



OFFICIAL PUBLIC NOTICE

**MEETING OF THE PARK BOARD
MONDAY, OCTOBER 28, 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 September 23rd, 2024 meeting

DISCUSSION AND ACTION ITEMS:

- 2. Discussion about dugouts on Krouskop Ballfields 5/6.
- 3. Discussion and possible approval of Sunrise Basketball becoming a Sanctioned Rec Group
- 4. Discussion and possible approval on the following Sanctioned Recreation Groups:
 - A. Futsal
 - B. Richland Center Church League- Co-ed Volleyball League

- 5. Discussion and possible approval of the Meal Site Rental Agreement

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

- 6. Approval of Monthly Bills

MONTHLY BUDGET REPORT

SENIOR COORDINATOR'S REPORT

- 7. WSRC Report for October

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, November 25th, 2024.*

ADJOURNMENT

Posted this 24th day of October, 2024 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, SEPTEMBER 23, 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, Alicia Woodhouse, Brad Wegner, Mark Chambers, Chad Cosgrove, Jodi Mieden. Absent: Larry Hallett.

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

DISCUSSION AND ACTION ITEMS:

2. Discussion and possible approval to begin fundraising to put new dugouts on Krouskop Ballfields 5/6.

Rick Ermilio and Ryan Chapin came to discuss the possibility of building 4 new dugouts and a storage box for Ballfields 5/6 and brought an estimate. It was noted that All-American Do it Center would donate materials for 2 dugouts. Wegner recommended not delaying accepting and fundraising for the rest. Ermilio began fundraising efforts doing a concession stand for Richland Area Rotary Youth Soccer games. Members requested an updated quote showing the details. Ermilio plans to come to the next meeting.

3. Discussion and possible recommendation to move forward to address ADA deficiencies in our park playgrounds.

Casey Garner gave a presentation on the state of our parks concerning inclusivity and gave thoughts on possible additions to gradually update them to accommodate everyone. Discussion of what we could do to make our existing parks more accessible without a large monetary commitment and examples of pieces we could add were provided. The board agreed that it would be feasible to start prioritizing the best lasting scenario for now and look for grants to help achieve the goal for the future. Mieden noted that she planned to ask for a few key pieces in the 2025 budget proposal. Garner has joined the ADA Committee and plans to address many key deficiencies that he has found in our current park system.

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

Motion by Cosgrove to approve August Bills. 2nd by Wegner. Motion carried unanimously.

MONTHLY BUDGET REPORT

Revenues for 2024, August 26-September 23 were provided.

SENIOR COORDINATOR'S REPORT: The new Bingocize Classes have begun and are being very well attended. The participants may win a prize and the exercises they do during class will help with fall prevention. The Diamond Jo Casino trip on July 22nd netted a profit of \$285.00 for the Senior Center. So far, the profit from the previous trips has a total of \$1,100.00. The next and final trip for 2024 will be on Thursday, October 10th. Another \$50.00 has been deposited for coffee money and the total deposited this year for coffee is \$355.00. The next breakfast by Our House will be this Thursday the 26th of September. After breakfast we will have a movie on the big screen in the meeting room. In the afternoon on Thursday the 26th, the Senior Solution Group from the Richland Hospital will have Bingo in the Senior Center at 12:30.

DIRECTOR'S REPORT: Our Trick-or-Treat Trail event is Friday, October 25th, 4:30-6pm. If anyone wants to come join us handing out candy, we are dressing up as GNOMES. Jena has almost 20 businesses signed up so far and we plan to add more as it gets closer to the event. We will close a bit early that day for set-up. We are now contracting with Tracy Ladd to host craft classes, and she is looking at the possibility of two classes a month. October 20th is a chunky yarn blanket class and the 27th will be a fall craft class. We are also bringing in Tiny Acres in December for a free family event. The splash pad officially shut down on September 16th after an extended season! I worked three days on shutdown of all pool functions as far as I am trained. Neuman will come October 1st, and McGuire is scheduled for October 4th. Hoping Neuman can get everything done in one day this year and save some \$\$\$. I am also looking into tracking all that McGuire handles to see if this is something we can do in-house as well. Plans to do a weekly turn-on of all pumps are underway and unfortunately one pump has already seized up after only two weeks of inactivity. I am in collaboration with the SRC Director to resume hosting LG certifications at a discounted rate as we had in the past. 123 WPRA Attraction Tickets were sold this summer giving us a total of \$81.85 profit. Not much for the Recreation Department, but a definite benefit to the community in savings.

