



OFFICIAL PUBLIC NOTICE

MEETING OF THE PARK BOARD MONDAY, FEBRUARY 24, 2025 AT 5:00 PM

COMMUNITY CENTER MEETING ROOM, 1050 N. ORANGE ST., RICHLAND CENTER, WI 53581

Teams Meeting: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjAxMjJiMjMtN2YzNS00NzY0LTg3YTgtMGUwODU2ZGZhYTYw%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%225a687dce-01a1-4ccb-9c60-934fe73d83fb%22%7d **Meeting ID: 275 002 727 261 Passcode: meS5HC**

AGENDA

CALL TO ORDER: *Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

APPROVAL OF MINUTES: *Motion to waive the reading of the minutes of the last meeting(s) in lieu of printed copies and approve the same.*

- [1.](#) Previous Meeting Minutes

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [2.](#) Consider approval of a fee discount or waiver for G.R.A.C.E. events: RACE for G.R.A.C.E. Walk/Run ¼ mile, 1 mile, 5k, 10k walk/run.
- [3.](#) Consider approval of Richland Area Rotary Youth Soccer, Inc. Sanctioned Recreation Group.
- [4.](#) Consider approval of a conditional use permit for OMHS's Animal House events.
- [5.](#) Consider approval of discount pool passes for the Brewer Public Library.
- [6.](#) Discussion about the Draft 2026-2031 Comprehensive Outdoor Recreation Plan.

APPROVAL OF BILLS

- [7.](#) Monthly Bills

MONTHLY REPORTS

- [8.](#) Budget Report
9. Recreation Director's Report
- [10.](#) WSRC Coordinator's Report
11. Park Board President's Report

REPORTS, REQUESTS, CONCERNS: *No action will be taken on any matter originating under this item.*

SET NEXT MEETING DATE: *Fourth Monday of the Month, March 24th, 2025.*

ADJOURNMENT

Posted this 20th day of February 2025 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

MEETING OF THE PARK BOARD
MONDAY, JANUARY 27, 2025, AT 5:00 PM

COMMUNITY CENTER MEETING ROOM, 1050 N. ORANGE ST., RICHLAND CENTER, WI 53581

MINUTES

CALL TO ORDER: Meeting was called to order at 5:00pm by President Elliott, and a quorum was present; the meeting had been properly noticed.

ROLL CALL: Park Board members: Pat Elliott, Kathryn Lewandowski, Allicia Woodhouse, Brad Wegner, Larry Hallett, Mark Chambers, City Council, Chad Cosgrove, County Board. Jodi Mieden, Recreation Director.

APPROVAL OF MINUTES: Motion by Lewandowski to waive the reading of the minutes of the last meeting(s) in lieu of printed copies and approve the same, 2nd by Wegner. Motion carried unanimously.

DISCUSSION AND ACTION ITEMS:

2. Consider approval of a rental fee waiver or discount for Nascar Fans United G.R.A.C.E. team's fundraiser event. The group is a 501(c)3 so it is approved at a 25% discount. Since alcohol will be served, a deposit will be required. Motion to approve by Hallett, 2nd by Chambers. Motion carried unanimously.

3. Discussion about permanent restrooms at North Park.

Mark Jelinek came to represent RCYBS and RARYS/MAYSA to inquire about the possibility of a more permanent solution for restrooms at North Park, if possible, due to its proximity to the floodplain, and to bring it before Public Works to start the process moving forward. The Board is interested in moving forward to Public Works.

4. Discussion about future collaboration regarding maintenance on the Pine River.

Marty Richards gave a brief history of the commitment made by the Friends of the Pine LLC, as well as Mark McCauley & Crew of Pine River Paddle & Tube LLC over the past 10 years. Over time and COVID years, people started to buy their own boats, causing the rental part of the business to falter. He was able to continue being a ferry service to river users but cannot sustain it going forward. This presents a big problem considering the Pine River is one of our top tourism attractions and lots of tourism dollars go to promoting it. All agreed City staff should not be responsible for the river clearing. Tourism offered a \$2k grant this year to fund the task to keep the river passable. The 501c3 group Friends of the Pine will apply for the grant and create an RFP to get bids for clearing/cleaning, eliminating liability to the City. Future collaboration between Richland Center Parks Department, Richland County Parks Commission, Friends of the Pine LLC, and Greater Richland Tourism will be required to accomplish the goal.

