

OFFICIAL PUBLIC NOTICE

MEETING OF THE PARK BOARD

Monday, November 24, 2025 at 5:00 PM

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

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 the Pool Pass Holiday Sale.
- 3. Consider approval of the Comprehensive Outdoor Recreational Plan 2026-2030.

APPROVAL OF BILLS

Monthly Bills

MONTHLY REPORTS

- 5. Budget Report
- Recreation Director's Report
- 7. WSRC Coordinator's Report
- 8. 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, December 22, 2025.

ADJOURNMENT

Posted this 20th day of November, 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.

Item 1.

OFFICIAL PUBLIC NOTICE



MEETING OF THE PARK BOARD

MONDAY, OCTOBER 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, City Council Rep- Doug Martyniuk, Director- Jodi Mieden. Absent: County Board Rep- Chad Cosgrove.

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

DISCUSSION AND ACTION ITEMS:

- **2. Parks usage end of season updates. (Shelters, Camping, Ballfields, Gardens)** Mieden presented end of season reports.
- **3.** Consider approval of adjusting 2026 dates of Park Board's monthly meeting. The regularly scheduled meeting for May falls on Memorial Day, so it could be changed to June 1st to complete before the regular Common Council meeting on June 2nd. The June meeting would then move to the 5th Monday, June 29th to complete before the regular Common Council meeting on July 7th. Motion to approve changing May meeting date to June 1st and June meeting date to June 29th by Wegner, 2nd by Woodhouse.
- **4. Consider approval of 2026 Pool Pass Rates.** Increase pool pass pricing every 3rd year. Keep daily pass pricing the same for now. Adjust pricing to \$120/\$180 for Family Passes, \$80/\$110 for Individual Passes, & \$35 for addt'l members. Members agreed pricing was reasonable yet. Motion to approve 2026 pool pass pricing as recommended by Martyniuk, 2nd by Hallett.
- 5. Discussion on a program for Mobile Dessert/Food Establishments on City Park Properties. Looking to create a standard fee schedule and program for Conditional Use Permit for Mobile Dessert/Food Establishments on City Park Properties for multiple groups including Non-Profit fundraisers and For-Profit sellers for 2026 as there is definite interest. Mieden wanted to be prepared and presented a possible fee schedule. Many agreed that it would bring in more foot traffic to the park and provide a little more variety on days the Dairy-O is closed. The program would open in January on a first-come, first-serve basis, and will be done as a trial run, to be altered if needed. Non-profits would remain \$50 for no more than 12 events and for-profits would pay \$150 for up to 12 dates in one designated spot in Krouskop Park by Diamond #5 in the paved area. Days available to for-profit groups are Monday and Tuesday, mid-May through September. More than 12 dates can be pro-rated. All current non-profit and special event dates are blocked off. Each group will follow the City's Mobile Dessert/Food Establishment procedure to obtain a permit to sell in the City. Motion to adopt the proposed policy for 2026 by Woodhouse, 2nd by Hallett.

APPROVAL OF BILLS: Motion by Woodhouse to approve the monthly bills. 2nd by Martyniuk. Motion carried unanimously.

MONTHLY BUDGET REPORT: Revenues for September 22-October 26, 2024 vs 2025 provided, as well as monthly budget review.

RECREATION REPORT: Pool: Neuman here on the 24th, Wertz on October 3rd (1100.00 savings from McGuire) Removed the plugs from the Splash Pad heater to be in use 2026. We filled to winter line and tied off pit plugs so they don't get lost in the pipes. Spoke with Todd @WasteWater to see if we could use vac truck to clean pits in the Spring instead of shop-vac trips. Concessions overage was used for Bingo prizes in the WSRC. Kiwanis donated \$634.10, Partners 4 Prevention donated \$1000 from the event at the pool to go towards ADA equipment. A refund from DATCP of \$762.00 was received once the licenses were reduced to 2 from 4. Parks: Concrete was poured on the 20th for the KP 5 & 6 dugouts; fencing & benches will follow. CC/Recreation: Our Trick or Treat Trail event had 36 businesses and 4 candy donors, 10 more than last year and had close to 700 kids on the trail. Monthly Sunday Funday dances scheduled through the winter months, Kids Nite Out Nov 1st with Lions Club sponsoring, and 4 free hikes through March.

