



**OFFICIAL PUBLIC NOTICE**  
**MEETING OF THE PARK BOARD**  
MONDAY, JUNE 30, 2025 AT 5:00 PM

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

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**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.](#) Discussion on future Pool schedule and season.
- [3.](#) Discussion on Camping rules and regulations, adjustments to tent camping and seasonal availability.
- [4.](#) Consider approval of Summer Men's Basketball League Sanctioned Recreation Group for 2025.

**APPROVAL OF BILLS**

- [5.](#) Monthly Bills

**MONTHLY REPORTS**

- [6.](#) Budget Report
- [7.](#) Recreation Director's Report
- [8.](#) WSRC Coordinator's Report
9. 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, July 28, 2025.*

**ADJOURNMENT**

Posted this 25th day of June, 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, JUNE 2, 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, Alicia Woodhouse, Brad Wegner, City Council Rep.- Doug Martyniuk, Director- Jodi Mieden. Absent: Larry Hallett, County Board Rep- Chad Cosgrove.

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

Welcomed new City Council Representative, Doug Martyniuk.

**DISCUSSION AND ACTION ITEMS:**

2. Consider approval of a possible free pool day sponsorship by Partners4Prevention & Kiwanis Club. The groups will host a pancake supper fundraiser for the Backpacks program on July 9<sup>th</sup>. To attempt to bring in more traffic, they are proposing a free swim from 3:30-6pm prior to eating pancakes with a free will donation. P4P will match donations to go towards a piece of ADA park equipment in the park. Troxel will inquire with the Kiwanis Club to add to the donation. Motion to approve the timeframe at no cost with a free will donation by Wegner, 2<sup>nd</sup> by Woodhouse. Motion carried unanimously.
3. Consider approval of a conditional use permit for Grandma's Ice Cream to sell in all City Parks for 2025 season. No past issues. Motion to approve by Wegner, 2<sup>nd</sup> by Lewandowski. Motion carried unanimously.
4. Consider approval of discount pool passes for the Brewer Public Library. Motion to approve purchasing 200 passes and track use by Woodhouse, 2<sup>nd</sup> by Wegner. Motion carried unanimously.
5. Consider approval of 2025 Camping Rules and Regulations. After further discussion, more changes were made to the rules provided, including tent camping restrictions and pricing. Motion to approve with changes by Martyniuk, 2<sup>nd</sup> by Lewandowski. Motion carried unanimously.

**APPROVAL OF BILLS:** Motion by Wegner to approve the monthly bills. 2<sup>nd</sup> by Woodhouse. Motion carried unanimously.

**MONTHLY BUDGET REPORT:** Revenues for May 1 - 31, 2024 vs 2025 provided.

**RECREATION REPORT: Pool:** Slide inspection passed with some pictures for recommendations to address. 24/25 pit plugs retrieved by Wertz. 24 was 5ft out from building and had to tear apart piping to motor to retrieve. 25 was 8ft from pit and was able to be retrieved easier. Resolve to tie off to each other and to the lid to keep from happening again. McGuire company closed due to owner passing so Wertz was able to take the job. Neuman here on 22<sup>nd</sup>-23<sup>rd</sup>, and again the week after---lots of leaks, bad probes, pressure gauges and blown fuses. SP heater is out of commission for the season to be fixed in the fall at closure. Breininger is having a book signing event June 9<sup>th</sup> as the pool story is in it.

**Parks:** Current camping issues/bans. Tobacco ordinance in effect, P4P is designing and creating signs to be installed. **Recreation:** Church SB= 9 teams, 4H SB= 4 teams, both down from 2024, RCYBS= 18 teams up from 2024. 24 t-shirt sponsors donated. Camps are filling up. **Staff:** Pool Office and Rec Coaches are filled, and we currently have 21 lifeguards by application. Certification classes to be held all week before we open.

**WSRC REPORT:** Diamond Jo Casino Trip for Thursday, June 12<sup>th</sup> still has several seats available. \$60.00 for coffee this month and that brings the total to \$160.00 for 2025. Breakfast by Our House was on Thursday the 22<sup>nd</sup> and was well attended. They will be back on Thursday June 26<sup>th</sup> with biscuits and gravy, fruit, yogurt, orange juice, and milk.