5. Consider renewal of 2025 Recreation Program Policy.

Mieden presented a proposed policy including new verbiage for Officially Sanctioned Recreation Sports Club: Organized physical activity groups (non-team sport/open gyms) to cover groups like Sunrise Basketball. Motion to approve the 2025 policy by Chambers, 2nd by Cosgrove. Motion carried unanimously.

6. Discussion about the Draft 2026-2031 Comprehensive Outdoor Recreation Plan.

The discussion was tabled until the next meeting. Mieden will provide current County and State plan for reference.

APPROVAL OF BILLS: *Approval of payment of the monthly bills.*

Motion by Wegner to approve December Bills. 2nd by Chambers. Motion carried unanimously.

MONTHLY BUDGET REPORT

Revenues for December 23-January 26, 2023 vs 2024, were provided, as well as the approved 2025 budget

WSRC REPORT: Four Diamond Jo Casino trips with WARCO Bus Company in 2025. April 10, June 12, August 14, and October 2. The bus is \$1,325 = \$35/person. The casino gives \$15 lunch/\$10 free play/person. Registering for New Orleans and New Hampshire trips, profit \$20.00/person. Brewers Game July 12 = \$100/person, includes food for the tail-gate party. Chess on Wednesday mornings needs more players. Gentle Chair Yoga with Lara on Wednesday mornings has gained several more people and is a great way to exercise and be social.

RECREATION REPORT: Jena is busy creating the Spring/Summer Activity Guide to be sent to print April 1st. We are scheduling new adult classes with Ladd's Country Collectibles for January and February. Only 5 teams replied to play in the Sunday night Men's Basketball league this year and league play started last night. Renee Gabrielse & Dan Littel donated a ping pong table that will be stored in the Rec storage room for people to play. The remote-control group is coming in two times each week. We will be hosting another Sunday Funday Square Dance on February 16th that should be fun. Mark Chambers has filed non-candidacy papers for D2 Wards 4/5/6, Rachel Schultz has filed candidacy papers. I used up 2 weeks' vacation to sunny Florida with my family. Public Works News: The new Lead backed out and they have posted the job online to generate more possible applicants.

PARK BOARD PRESIDENT REPORT: Elliott will be attending the meeting with Richland County Parks Commission, Friends of the Pine LLC, and Greater Richland Tourism to begin discussions on the Pine River.

REPORTS, REQUESTS, CONCERNS: nothing to report

SET NEXT MEETING DATE: 4th Monday of the Month. February 24th, 2025, at 5:00pm.

ADJOURNMENT: Motion to Adjourn by Hallett. 2nd by Chambers. Motion carried unanimously.

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 2.

Agenda Item: Consider approval of a fee discount or waiver for G.R.A.C.E. events: RACE for G.R.A.C.E. Walk/Run ¼ mile, 1 mile, 5k, 10k walk/run.

Committee Review: Park Board

Meeting Date: February 24th, 2025

Requested by: Jodi Mieden- Recreation Director

Background: Race for G.R.A.C.E. is going into the 2nd year for a family friendly walk/run fundraiser event for all ages and abilities. Approximately 300 people will participate in the events to benefit their health. The use of the Meyer Building provides a centralized location to the trails as well as public restrooms. All fundraising dollars go directly to the 501©3 Greater Richland Area Cancer Elimination.

Department Recommendation:

Financial Impact: \$135.00 **Funding Source:** Fundraising dollars

Requested Action:

PARK BOARD:

CITY OF RICHLAND CENTER



APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):

X Rental Fee Waiver _____ Rental Fee Discount

Applications for fee waivers and/or discounts must be reviewed by the Park Board. The Park Board meets on the second Monday of each month. Request applications must be received by the Wednesday before a meeting to be considered. Submit questions and return your application **WITH A COVER LETTER** to Park & Recreation Department, 450 S. Main Street, Richland Center, WI 53581 or via email at jodi.mieden@richlandcenterwi.gov.

