

OFFICIAL PUBLIC NOTICE

MEETING OF THE PARK BOARD

Monday, July 08, 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 June 10th, 2024 meeting

DISCUSSION AND ACTION ITEMS:

- 2. Discussion about Krouskop Park ballfield lighting concerns.
- <u>3.</u> Discussion and possible approval of a fee discount/waiver for St. Luke EL Church's picnic shelter rental.
- <u>4.</u> Discussion and possible approval of a Recreation Department Code of Conduct Policy.
- 5. Discussion and possible approval of Resolution to accept a monetary donation from the Rotary Club for a shelter at the Splash Pad.
- 6. Discussion and possible approval of adjusting the date of Park Board's monthly meeting.

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

7. Approval of June Bills

MONTHLY BUDGET REPORT

8. June 2023 vs June 2024 Revenues

SENIOR COORDINATOR'S REPORT

9. WSRC June 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, July 22nd, 2024.

ADJOURNMENT

Posted this 3rd day of July, 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, JUNE 10, 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, Allicia Woodhouse, Brad Wegner, Mark Chambers, City Council, Chad Cosgrove, County Board, Jodi Mieden. Absent: 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 and possible approval of donated pool passes for Passages/Ada James. Mieden reported that the Recreation Department has donated 12 passes annually dating back to 2012. Last year the passes used were 5 individual, and 7 family. Motion to approve the pass donation made by Chambers. 2nd by Cosgrove. Motion carried unanimously.
 - 3. Discussion and possible action on shelter(s) fee waivers for National Night Out event on August 6th.

Billy Jones and JoAnn Krulatz were on hand to inform the board about the event. It is a yearly K9 Fundraiser event that gives the RCPD, RCFD, RC EMS, RC Sheriff & WI DNR a chance to give back to the community with a nite of fun, food trucks and music and a 5k. Fundraisers are done to support the event. They normally used the Campus grounds but that is no longer allowed. They are looking to use the 5 shelters in Krouskop Park on this side of the Pine River for the event on August 6th, 2024. The event has grown each year, starting at 250 and most recently 750 people. Each food truck will have a permit and insurance for the event. Motion to approve the 5 Shelter fee waivers by Wegner. 2nd by Chambers. Motion carried unanimously.

4. Discussion and possible approval of a Recreation Department Code of Conduct Policy. Woodhouse noticed the back page was not copied for the board members, and a motion was made by Elliott to table the item until next meeting, after the full document was emailed to the board to review.

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

MONTHLY BUDGET REPORT: Mieden presented revenues comparing May 2023 to May 2024.

SENIOR COORDINATOR'S REPORT: The second trip to the Diamond Jo Casino will be this Thursday, June 13th. 50 people registered, and I hope to have a few more by Thursday, as it is a 56-passenger bus. Our House Assisted Living will be having breakfast at the Senior Center beginning on Thursday June 27th. We have breakfast scheduled once each month through the end of the year. Before Covid they came once a month and I have been trying to have them start having breakfasts again and now they are able to start again. They also inquired about what I use for Bingo prizes, and they may donate some in the future. On Saturday June 29th we will be having another Euchre Tournament to earn money for scholarships for rec programs for children. This will be the third tournament that we have had for this in the past.

Item 1.

DIRECTOR'S REPORT: Mieden reported that our 2024 Spring/Summer recreation programs filled up with kids and we started week one with a cancellation/reschedule of kayak camp to the last week. Luckily, we had a little notice to let all know. All but a couple could adjust to the new date. Neuman/McGuire/Culligan all came for set-up. We had a few hiccups, but both heaters are now in working order and everything is running. Our UV system needed to be re-built and is still waiting on a part, but works for the interim. We had a freezer that did not work, after cord repair it was found that it won't freeze, so I am working with Holiday Wholesale to see if it is theirs to get service or a replacement. Jena planned a successful event with the RCPD to enhance our annual fishing derby. The new official name is Cops & Bobbers. We had to reschedule it to Sunday due to torrential rain but ended up having 80 registered fisher people on the day. It was a great event! I have been corresponding with Randall Coleman about the Ocooch Mountain Recreation Trails. He has put in tons of volunteer hours to enhance the trails along with a few other enthusiasts that have joined in. I am in the process of creating new maps to align with the new trails that have been created or altered to make them more user friendly. He has been in contact with the Observer to create an article to gain interest in the trails and get the word out to new users. Once the wayfinding signs are installed, there will be one from each direction sending them to the trails. Staffing has been interesting this year, but we are looking good now. With our lifeguards and availability, we are only able to be open late on Wednesday night, but have party availability during the week. We have a lot of party interest so far. We are open at 10am-12pm for walking or swimming laps and this is a busy time. Aerobics starts on Wednesday and the class is already full with new people. We have had a few Rec coaching issues but believe we have that resolved.

