



OFFICIAL PUBLIC NOTICE

MEETING OF THE PARK BOARD

MONDAY, AUGUST 26, 2024 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. Minutes from July 29th, 2024 meeting

DISCUSSION AND ACTION ITEMS:

- 2. Discussion about Krouskop Park ballfield lights project.
- 3. Discussion about bids for the Splash Pad shelter project.
- 4. Discussion and possible approval of Park Use Agreement with Rotary Foundation for the Rotary Lights.
- 5. Discussion and possible approval of a rental fee waiver.
- 6. Discussion and possible approval of adjusted fees for tent campers.

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

- 7. Approval of August Bills

MONTHLY BUDGET REPORT

- 8. Revenues for August 1-25

SENIOR COORDINATOR'S REPORT

DIRECTOR'S REPORT

PARK BOARD PRESIDENT 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, September 23rd, 2024.*

ADJOURNMENT

Posted this 22nd day of August, 2024 by 4:30 PM.
Copy to the official newspaper the Richland Observer.

Ashley Oliphant, City Clerk/Treasurer

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, JULY 29, 2024, 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, Chad Cosgrove, County Board, Allicia Woodhouse by phone, Jodi Mieden. Absent: Brad Wegner, Mark Chambers, City Council, Larry Hallett.

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

DISCUSSION AND ACTION ITEMS:

2. Discussion about a historical plaque to be placed at Krouskop Park at the “Original Home Plate” location.

A request for approval to place a historical sign marker was put in to Elliott by Bob Totten. Elliott said he believes the location to be by the existing utility boxes at the end of the Meyer Shelter and should not be an issue. The High School originally played Legion and Home Talent there and it would be a nice reminder of that and be low to no maintenance. All were in agreement, and Elliott would report to Totten that a sign could be placed there in the future.

3. Discussion and possible recommendation to accept a bid for the Splash Pad concrete project for a future shelter.

Mieden presented only one bid was received and Keith Behling was on hand on behalf of the Rotary Club. Due to the price, the club decided it was in our best interest to go out for bids again to see if we could get more interest. Behling recommended the possibility of a published article to gain involvement. Discussion to involve the City departments in some of the work was going to be looked at further. The item was tabled until the August meeting after the 2nd bids were received.

4. Resolution to accept a non-monetary donation of a Shelter, concrete slab and walkway at the Woodman Aquatic Center Splash Pad.

Due to the outcome of the 1st bidding process, no action will be taken and this item was also tabled until the next meeting.

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

Motion by Cosgrove to approve July Bills. 2nd by Lewandowski. Motion carried unanimously.

DIRECTOR'S REPORT: Mieden reported that Frawley emailed a quote he received from Wisconsin Lighting Lab and said that he has a couple more coming and is looking at future grants for possible funding sources. A new under counter cash register was installed at the pool and it allows the user to lock if need be and keeps it off the counter in everyone's view. Inspection has not occurred yet but is expected to happen the 1st week of August. A new license arrived in the mail and was past due as of 6/30/24. Mieden noted that she inquired about it on 6/11/24 and asked to waive the \$100 past due fee. Fee was waived and paid. RCHS Sports have robbed us of our staff and our last week will be closing at 3pm Monday-Thursday, but regular hours Friday-Sunday. The last day being Sunday, August 25th. We will

start shutdown the week of September 9th and Neuman is scheduled for October 1st. Rec programs finished up and planning for next season was done by the coaches. Jena is working on the fall brochure Community Center remains booked solid and Public Works department painted the lot lines complete.

Item 1.

PARK BOARD PRESIDENT REPORT: Discussed working with Mieden and Behling at the splash pad on the shelter item.

REPORTS, REQUESTS, CONCERNS: Behling mentioned the need to renew the Rotary Lights agreement and plans for a Wednesday, November 27th opening date this year. Karin Tepley was on hand to give an update on the Pine River Bike Trailhead signs and stated their intention to direct folks to the park amenities they can't see from the road, leading them to the correct trail ahead and that the cost would be \$1,000.00. She was still looking for funding avenues but had some ideas.

SET NEXT MEETING DATE: 4th Monday of the Month. August 26th, 2024, at 5:00pm.

ADJOURNMENT: Motion to Adjourn by Cosgrove. 2nd by Lewandowski. Motion carried unanimously.

Request For Bids- Concrete Pad & walkway near the Woodman Aquatic Center Splash Pad for a future shelter.

