



OFFICIAL PUBLIC NOTICE

MEETING OF THE PARK BOARD

MONDAY, MARCH 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

DISCUSSION AND ACTION ITEMS

- [2.](#) Consider approval of a fee discount or waiver for G.R.A.C.E. events: Kickoff Pancake Supper.
- [3.](#) Consider approval of Hornet Summer Volleyball Sanctioned Recreation Group for 2025.
- [4.](#) Discussion about the Draft 2026-2031 Comprehensive Outdoor Recreation Plan.

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, April 28, 2025.*

ADJOURNMENT

Posted this 20th day of March, 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, FEBRUARY 24, 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, Brad Wegner, Larry Hallett, Jodi Mieden. Absent: Allicia Woodhouse, Mark Chambers, 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, 2nd by Hallett. Motion carried unanimously.

DISCUSSION AND ACTION ITEMS:

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. The group is a 501(c)3 so it is approved at a 25% discount. Motion to approve by Wegner, 2nd by Lewandowski. Motion carried unanimously.

3. Consider approval of Richland Area Rotary Youth Soccer, Inc. Sanctioned Recreation Group for 2025. All members agree that there have been no issues with the group in the past and they represent a large population of kids every spring. They work well with RCYBS to share fields. Plans to update safer trail under bridge to utilize east fields again. Motion to approve by Hallett, 2nd by Wegner. Motion carried unanimously.

4. Consider approval of a conditional use permit for OMHS’s Animal House events for 2025. 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. Motion by Lewandowski to approve the permit. Second by Hallett. Motion carried unanimously.

5. Consider approval of discount pool passes for the Brewer Public Library. 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. 100 daily passes @\$2.50/pass = \$250.00, 50 daily passes @\$2.50/pass = \$125.00. Motion to approve the 50% discount by Lewandowski, 2nd by Wegner. Motion carried unanimously.

6. Discussion about the Draft 2026-2031 Comprehensive Outdoor Recreation Plan. Much of the previous plan was gone through and edits were made. Mieden plans to go through and assess current conditions to report back. Plans to continue review at March meeting.

APPROVAL OF BILLS: *Approval of payment of the monthly bills.*
Motion by Hallett to approve December Bills. 2nd by Wegner. Motion carried unanimously.

MONTHLY BUDGET REPORT

Revenues for January 27- February 23, 2023 vs 2024, were provided.

WSRC REPORT: The day of the breakfast by Our House the weather wasn’t very good, but we still had a good number of people attending. 12 people from Richland Center registered for the New Orleans trip in April. I will receive \$20.00 for each person registered as well as for any person she registers at Hillsboro, as they get on the bus here in Richland Center. Last year the trip to Canada had to be cancelled. Presently registering people for the 1st Diamond Jo Casino trip on April 10th. Senior Citizen Potluck on the 3rd Thursday. We fill the Senior Citizen Center on that day, and everyone has an enjoyable day visiting with others.

RECREATION REPORT: Mike Breininger has written a book called “Pulling Together: A handbook for Community Change” that released 1/20/25. The book includes the story about our Woodman Aquatic Center. There will be a book launch in the meeting room on June 9th coinciding with the day the pool opens. SW Partners is still working hard to get us a 2nd slide. Sheila mentioned they are currently applying for a Seats, Inc. grant, and they hope to announce good grant news at the book launch. Once the 2nd slide project is finished, they plan to start looking for funding for a skatepark. I worked with the Farmer’s Market to request using the recently purchased lot on the corner of Court & Orange for the 2025 season, as they have outgrown their current location. Permission was granted pending any future development by the city. This location provides ample space for vendors, visibility, parking and restroom opportunities at Kwik Trip. We have job ads running at the Observer 2/27 and 3/6, and Shopping News 3/4 and 3/11. Four applications for the pool have come in so far from our social media posts and digital billboard. It was a beautiful crisp evening for our Twilight Hike Friday night. The boy scouts came out to hike as well as many others. Randall Coleman has done an amazing job of levelling up the trails and is very proud of how they have turned out. He hopes more hikers and bikers in the community can enjoy the trails. The new Buildings & Grounds Lead, Joe Carstensen started on the 10th and is a nice addition to the team already. We are collaborating to make sure the facilities are well taken care of for the leagues for the summer. The Public Works Committee met to discuss the NP Restrooms and concluded that while it may be possible, it would be a substantial investment for the city. Given the difficulties of building in a floodplain, coupled with staff capacity concerns, the seasonal demand for restrooms, and long-term budget constraints, the recommendation is to continue using the portable toilets. A new packet of information on Splash Pad shading was submitted to the RC Rotary Club for consideration.

