



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

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. Parks usage end of season updates. (Shelters, Camping, Ballfields, Gardens)
3. Consider approval of adjusting 2026 dates of Park Board's monthly meeting.
4. Consider approval of 2026 Pool Pass Rates.
5. Discussion on a program for Mobile Dessert/Food Establishments on City Park Properties.

APPROVAL OF BILLS

6. Monthly Bills

MONTHLY REPORTS

7. Budget Report
8. Recreation Director's Report
9. WSRC Coordinator's Report
10. 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, November 24, 2025.*

ADJOURNMENT

Posted this 23rd day of October, 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, SEPTEMBER 22, 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, Larry Hallett, City Council Rep- Doug Martyniuk, Director- Jodi Mieden. Absent: 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 after edits, 2nd by Martyniuk. Motion carried unanimously.

DISCUSSION AND ACTION ITEMS:

2. Pool and Recreation end of season updates. Mieden presented end of season reports for the Woodman Aquatic Center as well as the Recreation Department.

3. Consider approval of a fee discount or waiver for the Community Thanksgiving Dinner. Discussion to waive the fee as it is serving the community, at no cost and donating the extras to area shelters. Motion to waive the fee by Wegner, 2nd by Woodhouse.

4. Consider approval of the following Sanctioned Recreation Group: Richland Center Church League- Co-ed Volleyball League. The group remains in good standing each year with no issues. Mieden was advised that only new groups need to come to the Board for approval in the future, unless there have been issues with current groups. Motion to approve group by Hallett, 2nd by Martyniuk.

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

MONTHLY BUDGET REPORT: Revenues for August 25 – September 21, 2024 vs 2025 provided, as well as monthly budget review.

RECREATION REPORT: Pool: Busy last day at the pool with nice weather. Staff cleaned and stored everything for the winter. Culligan pulled tanks on the 4th. Neuman will be here at the end of the month. Began shutdown on the 8th. Cracks and surface work on the pool floor will be done this fall. City Utility crews will pull, clean and oil pumps for the winter. Concession overage was donated to the KC's for a concession stand fundraiser to build dugouts on KP 5/6, WSRC bingo prizes and to sell out of our office. Splash Pad shelter post footings will be installed this fall, and the full shelter is to be unveiled in the spring of 2026. Plans are to construct pavers underneath and to fix the low spots near the turtle. RC City Utilities manager researched and found billing discrepancies from 2020 to current in the amount of \$21,682.15. They sent us a check for the amount to cover the overcharge. **Parks:** B&G began deconstruction of KP 5/6 concrete and fencing on the 15th. Construction of dugouts and benches will follow by CanAm Construction. KC's and Kiwanis Club are teaming up to make this project happen. The Historic Preservation Commission selected Nov. 5th to unveil the Vernon Thompson sign. B&G will install it earlier that week. There will be a reception afterwards. Plans in the works to remove the KP scoreboard with Richland County Bank's blessing as well as the hi-caster. It is unsafe and has been unused for a long period of time. **CC/Rec:** Trick or Treat Trail has 20 businesses, and we are anticipating more. Employee reviews were done. I used part of my training budget to enroll in the (CPRP) Certified Park & Recreation Professional Certification program to further my skills. I took advantage of a \$250 savings for preparation materials and will need to test within 1 year to be certified. Using Vacation Oct 8-17th.

WSRC REPORT: October 2nd Diamond Jo Casino Trip is filling up. 3 trips with Urban Travel made us \$710.00 in commission. \$100 donation received in memory of Dale Rasmusson. The pool table is very popular, used most days. Euchre tourney for youth scholarship fund to be October 4th.

PARK BOARD PRESIDENT REPORT: Concerns about the future of the Park Board. Per DPW Glasbrenner, that was not the intent.

REPORTS, REQUESTS, CONCERNS: Lewandowski mentioned a Sept 29th city meeting to discuss structure of committees, boards & commissions, and suggested the Board members should attend to have input on the future ordinances. The Utilities Commission, Library, Tree and Park Boards, as well as Property Committee would be discussed. The Cemetery Board was mentioned, but thought it has been dead for some time now. Martyniuk discussed past mowing concerns at Council and Fruit mentioned just trying to get through this year with staffing shortages to make progress for next year. Hallett thanked him for his due diligence.

SET NEXT MEETING DATE: 4th Monday of the Month. October 27th, 2025, at 5:00pm.

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

Rentals of the Park Shelters

Updated: 10/22/25

Years	2020	2021	2022	2023	2024	2025
Number of Rentals That Year						

MONTHS						
January	0	0	0	0	2	11
February	0	0	0	0	1	11
March	0	0	0	0	6	9
April	1	6	6	6	7	9
May	24	14	26	28	25	32
June	79	91	88	73	112	54
July	71	78	76	87	69	65
August	80	61	72	86	76	60
September	21	17	27	9	25	17
October	8	8	15	14	38	13
November	2	3	2	1	15	13
December	0	0	0	0	15	1

TOTALS	286	278	312	304	391	295
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Sanctioned Groups 2025 = 8

Gardens Rented 2025 = 19

Rentals of the Campsites

Updated: 10/22/25

Years	2020	2021	2022	2023	2024	2025
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Number of Days Rented

MONTHS						
January	0	3	0	18	0	28
February	0	3	0	18	0	30
March	0	3	0	18	0	50
April	0	3	0	18	0	56
May	0	4	28	43	35	101
June	3	0	6	21	17	40
July	7	39	31	97	96	31
August	8	10	10	18	140	83
September	15	21	27	33	87	40
October	6	2	13	11	84	40
November	1	0	9	7	18	
December	0	7	0	0	28	

TOTALS	40	95	124	302	505	499
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CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 3.

Agenda Item: Consider meeting date changes for May & June 2026.

Committee Review: Park Board

Meeting Date: October 27th, 2025

Requested by: Jodi Mieden- Recreation Director

Background: 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.

Department Recommendation: Change May meeting date to June 1st and June meeting date to June 29th.

Requested Action:

PARK BOARD: Approve changing May meeting date to June 1st and June meeting date to June 29th.

Agenda Item: Consider approval of 2026 Pool Pass Rates.

Committee Review: Park Board

Meeting Date: October 27th, 2025

Requested by: Jodi Mieden- Recreation Director

Background:

POOL PASS PRICING

Pass Type	2020	2021	2022	2023	2024	2025	2026
Family Resident	\$110	\$110	\$110	\$115	\$115	\$115	\$120
Family Non-Resident	\$150	\$150	\$150	\$165	\$165	\$165	\$180
Individual Resident	\$70	\$70	\$70	\$75	\$75	\$75	\$80
Individual Non-Resident	\$90	\$90	\$90	\$100	\$100	\$100	\$110

Department Recommendation: Increase pool pass pricing every 3rd year. Sell “WAC Packs”: 10 daily passes for the price of 9. (Resident \$45, Non-Resident \$54) 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.

Requested Action:

PARK BOARD: Approve 2026 pool pass pricing as recommended.

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 5.

Agenda Item: Discussion on a program for Mobile Dessert/Food Establishments on City Park Properties.