PARK BOARD PRESIDENT REPORT: Elliott welcomed Chad Cosgrove, newly elected representative from the County Board.

REPORTS, REQUESTS, CONCERNS: Lewandowski inquired about the wages for Summer Staff and recommended putting something in the budget to raise the rates for 2025 to alleviate staffing issues in the future.

SET NEXT MEETING DATE: Second Monday of the Month. July 8th, 2024, at 5:00pm.

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

CITY OF RICHLAND CENTER

APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):



X	Rental Fee Waiver	X	Rental Fee	Discount
	Transac recited			Piccount

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:	
***************************************	ST. Luke FV. Lutheran Church
Address:	8th / Main, Richland Center, WI
Contact Name/Phone/Email:	Herh Thomas
Circle Type of Group:	501(c)3 Government Agency Other-Specify: Auroh
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:	Choven Picnic
Desired date(s)/Times:	Sunday, July 28, 2024 NOOK- 5:00 DM
Desired Facility:	Charles Lay vence shelter
COMMUNITY BENEFITS	
How many Richland Center residents will benefit from your event? How will they benefit?	# # In town The to do chose to church
NEED:	
Why is it necessary to hold this event at a City facility?	In Town - easy for elderly to ATTEND
If request is for a Fee Waiver:	2 10 10017 = Eusy 101 Elder 9 10 H17E19.5
Explain why paying the fee would be a hardship.	L.R. the FOOD Pantry setc Could use Saved Fees to Support other event
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	iury that this application for special consideration has been examined by me and to the best of my
I declare under the penalties of per knowledge and belief is true, corre	
Signature:	De la Thomas
Date of application:	6-23-24
STAFF USE ONLY	
Est. total value of waiver (\$):	+SS Park Board Review date: 78 at Approved date: 5

City of Richland Center Park & Recreation Department

Code of Conduct Policy

Recreation programs are opportunities for people, young and old, to engage in healthy activities while showing respect for themselves and other participants. Benefits are derived from the participant's maintaining a positive attitude towards the program and the adherence to accepted standards of good sportsmanship.

Participants and spectators are expected to do the following:

- Demonstrate courtesy.
- Be a positive role model by showing respect and courtesy through positive support for all participants.
- Behave in a responsible manner. Refrain from any action which, in judgment of staff, instructor or coach, constitutes an attempt to inflict injury upon other participants and/or staff. This includes pushing, shoving or throwing objects that are not part of the program.
- Respect the rights and privileges of other participants and City of Richland Center staff. Refrain from conduct that disrupts or obstructs any program, event or class. This includes rude and argumentative behavior.
- As a spectator, the purpose of your attendance is to observe a recreational activity.
 In doing so, please respect the participants and instructors, and refrain from conduct that disrupts or obstructs the program.
- Refrain from lewd, obscene or indecent conduct or expression, including profanity, harassment, discrimination, threats or offensive remarks.
- Respect the property of others, including City of Richland Center property and facilities. Destruction or damage to a City of Richland Center facility, or theft of any property is not acceptable. Anything found at the facility that does not belong to you, should be left where it is, or turned in to staff, instructor or coach.
- Cooperate with the City of Richland Center staff, instructors and volunteers or coaches to maintain safety and order.
- Children not participating in the scheduled program, event or class must be accompanied by a non-participating adult.

Disciplinary action guidelines for program participants and spectators.

If a program participant or spectator exhibits inappropriate behavior, the following guidelines should be followed. City of Richland Center staff and program leaders should determine the severity of the action and immediately take steps to correct it. An incident form should be completed by program instructor/coordinator with the assistance of witnesses, and returned to the Recreation Department within one business day.

Violations of the code **that do not constitute an immediate threat** to the safety of others or their property will result in all or some of the following actions including, but not limited to:

- **1.** Verbal warning.
- **2.** Conference with staff and person (and parent if necessary) involved in misbehavior.
- **3.** Transfer to another program, time slot or group where inappropriate behavior is less likely to occur.
- **4.** A suspension for the remainder of that day, determined by City of Richland Center staff.
- **5.** A suspension for the remainder of the scheduled program for failure to correct behavior and repeat violations of this code.