Name of Group:	Greater Richland Area Cancer Elimination		
Address:	P.O. Box 213, Richland Center, WI 53581		
Contact Name/Phone/Email:	Allen Kaszubski 608-604-7114		
Circle Type of Group:	<u>501(c)3</u>	Government Agency	Other- Specify:
Circle one of these:	Rental Fee Discount	<u>Rental Fee Waiver</u>	
Description of event or purpose for which City of Richland Center facilities will be used:	Family friendly run/walk event for people of all ages and abilities.		
Desired date(s)/Times:	May 16 th starting at noon - May 17 th		
Desired Facility:	Dr. Kilian Meyer Building		
COMMUNITY BENEFITS			
How many Richland Center residents will benefit from your event? How will they benefit?	Approximately 300 people will participate in the different running/walking events to benefit their health		
NEED:			
Why is it necessary to hold this event at a City facility?	Central location, size of event and bathroom facilities		
If request is for a Fee Waiver: Explain why paying the fee would be a hardship.	All money raised goes directly to help people battling cancer in our service area. This is all of Richland County and the bordering townships		
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	No		
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.			
Signature:			
Date of application:	2/3/2025		
STAFF USE ONLY			
Est. total value of waiver (\$):	\$135 ⁰⁰	Park Board Review date:	2/24/25
		Approved date:	

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 3.

Agenda Item: Consider approval of Richland Area Rotary Youth Soccer, Inc. Sanctioned Recreation Group for 2025.

Committee Review: Park Board

Meeting Date: February 24th, 2025

Requested by: Jodi Mieden- Recreation Director

Background: Richland Area Rotary Youth Soccer, Inc. has been a yearly Sanctioned Recreation Group and has been very flexible with all our changes for 2025. We plan to adjust fields so that soccer and softball/baseball can co-exist easier, as well as practicing at Stori Field for practices. The sport has been growing each year with an estimated 275 participants for the Spring season.

Department Recommendation: Approve Richland Area Rotary Youth Soccer, Inc. Sanctioned Recreation Group for 2025.

Requested Action:

PARK BOARD: Approve Richland Area Rotary Youth Soccer, Inc. Sanctioned Recreation Group for 2025.

Application for Sanctioned Recreation Group

To be officially sanctioned by the City of Richland Center & authorized use of City grounds or facilities, or to be included in the City's Facility Use Agreement with the Richland School District, the following criteria must be met:

The organization must provide their own coaches.

Prior to the program starting, the organization must complete criminal background checks on their administration and coaches of minors. A copy of the background check shall be provided to the City. If requested, the City may agree to do a background check for an organization. A fee will be assessed for this service.

Organizations may conduct their own advertising and/or request the City do so on their behalf. A fee will be assessed to the organization if the City provides advertising services in the recreation guide.

The organization must collect all fees for their recreation programs.

All fees must be paid prior to service or use commencing.

The organization must pay the City of Richland Center for use of City grounds and facilities according to the Fee Schedule set by the City.

Approvals for Sanctioned Recreation Groups are valid from the date of approval to December 31st at midnight of the approval year. Organizations must seek renewal of approval on an annual basis.

By signing this application, the applicant/organization agrees to comply with the policies and procedures governing Sanctioned Recreation Groups. The applicant/organization understands that to falsify information or failure to comply with the policies and procedures governing sanctioned recreation groups is grounds for terminating approval.

Applicant Signature:  **Date:** 01/31/2025

The Park Board reserves the right to decline to accept/approve any application for Sanctioned Recreation Group, and/or deny any proposed use and/or event of a Sanctioned Recreation Group, if the Park Board determines that a proposed group or use would not be in the best interest of the City of Richland Center.

ORGANIZATION NAME: **Richland Area Rotary Youth Soccer, Inc.**

CONTACT NAME: **Sarah Anderson**

EMAIL: **RARYSoccer@gmail.com**

PHONE: **608-475-4434**

ADDRESS: **179 E Court St
Richland Center, WI 53581**

ESTIMATED # OF PARTICIPANTS: **275**

FACILITIES TO BE USED: **North Park Soccer Fields and Stori Field**

Action by Park Board: ☐ Approved ☐ Denied

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 4.

Agenda Item: Consider approval of a conditional use permit for OMHS's Animal House events for 2025.