Bingo with Senior Solutions Group from the hospital on the 22<sup>nd</sup> had a large group. They provide prizes and snacks. There will be another euchre tournament on Saturday June 28<sup>th</sup> to raise money for youth recreation scholarships.

**PARK BOARD PRESIDENT REPORT:** Continues work with Mieden at the pool to prepare for startup.

**REPORTS, REQUESTS, CONCERNS:** Lewandowski wonders if we could move up lifeguard classes to be able to open the pool earlier. Requested to check on the mobile food vendor fees for special events, requests to take care of playground weeds and ADA improvements.

**SET NEXT MEETING DATE:** Last Monday of the Month. June 30, 2025, at 5:00pm.

**ADJOURNMENT:** Motion to Adjourn by Woodhouse. 2<sup>nd</sup> by Wegner. Motion carried unanimously.

**Agenda Item:** Discussion on future Pool schedule and season.

**Committee Review:** Park Board

**Meeting Date:** June 30th, 2025

**Requested by:** Jodi Mieden- Recreation Director

**Background:** 30-Minute Swim Break vs. 15-Minute Swim Break

- **Benefits of Keeping Full Length**

- **Mealtime:** A full 30-minute break allows guards to sit down and eat an actual meal, which is crucial for maintaining energy and alertness—especially during long, hot shifts.
- **Lifeguard Alertness = Patron Safety:** Lifeguards spend extended periods exposed to the sun, making the 30-minute break essential for physical recovery and preventing heat exhaustion or other heat-related illnesses. This time also allows guards to mentally recharge, which is crucial for sustaining the focus and vigilance required for patron safety. Shortening this break could lead to increased fatigue or burnout, raising the risk of missed incidents or delayed response times—ultimately compromising swimmer safety and increasing liability for the facility.
- **Hourly Breaks Aren't True Breaks:** While guards technically rotate every hour, they are often required to assist patrons, clean up, respond to injuries, or handle behavior issues—meaning these “breaks” are often just a change of duties.
- **15 Minutes is Not Logistically Feasible:** By the time the pool clears and guards return early, a 15-minute break becomes more like 8-10 of actual downtime—not enough for a meal, recovery, or reset. We even tried this two years ago. Guards were extremely tired and vocalized that they needed a longer time off of the stand to recover.
- **Revenue During Breaks:** The 30-minute break significantly boosts concession sales, as patrons take advantage of the time to purchase snacks or meals, an important source of revenue for the facility. Reducing this window to 15 minutes would likely lead to a noticeable decline in sales, as families may not view it as sufficient time to comfortably get food and return. Additionally, the 30-minute break allows visitors to eat at a relaxed pace. If rushed, it's likely we would see an increase in bodily fluid incidents, potentially resulting in facility closures.
- **Time to Use Facilities:** A full 30-minute break gives patrons time to use the bathroom, reapply sunscreen, hydrate, and check in on their own wellness, especially important for young children or elderly swimmers.

- **Potential Benefits of Shortening Length of Break**

- **Perception of Idle Time:** The break may be viewed by some board members and community members as downtime or inefficiency, especially if guards are seen swimming while patrons are idle.
- **More Swim Time:** A shorter break allows for more continuous swim time, which patrons—especially those who paid for daily passes—may prefer.

## **Manager's Perspective**

As the pool manager, now in my sixth summer at this facility—three of which I spent on the lifeguard stand—I have seen firsthand how demanding and exhausting this job truly is. Lifeguards are responsible for the safety of hundreds of patrons, often in extreme heat, with limited opportunity to mentally or physically rest. While on paper they receive breaks every hour, the reality is that those “breaks” are frequently consumed by addressing patron concerns, assisting with injuries, enforcing rules, or even helping clean up. The 30-minute daily swim break has become one of the only reliable windows in the day where guards can cool down, eat a full meal, and recharge their focus before returning to the stand.

Shortening this break to 15 minutes may seem like a minor change, but in practice it will drastically reduce the actual downtime guards receive, especially when you account for the time it takes to clear the pool and the expectation that they return to their stands early. I am concerned that this reduction will contribute to faster burnout and potentially drive some of our best guards to not return next year. The 30-minute break isn't just a convenience—it's a safety measure. It helps ensure our staff is sharp, fueled, and ready to perform the critical job of preventing accidents before they happen. Cutting this time in half would undermine the well-being of our staff and, by extension, the safety and overall experience of our patrons. If you were to ask me to choose between giving patrons an additional 15 minutes of swimming time over the wellbeing of the lifeguards, I know what I pick without hesitation.