Item 1.

WSRC REPORT: Diamond Jo Casino, October 2nd had 41 passengers, profiting \$110.00. The last trip will be on Nove 6th. The Euchre Tournament fundraiser made \$72.00 for scholarships for summer programs. The total came from \$36.00 from the tournament and \$36.00 from donations by others, totaling \$200.00 from the 2 tournaments this year. \$50.00 in coffee money in September, totaling \$410.00. Our House will be having breakfast here this Thursday and another Thursday, November 13th.

PARK BOARD PRESIDENT REPORT: Concerns about the future of the Park Board. Meeting was scheduled the same day/time of Park Board. According to Ad Hoc Rules Committee member Tepley, it was a coincidence and no decisions were to be made and that it may be a long process to adjust ordinances to fit with current logistics.

REPORTS, REQUESTS, CONCERNS: Wegner inquired about addressing the condition of park equipment. All members are concerned about the future of the Park Board and comments by the attorney that citizen boards and commissions undermine the power of the council. All agreed it was worth going to the future Ad Hoc meetings to share input and concerns. Lewandowski wondered what was going on with the construction on Highway 80 N.

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

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

Item 2.

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Approval of the Pool Pass Holiday Sale.

Committee Review: Park Board

Meeting Date: November 24th, 2025

Requested by: Jodi Mieden- Recreation Director

Background: We have offered this 10% Holiday Sale discount for several years. On average, 30 families and 3

individuals take advantage of the sale.

2019 (for the 2020 season) = 27 Family passes, 1 Individual pass sold 2020 (for the 2021 season) = 22 Family passes, 1 Individual pass sold 2021 (for the 2022 season) = 44 Family passes, 0 Individual passes sold 2022 (for the 2023 season) = 26 Family passes, 1 Individual pass sold 2023 (for the 2024 season) = 33 Family passes, 5 Individual passes sold 2024 (for the 2025 season) = 28 Family passes, 7 Individual passes sold

Department Recommendation: Approve the Pool Pass Holiday Sale for December 1-31, 2025.

Financial Impact: 10% discount on all family and individual pool passes.

Requested Action:

PARK BOARD: Motion to approve the Pool Pass Holiday Sale for December 1-31, 2025.

Attachments:

Pool Pass Sale Flyer

Item 2.

WOODMAN AQUATIC CENTER

Pool Pass Holiday Sale

SAVE 10% on your 2026 Season Pool Pass!

Offer Valid: December 1 - 31, 2025

2026 Pool Pass Rates:

Family Resident: \$120

Family Non-Resident: \$180

Individual Resident: \$80

Individual Non-Resident: \$110

Purchase at the Community Center or online at richlandcenter.activityreg.com

Item 3.

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Consider Approval of the Comprehensive Outdoor Recreational Plan 2026-2030

Requested & Presented by: Jodi Mieden, Parks & Recreation Director

Meeting Date: Park Board on 11-24-2025

Committee Review: Public Works Committee on 11-20-2025 – Motion by Schultz to forward Resolution 2025-___, regarding updating the Comprehensive Outdoor Recreational Plan, to the Park Board for review and recommendation to the Common Council. Seconded by Walters. Motion carried unanimously by voice vote.

Background: The City of Richland Center's Comprehensive Outdoor Recreation Plan provides the strategic framework for maintaining, improving, and expanding the City's parks, trails, and outdoor recreation facilities. Updating the plan every five years is required to remain eligible for Wisconsin DNR Stewardship, LAWCON, and other state and federal recreation grants.