Committee Review: Park Board

Meeting Date: October 27th, 2025

Requested by: Jodi Mieden- Recreation Director

Background: 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.

The permit allows the use of the grounds and electricity and provides (2) picnic tables and (2) garbage cans for customers.

Requirements:

- Groups must acquire the necessary Mobile Dessert/Food Establishment permit from the City.
- Not allowed to sell, assign, subcontract or sublease its permit. Doing so will result in immediate revocation of vendor's permit.
- Groups will work with the Parks & Recreation Director during the time occupied, for any changes or extra needs.
- The grounds of Krouskop Park must be cleaned after the event, back to its original condition.
- Any damages to the Parks, grounds or buildings will be the responsibility of the organization to repair or fix, to bring it back to its original condition.
- Must apply first-come, first-served for dedicated spots and dates set by the Park Board.
- We would need to set location(s) and dedicated dates they could apply for each year.
- How many spots and how many dates do we want to allow for the fee

Financial Impact possibilities:

Non-Profits: \$50 for no more than 12 dates

For-Profits: \$150 for the year (+ 3% of gross sales per month).

Attachment(s):

- o *Mobile Food/Dessert and Peddler License Procedure*
- o *Lewisville Food Trucks in Parks Program Guidelines*

Department Recommendation:

Committee Recommendation:

Mobile Food/Dessert and Peddler License Procedure

Revision: August 6, 2025

Purpose

To provide clear guidance for vendors operating mobile food trucks, mobile dessert establishments, peddlers, transient merchants, and canvassers within the City of Richland Center, ensuring compliance with city ordinances and proper use of city-owned land.

Scope

This Standard Operating Procedure (SOP) applies to all individuals, businesses, or organizations operating mobile food trucks, mobile dessert establishment, or engage in peddling activities within the corporate limits of the City of Richland Center, Wisconsin. It includes licensing procedures, operational requirements, and use of city-owned land, including parks.

Definitions

- **Mobile Food Truck:** A self-contained motorized unit, trailer, or cart used for the preparation, sale, or service of food and beverages to the public in temporary or transient locations.
 - **Mobile Desserts Establishment:** A subset of mobile food establishments serving only prepackaged frozen desserts.
 - **Peddler/Transient Merchant/Canvasser:** A person or entity engaging in sale or solicitation of goods or services by moving from place to place.
 - **City Property / City Land:** Any land, park, facility, or right-of-way owned or managed by the City of Richland Center.
 - **Public Event:** Any event held on public property that is open to the public, whether sponsored by a private entity, non-profit organization, or the City.
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License Requirements

- Mobile Food Establishments
 - Permit Required: No mobile food establishment may operate without a license issued under Chapter 335.
 - Applicant must file an application with the City Clerk and include the following information:
 - Legal name, address, contact info.
 - Vehicle details (make, model, license plate).

- State food license copy.
- Photograph of unit.
- Proposed operating locations.
- Valid photo ID.
- Pay Fee: \$50 per calendar year (Jan 1 - Dec 31).
- Abide by Operational Standards:
 - Comply with Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) regulations.
 - Operate only 7:00 a.m. to 10:00 p.m.
 - Display permits prominently.
 - Provide and use waste containers.
 - Operate only on approved private property unless specific approval granted by City Council or Park Board.

➤ Mobile Dessert Establishments

- Applicant must file the same application with the City Clerk as the Mobile Food Establishments and include the same information
- May operate on public streets but must:
 - Not obstruct traffic or visibility.
 - Be stationary only while serving customers.
- Annual Fee: \$50

➤ Peddler, Canvasser, and Transient Merchants

- Permit Required: All peddlers, canvassers, and transient merchants must obtain a license issued under Chapter 290.
- Applicant must file an application with the City Clerk and include the following information:
 - Full personal and business information.
 - Proof of identity and photograph.
 - Criminal background details.
 - References.
 - Surety Bond for non-local applicants
 - \$500 (for <6 months)
 - \$1,000 (for ≥6 months)
- Fee varies based on property ownership:
 - With property: \$1/day, \$4/week, \$10/month, \$50/year.
 - Without property: \$1.50/day, \$6/week, \$18/month, \$90/year.

Procedure

- City License Application Submitted
 - Applicant submits completed application
 - Available in Clerk's Office or online at richlandcenterwi.gov/clerk-treasurer/page/municipal-licenses
 - Must include all required attachments and pay any investigation fees required
- Review of Application
 - City Clerk Office
 - Application is reviewed to ensure all required information is included and fees paid.
 - Applicant Information is added to the current [Templates Active Lists](#) spreadsheet
 - Background Check
 - Application is forwarded to the Richland Police Department, (yellow folder)
 - Police conduct a background check and make a recommendation to approve or deny the license.
- Issuance of City License
 - Once all requirements are met and police approval is given, the City Clerk will issue the license for operating within the City of Richland Center.
 - Licenses are valid through December 31st, or before if requested for Peddlers
 - Any outstanding fees must be paid prior to picking up the license
 - Vendors must operate within parameters of city ordinances
 - Display license visibly
 - Operate within permitted hours of 7AM and 10PM
 - Follow zoning and location restrictions
- Park Use Approval, if applicable
 - Any vendor wishing to operate in a City park or on other City-owned land must receive prior approval from the appropriate governing body
 - Appeal to Park Board
 - Submit a written request to the Park Board specifying:
 - The proposed date(s) and time(s) of operation.
 - Description of food truck and menu.
 - Any support equipment or structures.
 - Include proof of liability insurance, naming the City as an additional insured.
 - Park Board Review
 - The Park Board will review the request at the next scheduled meeting.
 - The Board has the authority to approve, deny, or place conditions on the use of City Park facilities.

- If approved, vendors may be required to pay a use fee and follow any additional conditions set by the Park Board, such as waste disposal, access times, or location restrictions.
 - Fees could be required by Schedule of Fees or by Park Board
 - Communication will be made by Park Staff to confirm the scheduled vendor usage and conditions.
 - City-Owned Parking Lot
 - Vendors can petition the City Council to allow for sales within City-Owned parking lots during special events while vehicular traffic has been prohibited.
 - Non-Profit Exemptions
 - Non-Profit (501(c)) entities operating less than 12 days per year are exempt from the City License process but must register contact information with the City Clerk.
 - This does not exclude the necessary Park Use Approval if operating within a City-Owned Park or the Community Center.
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Enforcement and Penalties

- Violations of Chapter 335 or 290
 - Fines (\$100 to \$500 per day).
 - Revocation of license.
 - Declaration of public nuisance.
 - Possible court action.
 - Additional Penalties Under Chapter 610:
 - Each violation is subject to forfeiture of \$25 to \$200.
 - Each day a violation continues is considered a separate offense.
 - Non-Compliant vendors may be removed from city property at their own expense.
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References

- [Chapter 335 Regulation of Mobile Food Establishments and Mobile Desserts Establishments](#)
- [Chapter 290 Licensing of Peddlers, Canvassers and Transient Merchants](#)
- [Chapter 610 Vending from Vehicles on City Streets, Parking Lots, Parks and other City Owned Lands](#)

CITY OF LEWISVILLE

FOOD TRUCKS IN PARKS PROGRAM GUIDELINES



PARKS AND RECREATION

Part of what makes Lewisville special is its abundance of parks and a wide range of recreation activities. The Parks & Recreation department has focused all its efforts on maintaining a first-class park system including facilities and scenic trails.