### Opening the Pool Prior to the End of School

- **Challenges:**
  - **Lifeguard Shortage:** We already struggle to hire enough full-time guards for the summer season; opening early would increase demand for staff we don't have. Symons has been dealing with this issue for years.
  - **Competing Jobs:** Many potential guards opt for higher-paying jobs in retail, food service, or trades during this time, making recruitment more difficult. We've seen a consistent loss of strong, reliable lifeguards after one or two seasons, often to higher-paying job opportunities.
  - **Student Schedules:** Most of our current guards are still in school and involved in spring sports, theater, band, or other activities, leaving them with extremely limited availability.
  - **Training & Certification Timing:** New lifeguards may not be certified or fully trained in time to staff early-season hours safely and legally. Many of them do not have the time to take a certification course until they are out of school. We offer classes in March and April on weekends, but just don't get kids attention until later in the Spring/early Summer.

# CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 3.

**Agenda Item:** Discussion on Camping rules and regulations, adjustments to tent camping and seasonal availability.

**Committee Review:** Park Board

**Meeting Date:** June 30th, 2025

**Requested by:** Jodi Mieden- Recreation Director

**Background:** After meeting with Public Works Director and City Administrator

**-Pricing changes:**

RV Sites only @Old Millpond & Krouskop Park- \$35 (includes 2@ day passes to Aquatic Center)

RV Sites only @Lions Park-- \$25 (NO WATER/includes 2@ day passes to Aquatic Center)

Off Season- will evaluate after looking at electric billing during those times (\$35-50/ day)

Off Season Extended Stay- will evaluate on a case-by-case basis, after looking at electric billing (\$50/day)

No off season pool passes

**-Rules changes:**

All guests to be named with contact information for safety (flood hazard)

**No tent camping** - unless you are camping with an RV, especially in sites with no bathroom facilities.

\*To be reevaluated after considering our capacity to manage, monitor & enforce rules as well as cleanup/storage facilitation, keeping safety a top priority as illicit activities degrade park systems.

This may include pursuing primitive tent sites with no water or electric, but only if PD can patrol daily.

# CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

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Item 4.

**Agenda Item:** Consider approval of Summer Men's Basketball League as a Sanctioned Group for 2025.

**Committee Review:** Park Board

**Meeting Date:** June 30th, 2025

**Requested by:** Jodi Mieden- Recreation Director

**Background:** Previously, Jamie Johnson ran this league in the Summer at the High School. Colton Wilson has taken it over and plans to run the league to be open to High School age and older. He estimates 60 participants.

**Department Recommendation:**

Approve if no monetary prizes are awarded at the conclusion of the season.

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 31<sup>st</sup> 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:** \_\_\_\_\_

*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: Colton Wilson Enterprises (Summer Mens Basketball League)

CONTACT NAME: Colton Wilson

EMAIL: colton2309@gmail.com

PHONE: (608) 604-2852

ADDRESS: 648 N. Main St, Viola, WI 54664

ESTIMATED # OF PARTICIPANTS: 60

FACILITIES TO BE USED: Richland Center High School

Action by Park Board: ☐ Approved ☐ Denied



# 2025 ACCOUNT PAYABLE LISTING

Item 5.

## PARK BOARD

Meeting Date:

