



OFFICIAL PUBLIC NOTICE
MEETING OF THE PARK BOARD
MONDAY, MARCH 11, 2024 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. Minutes from February 12th, 2024

DISCUSSION AND ACTION ITEMS

2. Discussion and possible approval of the City's updated Policy of Acceptance of monetary, non-monetary, & in-kind donations.
3. Discussion and possible approval of Resolution 2024- to Accept a non-monetary donation of a kayak landing and memorial plaque from Southwest Partners for Colleen Schroeder in memory of her late husband Bill.
4. Discussion and possible approval of meeting room fee waiver for Richland County EMS.
5. Discussion and possible approval of shelter fee waiver for Friendship Quilters Guild .

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

6. Approval of February 2024 Bills.

SENIOR COORDINATOR'S 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: *Second Monday of the Month. April 8th, 2024 at 5:00pm.*

ADJOURNMENT

Posted this 7th day of March by 4:30 PM.

Copy to the official newspaper the Richland Observer.

Aaron Joyce, 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.

MINUTES

Meeting was called to order at 5:00 PM. by Board President Elliott.

Roll Call: Present: Park Board members, Pat Elliott, Kathryn Lewandowski, Allicia Woodhouse, Mark Chambers, City Council, Parks & Rec Dir. Jodi Mieden.

Absent- Larry Hallett, Brad Wegner, Gary Manning, County Board.

1. Motion to waive the reading of the minutes of the last meeting(s) in lieu of printed copies and approve the same.

Motion by Lewandowski to approve the minutes. Second by Woodhouse. Motion carried unanimously.

2. Update on the Rotary Lights in the Park 2023.

Keith Behling and Richard Wastlick were on hand to express their thanks to the Board and the entire Park staff, Electric Utilities staff, Simpson's Rentals and SWTC Power Distribution Program for working so well together again this year. 25 Rotary Club volunteers donated over 1800 hours this season to set up as it takes a huge community effort to make it happen. Attendance was up 22.5%, with food donations up 19.7% and monetary donations up 37.4%, overall bringing lots of people to town to see the beautiful display. Behling reported that after putting cameras up, he had noticed lots of dog traffic through the trail and he hopes to help promote the park rules that dogs are only allowed on the dike trail. He also mentioned the need for Spanish signage and better signage at the North Park entrance for parking. The club will work with the Parks Department to procure signage options. When asked if they could have the show again in 2024, all agreed.

3. Discussion and possible approval on the following Sanctioned Recreation Group:

A. Richland Area Rotary Youth Soccer

All members agree that there have been no issues with the group in the past and they represent a large population of kids every spring. They work well with RCYBS to share fields. Motion by Lewandowski to approve the Sanctioned Group. Second by Woodhouse. Motion carried unanimously.

4. Discussion and possible approval of Permit Renewal for OMHS Animal House Food Stand. Per the letter sent from Marilyn Loft Houck, co-chair, the Animal House food stand asks to have the \$50 permit renewed for their 2024 events in the Community Center parking area. The stand will be open 18 days as it has been in the past, starting May 15-17, June 12-14, July 17-19, August 14-16, September 18-20, and ending October 16-18. Proceeds raised are 100% used for the needs of the pets in OMHS's care and have been extremely helpful in that mission. OMHS has always been good stewards of the space permitted and are very appreciative of the use of electrical power and the cooperation of the department. Motion by Woodhouse to approve the permit. Second by Lewandowski. Motion carried unanimously.

5. Approval of payment of monthly bills.

The Board had questions about the ASCAP license and Mieden explained that it was a basic license to play music on City property and special events. The Board wondered why they had never seen the bill in the past and Mieden mentioned seeing the paperwork and talking with Stibbe and was told it was a license for music to be played at the pool. Motion by Chambers to approve payment of the monthly bills. Second by Lewandowski. Motion carried unanimously.

Staff Reports:

A. Senior Coordinator: Heffner submitted written report stating there were some changes with the trips scheduled for 2024. The trip to San Antonio has been canceled by Urban Scenic Travel. She has added three more trips to the calendar. The first trip is to the Diamond Jo Casino on Thursday April 25th and the second trip is June 13th. The third trip is a Brewers game on July 13th. Attendance at the Senior Center continues to grow as well as at the RASC group that meets once a month for a potluck.