Richland Center Park & Recreation Department

REQUEST FOR BIDS – CONCRETE SLAB AND WALKWAY FOR FUTURE SHELTER SITE

The Richland Center Park & Recreation Department is requesting bids for a 17 ft wide x 20 ft long concrete slab & 8 ft wide x average 7 ft long walkway connector at the Woodman Aquatic Center Splash Pad area for a future shelter.

REQUEST FOR BIDS – SITE PREP GRADING, GRAVEL BASE

The Richland Center Park & Recreation Department is requesting bids for site prep to include sod stripping & topsoil to subgrade, 6” compacted aggregate for a 17 ft wide x 20 ft long concrete slab & 8 ft wide x average 7 ft long walkway connector at the Woodman Aquatic Center Splash Pad area for a future shelter.

Site address: 1055 N. Orange (7th Street side) with a Site showing available Monday, July 22nd at 5:00pm.

If you have any questions, please contact Jodi Mieden at (608)604-6608 or (608)647-8108 ext. 7

Bid packets are available at the City Clerk’s office.

Bids must be submitted no later than 1:00 pm on Thursday July 25th ,2024.

The Park & Recreation Department will review bids on Friday, July 26th. The Park Board will recommend to the Common Council who is expected to award the bid at the August 6th meeting. Desired completion date by May 10th, 2025.

Submit bids (clearly marked as Splash Pad Concrete slab & walkway) to:

ATTN: Jodi Mieden, Park & Recreation Department, 450 S Main St., Richland Center, WI 53581

OR email to: jodi.mieden@richlandcenterwi.gov

The City of Richland Center reserves the right to reject any and all bids. All bids are subject to City Council approval. The City of Richland Center is an equal opportunity employer.

Bid Specifications for site prep, concrete slab and walkway

Please include this initialed checklist with bid.

The following are the minimum specifications.

Yes No Initials

_____ Site prep & grading, sod stripping & top soil to subgrade, elevation to mimic pool surface under chain link fence. Runoff free flow to 7th Street sidewalk.

_____ 6" layer of compacted aggregate base.

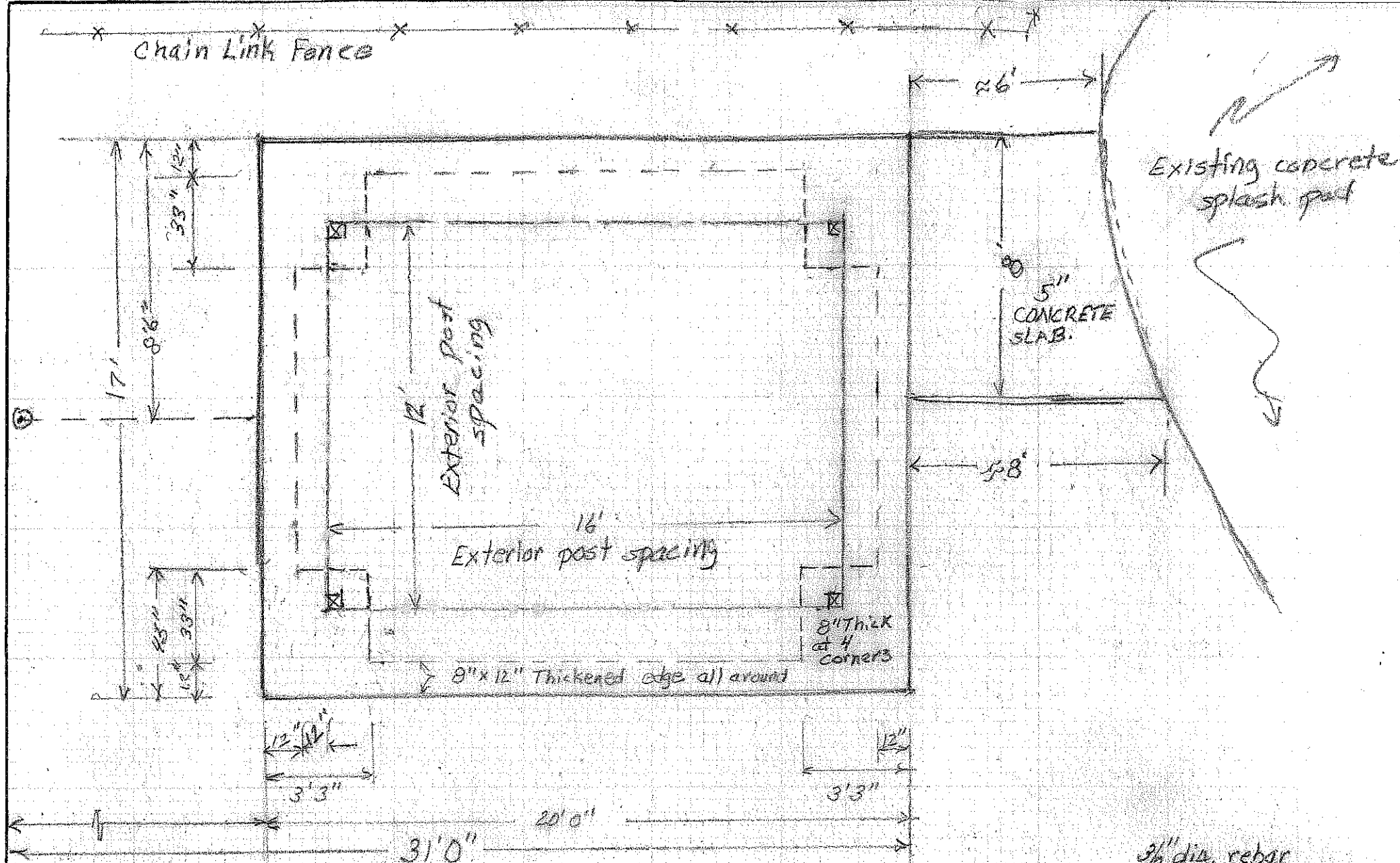
_____ 5" thick concrete slab for shelter area with 12" wide thickened edges and post surrounds with 4ft control expansion joints. All thickened edges and post surrounds concrete to be 8" thick for concrete slab. Reinforced with 3/8" rebar 16" O.C. supported with concrete brick or rebar chairs.