Violations of the code **that constitute an immediate threat** to the safety of others or their property may result in:

- 1. Conference with staff and person (and parent if necessary) involved in misbehavior.
- **2.** A suspension for the remainder of that day, determined by City of Richland Center staff.
- **3.** A suspension for the remainder of the scheduled program for failure to correct behavior and repeat violations of this code.
- **4.** An indefinite suspension of up to one year, from all City of Richland Center programs for repeat or severe violations of this code.

The circumstances and severity of the incident as determined by City of Richland Center staff will determine the consequences. Appeals by the participant and/or his or her parent/guardian may be directed to the Recreation Director and the Park Board will jointly consider any appeals.

An incident form should be given to the Recreation Director within 1 working day of the incident.

Approved by Park Board July 8th, 2024.

RESOLUTION 2024 -

RESOLUTION TO ACCEPT A MONETARY DONATION FOR A PARK SHELTER AND CONCRETE PAD AT THE WOODMAN AQUATIC CENTER'S SPLASH PAD

WHEREAS, the City of Richland Center's ("the City") donation policy requires resolution to the Common Council to accept donations over \$5,000; and

WHEREAS, the City has collaborated with Rotary Club of Richland County on previous shelter donations to enhance the visitor experience in our parks; and

WHEREAS, Rotary Club of Richland County has generously agreed to donate up to \$10,000 to purchase a new flow through shelter and concrete pad at the Woodman Aquatic Center's Splash Pad; and

WHEREAS, the City of Richland Center Parks Department will go out for bids, procure a building permit, and be project managers on the installation, with assistance from the Parks Maintenance/Public Works Department; and

WHEREAS, the Park Board has recommended Common Council's acceptance of the monetary donation for a park shelter and concrete pad; and

NOW, THEREFORE, BE IT RESOLVED, the Common Council does hereby authorize acceptance of the monetary donation for a park shelter and concrete pad from Rotary Club of Richland County.

BE IT FURTHER RESOLVED, the members of the Common Council give thanks to the Rotary Club of Richland County for their generous donation and their on-going collaborative effort to improve the parks and grounds public space in Richland Center.

APPROVED , by the Common Council of the City of R by the following vote: AYES:, NOS:	ichland Center on this	day of August 2024
Adopted this Day of August 2024		
Todd Coppernoll, Mayor		
Attest:		
Ashley Oliphant, City Clerk / Treasurer		

Item 7.

2024 ACCOUNT PAYABLE LISTING

PARK BOARD Meeting Date: 07/08/24

VENDOR NAME (Alphabetical)	ACCT#	DESCRIPTION	ļ	AMOUNT
Monthly Bills:				
Amazon	55410-620		\$	9.94
	55410-520	WAC Supplies- staff suits, printer ink, wax,	\$	324.72
	55200-640		\$	143.47
Badger Sporting Goods	55200-435	REC Equipment- Tennis net/bases/shipping	\$	500.00
	55200-640	REC Supplies- bases	\$	310.00
Carpenter, Lara	46610-000	REC Fees- Instructor payments	\$	105.00
Chrome Fireworks	55200-220	CC Fireworks for Thunderfest	\$	9,500.00
Dollar Tree	55250-520	WSRC Supplies- BINGO	\$	269.00
	55200-640	REC Supplies- Program supplies	\$	15.75
Duerst, Bev	46632-000	Camping Revenues- Refund	\$	30.00
Gambrell, Linda	46645-000	WAC Program revenues- Refund	\$	25.00
Holiday Wholesale	55410-700	WAC Concessions	\$	5,142.90
Johnsrud, Stephanie	46610-000	REC Programs revenues- Refund	\$	25.00
Kraemer's Water Store	55410-320	WAC Utilities- Water Conditioners	\$	106.22
Midwest Pool Supply	55410-620	WAC Chemicals	\$	6,548.74
Pepsi Cola of La Crosse	55410-700	WAC Concessions	\$	629.00
Pioneer Print CO	55200-640	REC Supplies- Staff and kids program shirts	\$	1,683.45
	55410-520	WAC Supplies- Staff shirts	\$	822.25
Rhyme	55200-520	CC Supplies	\$	52.74
Vestuto, Jill	46635-000	Shelter Revenues- Refund	\$	65.00
Walmart	55410-700	WAC Concessions	\$	26.91
	55200-640	REC Supplies- Program supplies	\$	767.55
Walsh's ACE Hardware	55410-520	WAC Supplies- pump@concessions, signs, parts	\$	177.26
WARCO Transportation	46615-000	WSRC Bus Trips	\$	1,325.00
Wil-Kil Pest Control	55200-560	CC Contracted Work	\$	81.56
TOTAL BILLS TO BE PAID FROM T	HIS MEETING		\$	28,686.46
Bills Paid Between Meetings:				
Anderson, Makenna	55410-410	WAC Training- Work Permit reimbursement	\$	10.00
Bedward, Addison	55410-410	WAC Training- Work Permit reimbursement	\$	10.20
Eggleston, Breah	55410-410	WAC Training- Work Permit reimbursement	\$	10.20
Joyce, Lucy	55200-640	REC Supplies- Reimbursement	\$	12.66
Mueller, Alyssa	55200-640	REC Supplies- Reimbursement	\$	6.58