B. Parks and Recreation Director: Mieden reported that the ice rink was a bust, but we gave it a try and will try in the future if weather prevails. Cabral is in progress on the Summer Activity Guide design, and it will go to print at the end of March. Mieden attended the WPRA Annual Conference in LaCrosse and made very good connections with aquatic pros and received good feedback. Presenters sent me their presentations if I couldn't attend their class, so lots of good feedback there as well. The entire building except the top ½ has been painted and plans are to leave that color as it is in good condition. Tracy Gobin resigned from Symons Rec Center and I have met with Denise Lins to collaborate on a maintenance specialist and Lifeguard instructors for the future, as well as what we need to program for the future if need be. Lizzie Forehand will be Pool Manager again and will be getting her CPO license as well as renewing her ServSafe license for concessions. Mieden also brought current revenues to show the Board.

Park Board President's report. Elliott reported that we should be collaborating with Symons to fill any needs they may have in Tracy's absence.

Reports, requests, etc. Nothing to report.

Adjournment.

Motion by Chamber to adjourn the meeting.

Second by Woodhouse.

Motion carried unanimously.

Respectfully submitted by Jodi Mieden.

Donation Policy

Ashley Oliphant <ashley.oliphant@richlandcenterwi.gov>

Mon 2/19/2024 3:27 PM

To: Jodi Mieden <jodi.mieden@richlandcenterwi.gov>; Marty Richards <marty.richards@richlandcenterwi.gov>; Jasen Glasbrenner <jasen.glasbrenner@richlandcenterwi.gov>; Aaron Joyce <aaron.joyce@richlandcenterwi.gov>; Treasurer <treasurer@richlandcenterwi.gov>; Spencer Reed <spencer.reed@richlandcenterwi.gov>; Billy Jones <jones@rcpolice.net>; Stacy Pilla <spilla@swls.org>; Public Works <publicworks@richlandcenterwi.gov>; Vanessa Mueller <vmueller@cityutilitiesofrc.com>; Scott Gald <sgald@cityutilitiesofrc.com>; Todd Fischer <rcwwrc@mwt.net>; Steve Krueger <skrueger@cityutilitiesofrc.com>

1 attachments (140 KB)

Donation Policy_Adopted 02-02-2024.pdf;

Hello,

At the last Council meeting, a new Donation Policy (attached) was adopted. Previously, the acceptance of donations was guided by the Financial Policy as shown below. It was deemed necessary to expound on the existing donation policy to better position us to handle donations.

G. Donation Policy – Each donation is required to follow a process to determine if such a donation is in the City residents' best interest and for the City to accept donations of tangible personal property to the City of Richland Center. In order to maintain proper records, historical documentation, and for audit and insurance purposes, the City will record the following information for every donation: description, reason for donation, donor's name, organization's name, address, phone number, email, use of donation, department/location, estimated or actual cost of donation, and the donor's signature. It is understood that with the acceptance of the donation of tangible personal property, it becomes property of the City. All donations must be received in full that are applied to a project before the project begins unless the project and appropriation of funds are authorized by a 2/3 vote of the Common Council to begin before payment is received. It will be at the discretion of the Department Head/City Council on whether it is cost effective to repair, replace or use the property in the future.

Please *carefully* review the attached donation policy and let me know what questions you may have. As with all new policies or changes in procedures, it will be helpful to keep a copy (printed and/or digital) in an easily accessible location. Please review it each time you are presented with an opportunity to receive a donation so that we are doing our best to adhere to it.

Thank you!

Ashley Oliphant
City Administrator

City of Richland Center
450 S Main Street
Richland Center, WI 53581

Notice: My email address has changed. Please update contact information to avoid future delivery issues.

City of Richland Center, Wisconsin

ACCEPTANCE OF MONETARY, NON-MONETARY AND IN-KIND DONATIONS POLICY

1.) Definitions.

"Donation" is defined as any monetary, non-monetary or in-kind donation, devise or bequest to Richland Center.

"Monetary Donation" includes cash or a check, money order or other negotiable instrument. In the event of a stock donation, since a government entity is not legally able to own stock, such a donation would be liquidated and turned into cash or other liquid asset and treated as a monetary donation.

"Non-Monetary Donation" includes real or personal property.

"In-Kind Donation" is defined as services or labor supplied for an identified project or program.

"Established Fundraising Efforts" includes donations extended to recurring annual events, in-kind donations associated with annual events, or donations for the maintenance and upkeep of donated materials by the original donor.

2.) Purpose.

To establish a policy and procedures for the acceptance of monetary, non-monetary and in-kind donations, devise, or bequests from private citizens, business groups or other organizations. Considerations include the use of the donation, restrictions associated with the donation, cost associated with and effective use of the donation, including a determination as to whether the resources needed to make use of the donation outweigh its utility.

3.) Donation Administration.

Department Heads are responsible for informing the Administrator of all donations over \$5,000 or donations that do not fall under the City's established fundraising efforts.

A resolution will be required to go to the Common Council to accept donations over \$5,000 or donations that do not fall under the City's established programs or fundraising efforts.