The Parks & Recreation department's mission statement is "In order to create a thriving community through nature and play, we will become the best parks and recreation department in the state of Texas by:

- preserving and restoring natural resources
- maintaining and developing parks, trails, and public spaces; and
- providing recreational and educational opportunities for socialization and activity.

The purpose of the Food Trucks in Parks Program (the "Program") is to activate parks by providing an additional service, bridging gaps in the availability of food throughout the community and park system, enhancing official presence within parks, and creating an additional revenue stream for the department.

The Program season will run from March to September each year (the "Program Season").

For more information, contact:

City of Lewisville

Parks and Recreation Department
1197 W. Main Street
Lewisville, Texas 75056

Casey Spears, Senior Administrative Assistant
972.219.3550
<https://www.playlewisville.com/parks/food-trucks-in-parks>

Pilot Program

A pilot program of the Program was rolled out in the spring of 2021 at the following parks: Memorial Park/Thrive Recreation Center, Railroad Park and Central Park. These remain the only parks eligible for the program at this time.

Participating Parks in the Program

In addition to the parks used in the pilot program, the City may add Lake Park and the future park planned for Southwest Parkway near Corporate Drive to the Program at a later date.

Schedule of Operations

Food truck vendors shall only operate during the days and times agreed to by the Director of Parks and Recreation which shall be during the normal hours of operation for each park, which are 6 a.m. to 10 p.m.

Eligibility

A food truck vendor is eligible to participate in the Program if the following conditions are met:

The food truck vendor:

1. has a valid City of Lewisville mobile food vendor permit;
2. timely submits a completed Food Trucks in Parks Program application*; and
3. agrees to all of the following:
 - use all compostable dinnerware;
 - not use straws;
 - provide one menu item that meets the nutritional requirements of the National Restaurant Association's Kids Live Well program and Healthy Dining program (see Exhibit A for full guidelines);
 - park in designated spaces for food trucks within the assigned park;
 - enter and operate in the park only during the days and times agreed to by the Director of Parks and Recreation which shall be during the posted park hours;
 - consistently participates throughout the Program season at the assigned park during the days and times agreed to by the Director of Parks and Recreation;
 - maintain a clean appearance of the food truck;
 - pick up and remove all trash within 25 feet of the food truck;
 - timely pay Program fees;
 - carry the required insurance;
 - follow all park rules; and
 - have limited complaints from park visitors, enforcement officers, and city staff.

* For information on the Food Truck in Parks Program application please contact the Parks and Recreation Department at 972.219.3550.

Permits

A food truck vendor is not eligible to participate in the Program until all necessary permits have been obtained from the City of Lewisville. The food truck vendor shall be responsible for ensuring all documentation requested by City staff is provided.

Information regarding City of Lewisville Mobile Food Vendor Permits can be found on the City of Lewisville website at www.cityoflewisville.com/about-us/city-services/health-services/mobile-vendors. For clarification on the City's Mobile Food Vendor permit application process, please contact Health Services at 972.219.3480

In no event shall a food truck vendor be allowed to sell, assign, subcontract or sublease its permit. Any attempt to do so shall result in the immediate revocation of the food truck vendor's permit.

Insurance Requirements for Food Trucks Vendors Participating in the Program

Food truck vendors participating in the Program shall be required to carry the following insurance:

Commercial General Liability: \$500,000 per occurrence/\$1,000,000 aggregate for bodily injury, personal injury and property damage.

Workers' Compensation and Employer's Liability: \$500,000 per injury, \$500,000 per occurrence and \$500,000 per occupational disease.

Automobile Liability - \$500,000 combined single limit.

The City of Lewisville must be listed as "Additional Insured" on said insurance. The full requirements for insurance can be found in Exhibit B.

Selection of Food Truck Vendors

During the application process, the food truck vendor will prioritize its preferred park(s) for operating the food truck. If multiple qualified food truck vendors prioritize the same park(s), a lotto system will be utilized to select the assignment of the park(s) for the Season. Days and times for vending at the designated park will be determined by the City. Selected food truck vendors must participate at the designated park on the designated days and times for the entire Season. Failure to do so will result in removal from the Program and from consideration for future Seasons unless otherwise authorized by the Director of Park and Recreation.

The City reserves the right to give priority to the following food truck vendors (no order implied):

1. Food truck vendors offering a menu with quality food at reasonable prices which meet or exceed minimum requirements for serving nutritional items, as referenced in Exhibit A.
2. Food truck vendors that demonstrate a commitment to serving compostable dinnerware and eliminating the use of straws in their food trucks.
3. Food truck vendors with an impressive plan, as determined by the Director of Parks and Recreation, for keeping their food truck and the area around their designated parking space clean and for removing trash/debris prior to departing the park each day.
4. Food truck vendors with a consistent plan for the days and times they will be providing food service at their assigned park.

Food Trucks in Parks Fee Schedule

The fee for participating in the Program is \$150 per Program Season (“Program Participation Fee”) plus 3% of gross sales each month. If selected to participate in the Program, the \$150 Program Participation Fee must be paid in full to the City at the time the food truck vendor executes the Program agreement (referenced in Step 5 on pages 5-6 herein). A check in the amount of 3% of the previous month’s gross sales and accompanying paperwork must be submitted by the 20th of each month. The first monthly payment will be due no later than the 20th of April each Program Season.

All payments shall be remitted to:
 City of Lewisville
 Attention: Heather Potyok
 PO BOX 299002

If a food truck vendor complies with Program guidelines throughout the Program Season and wishes to continue offering services at the assigned park throughout the off-season (October – February), the food truck vendor shall be required to continue the monthly payments of 3% of gross sales.

The fee schedule can be found in [Section 2-201](#) of the City of Lewisville Code of Ordinances.

Food Trucks Spaces Within Participating Parks

The table below lists the number of spaces within each park that will be offered during the pilot program in 2021.

Park	Address	Number of Spaces
Central Park	1899 S. Edmonds	1
Memorial Park/Thrive	1950 S. Valley Parkway	2
Railroad Park	1301 S. Railroad Street	2

***Lake Park and the future park along IH-35 near Corporate Drive may be added at a later date.**

Each space will be marked in a manner deemed appropriate by the City. The food truck vendor is responsible for ensuring that customer queuing does not restrict the public right-of-way.

The City may adjust the location of the spaces for any reason, including, but not limited to, construction, special events, rentals or as otherwise deemed necessary by the Director of Parks and Recreation. City staff will work with the food truck vendors to identify an alternate spaces if relocation is deemed necessary.

Non-Discrimination

The City does not discriminate in services, directly or indirectly, based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability status, genetics, veteran's status, or any other protected classification under federal or state law. All food truck vendors participating in the Program shall be required to follow the same practice, as they are providing services on City property.