Committee Review: Park Board

Meeting Date: February 24th, 2025

Requested by: Jodi Mieden- Recreation Director

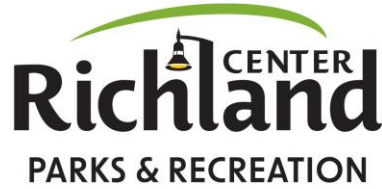
Background: Ocooch Mountain Humane Society's Animal House food trailer will be located at the South End of the Community Center parking lot, using electric to sell food and drinks for (12) days this season. May 8-9, June 12-13, July 10-11, August 14-15, September 11-12, & October 9-10. The department will provide a couple of picnic tables and garbage cans for the season. We have had a successful relationship with OMHS volunteers for (9) years and they have a steady client base each year with a convenient location in Krouskop Park. They keep the grounds clean after each event and have not damaged anything to date. Proceeds from sales go directly to the shelter pets in their care.

Department Recommendation: Recommendation to approve Conditional Use Permit for 2025.

Financial Impact: \$50.00

Requested Action:

PARK BOARD: Approve Conditional Use Permit for OMHS Animal House food trailer for 2025.



*1050 North Orange St., Richland Center, WI 53581
Phone (608) 647-8108 ext. 7*

CONTRACT / PERMIT OMHS

This conditional use permit allows the Ocooch Mountain Humane Society the use of Krouskop Park area Parking lot- South End, with the use of electricity for selling food and drink items from their Animal House Trailer.

The permit allows the use of the grounds on the following eighteen (12) dates in 2025, in the amount of \$50:
May 8-9, June 12-13, July 10-11, August 14-15, September 11-12, October 9-10

Other Requirements:

- OMHS will work with the Parks & Recreation Director during the time occupied, for any changes or extra needs.
- The grounds of Krouskop Park must be cleaned after the event, back to its original condition.
- Any damages to the Parks, grounds or buildings will be the responsibility of the OMHS organization to repair or fix, to bring it back to its original condition.

****THE PARK BELONGS TO ALL OF US. HELP TAKE CARE OF IT****

I have read and understand all the above information and will comply with all rules and regulations.

Signature of Person Responsible

Date

Recreation Director

Date

Park Board President

Date

Agenda Item: Consider approval of discount pool passes for the Brewer Public Library.

Committee Review: Park Board

Meeting Date: February 24th, 2025

Requested by: Jodi Mieden- Recreation Director

Background: We have collaborated with the Brewer Public Library in the past to provide a 50% savings on pre-purchased daily pool passes for their Summer Reading Program prizes.

Department Recommendation: Recommendation approving a 50% discount on daily pool passes for the Brewer Public Library.

Financial Impact: 50% off daily pool passes.

100 daily passes @\$2.50/pass = \$250.00

50 daily passes @\$2.50/pass = \$125.00

Requested Action:

PARK BOARD: Approve 50% discount for daily pool passes for the Brewer Public Library.

Agenda Item: Draft 2026-2031 Comprehensive Outdoor Recreation Plan

Committee Review: Park Board

Meeting Date: February 24th, 2025

Requested by: Jodi Mieden- Recreation Director

Background: Creating a Draft 2026-2031 Comprehensive Outdoor Recreation Plan

❖ TO-DO:

- Evaluate current inventory & detail each area's maintenance/ADA needs.
- Go over the SCORP to see needs/priority guidelines set for local area parks by the state.
- Go over the City's Comprehensive Plan 2022-32 by the Planning Commission.
- Needs analysis/Community survey/Public listening sessions? Use from CIP.
- Set & align goals/objectives for our community, from current CORP.
- Do we need to acquire land in underserved areas?

2025 ACCOUNT PAYABLE LISTING

Item 7.

PARK BOARD

Meeting Date:

02/24/25

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT
Monthly Bills:			
Dollar Tree	10-55200-520	WSRC bingo supplies	\$ 120.50
Haas, Adam	10-46610-000	Rec Fees- Ref Payments	\$ 280.00
Holiday Wholesale	10-55250-520	WSRC Supplies- Coffee decaf x2 cases	\$ 163.00
Oman, Oleva	10-46500-000	CC Rentals- Refund	\$ 30.00
Rhyme	10-55200-480	CC Copier Agreement Inv#38408848 1/27/25	\$ 171.89
	10-55200-520	CC Supplies- Copy paper #AR805780	\$ 57.50
Walmart	10-55200-520	CC Supplies- shredder	\$ 53.49
	10-55250-520	WSRC Supplies- Creamer	\$ 5.47
Wilson, Colton	10-46610-000	Rec Fees- Ref Payments	\$ 175.00
WPRA	10-55410-410	WAC Training- Aquatic Tech Workshop	\$ 35.00