_____ 5" thick concrete slab for walkway with 4ft control expansion joints. Reinforced with 3/8" rebar 16" O.C. supported with concrete brick or rebar chairs. Connecting to existing splash pad concrete.

_____ Concrete mix: 3/4" max aggregate and 6 bag mix. Air entrained.

_____ Curing compound per manufacturer's specifications.

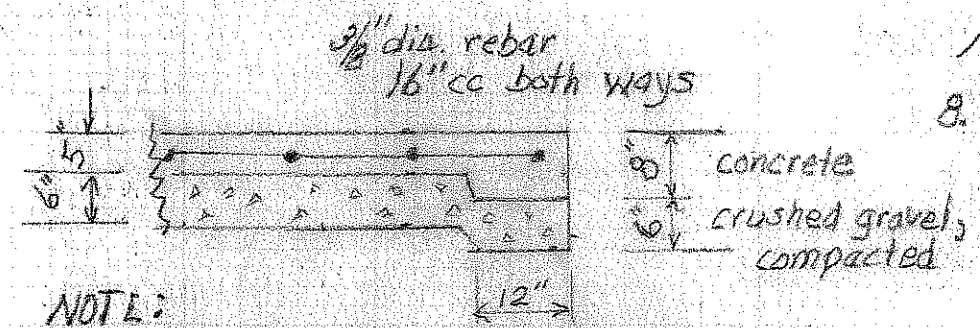
_____ Center point of slab to be positioned on center point of building end wall per drawing.



PLAN

From block building

NOTE:
 Ⓞ Center point of gray concrete block of building wall on building end. Use to position slab location. Is structure roof peak alignment.



NOTE:
 see plan view for enlarged size of thickened concrete & gravel base STRUCTURE CORNERS

THICKENED EDGE DETAIL

NOTES

1. Concrete slab surface elevation to be same as concrete surface chain link corner post.
2. Ensure water runoff has free flow toward 7th St. sidewalk.
3. All concrete to have 6" thick layer of crushed stone under it.
4. All thickened concrete to be 8" thick.
5. Shelter structure concrete and splash pad concrete to have expansion joint material.
6. All slab area to be reinforced with 3/8" dia rebar on 16" cc grid. Support with concrete brick or rebar chairs.
7. Concrete to be with 3/4" max. aggregate and 6 bag mix. Max. 5" slump when placed. Air entrained.
8. Control joints at 4' cc.
9. Shelter by others.
10. Curing compound per manufacturer specs.