How to Apply to Participate in the Food Trucks in Parks Program

Food truck vendors can apply for the Food Trucks in Parks Program online at <https://www.playlewisville.com/parks/food-trucks-in-parks>. If you have any questions, please contact Parks & Recreation department staff by phone at (972) 219-3550, or email at pardlv@cityoflewisville.com.

Sequence of Events for the Program

The following is an outline of the normal sequence of events for a Food Trucks in Parks Program application.

Step 1 – Call for Vendors

Each January a call for food truck vendors to apply will be issued by the Parks & Recreation department. This includes contacting current mobile food vendors with City permits and posting information on the department's website and social media outlets including playlewisville.com and lewisvillethrive.com.

Step 2 - Application: Complete and submit application by February 15th

The application can be found at:

<https://lfforms.cityoflewisville.com/Forms/FoodTruckInPark>

In order to complete the application, the applicant will need to:

- supply a current City Mobile Food Vendor permit number. More information about this permit is available at: <https://www.cityoflewisville.com/about-us/city-services/health-services/mobile-vendors>
- prioritize the parks the food truck vendor wishes to be assigned to for the Program Season
- provide a list of menu items that meet the nutritional requirements of the NRA's Kids Live Well and Healthy Dining programs
- describe a plan for maintaining a clean vehicle appearance and removing trash and debris from the immediate area of the food truck while stationed at the park
- propose the days and times the vendors will be stationed at the assigned park location.

The application can only be submitted online before midnight on February 15.

Step 3 – Application Review

Once submitted, the Parks & Recreation department will review the application and determine if the applicant meets Program guidelines. If the application is not complete, City staff will coordinate with the applicant to collect the necessary documentation and information.

Step 4 – Assignment of Park Sites/Spaces

Once all applications have been reviewed, City staff will assign park sites and spaces to qualified food truck vendors. Parks will be assigned based on the City's needs and the applicant's prioritization as submitted in the application. If multiple qualified food truck vendors meet the City's needs and prioritize the same park, a lotto system will be utilized to select the assignment of the park for the Program Season.

Step 5 –Notification of Selection

If a food truck vendor is selected to participate in the Program, City Staff will schedule a meeting to ensure an understanding of the Program requirements and guidelines,

execute a Program agreement, and walk the park site to finalize plans for service and trash removal. Please note that payment of the \$150 Program Participation Fee must be submitted with the executed Program agreement. During the Program Season, City Staff will keep in contact with the selected food truck vendors to ensure compliance with Program requirements and guidelines, provide support, and solicit feedback regarding the Program.

Step 6 – Program Season Closeout

At the end of the Program Season, City staff will schedule a meeting with the selected food truck vendors to discuss the success of the Program, solicit feedback for modifying the Program, and review their performance. If a food truck vendor meets Program guidelines throughout the Program Season, it will be provided the option to continue offering its services at its assigned park on the agreed upon schedule through the off-season (October – February) at a rate of 3% monthly gross sales. Acceptance of such offer must be made in writing.

At this meeting, the food truck vendor will also be notified of its eligibility to participate in the Program for the following Program Season. If eligible, the food truck vendor will still need to submit an application to be considered for the following Program Season. If ineligible, the food truck vendor may not participate in the Program during the off-season or the following year.

Exhibit A
National Restaurant Association Guidelines

	Kids LiveWell	Healthy Dining
Fruits & Vegetables	1 or both offered	1 or both offered
Calories	<550/meal	<750 meal <8g sat fat/ <250 app, side, dessert <3g sat fat
Fats	Artificial trans fat/ none	<25g fat
Added Sugars	<15g per meal/ <5g per side	<25g fat
Sodium	<700mg per meal/ <225 per side	N/A
Endorsed by the National Restaurant Association (NRA) Based on 2,000 calories a day		

Learn more about these programs at:

<https://restaurant.org/kidslivewell>

<https://restaurant.org/manage-my-restaurant/food-nutrition>

EXHIBIT B

INSURANCE REQUIREMENTS GENERAL CONTRACTS FOR SERVICES

Service work, supplies requiring installation, Janitorial Services, Welding, Surveyors, Plumbing Contractors, Maintenance Agreements, Concessionaires, Tire Repairs, Tow Service, Painting, Electrical, Movers, Major street repairs and Waterline projects, etc.

Vendor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the vendor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the vendor's bid.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage "occurrence" form CG 00 01 (10 01). **"Claims Made" form is unacceptable.**
2. Workers' Compensation insurance as required by the Labor Code of the State of Texas, including Employers' Liability Insurance.
3. Automobile Liability – as required by the State of Texas, covering all owned, hired, or non-owned vehicles. Automobile Liability is only required if vehicle(s) will be used under this contract. Coverage not required for delivery services.

B. MINIMUM LIMITS OF INSURANCE

Vendor shall maintain limits throughout contract not less than:

1. Commercial General Liability: \$500,000 per occurrence/\$1,000,000 aggregate for bodily injury, personal injury and property damage. Policy will include coverage for:
 - a. Premises – Operations
 - b. Broad Form Contractual Liability
 - c. Products and Completed Operations
 - d. Personal Injury
 - e. Broad Form Property Damage
 - f. If applicable, Explosion Collapse and Underground (XCU) Coverage, Fire Damage, and Medical Expense.

NOTE: The aggregate loss limit applies to each project.

2. Workers' Compensation and Employer's Liability: Workers' Compensation Statutory limits as required by the Labor Code of the State of Texas and Employer's Liability minimum limits of \$500,000 per injury, \$500,000 per occurrence, and \$500,000 per occupational disease.
3. Automobile Liability - \$500,000 Combined Single Limit. Limits can only be reduced if approved by the HR Director or designee.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductible or self-insured retentions must be declared to and approved by the City.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain the following provisions:

1. General Liability and Automobile Liability Coverages
 - a. The City, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "Additional Insured" as respects liability arising out of activities performed by or on behalf of the vendor, products and completed operations of the vendor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an Insured" automatically provides liability coverage in favor of the City. The coverage shall include defense of claims against the City as additional insured.
 - b. The vendor's insurance coverage shall be primary and non-contributory insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the vendor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the City, its officers, officials, and employees, Boards and Commissions or volunteers.
 - d. The vendor's insurance shall apply separately to each insured against whose claim is made or suit is brought, except to the limits of the insured's liability.
2. Waiver of Subrogation – All Coverages

Each insurance policy required by this exhibit shall waive all rights of subrogation against the City, its officers, officials, employees, and volunteers for losses arising from work performed by the vendor for the City.
3. Notice of Cancellation - All Coverages

Each insurance policy required by this exhibit shall be endorsed to state that coverage shall not be suspended, voided, canceled or non-renewed by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given the City, or ten (10) days prior written notice for non-payment of premium.

E. ACCEPTABILITY OF INSURERS

The City prefers that insurance be placed with insurers with an A.M. Best's rating of no less than A-:VI, or, A or better by Standard and Poors.