The 2026–2030 Comprehensive Outdoor Recreation Plan outlines a forward-looking strategy that responds to changing demographics, evolving recreation trends, and environmental challenges. It reaffirms the City's commitment to:

- Equitable and ADA-accessible recreation spaces for all residents.
- Conservation and protection of environmentally sensitive areas.
- Trail connectivity within the City and to County systems to support alternative transportation and tourism.
- Strategic capital planning, maintenance scheduling, and responsible stewardship of public resources.
- Collaboration with the School District, Richland County, Southwest Partners, civic groups, and the broader community.

The plan highlights major accomplishments since 2021—including new playgrounds, athletic field upgrades, expanded pickleball facilities, refreshed branding, ADA kayak launches, and trailhead improvements—and establishes updated priorities aligned with the latest Wisconsin Statewide Comprehensive Outdoor Recreation Plan.

Overall, the updated plan provides a modern roadmap that balances recreation, environmental sustainability, tourism development, and community health while guiding policy decisions and supporting ongoing grant eligibility. It was developed in collaboration with the Park Board, Public Works Committee, and community stakeholders to reflect current needs, future growth, and priority improvement projects.

Department Recommendation: Staff recommends adoption of Resolution 2025-___ by the Common Council.

Financial Impact: No direct expenditure required; Approval maintains grant eligibility and supports future cost-sharing opportunities.

Requested Action:

PARK BOARD: Motion to recommend to the Common Council adoption of Resolution 2025-____, regarding updating the Comprehensive Outdoor Recreational Plan.

COUNCIL: Motion to adopt Resolution 2025-___, regarding updating the Comprehensive Outdoor Recreational Plan, as presented.

Attachment(s):

• DRAFT 2026-2030 Comprehensive Outdoor Recreational Plan



Park & Recreation Department



1050 N. Orange Street, Richland Center, WI 53581 (608)647-8108 ext. 7

Director's Monthly Report

11/27/25

Parks/Grounds: Stori Field was officially sold, and the sign was removed. Zamboni sold on WI Surplus. B&G team helped Rotary lights drilling holes in the very dry, hard ground for the boundary fence x 150 posts. A new job posted for Streets team as Jason Koch left. A new position was also created for an Assistant Director of Public Works to be a boots on the ground lead of both Streets and Buildings & Grounds teams. Matt passed his test to become a Certified Pool Operator.

Community Center: Matt attached a drain tile to the back downspout by the overhead door in hopes that rainwater won't pool and pour into the gym. They rented a lift and were able to diagnose & fix the South basketball hoop. A retractable strap was caught in the housing allowing us to put the hoop down only ½ way, rendering it unusable for 2.5 weeks (rentals). They were able to reach and replace the wi-fi switch upgrade and secure it to the housing at the ceiling, as it had come loose or lost a screw. They were able to use an air compressor to clean out the ducts and wallboards dust, as well as retrieve several rec balls, but it didn't work on the curtain. Will need to plan to possibly power wash the curtain at another time, but a smaller, cheaper lift will work and will need to have an electric power washer.

Recreation: Kids Nite Out with the Lions Club was a successful night with 24 kiddos. We did our free fall hike @Strickland Park/Miner Hill Trails and 8 ladies came to hike the hill on a gorgeous day! We decorated early for XMAS for the OMHS holiday event and the Giving Tree is set up for another year. We have already received 2 donations.

NOVEMBER 2025 - PARKS MEETING

SENIOR CENTER REPORT BY CHERYL HEFFNER

The last bus trip to the Diamond Jo Casino was on November 5th. I had 45 passengers on the bus at \$35.00 per person and the bus cost at \$1,325.00 the Senior Center made a profit of \$250.00. In 2026 I hope to have the first bus trip to the Diamond Jo on the last Thursday in March.

At this time, I have one person registered for the Islands Trip in January and 1 person registered for the trip to Nashville in October.

Our House had breakfast on November 13th in the Senior Center, and it was very well attended. We had 4 new people attend the breakfast which is very nice because it brings more people to the Senior Center. Our House will take December off from breakfast and resume in January.

Euchre continues to be very popular, and the Senior Center is filled with card players. Many of the Euchre players will eat lunch at the meal-site before they play which helps the meal-site.