Splash Pad Shade Structure Project
 York Department
 City Planning Center
 OWNER

Richland COUNTY WI

Designed: _____ Checked: _____

SHEET 1 OF 1

Woodman Aquatic Center Splash Pad Shelter Concrete & walkway

BID #	Description	Date Received	Amount	Meet Specs	Deadline	Days Left
Janzen Concrete, LLC	17'x20' concrete slab 5" thick, 8" thickened edge w/rebar, 8'x7' concrete pathway 5" thick w/rebar	8/5/2024	\$6,725.00	meets all specs	5/10/2025	261

KROUSKOP PARK USE AGREEMENT BETWEEN THE RICHLAND CENTER PARK DEPARTMENT AND THE ROTARY FOUNDATION OF RICHLAND COUNTY OR THE ROTARY CLUB OF RICHLAND COUNTY

This is an agreement between the City of Richland Center Parks & Recreation Department and the Rotary Foundation of Richland County or the Rotary Club of Richland County, Richland Center, WI.

Purpose: to avoid conflict with the Rotary Foundation of Richland County Rotary Lights in the Park event and any other requesting user, activity or event that others may wish to conduct within the defined area of Krouskop Park as defined below from November 1 each year through about January 31 of the next year; except for extended time necessitated by items frozen in that cannot be removed or from wet soil preventing access for removal of lights from trees. If these items are unable to be picked up or removed by January 31, an extension of 1 month needs to be granted by the Park Board or future contracts may be voided.

Defined Use Area: the area within Krouskop Park that is included in this agreement is bound by the point of beginning at the top of the flood control dike at the junction with WI Highway 80 (Main Street) along the top of the dike to the junction with US Highway 14 (6th Street) and upstream of the Pine River to the WI Highway 80 bridge, then to the point of beginning. Access to campsites will remain open for use.

It is agreed by both parties in this agreement during the time period of this agreement noted above that the Rotary Foundation of Richland County or the Rotary Club of Richland County has first use of the area for the Rotary Lights Event.

Terms of the agreement will be reviewed every year with a signed contract every 2 years or until a time when the Rotary Foundation of Richland County or the Rotary Club of Richland County no longer operates the Rotary Lights in the Park or any other Rotary Club conducted holiday show and withdraws from the agreement or at a time when the Richland Center Park Department prefers to terminate this agreement.

Signed the _____ day of _____, 2024

Authorized Signature, Richland Center Parks Department Title

Authorized Signature, Rotary Foundation of Richland County Title

CITY OF RICHLAND CENTER



APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):

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:	In memory of Mary Kast			
Address:	104 S 4th st area wi 53506			
Contact Name/Phone/Email:	KennyKast21@gmail.com 608 604 9651			
Circle Type of Group:	501(c)3	Government Agency	Other- Specify	
Circle one of these:	Rental Fee Discount	Rental Fee Waiver		
Description of event or purpose for which City of Richland Center facilities will be used:	Benefit for Mary Kast to make money to donate money to Grace Cancer Center			
Desired date(s)/Times:	11:30 to 4:30 Nov 90 24			
Desired Facility:	gym-Kitchen			
COMMUNITY BENEFITS				
How many Richland Center residents will benefit from your event? How will they benefit?	Benefit residents with cancer			
NEED:				
Why is it necessary to hold this event at a City facility?	Need a big room and a place that people know			
If request is for a Fee Waiver: Explain why paying the fee would be a hardship.	I work Benders in muscoda and have 3 kids I take care of and I just cant afford it.			
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:	Kenny Kast			
Date of application:	8-13-24			
STAFF USE ONLY				
Est. total value of waiver (\$):	128,00	Park Board Review date:		Approved date:

