



OFFICIAL PUBLIC NOTICE

MEETING OF THE PARK BOARD

MONDAY, JUNE 10, 2024 AT 5:00 PM

COMMUNITY CENTER MEETING ROOM, 1050 N. ORANGE ST., RICHLAND CENTER, WI 53581

Teams Meeting: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjAxMjJiMjMtN2YzNS00NzY0LTg3YTgtMGUwODU2ZGZhYTYw%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%225a687dce-01a1-4ccb-9c60-934fe73d83fb%22%7d

Meeting ID: 275 002 727 261 Passcode: meS5HC

AGENDA

CALL TO ORDER: *Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

APPROVAL OF MINUTES: *Motion to waive the reading of the minutes of the last meeting(s) in lieu of printed copies and approve the same.*

- [1.](#) Minutes from May 13th, 2024 meeting

DISCUSSION AND ACTION ITEMS:

- [2.](#) Discussion and possible approval of donated pool passes for Passages/Ada James.
- [3.](#) Discussion and possible action on shelter(s) fee waivers for National Night Out event on August 6th.
- [4.](#) Discussion and possible approval of a Recreation Department Code of Conduct Policy.

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

- [5.](#) Approval of May Bills

MONTHLY BUDGET REPORT

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, July 8th, 2024.*

ADJOURNMENT

Posted this 6th day of June, 2024 by 4:30 PM.
Copy to the official newspaper the Richland Observer.

Ashley Oliphant, City Clerk/Treasurer

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information

or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

MEETING OF THE PARK BOARD

MONDAY, MAY 13, 2024 AT 5:00 PM

COMMUNITY CENTER MEETING ROOM, 1050 N. ORANGE ST., RICHLAND CENTER, WI 53581

MINUTES

CALL TO ORDER: Meeting was called to order at 5:00pm by President Elliott, and a quorum was present; the meeting had been properly noticed.

ROLL CALL: Park Board members: Pat Elliott, Kathryn Lewandowski, Alicia Woodhouse, Larry Hallett (virtual), Brad Wegner; Chad Cosgrove, County Board, Jodi Mieden. Absent: Mark Chambers, City Council

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

ELECTION OF OFFICERS: Citizen member Larry Hallett, City Council member Mark Chambers, and County Board member Chad Cosgrove were appointed and confirmed at City Council 4/16/24. Hallett nominated Pat Elliott for President, 2nd by Cosgrove. Motion carried unanimously. Woodhouse nominated Kathryn Lewandowski for Vice President, 2nd by Elliott. Motion carried unanimously.

DISCUSSION AND ACTION ITEMS:

3. Discussion and possible approval of discount pool passes for the Brewer Public Library.

Mieden reported that it was requested to credit them for unused passes, and more passes were to be purchased with our agreement for ½ price. Motion to approve the credit and agreement made by Woodhouse. 2nd by Cosgrove. Motion carried unanimously.

4. Discussion and possible approval on the following Sanctioned Recreation Groups:

A. Hornetz Basketball- Men's Basketball League, RC Youth Volleyball Camp

B. Hornet Summer Volleyball- Women's Volleyball League

C. Richland Center Church League- Co-ed Softball League

D. Richland County 4H Leaders Association Co-ed Softball League

The board agreed that there have been no issues with any of the Sanction groups and enjoy seeing the participant numbers growing and fields being used. Motion to approve the Sanctioned Recreation Groups by Hallett. 2nd by Wegner. Motion carried unanimously.

5. Discussion and possible approval of Grandma's Ice Cream permit to sell in all City Parks for 2024 season.

The board agreed that there have been no issues with the ice cream sales for any of the Sanction groups, as many have not had concessions either way. Motion to approve the permit by Lewandowski. 2nd by Cosgrove. Motion carried unanimously.

6. Discussion and possible approval of a Youth Recreation Scholarship Policy and Application.

Mieden reported that the department has been fundraising for youth recreation program scholarships. A policy and application were needed and created to allow the use of the funds. Per the attorney, the new policy would need to state that "all information will be kept confidential unless ordered by law". The form and application were approved with the changes. Motion by Wegner to approve the policy and application with requested changes. 2nd by Cosgrove. Motion carried unanimously.