PARK BOARD PRESIDENT REPORT: Discussed working with Mieden for pool shutdown plans.

REPORTS, REQUESTS, CONCERNS: Keith Behling mentioned that the Rotary Lights installation time with SW Tech crew had to be moved up to the 30th-31st and wanted it noted in the contract.

SET NEXT MEETING DATE: 4th Monday of the Month. October 28th, 2024, at 5:00pm.

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

CAN_AM Construction
13673 Hwy 171
Muscodawisconsin, 53573
Phone 608-606-3933 Jeremy Schultz
608-604-0169- Ryan Chapin



INVOICE NO. 1002 DATE 09/17/2024

BILL TO

Richard Ermilio
Dug outs
Krouskop Park

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
2	Material and labor cost of building two out of four dug outs. Two dug outs material will be donated by All American Do-It Center. Also included is one of the boxes for storing equipment. Painting of dug outs and building benches are not included in bid.		\$4,113.28
4	Concrete pads with thickened edges. Removal of old concrete pads and material included in price unless an excess of fill is needed. Allied Redi-Mix is donating five yards of concrete.		\$7,708.00
		SUBTOTAL:	\$11,821.28

CLIENT SIGNATURE

All Estimates are good for 30 days, by signing this document the customer agrees to the services and conditions outlined in this document



Parks & Recreation Department
1050 North Orange Street
Richland Center, WI 53581
(608) 647-8108

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.

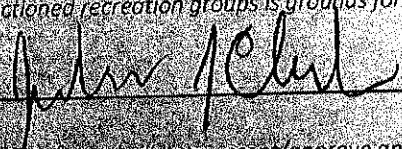
The organization must collect all fees for their recreation programs.

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:  Date: 9/24/21

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 interests of the City of Richland Center.

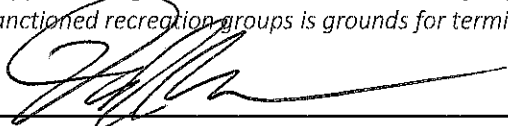
Action by Park Board: Approved Denied

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:  **Date:** 10/16/24

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: Richland Center Church League Sports (Volleyball)
CONTACT NAME: David Turk
EMAIL: rcchurchleague@yahoo.com
PHONE: 608-604-0846
ADDRESS: 144 W. 7th St. Richland Center WI 53581
ESTIMATED # OF PARTICIPANTS: 140
FACILITIES TO BE USED: Community Center Gym

*Monday & Tuesday
nights
Nov - April*

Action by Park Board: Approved Denied

* New: Jan 2025 - December 2026

MEAL SITE RENTAL AGREEMENT

This Agreement is made effective on the date set forth below between the City of Richland Center (hereinafter the "City") and the Richland County Department of Health and Human Services (hereinafter the "County").

WHEREAS, the City is the owner of a facility known as the Richland Center Community/Senior Center (hereinafter alternatively referred to as "the Community/Senior Center"), which consists of one room designated the Woodman Senior Center and other rooms; and

WHEREAS, the County has expressed a desire to enter into an agreement with the City for limited use of "the Community/Senior Center" for a site for serving meals;

NOW THEREFORE, for and in consideration of the mutual covenants made herein and other good and valuable consideration, the City and the County agree as follows:

1. **Agreement to Rent.** The City agrees to rent to the County those areas of the Community/ Senior Center for use as a site for serving meals, subject to the terms and limitations set forth herein. This agreement shall run from January 1, 2023, through December 31, 2024, subject to the right of either party to terminate it under Paragraph 9. *Changing to Jan 1, 2025 through Dec 31, 2026*

2. **Amount of Rent.** As rental for such use by the County, the County agrees to pay to the City the sum of \$300.00 per month. Such rent shall be payable in advance on the first day of each month that this Agreement remains in force.