F. VERIFICATION OF COVERAGE

Contractor shall furnish the City with certificates of insurance affecting coverage required. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. Certificates of Insurance must be provided on forms approved by the Texas Department of Insurance. City will not accept Memorandums of Insurance or Binders as proof of insurance. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

G. HOLD HARMLESS AND INDEMNIFICATION

THE CONSULTANT/CONTRACTOR AGREES TO DEFEND, INDEMNIFY AND HOLD THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, JUDGMENTS, COSTS AND EXPENSES FOR PERSONAL INJURY (INCLUDING DEATH), PROPERTY DAMAGE OR OTHER HARM FOR WHICH RECOVERY OF DAMAGES IS SOUGHT, SUFFERED BY ANY PERSON OR PERSONS, THAT MAY ARISE OUT OF OR BE OCCASIONED BY CONSULTANT'S/CONTRACTOR'S BREACH OF ANY OF THESE TERMS AND CONDITIONS OR BY ANY NEGLIGENT OR STRICTLY LIABLE ACT OR OMISSION OR INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED BY, CONSULTANT/CONTRACTOR, ITS OFFICERS, AGENTS, EMPLOYEES OR SUBCONTRACTORS, IN THE PERFORMANCE OF THIS AGREEMENT; EXCEPT THAT THE INDEMNITY PROVIDED FOR IN THE PARAGRAPH SHALL NOT APPLY TO ANY LIABILITY RESULTING FROM THE SOLE NEGLIGENCE OR FAULT OF THE CITY, ITS OFFICERS, AGENTS, EMPLOYEES OR SEPARATE CONTRACTORS, AND IN THE EVENT OF JOINT AND CONCURRING NEGLIGENCE OR FAULT OF THE CONSULTANT/CONTRACTOR AND THE CITY, RESPONSIBILITY AND INDEMNITY, IF ANY, SHALL BE APPORTIONED IN ACCORDANCE WITH THE LAW OF THE STATE OF TEXAS, WITHOUT WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW AND THE CITY'S REASONABLE ATTORNEY'S FEES SHALL BE REIMBURSED IN PROPORTION TO THE CONSULTANT'S LIABILITY. THE PROVISIONS OF THIS PARAGRAPH ARE SOLELY FOR THE BENEFIT OF THE PARTIES HERETO AND NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY.

Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "10-46500-000"- "10-46645-000", "10-48200-000"- "10-48160-000", "10-55200-220"- "10-55200-999", "10-55250-020"- "10-55250-999", "10-55410-300"- "10-55410-999", "10-55500-470"

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVI	10/08/2025	CC/SC: Recreation Program Exp -	10-55200-640 RECREATION/PR	117.99	
Total AMAZON CAPITAL SERVICES:				117.99	
CAPITAL ONE					
CAPITAL ONE	09/24/2025	PW/CC/SC - WSRC Misc Supplie	10-55250-520 SENR CTR/SUPP	43.24	
Total CAPITAL ONE:				43.24	
GENUINE TELECOM					
GENUINE TELECOM	09/01/2025	PW/CC/SC: phone	10-55200-300 COMM CTR/TELE	35.38	10/08/25
GENUINE TELECOM	09/01/2025	PW/CC/SC: 649-8108	10-55200-300 COMM CTR/TELE	36.88	10/08/25
GENUINE TELECOM	09/01/2025	PW/CC/SC: internet	10-55200-300 COMM CTR/TELE	125.00	10/08/25
GENUINE TELECOM	10/01/2025	PW/CC/SC: phone	10-55200-300 COMM CTR/TELE	35.38	10/08/25
GENUINE TELECOM	10/01/2025	PW/CC/SC: 649-8108	10-55200-300 COMM CTR/TELE	36.88	10/08/25
GENUINE TELECOM	10/01/2025	PW/CC/SC: internet	10-55200-300 COMM CTR/TELE	125.00	10/08/25
Total GENUINE TELECOM:				394.52	
HOLIDAY WHOLESALE					
HOLIDAY WHOLESALE	08/05/2025	B&G/CC/SC/WAC: WAC Concess	10-55410-580 AQUA CTR/LICEN	300.00	10/24/25
Total HOLIDAY WHOLESALE:				300.00	
NEUMAN POOLS INC					
NEUMAN POOLS INC	09/30/2025	PW/Aquatic: Maintenance & Repa	10-55410-470 AQUA CTR/MAINT	3,236.50	10/24/25
Total NEUMAN POOLS INC:				3,236.50	
PITNEY BOWES, INC					
PITNEY BOWES, INC	10/02/2025	Postage Machine Refill	10-55200-330 COMM CTR/POST	5.12	10/08/25
Total PITNEY BOWES, INC:				5.12	
RICHLAND CENTER UTILITIE					
RICHLAND CENTER UTIL	09/10/2025	1050 N Orange St	10-55200-320 COMM CTR/UTILI	1,722.36	10/01/25
RICHLAND CENTER UTIL	09/10/2025	Pool transformer	10-55410-320 AQUA CTR/UTILIT	144.93	10/01/25
RICHLAND CENTER UTIL	09/10/2025	1055 N Orange-Bath House	10-55410-320 AQUA CTR/UTILIT	591.50	10/01/25
RICHLAND CENTER UTIL	09/10/2025	1055 N Orange-Park Pool	10-55410-320 AQUA CTR/UTILIT	4,984.91	10/01/25
Total RICHLAND CENTER UTILITIE:				7,443.70	
SHOPPING NEWS, INC					
SHOPPING NEWS, INC	09/30/2025	PW/CC/SC: CC Promo Materials	10-55200-385 COMM CTR/PRO	1,216.90	10/24/25
Total SHOPPING NEWS, INC:				1,216.90	
U S CELLULAR					
U S CELLULAR	08/18/2025	PW/CC/SC: Mieden Cell	10-55200-300 COMM CTR/TELE	56.20	09/23/25
U S CELLULAR	08/18/2025	PW/CC/SC: Mieden Cell	10-55200-300 COMM CTR/TELE	9.25-	09/23/25