PARK BOARD PRESIDENT REPORT: nothing to report

REPORTS, REQUESTS, CONCERNS: requests for DPW to attend a quarterly meeting.

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

ADJOURNMENT: Motion to Adjourn by Hallett. 2nd by Wegner. 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: Kickoff Pancake Supper.

Committee Review: Park Board

Meeting Date: March 24th, 2025

Requested by: Jodi Mieden- Recreation Director

Background: The Kickoff Pancake Supper is the start of the fundraising efforts for the year. Approximately 100 people will attend to register their team for the year, and last year 30 teams registered. The use of the gym and kitchen provides a centralized location for the event. All fundraising dollars go directly to the 501©3 Greater Richland Area Cancer Elimination.

Department Recommendation:

Financial Impact: \$87.50 **Funding Source:** Fundraising dollars

Requested Action:

PARK BOARD:

CITY OF RICHLAND CENTER

Item 2.



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:	G.R.A.C.E		
Address:			
Contact Name/Phone/Email:	June Nee	608-553-2476	jmajnee@gmail.com
Circle Type of Group:	<input checked="" type="radio"/> 501(c)3	<input type="radio"/> Government Agency	<input type="radio"/> Other- Specify:
Circle one of these:	<input type="radio"/> Rental Fee Discount	<input checked="" type="radio"/> Rental Fee Waiver	
Description of event or purpose for which City of Richland Center facilities will be used:	Walk with GRACE Kick-off, pancake supper		
Desired date(s)/Times:	Thursday, May 15, 2025 3pm - 7:30pm		
Desired Facility:	Gym area and kitchen		

COMMUNITY BENEFITS

How many Richland Center residents will benefit from your event? How will they benefit?	We had well over 100 people attend last year and over 30 clean registers for GRACE. This brings in more funds for GRACE helping members of our community who are going through cancer treatments.
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NEED:

Why is it necessary to hold this event at a City facility?	We feel we can bring in more people to attend our event, which in turn helps GRACE.
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If request is for a Fee Waiver: Explain why paying the fee would be a hardship.	It takes away from funds that GRACE can give to cancer patients.
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Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	
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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:	
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Date of application:	03/10/2025
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STAFF USE ONLY

Est. total value of waiver (\$):	\$87.50	Park Board Review date:	3/24/25	Approved date:	
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Agenda Item: Consider approval of Hornet Summer Volleyball Sanctioned Recreation Group for 2025.

Committee Review: Park Board

Meeting Date: March 24th, 2025

Requested by: Jodi Mieden- Recreation Director

Background: The annual women's summer volleyball league has continued to be a great outlet for High schoolers and adults for volleyball. The sport has been growing each year and we have had a seamless relationship and no issues to date.

Department Recommendation: Approve Hornet Summer Volleyball Sanctioned Recreation Group for 2025.

Requested Action:

PARK BOARD: Approve Hornet Summer Volleyball 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: Laura Selgeby **Date:** 3/10/25

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: Hornet Summer Volleyball
 CONTACT NAME: Laura Selgeby
 EMAIL: selgs71@gmail.com
 PHONE: 608-604-6998
 ADDRESS: 24254 Eden Valley Ln RC
 ESTIMATED # OF PARTICIPANTS: 50-60
 FACILITIES TO BE USED: Richland School Gym

Action by Park Board: Approved Denied

Agenda Item: Draft 2026-2031 Comprehensive Outdoor Recreation Plan

Committee Review: Park Board

Meeting Date: March 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 5.