CAMPGROUND RULES & REGULATIONS

- 1.Registration is required before camp set-up. All fees must be paid in full at registration.
- 2.You must be 21, and a responsible adult, to reserve a campsite. No refunds will be given.
- 3.Registration instructions:
 - a)Online at richlandcenter.activityreg.com.
 - b)Call or stop into the Parks & Rec Office.
 - c)On-site using the QR scan code at the Campsite entrance.
- 4.Daily Rates:
 - Electric and Water: \$35
 - Electric but No Water: \$25
 - No Electric or Water: \$15
 - Includes: (2) 1-Day Passes to the Woodman Aquatic Center
- 5.Maximum camping period is 14 nights in any 21-day period.
- 6.Parking at campsites: Limited to 2 vehicles per site and maximum of 6 people per site.
- 7.Alcohol consumption: Limited to fermented beverages such as beer and wine, and on designated campsite only. Alcohol Permit included in Reservation. Alcohol may not be served to minors. No glass containers.
- 8.Check-in/check-out time is 1 pm. Quiet time is midnight until sunrise.
- 9.One picnic table per site.
- 10.Fire rings are available at each campsite. Campfires are allowed only in installed fire rings. Campfire must be kept at a reasonable flame and completely extinguished upon departure. All firewood must be certified burning wood.
- 11.All pets are to be kept on leashes, quiet and under control, and kept only in camping area. (Owners must clean up pet waste)
- 12.All garbage is to be put away in garbage cans provided.
- 13.All fireworks are illegal and are not allowed in the Park.
- 14.Violation of any State Law, or any rules of the City Parks, by a person in the camping party is possible cause for revocation of camping permit.



Campsite Locations

- 5 Electric/Water sites at Old Mill Pond Park (600 W. Seminary St.)
- 5 Electric/Water sites at Krouskop Park (1199 N. Jefferson St.)
- 2 Electric Only sites at Lions Park (23595 WI Trunk 80 North)

See map on page to your right.



Daily Rates

Amenities	Cost
Electric and Water	\$35.00
Electric Only	\$25.00
NO Electric or Water	\$15.00



Old Mill Pond Park



Krouskop Park

2024 ACCOUNT PAYABLE LISTING

Item 7.

PARK BOARD

Meeting Date:

08/26/24

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT
Monthly Bills:			
Amazon	55410-520	WAC Supplies	\$ 112.19
	55200-520	CC Supplies	\$ 53.34
Cano, Sally	46610-000	REC FEES REFUND	75.00
Carpenter, Lara	46610-000	REC FEES- Yoga Instructor	175.00
Culligan Water/Kraemer's	55410-320	WAC Utilities	212.44
Dollar Tree	55250-520	WSRC Supplies	\$ 124.75
Ewing, Angela	46500-000	CC Revenue Refund	\$ 80.00
Fuller's Milker Center	55410-620	WAC Chemicals	\$ 409.00
Holiday Wholesale	55410-700	WAC Concessions	\$ 2,716.45
Midwest Pool Supply	55410-620	WAC Chemicals	3,356.43
	55410-520	WAC Supplies-pool creeper cord	385.00
Morris Newspapers of WI	55200-380	CC Publications	\$ 64.35
Pepsi Cola of La Crosse	55410-700	WAC Concessions	\$ 776.50
Quail Run Golf	46610-000	REC Fees	\$ 400.00
Reyzek Plumbing	55410-470	WAC Maintenance/Repair	\$ 260.00
Rhyme	55200-520	CC Supplies- paper	\$ 52.74
Swenson, Lindsey	46645-000	WAC Admissions Refund- pool party weather	\$ 79.00
Walmart	55200-640	REC Supplies	\$ 64.77
	55410-520	WAC Supplies	\$ 81.17
Walsh's ACE Hardware	55410-520	WAC Supplies	\$ 149.09
WARCO	46615-000	WSRC Bus trip to Djoie's	\$ 1,325.00
WPRA	46620-000	WPRA Attration Sales-commission (.75/tix)	\$ 2,413.75
TOTAL BILLS TO BE PAID FROM THIS MEETING			\$ 13,365.97
Bills Paid Between Meetings:			
Lifeguard Reimbursements- pd with payroll	55410-410	Lifeguard Certifications/Re-certifications	\$ 4,073.00
TOTAL BILLS PAID ALREADY			\$ 4,073.00
TOTAL BILLS			\$ 17,438.97