3. **Portions of the Community/Senior Center Subject to this Agreement.** The County shall have the use of only the following portions of the Community/Senior Center under this agreement:

a. The East one-half (E 1/2) of the warming kitchen. In the event that the remainder of the warming kitchen has not been rented for the day, the County may use the rest of the kitchen on that day. Meals shall be served from the warming kitchen window into the Senior Center.

b. The Woodman Senior Center between the hours *changing to 8:00 AM* of 8:30 A.M. and 1:00 P.M., for the purpose of assisting those being served meals. Exception for the Rise N' Dine 12 week summer program- Held *only on Wednesdays* in the month of June thru August whereas the County would have ability to access the building at 7 A.M together with the non-exclusive use of the restrooms.

change to one day per week

4. **Days of Usage by the County.** The County shall have the use of the said areas of the Community/Senior Center on Monday through Friday of each week, except the following days:

a. The third Thursday of each month, so long as there is a senior citizens' pot luck conducted on that date. If there is a pot luck on a third Thursday, the meal site shall be moved to another location in the building to be designated by the City.

b. All City employees' holidays.

c. Other than at the times and in the manner set forth above, the County shall not disrupt any other activities using the Senior Center.

8:00

Starting at 11:45 AM.

5. **Hours of Usage by the County.** The County's hours of usage of the warming kitchen shall be between the hours of 8:30 A.M. and 1:00 P.M. on its days of usage. Any additional time uses shall be billed and paid for at the rate of \$12.00 for each hour or part of an hour. Meals shall be served between the hours of 12:00 Noon and 1:00 P.M. Seniors using the Woodman Senior Center will not be displaced during County usage of the building. Exception Rise N Dine program.

6. **County's Storage of Personal Property.** During the life of this Agreement, the County shall have the right to store the following in the building, at a location designated by the City: One refrigerator; One freezer; One file cabinet; One steam table; One tray rack with trays. All property must be kept clean in good working order.

7. **Phone Line.** The County may, at their expense, install and use a phone line into the warming kitchen. *Removed. They have their own cell phone*

7.8. **Incorporation of Community/Senior Center Rules and Regulations.** Those provisions of the City's Rules and Regulations for the Community/Senior Center set forth in the attached APPENDIX are hereby incorporated into this Agreement, and the County specifically agrees to abide by such incorporated Rules and Regulations in its use of the Community/Senior Center under this Agreement.

8.8. **Early Termination.** Notwithstanding the term of this agreement set forth above, either party to this agreement may terminate the agreement upon thirty (30) days written notice to the other party.

9.10. **Expiration.** This Agreement shall expire on December 31, 2026, unless extended or modified by agreement of the parties. The parties agree to meet in January of each year to discuss any agreed modifications.

10.11. **Authority to Execute.** The persons signing this Agreement for the City and the County represent that they are duly authorized to execute this Agreement.

11.12. **Addressees and Addresses for Notices.** Notices given under this agreement shall be sent to the following:

City: *Administrator*
Richland Center City *Clerk/Treasurer*
450 S. Main Street
Richland Center, WI 53581

County:
Attn: *Rosetta Kohout* *ADRC Manager*
Richland County Department of Health and Human Services
221 W. Seminary Street
Richland Center, WI 53581

IN WITNESS WHEREOF, the parties hereto have executed this agreement effective January 1,

2023
2025
nunc pro tunc.

The City of Richland Center, By:

Richland County Department of Health and
Human Services, By:

Todd Coppernoll, Mayor

Tricia Clements, Director
HHS

Aaron Joyce, Clerk/Treasurer
Ashley Oliphant, City Administrator

Roxanne Klumbertanz Gerber, ADRC Manager

APPENDIX

**COMMUNITY/SENIOR CENTER RULES & REGULATIONS
APPLICABLE TO THE CITY'S AGREEMENT WITH THE RICHLAND
COUNTY DEPT. OF HUMAN SERVICES**

The following rules and regulations are hereby incorporated into the Building Use Agreement between the City of Richland Center and the Richland County Dept. of Human Services as User of the Community/Senior Center. The User shall be responsible for any violations of these rules and regulations during its occupancy:

- 1. **Tobacco.** Tobacco use is prohibited in the building at all times.
- 2. **Candles or Other Burning Materials.** There shall be no open flames including candles, votives, incense or any other burning materials allowed in the building.
- 3. **Alcoholic Beverages.**
 - a. No alcoholic beverages shall be consumed by or furnished to any person who is using the facility under the auspices of the User.
 - b. The User shall not permit any person who is intoxicated to remain on the premises.