PARK BOARD

Meeting Date:

03/24/25

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT
Monthly Bills:			
Dollar Tree	10-55250-520	WSRC Bingo supplies	\$ 158.50
Haas, Adam	10-46610-000	Referee- 3/2, 3/9, 3/16 games x6	\$ 210.00
Hallett, Larry	10-46610-000	Referee- 3/9 games x3	\$ 105.00
Morris Newspapers of WI- Observer	10-55200-380	Summer Help Job Ad- 2/27/25	\$ 93.75
Rhyme	10-55200-480	CC Copier agreement February	\$ 171.89
Spears, Glenna	10-46500-000	CC Rental Refund	\$ 150.00
Walmart	10-55250-390	WSRC Miscellaneous Expense-dishsoap	\$ 14.94
Warco	10-46615-000	WSRC Bus Trip- Diamond Jo, April 10th	\$ 1,325.00
Wilson, Colton	10-46610-000	Referee- 3/2 games x1	\$ 35.00

TOTAL BILLS TO BE PAID FROM THIS MEETING	\$	2,264.08
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Bills Paid Between Meetings:

TOTAL BILLS PAID ALREADY	\$	-
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TOTAL BILLS	\$	2,264.08
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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 6.

Payments From 02/24/2025 To 03/22/2025

Payment Revenue Break By Sales Accounts

Account		Paid	Adj	Disc	Total
Adjustments	ADJUSTMENTS	0.00	0.00	25.00	25.00
Facility (FACILITY)		0.00	0.00	25.00	25.00
Cash/Checks	Cash	2,901.25	0.00	0.00	2,901.25
CAMPSITES (CAMPING)		700.00	0.00	0.00	700.00
Facility (FACILITY)		1,775.25	0.00	0.00	1,775.25
Park Shelter Account (SHELTER)		364.00	0.00	0.00	364.00
Programs (PROGRAMS)		62.00	0.00	0.00	62.00
SWIMMING (SWIMMING)		0.00	0.00	0.00	0.00
Credit Card - NA	Credit Card	2,525.75	0.00	0.00	2,525.75
CAMPSITES (CAMPING)		350.00	0.00	0.00	350.00
CAMPSITES (CAMPING)		70.00	0.00	0.00	70.00
DIAMOND JO CASINO (BUS TRIPS)		70.00	0.00	0.00	70.00
Facility (FACILITY)		150.00	0.00	0.00	150.00
Facility (FACILITY)		605.00	0.00	0.00	605.00
GOVPAYFEE (GOVPAYFEE)		1.75	0.00	0.00	1.75
GOVPAYFEE (GOVPAYFEE)		3.25	0.00	0.00	3.25
GOVPAYFEE (GOVPAYFEE)		8.00	0.00	0.00	8.00
GOVPAYFEE (GOVPAYFEE)		31.75	0.00	0.00	31.75
Park Shelter Account (SHELTER)		70.00	0.00	0.00	70.00
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)		285.00	0.00	0.00	285.00
Park Shelter Account (SHELTER)		240.00	0.00	0.00	240.00
Programs (PROGRAMS)		33.00	0.00	0.00	33.00
Programs (PROGRAMS)		33.00	0.00	0.00	33.00
Programs (PROGRAMS)		300.00	0.00	0.00	300.00
SWIMMING (SWIMMING)		115.00	0.00	0.00	115.00
Credit from Account	Credit from Account	93.25	0.00	0.00	93.25
Facility (FACILITY)		56.25	0.00	0.00	56.25
Park Shelter Account (SHELTER)		17.00	0.00	0.00	17.00
Programs (PROGRAMS)		20.00	0.00	0.00	20.00
Credit to Customer	Credit to Customer	-56.25	0.00	0.00	-56.25
Facility (FACILITY)		-56.25	0.00	0.00	-56.25
		5,464.00	0.00	25.00	5,489.00

Financial Activity GL Summary Report

Item 6.

