

## **Parks, Tourism and Economic Development Committee**

### **Special Sub-Committee Meeting Minutes**

**Wednesday, August 31, 2016**

1. **Call to Order:** The Parks, Tourism and Economic Development Committee (PTEDC) Special Sub-Committee meeting was called to order at 1:00 PM Packer Room of the Trempealeau County Courthouse located at 36245 Main St, Whitehall, WI by Jon Schultz, Chair.
2. **Certification of Open Meeting Law Requirements:** Kevin Lien certified that the Open Meeting Law Requirements have been met.
3. **Roll Call of Sub-Committee Members:** Members present: Jon Schultz, Jean Galasinski, and Chuck Walek. Also present were Kevin Lien, Elsa Kulig, and Rian Radtke, George Brandt, Olin Fimreite, and Linda Mossman.
4. **Adoption of Agenda:** Chuck Walek made a motion to approve the agenda. Jean Galasinski seconded. Motion carried.
5. **Development of a Department Structure for Parks, Tourism, and Economic Development:** Discussions included having a position created for a full-time Parks, Tourism, and Economic Development Coordinator that would report to the Parks, Tourism, and Economic Development Committee. The Coordinator would also be over the two 29-hour/week Park LTE positions for 2017. The PTED Committee and Environment and Land Use Committee would have occasional joint meetings as needed, due to the fact that the PTED Coordinator would be located within the Department of Land Management and under that department's Director, who reports to the Environment and Land Use Committee. The Committee supports the concept that the position would report on a day-to-day basis to the Director of Land Management and the Committee would give the position policy direction. If a personnel issue were to arise, the Director of Land Management would discuss it with the PTED Committee at their meeting.
6. **Development of Job Descriptions for Parks, Tourism, and Economic Development Positions:** There were discussions on recruiting for a Parks, Tourism, and Economic Development Coordinator Position and how the job announcement should be sent out to schools that have majors in Parks and Tourism Categories. The new PTED Coordinator could put together a marketing plan each year and present it to the Committee every July to have it approved with the budget. The Coordinator could also work with the bus tours, ATV trail groups, do leaf reporting, river condition reporting, update the County website with a calendar of local events, and have listening sessions in various parts of the County. A draft of the job description will be put together and presented at the next Sub-Committee meeting on September 13<sup>th</sup> at 1:00.
7. **Adjourn:** Meeting was adjourned at 2:45PM by Jon Schultz.  
**Submitted by: Kirstie Heidenreich, recording secretary**

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Jean Galasinski

*Parks, Tourism and Economic Development Committee Secretary*