City of Richland Center

Payment Approval Report - Parks and Rec

Page: 2

Report dates: 9/23/2025-10/24/2025

Oct 23, 2025 04:40PM

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
U S CELLULAR	09/18/2025	PW/CC/SC: Mieden Cell	10-55200-300 COMM CTR/TELE	56.20	10/31/25
U S CELLULAR	09/18/2025	PW/CC/SC: Mieden Cell	10-55200-300 COMM CTR/TELE	9.25-	10/31/25
U S CELLULAR	10/18/2025	PW/CC/SC: Mieden Cell	10-55200-300 COMM CTR/TELE	56.20	
U S CELLULAR	10/18/2025	PW/CC/SC: Mieden Cell	10-55200-300 COMM CTR/TELE	9.25-	
Total U S CELLULAR:				140.85	
WALSH'S ACE HARDWARE					
WALSH'S ACE HARDWAR	09/16/2025	Aquatic: Bots/Nuts/Washers - Mai	10-55410-470 AQUA CTR/MAINT	141.01	10/08/25
WALSH'S ACE HARDWAR	09/18/2025	PW/B&G: Bolts, Nuts, and Washe	10-55410-470 AQUA CTR/MAINT	25.14	10/08/25
WALSH'S ACE HARDWAR	09/29/2025	Parks & Rec: Aquatic - WAC Main	10-55410-470 AQUA CTR/MAINT	119.11	10/08/25
WALSH'S ACE HARDWAR	09/18/2025	PW/B&G: Aquatic Center Mainten	10-55410-470 AQUA CTR/MAINT	13.26	10/08/25
WALSH'S ACE HARDWAR	09/18/2025	PW/Aquatic: Materials for Repair	10-55410-470 AQUA CTR/MAINT	42.03	10/08/25
Total WALSH'S ACE HARDWARE:				340.55	
WARCO					
WARCO	10/20/2025	CC/SC: Warco Diamond Jo Trip 1	10-46615-000 SENIOR RECREA	1,325.00	10/24/25
Total WARCO:				1,325.00	
WE ENERGIES					
WE ENERGIES	10/08/2025	PW/Parks:pool heat	10-55410-310 AQUA CTR/HEAT	24.65	10/24/25
WE ENERGIES	10/08/2025	PW/Parks: concessions bldg heat	10-55410-310 AQUA CTR/HEAT	19.45	10/24/25
WE ENERGIES	10/08/2025	PW/CC/SC: COMMUNIT/SENIOR	10-55200-310 COMM CTR/HEAT	41.74	10/24/25
Total WE ENERGIES:				85.84	
WERTZ PLUMBING & HEATING					
WERTZ PLUMBING & HE	10/07/2025	CC/SC/WAC: WAC Winterize Pool	10-55410-470 AQUA CTR/MAINT	570.00	10/24/25
Total WERTZ PLUMBING & HEATING:				570.00	
WISCONSIN STATE JOURNAL					
WISCONSIN STATE JOUR	09/16/2025	CC/SC: WSRC Subscriptions	10-55250-360 SENR CTR/SUBS	855.99	10/08/25
Total WISCONSIN STATE JOURNAL:				855.99	
Grand Totals:				16,076.20	

City of Richland Center

Payment Approval Report - Parks and Rec
Report dates: 9/23/2025-10/24/2025

Page: 3
Oct 23, 2025 04:40PM

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
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The bills presented on this day (excluding any Library Fund invoices) having been referred to the Finance and Budget Committee, and said committee having duly investigated and audited these bills, hereby make the following recommendation:

THAT THE PARKS & REC BILLS PRESENTED ON THIS DAY BE PAID, WITH THE FOLLOWING ADJUSTMENTS AND/OR EXCEPTIONS:

Dated:

Parks Board:

Filed in the office of the City Clerk/Treasurer

Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "10-46500-000"- "10-46645-000", "10-48200-000"- "10-48160-000", "10-55200-220"- "10-55200-999", "10-55250-020"- "10-55250-999", "10-55410-300"- "10-55410-999", "10-55500-470"

Account Number	Account Title	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%	2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 9/30/2025	2024 Budget Less Actual	% S/B 66.67%	2026 Budget 12/31/2026	2025 to 2026 Budget Change	2025 to 2026 Budget Change
COMMUNITY CENTER & SENIOR CENTER CHARGES FOR SERVICES												
10-46500-000	COMMUNITY CENTER BLDG RENT	20,000.00	38,888.00	(18,888.00)	194.44%	30,000.00	24,160.10	5,839.90	80.53%	35,000.00	16.67%	5,000.00
10-46505-000	COMM CTR BLDG USE (NON CITY PR	3,600.00	-	3,600.00	0.00%	-	3,062.00	(3,062.00)	#DIV/0!	3,600.00	#DIV/0!	3,600.00
10-46605-000	CC/SC CONCESSIONS	600.00	934.78	(334.78)	155.80%	500.00	387.53	112.47	77.51%	500.00	0.00%	-
10-46625-000	COMM CTR / EQUIPMENT RENTALS	500.00	22.00	478.00	4.40%	-	40.00	(40.00)	#DIV/0!	40.00	#DIV/0!	40.00
10-46615-000	SENIOR RECREATION TRIPS	1,500.00	1,482.00	18.00	98.80%	1,200.00	695.00	505.00	57.92%	7,500.00	525.00%	6,300.00
10-46620-000	WPRA TICKETS	-	616.85	(616.85)	#DIV/0!	600.00	925.56	(325.56)	154.26%	1,000.00	66.67%	400.00
Total COMMUNITY CENTER AND SENIOR CENTER CHARGES FOR SERVICES		26,200.00	41,943.63	(15,743.63)	160.09%	32,300.00	29,270.19	3,029.81	90.62%	47,640.00	47.49%	15,340.00
DONATIONS												
10-48200-000	DONATIONS-COMMUNITY CENTER	200.00	1,578.00	(1,378.00)	789.00%	200.00	1,853.00	(1,653.00)	926.50%	500.00	150.00%	300.00
Total DONATIONS:		200.00	1,578.00	(1,378.00)	789.00%	200.00	1,853.00	(1,653.00)	926.50%	500.00	150.00%	300.00
Communty Center / Senior Center Revenue Total:		26,400.00	43,521.63	(17,121.63)	949.09%	32,500.00	31,123.19	1,376.81	1017.12%	48,140.00	48.12%	15,640.00
CULTURE & RECREATION												
Community Center												
10-55200-000	COMM CTR/REGULAR SALARY	102,000.00	91,670.02	10,329.98	89.87%	108,000.00	77,900.15	30,099.85	72.13%	110,820.00	2.61%	2,820.00
10-55200-005	COMM CTR / B&G WAGES	-	-	0.00	0.00%	-	-	0.00	0.00%	30,700.00	#DIV/0!	30,700.00
10-55200-010	COMM CTR/OVERTIME	200.00	-	200.00	0.00%	200.00	-	200.00	0.00%	-	0.00%	(200.00)
10-55200-060	COMM CTR/VACATION	-	8,152.77	(8,152.77)	#DIV/0!	-	-	0.00	0.00%	-	0.00%	-
10-55200-070	COMM CTR/SICK LEAVE	-	2,641.21	(2,641.21)	#DIV/0!	-	-	0.00	0.00%	-	0.00%	-
10-55200-080	COMM CTR/HOLIDAY PAY	4,800.00	5,401.68	(601.68)	112.54%	-	-	0.00	0.00%	-	0.00%	-
10-55200-100	COMM CTR/BENEFITS	72,000.00	68,879.92	3,120.08	95.67%	77,000.00	55,168.68	21,831.32	71.65%	108,000.00	40.26%	31,000.00
10-55200-220	COMM CTR/FIREWORKS	17,000.00	17,000.00	0.00	100.00%	17,000.00	17,000.00	0.00	100.00%	17,000.00	0.00%	-
10-55200-300	COMM CTR/TELEPHONE	2,900.00	3,660.37	(760.37)	126.22%	3,300.00	2,102.51	1,197.49	63.71%	3,300.00	0.00%	-
10-55200-310	COMM CTR/HEAT	5,000.00	2,981.22	2,018.78	59.62%	5,100.00	2,448.67	2,651.33	48.01%	5,100.00	0.00%	-
10-55200-320	COMM CTR/UTILITIES	16,500.00	12,275.61	4,224.39	74.40%	16,000.00	12,315.10	3,684.90	76.97%	16,000.00	0.00%	-
10-55200-330	COMM CTR/POSTAGE	100.00	-	100.00	0.00%	75.00	39.05	35.95	52.07%	100.00	33.33%	25.00
10-55200-370	COMM CTR/MEMBERSHIP FEES	500.00	780.00	(280.00)	156.00%	500.00	180.00	320.00	36.00%	500.00	0.00%	-
10-55200-380	COMM CTR/PUBLICATIONS	500.00	424.67	75.33	84.93%	450.00	387.50	62.50	86.11%	450.00	0.00%	-
10-55200-385	COMM CTR/PROMO MATL	2,500.00	2,600.28	(100.28)	104.01%	2,750.00	1,620.70	1,129.30	58.93%	3,000.00	9.09%	250.00
10-55200-390	COMM CTR/MISC EXP	-	-	0.00	0.00%	-	-	0.00	0.00%	-	0.00%	-
10-55200-395	COMM CTR/SERVICE FEES/LICENSES	-	928.08	(928.08)	#DIV/0!	750.00	-	750.00	0.00%	450.00	-40.00%	(300.00)
10-55200-410	COMM CTR/TRAINING	1,000.00	435.86	564.14	43.59%	900.00	507.67	392.33	56.41%	1,000.00	11.11%	100.00
10-55200-430	COMM CTR/EQUIPMENT	1,000.00	-	1,000.00	0.00%	700.00	700.00	0.00	100.00%	1,000.00	42.86%	300.00
10-55200-460	COMM CTR/BUILDING REPAIR	-	249.90	(249.90)	#DIV/0!	-	81.56	(81.56)	#DIV/0!	-	0.00%	-
10-55200-480	COMM CTR/MAINT AGRMT-COPIER	2,500.00	2,282.91	217.09	91.32%	2,500.00	1,658.36	841.64	66.33%	2,500.00	0.00%	-