Jodí Mieden		Pat Ellíott		
By signing below, I certify I have r	eviewed the bills liste	ed above and approve them for payment:		
TOTAL BILLS PAID FOR THE MON	тн		\$	39,672.39
			*	10,500.50
TOTAL BILLS PAID BETWEEN MEE	TINGS		\$	10,985.93
	55200-520 -	CC Supplies	\$	21.59
	55410-520	WAC Supplies	\$	56.17
Walmart	55410-700	WAC Concessions	\$	13.64
Walmart	55200-640	REC Supplies- Program supplies	\$	305.98
School Distrist of Mauston	55410-410	WAC Training- LG Recert reimbursement	\$	120.00
O'Bday, Moriah	55410-410	WAC Training- Work Permit reimbursement	\$	10.20
Neuman Pools Inc	55410-470	WAC Maintenance/Repair- Heater/UV/Startup	\$	10,408.71
	2024 ACCO	UNT PAYABLE LISTING		Item 7.

Financial Activity GL Summary Report

Payments From 06/13/2023 To 06/30/2023

Payment Revenue Break By Sa	ales Accounts				
Account		Paid	Adj	Disc	Total
Adjustments	ADJUSTMENTS	0.00	2,092.00	0.00	2,092.00
Facility (FACILITY)		0.00	127.00	0.00	127.00
Park Shelter Account (SHELTER)		0.00	75.00	0.00	75.00
Swimming (SWIMMING)		0.00	1,890.00	0.00	1,890.00
Cash/Checks	Cash	10,790.21	0.00	0.00	10,790.21
CAMPSITES (CAMPING)		190.00	0.00	0.00	190.00
Facility (FACILITY)		1,905.00	0.00	0.00	1,905.00
Park Shelter Account (SHELTER)		634.00	0.00	0.00	634.00
Programs (PROGRAMS)		303.00	0.00	0.00	303.00
Swimming (SWIMMING)		7,062.00	0.00	0.00	7,062.00
Team Sports (TEAM SPORTS)		696.21	0.00	0.00	696.21
Credit Card - NA	Credit Card	8,903.00	0.00	0.00	8,903.00
CAMPSITES (CAMPING)		200.00	0.00	0.00	200.00
Facility (FACILITY)		448.00	0.00	0.00	448.00
GOVPAYFEE (GOVPAYFEE)		160.00	0.00	0.00	160.00
Park Shelter Account (SHELTER)		267.00	0.00	0.00	267.00
Programs (PROGRAMS)		1,128.00	0.00	0.00	1,128.00
Swimming (SWIMMING)		6,700.00	0.00	0.00	6,700.00
Credit from Account	Credit from Account	186.00	0.00	0.00	186.00
Programs (PROGRAMS)		146.00	0.00	0.00	146.00
Swimming (SWIMMING)		40.00	0.00	0.00	40.00
Credit to Customer	Credit to Customer	-340.00	0.00	0.00	-340.00
CAMPSITES (CAMPING)		-90.00	0.00	0.00	-90.00
Facility (FACILITY)		-30.00	0.00	0.00	-30.00
Programs (PROGRAMS)		-310.00	0.00	0.00	-310.00
Refund (Refund)		90.00	0.00	0.00	90.00
Refund Check	Refund Check	-90.00	0.00	0.00	-90.00
Refund (Refund)		-90.00	0.00	0.00	-90.00
		19,449.21	2,092.00	0.00 2	21,541.21