All donations may be recognized formally in a letter from the Department Head, Administrator or the Common Council.

4.) Monetary Donations.

If a monetary donation is to be used on a project budgeted in the year in which the donation is received or on a project consistent with the City's policy, subject to #3 above, the Department Head is authorized to accept all unrestricted, monetary donations whether solicited or not. If no terms or conditions are attached to the donation, devise or bequest, the City may expend or use the same for any municipal use. If conditions are imposed by the donor, the Department Head will consult with the Administrator to determine the acceptance or denial of the gift, which decision may be referred to the Common Council. After acceptance, the donation is to be deposited into the appropriate fund by the City Treasurer.

City of Richland Center, Wisconsin**ACCEPTANCE OF MONETARY, NON-MONETARY AND IN-KIND DONATIONS POLICY****5.) Non-Monetary Donations.**

The Department Head is authorized to determine the appropriateness, usefulness and the value to the City of all non-monetary donations, whether solicited or not and accept same if less than \$5,000 in value. The department head shall recommend, if greater than \$5,000 value or land of any value, to the Common Council the retention, improvement, return to donor, transfer, trade, sale, donation to other agency, or other disposition. Non-monetary donations from other governmental units may be accepted by the Department Head regardless of value.

6.) In-Kind Donations.

If an in-kind donation is to be used on a project budgeted in the year in which the donation is received, the Department Head may approve the donation. If the in-kind donation is intended for use on a project that is not budgeted in the year in which it is received, it shall be approved in accordance with procedures for non-monetary donations.

For tax record purposes, donors providing in-kind donation will have the option of invoicing the City, indicating the service provided and the estimated value but no charge will be imposed upon the City. As an alternative to the donor invoice, the City may provide documentation for the in-kind donation to the donor in the form of a letter indicating the services provided.

7.) Established Fundraising Efforts.

Established fundraising efforts, which are implicitly authorized in the annual budget process, will be specifically coordinated and managed by the appropriate department. If the fundraising effort is not a recurring annual event or part of the annual budget process, the department shall obtain prior committee approval before starting fundraising. Department Heads are required to follow standard donation administration, as specified in #3 of this policy.

8.) Ownership and Use.

Any donations to the City become the property of the City, and the City shall have exclusive control over any use made of the donation, including the choice not to use the donation.

9.) Non-Acceptance of Donation.

The Administrator may decline to accept a donation if such donation is not consistent with the policies, plans, goals or ordinances of the City or the acceptance of same is contrary to law.

10.) Donation Listing.

Annually the Department Head will provide a report of the donations that were received in their department in the previous year and submit it to the Administrator.

RESOLUTION 2024 -**RESOLUTION TO ACCEPT A NON-MONETARY DONATION OF A KAYAK LANDING**

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 Southwest Partners on previous donations to enhance the visitor experience on the Pine River, making it accessible to all users; and

WHEREAS, Colleen Schroeder has generously donated \$17,000 to Southwest Partners to purchase a new, more accessible kayak landing and memorial plaque in memory of her late husband, Bill Schroeder, that will replace an existing landing on City owned parcel 276-2813-6000 on Bohmann Drive in the flood plain; and

WHEREAS, Southwest Partners has procured the required Land Use/Zoning Permit #03-2024, and will be project managers on the installation, with assistance from the Park Maintenance Department; and

WHEREAS, the Park Board has recommended Common Council acceptance of the non-monetary donation of a kayak landing and memorial plaque; and

NOW, THEREFORE, BE IT RESOLVED, the Common Council does hereby authorize acceptance of the non-monetary donation of a new kayak landing and memorial plaque from Colleen Schroeder and Southwest Partners.

BE IT FURTHER RESOLVED, the members of the Common Council give thanks to Colleen Schroeder for her generous donation, and to Southwest Partners for their on-going collaborative effort to improve the silent sports opportunities in Richland Center.

APPROVED, by the Common Council of the City of Richland Center on this ____ day of April 2024 by the following vote: AYES: _____, NOS: _____

Adopted this ____ Day of April 2024

Todd Coppernoll, Mayor

Attest:

Aaron Joyce, City Clerk / Treasurer

03-2024

Item 3.