Account Number	Account Title	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%	2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 9/30/2025	2024 Budget Less Actual	% S/B 66.67%	2026 Budget 12/31/2026	2025 to 2026 Budget Change	2025 to 2026 Budget Change
10-55200-520	COMM CTR/SUPPLIES	3,600.00	2,342.53	1,257.47	65.07%	2,750.00	1,832.26	917.74	66.63%	2,500.00	-9.09%	(250.00)
10-55200-560	COMM CTR/CONTRACTED WORK	3,200.00	2,932.12	267.88	91.63%	3,500.00	2,275.94	1,224.06	65.03%	3,500.00	0.00%	-
10-55200-565	COMM CTR/FIRE ALARM	-	420.43	(420.43)	#DIV/0!	-	-	0.00	0.00%	-	0.00%	-
<i>Total Community Center:</i>		235,300.00	226,059.58	9,240.42	96.07%	241,475.00	176,218.15	65,256.85	72.98%	305,920.00	26.69%	64,445.00
Senior Center												
10-55250-020	SENR CTR/PART-TIME PAY	21,000.00	21,567.70	(567.70)	102.70%	21,500.00	15,667.60	5,832.40	72.87%	22,050.00	2.56%	550.00
10-55250-100	SENR CTR/BENEFITS	1,600.00	1,649.90	(49.90)	103.12%	1,641.00	1,198.62	442.38	73.04%	1,700.00	3.60%	59.00
10-55250-360	SENR CTR/SUBSCRIPTIONS	700.00	866.99	(166.99)	123.86%	1,000.00	855.99	144.01	85.60%	1,000.00	0.00%	-
10-55250-390	SENR CTR/MISC EXPENSE	50.00	96.81	(46.81)	193.62%	50.00	47.91	2.09	95.82%	-	0.00%	(50.00)
10-55250-520	SENR CTR/SUPPLIES	1,350.00	1,355.19	(5.19)	100.38%	1,100.00	1,796.60	(696.60)	163.33%	2,500.00	127.27%	1,400.00
10-55250-640	SENR CTR/TRIP EXPENSES	-	-	0.00	0.00%	-	-	0.00	0.00%	6,050.00	#DIV/0!	6,050.00
<i>Total Senior Center:</i>		24,700.00	25,536.59	(836.59)	103.39%	25,291.00	19,566.72	5,724.28	77.37%	33,300.00	31.67%	72,579.00
Total Community Center & Senior Center Expenses		260,000.00	251,596.17	8,403.83	96.77%	266,766.00	195,784.87	70,981.13	73.39%	339,220.00	27.16%	137,024.00
Net Community Center & Senior Center		(233,600.00)	(208,074.54)	(25,525.46)	#REF!	(234,266.00)	(164,661.68)	(69,604.32)	#REF!	(291,080.00)	#REF!	56,814.00
											2.71%	
PUBLIC CHARGES FOR SERVICES: RECREATION FEES											0.250 \$	25.04 \$100,000 Home - An
10-46610-000	RECREATION FEES	12,000.00	17,098.71	(5,098.71)	142.49%	12,000.00	16,949.01	(4,949.01)	141.24%	21,000.00	75.00%	9,000.00
10-46630-000	USE OF PARK GROUNDS	600.00	567.00	33.00	94.50%	500.00	-	500.00	0.00%	300.00	-40.00%	(200.00)
10-46611-000	RECREATION FEES (NON CITY PROG	1,600.00	1,918.00	(318.00)	119.88%	1,800.00	2,092.00	(292.00)	116.22%	2,000.00	11.11%	200.00
<i>Total PUBLIC CHARGES FOR SERVICES RECREATION FEES:</i>		14,200.00	19,583.71	(5,383.71)	137.91%	14,300.00	19,041.01	(4,741.01)	133.15%	23,300.00	62.94%	9,000.00
CULTURE & RECREATION												
Recreation Programs												
10-55200-020	RECREATION / PART-TIME PAY	40,000.00	27,331.18	12,668.82	68.33%	42,000.00	31,873.99	10,126.01	75.89%	35,000.00	-16.67%	(7,000.00)
10-55200-435	RECREATION/EQUIPMENT	500.00	500.00	0.00	100.00%	750.00	178.21	571.79	23.76%	1,000.00	33.33%	250.00
10-55200-640	RECREATION/PROGRAMMING EXP	4,000.00	4,763.29	(763.29)	119.08%	4,500.00	4,003.70	496.30	88.97%	9,500.00	111.11%	5,000.00
10-55300-640	B&G/RECREATION SUPPLIES	-	-	0.00	0.00%	-	-	0.00	0.00%	-	0.00%	-
10-55300-650	B&G/RECREATION TRIPS	-	-	0.00	0.00%	-	-	0.00	0.00%	-	0.00%	-
<i>Total RECREATION PROGRAM EXPENSES:</i>		44,500.00	32,594.47	11,905.53	73.25%	47,250.00	36,055.90	11,194.10	76.31%	45,500.00	-3.70%	(1,750.00)
NET RECREATION PROGRAMS		(30,300.00)	(13,010.76)	(17,289.24)	42.94%	(32,950.00)	(17,014.89)	(15,935.11)	51.64%	(22,200.00)	-32.63%	10,750.00