Payments From 02/24/2024 To 03/22/2024

Payment Revenue Break By Sales Accounts

Account		Paid	Adj	Disc	Total
Cash/Checks	Cash	3,720.50	0.00	0.00	3,720.50
CAMPSITES (CAMPING)		170.00	0.00	0.00	170.00
Facility (FACILITY)		2,695.50	0.00	0.00	2,695.50
Park Shelter Account (SHELTER)		465.00	0.00	0.00	465.00
Programs (PROGRAMS)		390.00	0.00	0.00	390.00
Credit Card - NA	Credit Card	2,420.50	0.00	0.00	2,420.50
Facility (FACILITY)		1,260.00	0.00	0.00	1,260.00
GOVPAYFEE (GOVPAYFEE)		51.50	0.00	0.00	51.50
Park Shelter Account (SHELTER)		394.00	0.00	0.00	394.00
Programs (PROGRAMS)		550.00	0.00	0.00	550.00
SWIMMING (SWIMMING)		165.00	0.00	0.00	165.00
Credit to Customer	Credit to Customer	-17.00	0.00	0.00	-17.00
Facility (FACILITY)		-367.00	0.00	0.00	-367.00
Park Shelter Account (SHELTER)		-17.00	0.00	0.00	-17.00
Refund (Refund)		367.00	0.00	0.00	367.00
Refund Check	Refund Check	-367.00	0.00	0.00	-367.00
Facility (FACILITY)		0.00	0.00	0.00	0.00
Refund (Refund)		-367.00	0.00	0.00	-367.00
		5,757.00	0.00	0.00	5,757.00

Director's Monthly Report

3/24/25

Spring SuperSports tried to start on Wednesday but had to cancel due to weather conditions, but we have 20 kids signed up. We had to also cancel the spring river trails hike yesterday due to rain. The men's city basketball league wrapped up with Stanek Construction winning again this year. Another Kids Night Out is coming up April 5th with 14 kids signed up so far.

We have a ton of pool office applications and Rec coaches but still need lifeguards. Apps are still coming in and we may have to make another push for those in the paper and online.

Neumann will be here the week of May 19th for startup. WWTP staff pulled all pumps and got rid of rust and unseized all, will replace a seal kit on the worst one P6A as well as gaskets and will reattach before startup. They will do service on floor drains and the SP filtration pump that had a leak.

Buildings & Grounds:

-the splash pad shade went to Public Works on the 19th, and they will create a resolution to accept the Rotary Club donation to be approved at Council on April 15th. The team will install the shade.

-working on dugouts on #1/scoreboard on #2 donations from RCYBS/dugouts on #5/6 Knights of Columbus. Creating a resolution to accept the donations to be approved at Council. RCYBS will also purchase a temporary fence for #3 to install during the season.

-getting quotes to add fill to infields on #1-6, put bases out and fences up at KP/NP last week as RCHS Softball has been using #6 due to poor field conditions at their field.

-working on FEMA/DNR evaluation with Mark Jelinek for the possible elevations mapping for the possible potties at North Park.

-the controlled burn happened successfully last week

-they fixed our cooler in concessions w/new hose and came up with a drainage system for the LP filters to avoid so much standing water when bleeding lines and draining off-season.

MARCH 2025, PARKS MEETING

SENIOR CENTER REPORT BY CHERY HEFFNER

The Bus trip to the Diamond Jo Casino has 53 people registered at this time, leaving only 3 seats available.

The euchre tournament on Tuesday continues to be very popular. This past week we had nine- and one-half tables. We have had some new attendees in the past few weeks.

Bingo on Monday mornings also remains popular and it seems to be a great way to get everyone motivated on a Monday morning.

On the second and fourth Mondays of each month, Colleen Schroeder will be having cribbage lessons for anyone interested in learning the game.

Gentle Chair Yoga on Wednesday mornings has gained some new participants, with some coming as far away as Boscobel. Lara Carpenter is the instructor, and she doesn't charge for the class.

The trip to the Brewers Game on July 12th is full and presently we are taking a waiting list.