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

6. Motion by Cosgrove to approve March 2024 Bills. 2nd by Wegner. Motion carried unanimously.

SENIOR COORDINATOR'S REPORT: The Diamond Jo Casino Trip went very well on Thursday, April 26th had 52 paid passengers and made \$495.00 in profit on the trip. The next Diamond Jo Trip will be on Thursday, June 13th. The cost is \$35.00 and includes \$10.00 free play and a \$15.00 lunch ticket. Since the first of the year, I have deposited \$175.00 in coffee money. The Bingocize with Tanya from the ADRC is going very well. They meet 2 times a week in the meeting room, and she has about 14 people registered. We have one more movie on the big screen in the meeting room this month on Thursday, May 23rd. We will discontinue the movies until late August, because the meeting room is used for kids' programs during the summer. The euchre tournament continues to be very popular.

DIRECTOR'S REPORT: Mieden reported that during the month of April, the Community Center continued to be very busy with rentals, open walkers, & lots of kids for open gym. Shelter and garden rentals are beginning to ramp up for the season. I predict a busy summer for campground rentals. Applications are starting to come in, and I am attending Job Fairs in the area to promote. So far, I am looking good for Coaches, but will be really pushing hard for lifeguards. Our 2024 Spring/Summer recreation programs are filling up with kids and we are ready for a great Summer. SQL registration program renewed for another year as is, but I will be looking at adding a POS Module in the future that could be in 6 month increments to have at WAC Concessions and possibly a CLOUD upgrade that could be free for year 1. I have begun the process of ordering what we need for the Aquatic Center. Midwest made the 1st delivery, so we are ready for start-up in May when Neuman/McGuire/Culligan comes. Concessions have been pre-ordered from Holiday Wholesale and Pepsi, and we now serve sodas inside concessions as the outdoor machine was removed due to poor sales. Pool Passes are starting to sell. The maintenance department will plan on filling in under the slide with new mulch from the season's tree cutting. New guard tubes were ordered as we only had 3 usable tubes from last year. The Parks water has been turned on and the shelters are open for business. Port-a-potties are all set for the season. Youth Sports Sanction Groups RARYS and RYBS have started their seasons and there are a ton of kids sharing the parks. There are still issues with shared sports fields, but both groups are working together to keep kids safe. There are parking issues that have been dealt with using temporary NO PARKING signs from RCPD. The RSD Joint Use Agreement was approved at Council, as well as the Chrome Fireworks Contract. The Historical Sign was tabled at finance as the type of signage needs to be determined for accurate cost. I have been meeting with Jasen Glassbrenner and Karin Tepley for Wayfinding signage for the City and we are almost done with approvals on their designs and will get signs into production in May. Maintenance has begun mowing and has repainted all the spring toys and they look amazing. Shelters have all been opened with garbage and picnic tables. They will be replacing a couple of mowers, one zero-turn and one sub-compact tractor.

PARK BOARD PRESIDENT REPORT: Elliott reported that he has been working with Mieden to clean and set up the pool for the season. Board members request that he keep track of his hours to note for a possible hired position in the future.

REPORTS, REQUESTS, CONCERNS: City Attorney Michael Windle was on hand to introduce himself and discuss that he has been charged with reviewing all the Boards and Committees within the City of Richland Center. He stated that he was looking for information from Board members supporting their mission and offering future training on Open Meetings and Public Records laws. The Board responded with their concerns and would report to him so he then could report to Council on his findings.

SET NEXT MEETING DATE: Second Monday of the Month. June 10th, 2024 at 5:00pm.