CITY OF RICHLAND CENTER

ZONING PERMIT

Dale Bender/Southwest Partners
are the project manager.
(608) 604-4947Property Owner City of Richland Center Mailing Address _____

Phone Number _____

DESCRIPTION OF PROJECT Bohmann Drive KAYAK LANDING NEXT
Rotary Shelter

Project Address _____ Richland Center, WI 53581

(Check one)

☐ Principal Building ☐ Accessory Building ☐ Addition ☒ Deck ☐ Fence

ZONING: (Check one)

276-2813-6000

CITY	<input checked="" type="checkbox"/> R1 (Single family)	<input type="checkbox"/> R2 (One & two family)	<input type="checkbox"/> R3/4 (Three & four family)	<input type="checkbox"/> R5 (Five+ family)	<input type="checkbox"/> CG (Commercial General)	<input type="checkbox"/> CDT (Commercial Downtown)	<input type="checkbox"/> IND (Industrial)	<input type="checkbox"/> IP (Industrial Park)
ETZ	<input type="checkbox"/> EA (Exclusive Ag)	<input type="checkbox"/> AR (Ag-Residential)	<input type="checkbox"/> C (Commercial)	<input type="checkbox"/> I (General Industrial)			<input checked="" type="checkbox"/> FLOODPLAIN	

RA X
RESIDENTIAL
AG.☒ Permitted Use ☐ Conditional Use

SETBACKS: (Check lot type and enter dimensions)

<input type="checkbox"/> Regular Lot	Front:	Left:	Right:	Rear:
<input type="checkbox"/> Corner Lot	Front:	Side w/St:	Int Side:	Rear:

Owner's Signature [Signature] Date 2/21/2024

Conditions of approval _____

Conditional Use Permit	Planning Comm Approval	Date: / /
	City Council Approval	Date: / /

Variance	Board of Appeals Approval	Date: / /
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FEE \$ 25.00 Paid 2/21 2024 #48305

Zoning Office 450 S Main Street Richland Center, WI 53581 608-604-7705	Permit # <u>03-2024</u>	Issued: <u>2/21/2024</u>
	<u>[Signature]</u>	
	Signature - Zoning Administrator	

PERMIT NUMBER: 03-2024

It is Unlawful to Commence Work Before this Permit is Placed in a
Conspicuous Place on the Premise