Account Number	Account Title	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%	2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 9/30/2025	2024 Budget Less Actual S/B 66.67%	2026 Budget 12/31/2026	2025 to 2026 Budget Change	2025 to 2026 Budget Change	
PUBLIC CHARGES FOR SERVICES												
10-46640-000	AQUATIC CENTER CONCESSIONS	25,000.00	29,100.01	(4,100.01)	116.40%	27,000.00	33,669.00	(6,669.00)	124.70%	30,000.00	11.11%	3,000.00
10-46645-000	AQUATIC CENTER REVENUE	70,000.00	87,032.38	(17,032.38)	124.33%	70,000.00	85,111.50	(15,111.50)	121.59%	75,000.00	7.14%	5,000.00
Total PUBLIC CHARGES FOR SERVICES:		95,000.00	116,132.39	(21,132.39)	122.24%	97,000.00	118,780.50	(21,780.50)	122.45%	105,000.00	8.25%	8,000.00
DONATIONS												
10-48160-000	DONATIONS-AQUATIC CENTER	70,000.00	74,100.00	(4,100.00)	105.86%	70,000.00	51,650.00	18,350.00	73.79%	70,000.00	0.00%	-
Total DONATIONS:		70,000.00	74,100.00	(4,100.00)	105.86%	70,000.00	51,650.00	18,350.00	73.79%	70,000.00	0.00%	-
Communy Center / Senior Center Revenue Total:		165,000.00	190,232.39	(25,232.39)	228.10%	167,000.00	170,430.50	(3,430.50)	196.24%	175,000.00	4.79%	8,000.00
CULTURE & RECREATION												
Aquatic Center												
10-55410-005	AQUA CTR/B&G WAGES	-	-	0.00	0.00%	-	-	0.00	0.00%	15,350.00	#DIV/0!	15,350.00
10-55410-020	AQUA CTR/PART-TIME PAY	120,000.00	107,606.44	12,393.56	89.67%	121,000.00	99,685.55	21,314.45	82.38%	115,000.00	-4.96%	(6,000.00)
10-55410-100	AQUA CTR/BENEFITS	9,200.00	8,231.88	968.12	89.48%	9,260.00	7,625.99	1,634.01	82.35%	17,400.00	87.90%	8,140.00
10-55410-300	AQUA CTR/TELEPHONE	525.00	-	525.00	0.00%	500.00	335.04	164.96	67.01%	500.00	0.00%	-
10-55410-310	AQUA CTR/HEAT	12,000.00	6,267.76	5,732.24	52.23%	8,500.00	8,969.35	(469.35)	105.52%	8,500.00	0.00%	-
10-55410-320	AQUA CTR/UTILITIES	42,000.00	28,010.07	13,989.93	66.69%	22,000.00	3,980.51	18,019.49	18.09%	22,000.00	0.00%	-
10-55410-390	AQUA CTR/MISC EXP	500.00	16,434.00	(15,934.00)	3286.80%	250.00	-	250.00	0.00%	-	0.00%	(250.00)
10-55410-410	AQUA CTR/TRAINING	4,000.00	4,688.40	(688.40)	117.21%	4,000.00	3,993.40	6.60	99.84%	4,500.00	12.50%	500.00
10-55410-470	AQUA CTR/MAINT-REPAIRS	20,000.00	16,667.32	3,332.68	83.34%	17,000.00	13,269.93	3,730.07	78.06%	17,000.00	0.00%	-
10-55410-520	AQUA CTR/SUPPLIES	9,000.00	7,564.09	1,435.91	84.05%	6,000.00	6,081.04	(81.04)	101.35%	6,000.00	0.00%	-
10-55410-580	AQUA CTR/LICENSES	2,000.00	1,679.93	320.07	84.00%	2,000.00	1,420.00	580.00	71.00%	2,000.00	0.00%	-
10-55410-620	AQUA CTR/CHEMICALS	11,000.00	13,753.84	(2,753.84)	125.03%	14,000.00	11,434.55	2,565.45	81.68%	14,000.00	0.00%	-
10-55410-640	AQUA CTR/PROGRAM EXP	-	-	0.00	0.00%	-	-	0.00	0.00%	-	0.00%	-
10-55410-670	AQUA CTR / INSPECTIONS	-	-	0.00	0.00%	-	-	0.00	0.00%	-	0.00%	-
10-55410-700	AQUA CTR/CONCESSIONS	20,000.00	19,883.74	116.26	99.42%	20,000.00	21,657.06	(1,657.06)	108.29%	22,000.00	10.00%	2,000.00
Total Aquatic Center:		250,225.00	230,787.47	19,437.53	92.23%	224,510.00	178,452.42	46,057.58	79.49%	244,250.00	8.79%	19,740.00
Symons Center												
10-55500-470	SYMONS/MAINT-REPAIRS	100,000.00	54,492.06	45,507.94	54.49%	55,000.00	26,980.21	28,019.79	49.05%	55,000.00	0.00%	-
Total Culture & Recreation		350,225.00	285,279.53	64,945.47	81.46%	279,510.00	205,432.63	74,077.37	73.50%	299,250.00	7.06%	19,740.00
Net Leisue / Culture / Recreation		(185,225.00)	(95,047.14)	(90,177.86)	#REF!	(112,510.00)	(35,002.13)	(77,507.87)	#REF!	(124,250.00)	#REF!	11,740.00

Director's Monthly Report

10/27/25

Pool: Neuman here on the 24th for shutdown, Wertz on October 3rd (1100.00 savings from McGuire) They were finally able to remove the plugs from the Splash Pad heater to be in use next season. 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, Partners4Prevention donated \$1000 from the event at the pool to go towards ADA equipment.

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 has 36 businesses on board, and 4 candy donors, 10 more than last year. We have monthly Sunday Funday dances scheduled through the winter months, Kids Nite Out Nov 1st with Lions Club sponsoring popcorn and water, and 4 free hikes through March.

OCTOBER 2025 PARKS MEETING

SENIOR CENTER REPORT BY CHERYL HEFFNER

The trip to the Diamond Jo Casino on October 2nd was enjoyed by the 41 passengers that went. The weather was beautiful, and we made a profit of \$110.00. I am having the last trip for 2025 on November 6th and am working on getting enough people to make the trip happen.

The Euchre Tournament on Saturday October made another \$72.00 for scholarships for summer programs. The total came from \$36.00 from the tournament and \$36.00 from donations made by individuals that couldn't play that day. We made a total of \$200.00 from the 2 tournaments we had this year for scholarships.

I deposited \$50.00 in coffee money in September and that brings the total of coffee money deposited in 2025 \$410.00.

Our House will be having breakfast here this Thursday at 8:00 a.m. and they have another scheduled for Thursday November 13th.