06/30/25

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT
Amazon	55410-520	WAC Supplies	\$ 1,545.06
	55410-620	WAC Chemicals	\$ 8.90
	55200-520	CC Supplies	\$ 58.46
	55200-640	REC Supplies	\$ 322.36
Capitol 1- Walmart acct	55200-640	REC Supplies	\$ 1,696.51
	55250-520	WSRC Supplies	\$ 31.66
Culligan H2O Kraemer's H2O Store	55410-320	WAC Utilities	\$ 106.22
Midwest Pool Supply	55410-620	WAC Chemicals	\$ 2,840.74
Neuman Pools Inc	55410-470	WAC Maintenance/Repair	\$ 5,598.73
Niles, Andrew	46635-000	Shelter Refund	\$ 70.00
Pepsi Cola of La Crosse	55410-700	WAC Concessions	\$ 486.00
Pioneer Print Co, LLC	55200-640	REC Supplies- staff shirts	\$ 233.95
	55410-520	WAC Supplies- staff shirts	\$ 674.70
	46610-000	REC Fees- Sponsor/Rec camp shirts	953.00
Pitney Bowes Inc	55200-330	CC Postage	10.27
QMI Ltd	55410-470	WAC Maintenance/Repair	\$ 45.00
Rhyme Business Products	55200-480	CC Maintenance Agreement	\$ 335.48
Richland Center Utilities	55200-320	CC Utilities	\$ 1,404.75
	55410-320	WAC Utilities-transformer/BathHouse/Pool/H2O	\$ 4,679.95
Ruhland, Libby Reimburse	55200-640	REC Supplies	\$ 424.00
Strang Heating & Electric RC	55410-470	WAC Maintenance/Repair	\$ 108.31
	55200-300	CC Telephone	\$ 83.75
US Bank Dept Credit Card	55200-640	REC Supplies	\$ 28.66
	55250-520	WSRC Supplies	\$ 91.75
	55200-330	CC Postage	\$ 11.65
US Cellular	55200-300	Cellphone	\$ 46.95
Walsh's ACE Hardware	55410-520	WAC Supplies	\$ 61.96
	55410-470	WAC Maintenance/Repair	\$ 45.28
WE Energies	55410-310	WAC Heat	\$ 2,878.91
	55200-310	CC Heat	\$ 51.46
Wil-Kil Pest Control	55200-560	CC Contracted Work	\$ 81.56
<b>TOTAL BILLS TO BE PAID FROM THIS MEETING</b>			<b>\$ 25,015.98</b>

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 6.

Payments From 06/01/2024 To 06/29/2024

## SALES REVENUE ACCOUNTS

Account		Paid	Adj	Disc	Total
CAMPSITES	CAMPING	285.00	0.00	0.00	285.00
Credit from Account	Credit from Account	-257.00	0.00	0.00	-257.00
Credit to Customer	Credit to Customer	372.00	0.00	0.00	372.00
DIAMOND JO CASINO	BUS TRIPS	1,645.00	0.00	0.00	1,645.00
Facility	FACILITY	1,303.50	0.00	0.00	1,303.50
GOVPAYFEE	GOVPAYFEE	338.75	0.00	0.00	338.75
Merchandise	MERCHANDISE	109.34	0.00	0.00	109.34
Park Shelter Account	SHELTER	1,058.00	0.00	13.75	1,071.75
Programs	PROGRAMS	4,946.00	0.00	0.00	4,946.00
SWIMMING	SWIMMING	22,730.00	0.00	230.00	22,960.00
Team Sports	TEAM SPORTS	603.00	0.00	0.00	603.00
		<b>33,133.59</b>	<b>0.00</b>	<b>243.75</b>	<b>33,377.34</b>

## PAYMENT ACCOUNTS

Account		Paid	Adj	Disc	Total
Adjustments	ADJUSTMENTS	0.00	0.00	243.75	243.75
Cash/Checks	Cash	16,607.84	0.00	0.00	16,607.84
Credit Card - Discover	Credit Card	491.75	0.00	0.00	491.75
Credit Card - Mastercard	Credit Card	3,292.75	0.00	0.00	3,292.75
Credit Card - NA	Credit Card	6,802.00	0.00	0.00	6,802.00
Credit Card - Visa	Credit Card	5,994.25	0.00	0.00	5,994.25
Refund Check	Refund Check	-55.00	0.00	0.00	-55.00
		<b>33,133.59</b>	<b>0.00</b>	<b>243.75</b>	<b>33,377.34</b>

# Financial Activity GL Summary Report

Item 6.

