extremely cold temperatures. Working in extreme heat or cold occurs about 75% of the time. Hazards include: moving vehicles, dust, noise, vibrations, potential mechanical and chemical hazards; Fumes, gases and odors may also be present in some situations. Involves potential and/or direct exposure to blood or body fluids. Uses breathing apparatus, hearing, gloves, and eye protection as necessary.

Education and Training Requirements

- Graduation from accredited high school or GED required. Advanced training at a technical school and 1-2 years of work experience in a related field. Prefer electrical experience, knowledge of minor plumbing and carpentry and/or a combination of training and experience which provides the required knowledge, skills and abilities.
- Knowledge of cleaning and cleaning equipment.
- Knowledge of lawn care and equipment.
- HVAC, plumbing, and electrical certification preferred.
- The ability to run, maintain and service all equipment and systems listed in job description including various types of power, hand, and building maintenance machinery, tools, and equipment (i.e. lawnmowers, saws, tractor, floor buffer, vacuum, power tools, etc.).
- Working knowledge of cleaning methods, materials, and equipment.
- Ability to perform simple mathematical problems.
- Knowledge of general maintenance work and repair of mechanical devices.
- Ability to use common tools and to operate machinery and equipment.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.

Created: 2023

Reviewed: 1/2024

January 19, 2024

Richland County Highway Department has an opening to fill a vacancy.

JOB TITLE: Parks, Trails, Maintenance Technician

QUALIFICATIONS:

1. Experience in the areas of carpentry, electricity, plumbing, painting, snow removal with large equipment, operating and mowing with moderate to large equipment
2. Be able to be self-motivated to preform repair, adjustment, cleaning and upkeep of Richland County grounds and buildings
3. Must be available to work evenings, weekends, and holidays.
4. Have the ability to work in adverse weather/environmental conditions.
5. Be available to be to work within 30 minutes, regardless of road conditions, when called.
6. Position offers competitive wage and benefit package starting at \$22.92/HR
7. High school diploma or equivalent. Plus, advanced training at technical school or at least one year of related experience.
8. Applicant selected must submit to drug – alcohol testing prior to employment.
9. Applications will be ***closed on Friday, February 12, 2024 at 3:30 pm.***
10. A complete job description is available at the Highway Department Office.
11. Applications with resumes will be accepted at the Richland County Highway Department, 120 Bowen Circle, Richland Center, WI 53581.
12. Richland County is an Equal Opportunity Employer.

Josh Elder

Richland County Highway Commissioner