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

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

Name of Group:	National Night Out				
Address:	1900 Hwy 14E Rd Richland Center WI				
Contact Name/Phone/Email:	Jo Ann Krulatz 608-604-6471 - jkrulatz@gmail.com				
Circle Type of Group:	<input checked="" type="radio"/> 501(c)3	<input type="radio"/> Government Agency	<input type="radio"/> Other- Specify:		
Circle one of these:	<input type="radio"/> Rental Fee Discount	<input checked="" type="radio"/> Rental Fee Waiver			
Description of event or purpose for which City of Richland Center facilities will be used:	National Night Out				
Desired date(s)/Times:	8-6-2024 All Day				
Desired Facility:	4, 5, 6, 7 & 9 \$98 (4) \$55 (6) \$55 (7) \$55 (9)				
COMMUNITY BENEFITS					
How many Richland Center residents will benefit from your event? How will they benefit?	1,000 people Promotion of substance free fun, & partnerships with city & county agencies.				
NEED:					
Why is it necessary to hold this event at a City facility?	Because it is a city & county junction to build camaradery with law enforcement & fire dept. Also a fundraiser for the K-9 units				
If request is for a Fee Waiver: Explain why paying the fee would be a hardship.	We are a non-profit & are working to sustain the event.				
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	Dependent on recruitment of volunteers.				
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:	5-16-24				
STAFF USE ONLY					
Est. total value of waiver (\$):	\$263 ⁰⁰	Park Board Review date:	6/10/24	Approved date:	



Park Facility Use Application & Permit

City of Richland Center Parks & Recreation Department
1050 N. Orange Street
Mailing Address: 450 S. Main Street
Richland Center, WI 53581
Phone: 608-647-8108 ext. 1

This form must be completed and signed by the applicant, accompanied by the correct fee for requesting the park facility reservation. Approved applications will be kept on file in our office. Reservations for the next calendar year are taken on the first business day of the year on a first come, first served basis.

Business/Group/Applicant Name: National Night Out - JoAnn Krulatz
Contact Address: 1900 Hwy 14 E RC WI
Contact Phone #(s): 604-6479 Contact Email: j.krulatz@gmail.com
Rental Facility: KP shelters Key Required: YES NO (Meyer Bldg only)
Date of Rental: 8/6/24 Approx. Start time: /
Approx. # of People Expected: 1000 Nature of Rental: National Night Out

IMPORTANT: After rental use, the party is expected to fully clean the facility completely before leaving. Picnic tables will be provided at the shelter. If additional tables, garbage cans or other special requests are needed, it is the group's responsibility to secure them beforehand. Rental is for the (1) day in its entirety. For the Meyer Building: Keys can be picked up Monday-Thursday from 8AM-3PM.

Do you need ANY of the following items?
--Extra Picnic Tables or Trash Receptacles? YES/NO (\$30) # of Extra Tables # of Extra Trash Receptacles
Lawrence, Return, Vets Pavilion
Ferguson, Phippen shelters

--Do you need an Alcohol Permit? YES/NO (Covers Beer and Wine) Permits do not allow you to sell alcohol.
Alcohol is not permitted in the Park without a permit. You must obtain a permit that requires pre-approval from the Park Board President. Once the permit is approved, you will receive a copy in the mail. Please keep this permit with you for the duration of your rental.

--Will you put up a Canopy / Tent? YES/NO Location of Tent:
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.

--Special Event: Bringing items to the Park? (Dunk Tank, Inflatable, Climbing Wall, Animals) YES/NO Location:
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 of the unit.

--Special Event: Selling Beer or Wine? YES/NO Form AT-315
You must obtain an Application for Temporary Class "B" (Beer) / "Class B" (Wine) Retailers License from the City Clerk's office. The process may take up to 30 days and will need to be approved by the proper committees. 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.

--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: Require a Street Closure? YES/NO
You must fill out a Street Closing Application for Events Form and take it to the City Clerk's office. The process may take up to 30 days and will need to be approved by the proper committees. You may be asked to attend the Public Safety meeting on your own behalf. Once all paperwork is turned in and all approvals are given, the City Clerk will grant approval for the event. The Parks & Grounds Department will be in contact with the Street Department for any barricades and/or signage. The Parks & Grounds Department will be in contact with the Police Department for any traffic safety control measures.

**City of Richland Center
Waiver and Release of Liability**

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. *or waived?*
7. I understand that no facility is reserved until all stipulated fees of \$ 263.00 have been paid and a Parks & Recreation Representative signs this form. Payment must be received within 7 business days after you reserved the facility. 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) To Ann Krulatz

* Signature *To Ann Krulatz* Date 5-16-24

RC Parks and Recreation Representative Signature _____ Date _____

**1050 N. ORANGE ST.
RICHLAND CENTER, WI 53581
PHONE 608-647-8108**

City of Richland Center Park & Recreation Department

Code of Conduct Policy

Recreation programs can be used as an opportunity for people, young and old, to learn how to engage in healthy activities while maintaining respect for themselves and other participants. Benefits are derived from the participant's attitude towards the program and the adherence to accepted standards of behavior.