Payments From 06/01/2025 To 06/29/2025

## SALES REVENUE ACCOUNTS

Account		Paid	Adj	Disc	Total
CAMPSITES	CAMPING	1,210.00	0.00	0.00	1,210.00
CC & SC DONATIONS	DONATIONS	2,500.00	0.00	0.00	2,500.00
Credit from Account	Credit from Account	-375.00	0.00	0.00	-375.00
Credit to Customer	Credit to Customer	161.00	0.00	0.00	161.00
DIAMOND JO CASINO	BUS TRIPS	1,470.00	0.00	0.00	1,470.00
Facility	FACILITY	1,557.30	390.50	118.75	2,066.55
GOVPAYFEE	GOVPAYFEE	391.00	0.00	0.00	391.00
Park Shelter Account	SHELTER	1,375.00	0.00	0.00	1,375.00
Programs	PROGRAMS	5,757.50	5.00	0.00	5,762.50
SWIMMING	SWIMMING	42,352.50	0.00	0.00	42,352.50
Team Sports	TEAM SPORTS	125.00	0.00	0.00	125.00
WPRA TICKETS	WPRA TICKETS	156.50	0.00	0.00	156.50
		<b>56,680.80</b>	<b>395.50</b>	<b>118.75</b>	<b>57,195.05</b>

## PAYMENT ACCOUNTS

Account		Paid	Adj	Disc	Total
Adjustments	ADJUSTMENTS	0.00	395.50	118.75	514.25
Cash/Checks	Cash	34,788.80	0.00	0.00	34,788.80
Credit Card - AMEX	Credit Card	31.50	0.00	0.00	31.50
Credit Card - Discover	Credit Card	627.50	0.00	0.00	627.50
Credit Card - Mastercard	Credit Card	3,461.75	0.00	0.00	3,461.75
Credit Card - NA	Credit Card	10,468.00	0.00	0.00	10,468.00
Credit Card - Visa	Credit Card	7,373.25	0.00	0.00	7,373.25
Refund Check	Refund Check	-70.00	0.00	0.00	-70.00
		<b>56,680.80</b>	<b>395.50</b>	<b>118.75</b>	<b>57,195.05</b>

## Director's Monthly Report

6/30/25

**Pool:** will need to look at updating the front desk computer to work with printers and programs used as it is Windows 7 currently. We have had lots of rain off and on, but swimmers still come out. Tourism is taking video for promotions and advertising. Most of all guards seem to be acclimated to the job. The splash pad heater is out of service for the season, but the water temperature has been in the 80's even without it. The splash pad shade is on order and will plan to be installed at the end of the season. Concrete is the best option and I hope to alleviate the big mud hole behind the turtle with a walkway starting there as we filled it this fall, and we are already back to it. No other mechanical issues to date in the pumphouse. Will be doing some investigation about possibly getting gym credits for Lifeguard Certification classes at the high school to broaden our reach for guards. I have been meeting with Administration and Public works to get more help for the pool in the future. Looking at hiring a maintenance position.

**Parks:** Current camping tent bans. Tobacco ordinance in effect, P4P is collaborating with Public Works to design and create permanent signs to be installed. Maintenance Lead has changed to Matt Williams.

**Recreation:** RCYBS hosted a 3<sup>rd</sup>-8<sup>th</sup> grade baseball and softball tournament on the hottest weekend to date, bringing in 28 teams. RC teams took 1<sup>st</sup> place in 3/4 softball & 5/6 Baseball, 2nd place in 3/4 Baseball, and 3<sup>rd</sup> place in 5/6 softball and 3/4 baseball. Dugouts were finished on KP fields #1 as well as the roofs on #2, scoreboard is still coming along. Camps are going well even with all the rain as they can use the gym. Coaches are very engaged and having fun with the kids.

## JUNE 2025 PARKS MEETING

### SENIOR CENTER REPORT BY CHERY HEFFNER

The Diamond Jo Casino Trip on June 14<sup>th</sup> went very well. I had 42 passengers and made a profit of \$145.00. The next trip to the casino will be on August 14<sup>th</sup> and I already have 17 people registered.

This Thursday is the breakfast in the Senior Center by Our House.

The Senior Solutions Group will be having a Grief Support Group beginning this Thursday from 5:30-6:30 in the meeting room here at the Community Center. This is a very much needed program for many people. We have had grief support groups in the past and I am happy that it will be happening again.

Saturday at 1:00 I will have the Euchre Tournament to raise money for kid's scholarships for summer programs. I have this twice a year and have raised a fair amount of money so far.