TOTAL BILLS TO BE PAID FROM THIS MEETING	\$ 1,091.85
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Bills Paid Between Meetings:

Holiday Wholesale	10-55250-520	WSRC Supplies- Coffee Regular x2 cases	\$ 131.20
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TOTAL BILLS PAID ALREADY	\$ 131.20
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TOTAL BILLS	\$ 1,223.05
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By signing below, I certify I have reviewed the bills listed above and approve them for payment:

Jodi Mieden
Park/Rec Director

Pat Elliott
Park Board President

Financial Activity GL Summary Report

Item 8.

Payments From 01/27/2025 To 02/23/2025

Payment Revenue Break By Sales Accounts

Account		Paid	Adj	Disc	Total
Adjustments	ADJUSTMENTS	0.00	30.00	0.00	30.00
Facility (FACILITY)		0.00	30.00	0.00	30.00
Cash/Checks	Cash	6,327.67	0.00	0.00	6,327.67
CAMPSITES (CAMPING)		350.00	0.00	0.00	350.00
CC & SC DONATIONS (DONATIONS)		525.00	0.00	0.00	525.00
Facility (FACILITY)		3,820.25	0.00	0.00	3,820.25
Merchandise (MERCHANDISE)		91.92	0.00	0.00	91.92
Park Shelter Account (SHELTER)		230.50	0.00	0.00	230.50
Programs (PROGRAMS)		1,310.00	0.00	0.00	1,310.00
Credit Card - NA	Credit Card	1,397.50	0.00	0.00	1,397.50
CAMPSITES (CAMPING)		350.00	0.00	0.00	350.00
CAMPSITES (CAMPING)		145.00	0.00	0.00	145.00
Facility (FACILITY)		85.00	0.00	0.00	85.00
Facility (FACILITY)		52.50	0.00	0.00	52.50
Facility (FACILITY)		140.00	0.00	0.00	140.00
GOVPAYFEE (GOVPAYFEE)		1.75	0.00	0.00	1.75
GOVPAYFEE (GOVPAYFEE)		7.50	0.00	0.00	7.50
GOVPAYFEE (GOVPAYFEE)		15.75	0.00	0.00	15.75
Park Shelter Account (SHELTER)		70.00	0.00	0.00	70.00
Park Shelter Account (SHELTER)		90.00	0.00	0.00	90.00
Park Shelter Account (SHELTER)		210.00	0.00	0.00	210.00
Park Shelter Account (SHELTER)		180.00	0.00	0.00	180.00
Programs (PROGRAMS)		20.00	0.00	0.00	20.00
Programs (PROGRAMS)		30.00	0.00	0.00	30.00
Credit to Customer	Credit to Customer	0.00	0.00	0.00	0.00
Facility (FACILITY)		-30.00	0.00	0.00	-30.00
Refund (Refund)		30.00	0.00	0.00	30.00
Refund Check	Refund Check	-30.00	0.00	0.00	-30.00
Refund (Refund)		-30.00	0.00	0.00	-30.00
		7,695.17	30.00	0.00	7,725.17

FEBRUARY PARKS MEETING
SENIOR CENTER REPORT BY CHERYL HEFFNER

Even though the weather has been cold, the Senior Center has remained active. The day of the breakfast by Our House the weather wasn't very good, but we still had a good number of people attending.

I have 12 people from Richland Center registered for the New Orleans trip in April. I will receive \$20.00 for each person I register for the Senior Center. Fay Urban also told me she will give the Senior Center that amount for any person she registers at Hillsboro, as they get on the bus here in Richland Center.

The trip to New Hampshire in September has only 8 more rooms available currently. It is very exciting to have both trips happen. Last year the trip to Canada had to be cancelled because there weren't enough people registered. Urban Scenic Travel keeps the trips very reasonably priced, so it is very disappointing when a trip is canceled.

I am presently registering people for the 1st Diamond Jo Casino trip on April 10th. I need at least 40 people to make each Diamond Jo trip. I only have 2 people registered at this time.

The Senior Citizen Potluck on the 3rd Thursday of each month has gained several new people. We fill the Senior Citizen Center on that day, and everyone has an enjoyable day visiting with others.