Addition _____

Alteration _____

Repair _____

New Structure _____

Accessory _____

Residential _____

Commercial _____

Industrial _____

Agricultural _____

Other _____

REMARKS

Road work

Lanes in

road lane

This Certifies That A

LAND USE / ZONING PERMIT

Has been Issued To

City of Richland Center

In Compliance with the Requirements of City Ordinances

CITY OF RICHLAND CENTER

Wisconsin

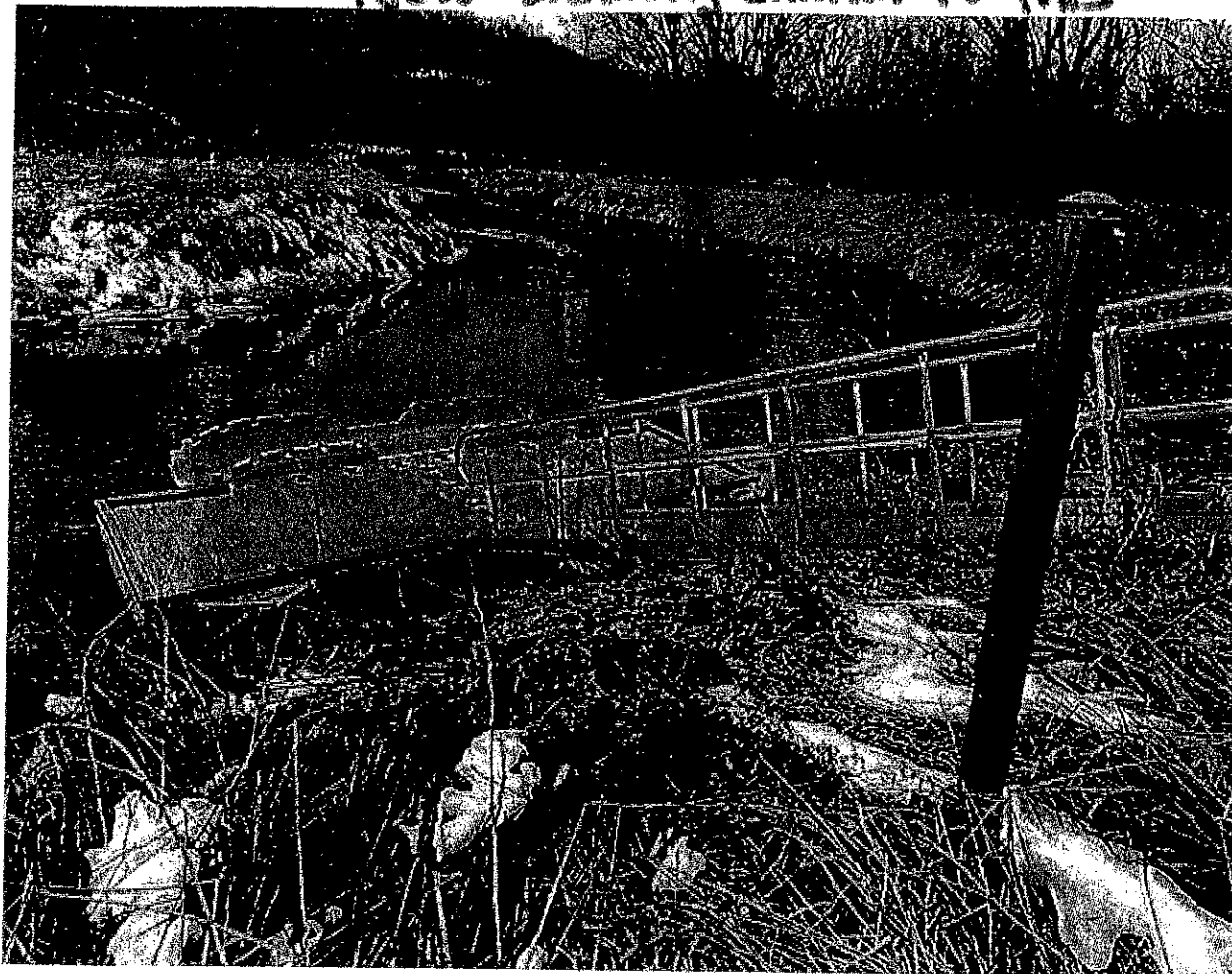
Dated: 2/21/2024 By: Mark Steward

From: Dale Bender <dale.bender63@gmail.com>
Sent: Wednesday, February 21, 2024 9:09 AM
To: Zoning
Subject: Bohmann Drive Landing.



NEW Landing Similar to this

Item 3.



1. I believe it would be on city-owned parcel 276-2813-6000 on Bohmann Dr in the location shown below. Needs confirmation.



2. Dale advised there would be no earthwork involved in the installation.
3. Landing to remain in place year-round.
4. Zone AE floodplain w/o BFE.
5. Dale advised these landings have been installed elsewhere (locally), have been an improvement to existing landings, but do collect debris in flooding events which may require the replacement of metal arms on the landing.



Richland County LEPC

Local Emergency Planning Committee
1027 North Jefferson Street
Richland Center, WI 53581

Brandon Fetterly, Chairman

E-mail: brandon.fetterly@ithaca.k12.wi.us
Phone: (608) 585-2512

John T. Heinen, Interim Director

E-mail: john.heinen@co.richland.wi.us
Phone: (608) 647-8187

February 9th, 2024

Dear Richland Center Parks & Recreation Department,

On behalf of Richland County Emergency Management and all the area emergency response personnel, I would like to formally request a meeting room for the upcoming Wisconsin Emergency Management class: *"ICS-300 – Intermediate Incident Command System for Expanding Incidents"*. The Richland Center Community Center would be an ideal location for this class, given its 8 hour a day, 3-day-week schedule. Other venues in the city were unable to accommodate our request.

The course is scheduled to run from April 10th through April 12th, Wednesday, Thursday and Friday, 8:00 am to 4:30 pm each day. We have technology, but could use a projector. Per staff recommendations, the instructors can come in early the first day to make sure it's all working properly. I am anticipating around 25 students and 3 to 5 support staff. We'll need tables and chairs to accommodate. I'm still unclear about snacks and beverages; but, if there are vending machines, at least initially, they should be adequate. I can reconsider days two and three accordingly.

You can reach out to me at the contact details below for further clarification or any questions that you may have.

Best Regards,

John T. Heinen

Interim EM Director / All Hazards Planner

Richland County Dept. of Emergency Management
1027 N. Jefferson St.
Richland Center, WI 53581
PH#: (608) 647-8187
CL#: (608) 604-6972
FAX: (608) 647-7151


CITY OF RICHLAND CENTER



APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):

☒ **Rental Fee Waiver** ☐ **Rental Fee Discount**

Applications for fee waivers and/or discounts must be reviewed by the Park Board. The Park Board meets on the second Monday of each month. Request applications must be received by the Wednesday before a meeting to be considered. Submit questions and return your application **WITH A COVER LETTER** to Parks & Recreation Department, 450 S. Main Street, Richland Center, WI 53581 or via email at jodi.mieden@richlandcenterwi.gov.