4. City Not Responsible for Personal Property. The City of Richland Center does not assume any responsibility for any equipment or other items left at the Community/Senior Center at any time. It shall be the responsibility of the User to protect items brought to the Facility.

5. Clean-up Policies and Damages. The facilities used by the User shall be left in the same condition as when the User took responsibility for the premises. By renting any part of the Community/Senior Center, the User agrees that it will be responsible for all damages to the building, furniture or other City-owned property therein and/or for any extraordinary cleaning related to its failure to follow the clean-up procedures in its use of the Facility.

The following clean-up procedures shall be followed prior to leaving the building each day:

- a. All garbage and recyclables shall be taken out of the building and placed in the appropriate garbage receptacles found west of the building.
- b. All tables and chairs shall be wiped down and returned to the storage room.
- c. Floors shall be swept and mopped.
- d. All areas used by the County pursuant to the Agreement shall be left in a very clean condition, which shall include cleaning up all spills as well as cleaning the stove, microwave, sink and counter tops.
- e. The User is responsible for confirming that the stove and the coffee pot have been turned off prior to leaving.
- f. The User shall see that no personal items or garbage are left in the lobby by anyone using the facility for User's program.
- g. Failure to comply with these procedures may result in a cleaning fee of \$100.

6. Lights, Etc. Upon Departure. On departure, the User shall be responsible for making sure the kitchen lights are off and the oven, burners, and coffee pot have been completely turned off.

7. Third Party Fees for Emergency Services. Should there be any fee assessed by Police, Fire or Emergency Medical Service due to violation of these rules and regulations, or under any other circumstance relating to the User's activities (such as a guest becoming ill or making a false fire alarm), the User shall be financially responsible for those fees.

2024 ACCOUNT PAYABLE LISTING

Item 6.

PARK BOARD

Meeting Date:

10/28/24

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT
Monthly Bills:			
Amazon	55200-520	CC Supplies	\$ 114.72
Dollar Tree	55250-520	WSRC Supplies	\$ 115.25
Fry, Alexys	46500-000	CC Rental Refund (over 14 days)	\$ 226.00
Holiday Wholesale	55410-390	WAC Miscellaneous Expense- freezer rent	\$ 200.00
Midwest Pool Supply	55410-620	WAC Chemicals (missed from July 11th)	\$ 842.46
Neuman Pools Inc	55410-470	WAC Maintenance/Repair- winterizing	\$ 3,270.00
Petersen Products Co.	55410-520	WAC Supplies- 11" pipe plug	\$ 316.90
Richland Observer	55250-360	WSRC Subscription- year renewal	\$ 47.00
WARCO	46615-000	WSRC Bus trip to Diamond Joe's	\$ 1,325.00
Wisconsin State Journal	55250-360	WSRC Subscription- year renewal (Mon-Fri)	\$ 772.99
Woodward Community Media	55200-385	CC Promotional Materials- Fall/Winter Guide	\$ 1,038.67

TOTAL BILLS TO BE PAID FROM THIS MEETING	\$	8,268.99
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Bills Paid Between Meetings:

Lifeguard Reimbursements- pd with payroll	55410-410	Lifeguard Certifications x2	\$	742.00
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TOTAL BILLS PAID ALREADY	\$	742.00
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TOTAL BILLS	\$	9,010.99
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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

October 2024 Parks Meeting
Senior Center Report by Chery Heffner

The final bus trip to the Diamond Jo Casino was on October 10th. I had 44 paid passengers that day and made a profit of \$215.00 after the bus was paid. A total of \$1,315.00 was the profit from the four bus trips in 2024.

Another \$50.00 has been deposited in coffee money making the total deposited for the year \$355.00.

We had another euchre tournament to earn scholarship money for children's summer program earlier this month. We netted \$85.00 dollars thanks to many generous car players.

The breakfast by Our House each month was very well attended with a larger group attending each month.

Starting each Wednesday in November at 9:30 we will be having classes on chess for anyone interested in learning.

The jigsaw puzzles that we have out every day continue to be very popular with many people. We are very lucky to have many puzzles donated to us from so many generous people. As many as two puzzles are completed each week.

The Richland Area Senior Citizen potluck held each month on the third Thursday has grown with many new members. It is a wonderful social time enjoyed by all. This month they decorated pumpkins and Jodi judged them.