Financial Activity GL Summary Report

Payments From 06/01/2024 To 06/30/2024

Payment Revenue Break By Sal	es Accounts				
Account		Paid	Adj	Disc	Total
Adjustments	ADJUSTMENTS	0.00	0.00	243.75	243.75
Park Shelter Account (SHELTER)		0.00	0.00	13.75	13.75
Swimming (SWIMMING)		0.00	0.00	230.00	230.00
Cash/Checks	Cash	16,607.84	0.00	0.00 1	6,607.84
CAMPSITES (CAMPING)		135.00	0.00	0.00	135.00
DIAMOND JO CASINO (BUS TRIPS)		1,645.00	0.00	0.00	1,645.00
Facility (FACILITY)		950.50	0.00	0.00	950.50
Merchandise (MERCHANDISE)		109.34	0.00	0.00	109.34
Park Shelter Account (SHELTER)		543.00	0.00	0.00	543.00
Programs (PROGRAMS)		2,786.00	0.00	0.00	2,786.00
Swimming (SWIMMING)		9,836.00	0.00	0.00	9,836.00
Team Sports (TEAM SPORTS)		603.00	0.00	0.00	603.00
Credit Card - NA	Credit Card	16,580.75	0.00	0.00 1	6,580.75
CAMPSITES (CAMPING)		25.00	0.00	0.00	25.00
CAMPSITES (CAMPING)		155.00	0.00	0.00	155.00
Facility (FACILITY)		275.00	0.00	0.00	275.00
Facility (FACILITY)		78.00	0.00	0.00	78.00
GOVPAYFEE (GOVPAYFEE)		16.75	0.00	0.00	16.75
GOVPAYFEE (GOVPAYFEE)		110.75	0.00	0.00	110.75
GOVPAYFEE (GOVPAYFEE)		211.25	0.00	0.00	211.25
Park Shelter Account (SHELTER)		323.00	0.00	0.00	323.00
Park Shelter Account (SHELTER)		257.00	0.00	0.00	257.00
Programs (PROGRAMS)		787.00	0.00	0.00	787.00
Programs (PROGRAMS)		95.00	0.00	0.00	95.00
Programs (PROGRAMS)		1,378.00	0.00	0.00	1,378.00
Swimming (SWIMMING)		475.00	0.00	0.00	475.00
Swimming (SWIMMING)		2,395.00	0.00	0.00	2,395.00
Swimming (SWIMMING)		6,084.00	0.00	0.00	6,084.00
Swimming (SWIMMING)		3,915.00	0.00	0.00	3,915.00
Credit from Account	Credit from Account	257.00	0.00	0.00	257.00
Programs (PROGRAMS)		232.00	0.00	0.00	232.00
Swimming (SWIMMING)		25.00	0.00	0.00	25.00
Credit to Customer	Credit to Customer	-372.00	0.00	0.00	-372.00
CAMPSITES (CAMPING)		-30.00	0.00	0.00	-30.00
Park Shelter Account (SHELTER)		-65.00	0.00	0.00	-65.00
Programs (PROGRAMS)		-332.00	0.00	0.00	-332.00
Refund (Refund)		55.00	0.00	0.00	55.00
Refund Check	Refund Check	-55.00	0.00	0.00	-55.00
Refund (Refund)		-55.00	0.00	0.00	-55.00
, ,		33,018.59	0.00	243.75 3	

PARKS JULY MEETING

SENIOR CENTER REPORT BY CHERYL HEFFNER

The trip to the Diamond Jo Casino on June 13th went very well. We had a total of 47 paid passengers and after WARCO Bus Company was paid we had a profit of \$320.00. The next trip to the casino will be on August 22nd and I am hoping there will be more people able to go. The motorcoach has 56 seats, and it would be nice to fill it.

I deposited another \$80.00 in coffee money in June and a total of \$255.00 has been deposited this year for coffee.

The euchre tournament to raise money for scholarships this past Saturday and another \$66.00 can be added to the total raised in the previous 2 tournaments held in 2023.

Our House had their first free breakfast at the Senior Center last Thursday. They served biscuits and gravy, and it was well attended.

The Richland Area Senior Citizens have a potluck in the Senior Center on the 3rd Thursday of each month. The group has added many new members in the past few months. This is such a nice way for Senior Citizens to meet others and have a great day of socialization. After the potluck many stay and play either a card game or Rummikub.