Name of Group:	Richland County Emergency Management on behalf of WEM				
Address:	1027 N. Jefferson St., Richland Center, WI 53581				
Contact Name/Phone/Email:	JOHN T. HEINEN (608) 604-6972 John.Heinen@Co.Richland.WI.US				
Circle Type of Group:	501(c)3	Government Agency			Other- Specify: _____
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:	For all local emergency responders, we are hosting an Incident Command course to include Law Enforcement, Fire, EMS, public works and Emergency Management.				
Desired date(s)/Times:	April 10 th – 12 th				
Desired Facility:	Meeting Room (Cap. 48) [upwards to 30 participants, tabletop style.]				
COMMUNITY BENEFITS					
How many Richland Center residents will benefit from your event? How will they benefit?	<u>Directly:</u> Dozens; <u>Indirectly:</u> The entire county. Incident Command is an essential part of any successful emergency response; the more training our responders get, the more protected our residents are.				
NEED:					
Why is it necessary to hold this event at a City facility?	There are few other places in Richland Center that can host a training event like this. Since the target audience is largely municipal, they'd be getting this training at a facility they are familiar with.				
If request is for a Fee Waiver: Explain why paying the fee would be a hardship.	This class is sponsored by Wisconsin Emergency Management on an allocation basis. We are not guaranteed an offering and the timing deadlines are very tight. Budgeting for it through the County Board is prohibitively cumbersome and often not possible.				
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	We can discuss this administratively as needs arise. Typically, my office is available for support anytime the City reaches out.				
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.					
Signature:					
Date of application:	2/09/24				
STAFF USE ONLY					
Est. total value of waiver (\$):		Park Board Review date:		Approved date:	

2024 Richland Center Community Center Facility Use Application

RC Parks & Recreation Dept. ~ 1050 N. Orange St. ~ Richland Center, WI 53581 ~ Phone (608)647-8108 ~ Hours: M-F/8am-4:30pm

Item 4.

This form is to be used by all groups and entitles them to the use of the Community /Senior Center building facility for an event that is not a primary City function. Application shall be filed at least 3 days before the required usage of the facilities. Permission for use of the Community/Senior Center building facilities shall be granted no more than one year prior to date. The City reserves the right to cancel scheduled use of the Community/Senior Center in the event of an anticipated violation of any rule, regulation, or law. Any misrepresentation on the application shall void any use for the facility. **In the case of a natural disaster, the entire Community Center will be taken over by Emergency Management Services to be used as an Emergency Shelter. If this happens, we will try to accommodate you with another location, re-schedule, or if there are no other options, we will completely refund your rental fees.**

Business/Group/Applicant Name: Richland County Emergency Management on behalf of WEM

Contact Address: 1027 N. Jefferson St., Richland Center, WI 53581

Contact Phone #(s): (608) 604-6972 **Contact Email:** John.Heinen@Co.Richland.WI.US

Date(s) of Rental: April 10th – 12th **Room(s) Used:** Meeting room (Cap. 48)

Reservation Block(s): (Circle all that apply) 6:00am-11:00am / 11:30am-4:30pm / 5:00pm-10:00pm

Additional Hour(s) after 10:00pm @ \$17 per hour: [N/A] **Approx. # of People Expected:** [25+5] 30

Nature of Rental: Emergency Response Course for local emergency responders

IMPORTANT: After rental use, the party is expected to fully clean the facility completely before leaving. A copy of the rules are given when you pick up your set of keys. **Keys can be picked up Monday-Thursday from 8AM -3PM.** If additional special requests are needed, it is the group's responsibility to secure them beforehand.

Do you need ANY of the following items?

--Will you need? (Circle all that apply) Projector or Microphone (\$12) / Sign (\$13) / Hoops / Curtain

Hoops and curtain access require a key. Sign Message: _____

--Wi-Fi: RC- Public / Push through any security prompts / Cisco screen=Accept. (Won't connect? = a security issue with your computer)

--Do you need an Alcohol Permit? YES / NO (\$500) Covers Beer, Wine & Champagne. Permit allows you to serve, **not sell alcohol**. Alcohol is not permitted in the building without a permit. You must obtain a permit that requires a \$500 check & pre-approval from the Park Board President. Once the permit is approved, you will receive a copy when you pick up your keys. Please keep this permit with you for the duration of your rental. If there is no damage after inspection, you will receive your deposit back. If there is damage, fees will be determined and discussed with you.

--Special Event: Vendors selling Food or Goods, Collecting Donations, or Charging Admission? YES / NO **Form S-240** You must fill out a Wisconsin Temporary Event Operator and Seller Information Form listing all vendors attending the event and submit it to the City Clerk a minimum of 5 days before the event. You will also need to provide a Certificate of Liability Insurance with a minimum general aggregate limit of \$1,000,000 naming the City of Richland Center as "Additional Insured" on the policy. Wisconsin Department of Revenue reporting must be completed no later than 10 days from event closing. The process may take up to 30 days and will need to be approved by the proper committees. Once all paperwork is turned in and all approvals are given, the City Clerk will grant approval for the event.