Each participant and guests of each participant are expected to do the following:

- Demonstrate courtesy even when others do not.
- Be a positive role model by encouraging good self-discipline by showing respect and courtesy through positive support for all participants.
- Behave in a responsible manner, always exercising self-discipline. Refrain from any action which in judgment of any staff, instructor or coach, constitutes an attempt to inflict, or the actual infliction of or injury to other participants and/or staff which includes running, pushing, shoving or throwing objects (which are not part of the program).
- Respect the rights and privileges of other participants and City of Richland Center staff, thus refraining from conduct that disrupts or obstructs any program, event or class. This includes rudeness to others and argumentative behavior.
- As a guest, the purpose of your attendance is to observe a recreational activity. In doing so, please respect the participants and instructors and refrain from any conduct that disrupts or obstructs any program.
- Refrain from any lewd, obscene or indecent conduct or expression, including profanity, harassment, discrimination, threats or offensive remarks.
- Respect the property of others, including City of Richland Center property and facilities. Destruction or damage to a City of Richland Center facility or theft of any property is not acceptable. Anything found at the facility that does not belong to you, should be left where it is unless you have been told by staff, instructor or coach to take it.
- Cooperate with or assist the City of Richland Center staff, instructors and volunteers or coaches in maintaining safety, order and discipline.
- Refrain from producing loud, rude or unnecessary noises.
- Children not participating in the scheduled program, event or class must be accompanied by a non-participating adult.

Disciplinary action guidelines for program participants, spectators and facility guests

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

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

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

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

1. Conference with staff and person (and parent if necessary) involved in misbehavior.
2. A suspension of the participant from the program in which the incident occurred for a period of time determined by the City of Richland Center staff.
3. A suspension for the remainder of the scheduled program for failure to correct behavior for repeat violations of this code.
4. One year suspension from all City of Richland Center recreation programs.
5. An indefinite suspension from all City of Richland Center programs for repeat or severe violations of this code.

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

Any conduct report should be given to the Recreation Director within 1 working day of the incident.

Approved by Park Board June 10th, 2024.

2024 ACCOUNT PAYABLE LISTING

Item 5.

PARK BOARD

Meeting Date:

06/10/24

VENDOR NAME (Alphabetical)	ACCT #	DESCRIPTION	AMOUNT
Monthly Bills:			
Amazon	55410-520	WAC Supplies- Umbrellas, 1st aid, Guard suits	\$ 1,760.59
	55200-640	REC Supplies- camp supplies	\$ 89.96
Holiday Wholesale	55410-700	WAC Concessions	\$ 3,353.23
Kepler, Sydney A.	55410-410	WAC Training- Work Permit Reimbursement	10.00
Kraemer's Water Store	55410-320	WAC Utilities	\$ 248.14
Midwest Pool Supply	55410-620	WAC Chemicals	\$ 759.90
Mieden, Jodi	48200-000	CC Donations- Reimbursement	\$ 50.00
Pepsi Cola of La Crosse	55410-700	WAC Concessions	\$ 1,179.00
Pioneer Print Co, LLC	55200-640	REC Supplies- staff shirts	\$ 261.25
	55410-520	WAC Supplies- staff shirts	\$ 822.25
Shannon, Amelia	55410-410	WAC Training- Work Permit Reimbursement	10.00
Stadler, Heather	46500-000	CC Rental Refund- A/V Equipment	\$ 12.00
Walmart	55200-640	REC Supplies- camp supplies	\$ 250.19
Walsh's ACE Hardware	55410-520	WAC Supplies x 4 tickets	\$ 208.83
Wil-Kil Pest Control	55200-560	CC Contracted Work	\$ 81.56
WI DATCP DFRS	55410-580	Pool Licenses purchased on credit card	\$ 1,157.72
Woodman, Mitchell	55200-520	REC Supplies- camp supplies	\$ 67.50
Woodward Community Media	55200-520	CC Supplies	\$ 145.40

TOTAL BILLS TO BE PAID FROM THIS MEETING	\$ 10,467.52
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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