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 08/01/2024 To 08/25/2024

Payment Revenue Break By Sales Accounts

Account		Paid	Adj	Disc	Total
Adjustments	ADJUSTMENTS	0.00	247.50	0.00	247.50
Facility (FACILITY)		0.00	168.50	0.00	168.50
SWIMMING (SWIMMING)		0.00	79.00	0.00	79.00
Cash/Checks	Cash	6,023.25	0.00	0.00	6,023.25
CAMPSITES (CAMPING)		920.00	0.00	0.00	920.00
Facility (FACILITY)		952.75	0.00	0.00	952.75
Merchandise (MERCHANDISE)		50.00	0.00	0.00	50.00
Park Shelter Account (SHELTER)		277.00	0.00	0.00	277.00
Programs (PROGRAMS)		11.00	0.00	0.00	11.00
SWIMMING (SWIMMING)		2,324.00	0.00	0.00	2,324.00
Team Sports (TEAM SPORTS)		843.00	0.00	0.00	843.00
WPRA TICKETS (WPRA TICKETS)		645.50	0.00	0.00	645.50
Credit Card - NA	Credit Card	4,772.00	0.00	0.00	4,772.00
CAMPSITES (CAMPING)		1,525.00	0.00	0.00	1,525.00
CAMPSITES (CAMPING)		70.00	0.00	0.00	70.00
Facility (FACILITY)		143.00	0.00	0.00	143.00
Facility (FACILITY)		55.00	0.00	0.00	55.00
GOVPAYFEE (GOVPAYFEE)		1.75	0.00	0.00	1.75
GOVPAYFEE (GOVPAYFEE)		5.25	0.00	0.00	5.25
Park Shelter Account (SHELTER)		65.00	0.00	0.00	65.00
Park Shelter Account (SHELTER)		137.00	0.00	0.00	137.00
Park Shelter Account (SHELTER)		55.00	0.00	0.00	55.00
Programs (PROGRAMS)		22.00	0.00	0.00	22.00
SWIMMING (SWIMMING)		2,015.50	0.00	0.00	2,015.50
WPRA TICKETS (WPRA TICKETS)		677.50	0.00	0.00	677.50
Credit from Account	Credit from Account	94.00	0.00	0.00	94.00
Programs (PROGRAMS)		15.00	0.00	0.00	15.00
Refund (Refund)		79.00	0.00	0.00	79.00
Credit to Customer	Credit to Customer	-423.00	0.00	0.00	-423.00
CAMPSITES (CAMPING)		-75.00	0.00	0.00	-75.00
Facility (FACILITY)		-80.00	0.00	0.00	-80.00
Programs (PROGRAMS)		-15.00	0.00	0.00	-15.00
Refund (Refund)		155.00	0.00	0.00	155.00
SWIMMING (SWIMMING)		-408.00	0.00	0.00	-408.00
Refund Check	Refund Check	-234.00	0.00	0.00	-234.00
Refund (Refund)		-234.00	0.00	0.00	-234.00
		10,232.25	247.50	0.00	10,479.75

Financial Activity GL Summary Report

Item 8.

Payments From 08/01/2023 To 08/25/2023

Payment Revenue Break By Sales Accounts

Account		Paid	Adj	Disc	Total
Cash/Checks	Cash	2,424.00	0.00	0.00	2,424.00
CAMPSITES (CAMPING)		90.00	0.00	0.00	90.00
Facility (FACILITY)		992.00	0.00	0.00	992.00
Park Shelter Account (SHELTER)		376.00	0.00	0.00	376.00
SWIMMING (SWIMMING)		165.00	0.00	0.00	165.00
Team Sports (TEAM SPORTS)		801.00	0.00	0.00	801.00
Credit Card - NA	Credit Card	885.75	0.00	0.00	885.75
CAMPSITES (CAMPING)		115.00	0.00	0.00	115.00
Facility (FACILITY)		287.00	0.00	0.00	287.00
GOVPAYFEE (GOVPAYFEE)		26.75	0.00	0.00	26.75
Park Shelter Account (SHELTER)		237.00	0.00	0.00	237.00
Programs (PROGRAMS)		165.00	0.00	0.00	165.00
SWIMMING (SWIMMING)		55.00	0.00	0.00	55.00
Credit from Account	Credit from Account	41.00	0.00	0.00	41.00
Park Shelter Account (SHELTER)		30.00	0.00	0.00	30.00
Programs (PROGRAMS)		11.00	0.00	0.00	11.00
Credit to Customer	Credit to Customer	0.00	0.00	0.00	0.00
Facility (FACILITY)		-13.00	0.00	0.00	-13.00
Park Shelter Account (SHELTER)		-65.00	0.00	0.00	-65.00
Refund (Refund)		78.00	0.00	0.00	78.00
Refund Check	Refund Check	-78.00	0.00	0.00	-78.00
Refund (Refund)		-78.00	0.00	0.00	-78.00
		3,272.75	0.00	0.00	3,272.75