--Special Event: Bringing items into the building? (Circle all that apply) (Inflatables, Climbing Wall, Animals) YES / NO You (if you own the item) or the Rental Company will need to provide a Certificate of Liability Insurance with a minimum general aggregate limit of \$1,000,000 naming the City of Richland Center as "Additional Insured" on the policy. The Parks and Grounds Department will determine the location.

If you have live animals in the building, you must fill out an Animal Permit prior to the event.

--Will you put up an additional Canopy Tent/Grill outside of the building? YES / NO Location: _____

You will need to let us know the location. **Digger's Hotline** may need to be contacted prior to your event so underground lines can be located and marked.

Building Usage: (All monies go towards Building improvements)

Room Rental: Time Blocks = 6am-11am / 11:30am-4:30pm / 5pm-10pm	Cost	Group Size	Item 4.
All-Purpose Gymnasium (80 @ 8ft tables / 300 chairs)	\$82 per block of time	300	
Warming Kitchen- Fully stocked (bring rags for cleanup)	\$30 per day with rental	-	
Warming Kitchen- without room rental	\$30 per block of time	-	
Meeting Room (A/B) (9 @ 2x6ft tables / 35 chairs / built in projector & screen)	\$55 per block of time / \$14 per hour	40	
Physical Fitness Groups (gym or meeting room)	\$12 per hour	TBD	
Additional Hours after 10pm	\$17 per hour	-	
Friday- Last block, Weekends, Holidays:	-	-	
-All-Purpose Gymnasium	\$98 per block of time	-	
-Meeting Room	\$65 per block of time	-	
A/V Equipment- Projector / Microphone	\$12	-	
Outdoor Electronic Sign	\$13	-	
Auction User Fee	\$110		
Alcohol Permit Deposit- Monies will be deducted for damages or not cleaning up properly	\$500 - Damages / \$200 per hour	-	
Keys not picked up during office hours / Lost keys	\$50/\$500	-	
Helium Balloons are not allowed- Lift Rental to retrieve from fans / ceiling	\$300	-	

Please circle the date(s) you will be using the facility.

2024

January

February

March

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City of Richland Center
Waiver and Release of Liability

Item 4.

In consideration of being permitted to use the facilities, equipment or otherwise property of the City of Richland Center, the Undersigned, agrees and represents that he/she shall, upon entering the facility or property and use of equipment, shall inspect and consider the safety and suitability of such property for the purpose of their use. Further, the subsequent use of the facilities, equipment or property shall constitute an acknowledgement by the Undersigned of the inspection, safety and suitability of the facility, equipment, or property for the purpose of the use.

1. By signing this Waiver and Release of Liability (Agreement), I, the Undersigned, waive and release the City of Richland Center, its agents, servants, employees, insurers, successors and assigns (collectively referred to as the "City") from any and all claims, demands, causes of action, damages or suits at law and equity of any kind, including but not limited to claims for personal injury, property damage, medical expenses or loss of services, on account of or in any way related to or growing out of my presence or involvement at the facility or property of the City. I also understand the City is not responsible for any lost, stolen, or damaged valuables or property.
2. This waiver and release are intended to and does release the City from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties or negligence of the City.
3. I, the Undersigned, further covenant and agree not to institute any claims or legal action against the City for any claim released by this Agreement. I further agree that should any claim be made against the City, in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) the City for any such claim and expenses including attorney's fees and costs incurred by the City in defending themselves or security indemnity hereunder.
4. I, the Undersigned, am responsible for being familiar with the rules and regulations governing the use of the facility which are available online or at the Parks and Recreation office at 1050 N Orange Street. I agree that I will fully comply with all rules and regulations and with any amendments.
5. I, the Undersigned, will be responsible for the repair and replacement of any damages to the facility. I understand that repairs for damages may be taken from the deposit, and any additional amounts will be invoiced to us by the City. I understand that our rental may be cancelled or re-scheduled in the event of an emergency.
6. I, the Undersigned, understand that the fee paid is refundable to me if the notice of cancellation is received by the Parks & Recreation Department no less than 14 days prior to my scheduled event. I understand that the Park Board reserves the right to deny any application for any event that the expected attendance will exceed the safe capacity of the facility or involves activity as such that endangers public health and safety. I understand that inaccurate information is grounds for cancellation of any reservation granted to me and may jeopardize future reservations.

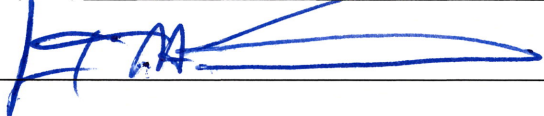
I understand that no facility is reserved until all stipulated fees of \$_____ have been paid and a Parks & Recreation Representative signs this form. All bookings of the Community Center must pay 50% down at the time of the booking. Phone booking is fine, but you will have (7) working days in which to pay 50% for the booking. Failure to do so means your booking will be removed from our calendar. Keys must be picked up in advance. **For the Community Center and Meyer Building: Keys can be picked up Monday-Thursday from 8AM-3PM.** A \$50 fee may be charged to you if we must make a special trip.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue the City for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by the City, will void, and terminate this Agreement and may result in loss of the ability to use the facility.

I am signing this Agreement freely, voluntarily, and competently and am at least eighteen (18) years of age.

Name (please print) JOHN T. HEINEN

Signature



Date

2/09/24

RC Parks and Recreation Representative Signature _____

Date _____

450 S. MAIN ST.
RICHLAND CENTER, WI 53581
PHONE 608-647-3466

Before the 6th of March

CITY OF RICHLAND CENTER

Item 5.



APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):

☒ Rental Fee Waiver ☐ Rental Fee Discount

Applications for fee waivers and/or discounts must be reviewed by the Park Board. The Park Board meets on the second Monday of each month.

Request applications must be received by the Wednesday before a meeting to be considered. Submit questions and return your application **WITH A COVER**

LETTER to Park & Recreation Department, 450 S. Main Street, Richland Center, WI 53581 or via email at jodi.mieden@richlandcenterwi.gov.

Name of Group:	Friendship Quilters Guild		
Address:	meets at Schmitt Woodland Hills		
Contact Name/Phone/Email:	Ruth West 847-638-3899 rawest51@outlook.com		
Circle Type of Group:	501(c)3	Government Agency	<u>Other - Specify:</u> Service Club
Circle one of these:	Rental Fee Discount	<u>Rental Fee Waiver</u>	
Description of event or purpose for which City of Richland Center facilities will be used:	Annual Picnic		
Desired date(s)/Times:	<u>Monday</u> June 24, 2024 4:30 - 8 pm		
Desired Facility:	Earl Anderson		
COMMUNITY BENEFITS			
How many Richland Center residents will benefit from your event? How will they benefit?	The event doesn't directly benefit residents. Our group makes quilts for every cancer patient at Kraemer Center and for every dialysis patient at the dialysis center. We started a new project this year to make graduation quilts for foster youth.		
NEED:			
Why is it necessary to hold this event at a City facility?	We have no other space that fits our entire group.		
If request is for a Fee Waiver:	We have only 1 fundraiser per year at the quilt show that is part of CenterFest. The quilts we donate are made by the personal funds of each quilter.		
Explain why paying the fee would be a hardship.			
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	No		
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.			
Signature:	Ruth A. West		
Date of application:	March 1, 2024		
STAFF USE ONLY			
Est. total value of waiver (\$):	\$55	Park Board Review date:	3/11/24
		Approved date:	

2024 ACCOUNT PAYABLE LISTING

Item 6.

PARK BOARD

Meeting Date:

03/11/24

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT
Monthly Bills:			
Amazon	10-55200-640	Basketball league awards	\$ 22.98
	10-55410-520	WAC Concession cooler shelves	\$ 83.74
	10-55250-520	WSRC puzzle frame	\$ 40.29
Badger Sporting Goods	10-55200-640	Shipping for previous order of bases/VB winch	\$ 96.33
Aquatic Council	10-55410-410	CPO Certification for Pool Manager Forehand	\$ 395.00
Davis, Lori	10-46500-000	CC Rental Refund- switched to smaller room	\$ 33.00
Dollar Tree	10-55250-520	WSRC Bingo supplies	\$ 61.75
Nat'l Restaurant Assn Solutions	10-55410-410	ServSafe license x2 for WAC Concessions	\$ 30.00
Gundlach, Max	10-46610-000	Referee- 2/18/24, 2/25/24, 3/3/42 games	\$ 280.00
Richland County Campus Foundation	10-46500-000	CC Rental Refund- could use the Campus gym	\$ 67.00
Walmart	10-55250-520	WSRC Bingo supplies	\$ 92.55
Wilson, Colton	10-46610-000	Referee- 2/18/24, 2/25/24, 3/3/42 games	\$ 280.00
Woodward Community Media	10-55200-385	Summer Help Job Ad	\$ 98.00

TOTAL BILLS TO BE PAID FROM THIS MEETING	\$ 1,580.64
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Bills Paid Between Meetings:

TOTAL BILLS PAID ALREADY	\$ -
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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