



OFFICIAL PUBLIC NOTICE

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

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. Pool and Recreation end of season updates
3. Consider approval of a fee discount or waiver for the Community Thanksgiving Dinner.
4. Consider approval of the following Sanctioned Recreation Group:
Richland Center Church League- Co-ed Volleyball League

APPROVAL OF BILLS

5. Monthly Bills

MONTHLY REPORTS

6. Budget Report
7. Recreation Director's Report
8. WSRC Coordinator's Report
9. 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, October 27, 2025.*

ADJOURNMENT

Posted this 17th day of September, 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, AUGUST 25, 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 Woodhouse 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 Lewandowski. Motion carried unanimously.

DISCUSSION AND ACTION ITEMS:

2. Discussion and possible approval of revised Camping rules. Members read over the revised rules with no additional changes suggested. Motion to approve the new Camping Rules by Hallett, 2nd by Woodhouse. Motion carried unanimously.

3. Discussion and possible approval of a fee schedule for Conditional Use Permits for Mobile Dessert/Food Establishments on City Park Properties. Discussion about whether we want to allow for-profits to sell in the parks at all or just at special events. Can we do food truck nights in the summer, or do we want to set up a program for spot rental on a 1st come, 1st serve basis, and how many spots should be available, setting limits on dates per for-profit truck, as 12 is too many. Non-profits could do up to 12 dates like in the past. Run the for-profit program on a trial basis. Will need to discuss further before making a final decision. Motion to table the item for further review by Elliott.

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

MONTHLY BUDGET REPORT: Revenues for July 28 – August 24, 2024 vs 2025 provided.

RECREATION REPORT Pool: 1st annual Lazy 50 River Challenge was on the 23rd. We capped at 30 walkers this year and gave out a few pool passes for prizes. The UV System has given critical lamp and wiper errors so Neuman will address, otherwise all has been good. We passed Pool/concessions inspections, and the pool went from 5 licenses to 3. Previously they charged us for 3 separate basins for the Leisure Pool (River/Slide, Zero Depth/Deep end), and 1 for Splash Pad. The new inspector changed it as we are only testing the pool from 1 spot as all areas are connected, and one spot for the splash pad. The hours for the pool have shortened for the last 2 weeks of the season with a rainy day on Monday but still have been busy. Wertz, Culligan and Neuman have been contacted about winterization, but no set date yet. **Parks:** Maintenance added a new full-time staff member, and Matt Williams has taken on the Lead position full-time. He will be eventually taking the Certified Pool Operator course and will take charge of pool maintenance going forward, alongside myself. Mowing updates- The Cemetery weed eating has been contracted out so you may see a job trailer parked periodically, but it looks like we are still mowing it. **CC/Recreation:** Looking at hosting a pickleball tournament this fall to pay for paint upkeep. Jena has finished up the Fall/Winter brochure for the year and will send it to print and then to schools. Looking at contracting more craft classes and we are planning 2 Kids Nite Outs this fall as well as new years and will host free trail hikes throughout fall-winter-spring. Our Trick or Treat Trail event already has 19 businesses on board.

WSRC REPORT: August Diamond Jo Casino Trip was held on the 14th and had a total of 49 passengers with \$390.00 in profit. 2025 Profit from the Diamond Jo Bus Trips has a total of \$1,030.00. The next trip to the casino will be on October 2nd. I am trying to schedule one more trip in early November. \$100.00 in coffee money in August. The total for 2025 is \$360.00. Our House Senior Living will have breakfast at the Senior Center on August 28th. Our House will not be having a breakfast in September and hopefully we can plan one in October. After breakfast we will have a movie on the big screen in the meeting room. The puzzles we have continue to be a very popular pastime and we have some very talented people working on them. We just started a 2000 piece, and they will probably have it done in a week.

PARK BOARD PRESIDENT REPORT: Nothing to report.

REPORTS, REQUESTS, CONCERNS: Lewandowski commended the Pool Manager and staff for a great season at the pool and was happy we were able to extend our season by a week. Hallett commended the clean pool and professional staff, but voiced concerns about the status of our parks and playgrounds. Equipment is dirty and sinking, swings need oil, rubber mats are ripped, mulch is down to mud and thistles. Concerns about mowing being inconsistent and shabby. We rely on tourism heavily and these areas need attention badly. Wegner was concerned about having to knock down thistles under the bleachers just to sit down as well as the weeds on the infields not being maintained for the entire season for church league.

SET NEXT MEETING DATE: 4th Monday of the Month. September 22nd, 2025, at 5:00pm.

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

Woodman Aquatic Center 2025 SALES

Google Profile:

Website visits=3644, Searches for a pool in RC=753, Calls made from our profile=353, Direction requests=581, Website clicks=2016, Website interactions=2950

Staff= Pool Manager, Asst Manager, 24 Lifeguards

Hours Worked= 8187 (2023=10,100, 2024=8795)

Concessions Revenue= \$30,718

Accidents/Injuries= 14, Water Rescues= 5

Poop= 3, Vomit= 2

Ejections=37: 1-day=26, 2-day=3, 3-day=4, Week=4

Name	Resident	Non-Resident	Totals
Pool Passes- Family	236	76	312
Pool Passes- Individual	24	8	32
Additional Members	6	5	11
Punch Cards	8	8	16
Daily Passes- Pre-purchased	119	36	155
Daily Passes- Full Days	4637	4109	8746
Daily Passes- 1/2 Days	400	138	538
Lockers	6	3	9
			9819

Name	Pool only	Pool+Concessions	Totals
Pool Parties	5	5	10

Name	Purchased	Used	Total Remaining
Camping Passes	38	9	29
Brewer Library	67	64	3

Name	Dates	Used	Total Remaining
Symons Use	8/1-8/8	158	40 Sharks +56 others (multiple visits)

Name	Resident	Non-Resident	Totals
Zip Codes- WI	MN	IA, IL	OH, WA
Albany, Arena, Boscobel, Blue River, Cudahy, DeForest, Dodgeville, Eastman, Elkhorn, Hillsboro,	Inver Grove Heights,	IA- Victor, Rock Falls	Newark, OH
Highland, LaFarge, Lake Mills, Lone Rock, Madison, Mauston, Mazomanie,	Little Canada	IL- Cicero, Crystal Lake,	Ettenville, WA
McFarland, Milwaukee, Monona, Muscodia, Plain, Prairie Du Chien,	Minneapolis,	Gurnee, Lake Bluff, Lena	
Readstown, Rewey, Soldiers Grove, Spring Green, Viola, Viroqua, Warrens	Rochester		
Westby, Yuba			

REVENUE REPORT FOR 01/01/2025 to 09/22/2025

Adjustments Excluded - Sales Of: Activity

Revenue Group / Activity	Class	TOTAL
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Activities

- Basketball

1. ADULT LEAGUES	OPEN CITY LEAGUE BASKETBALPROGRAMS 10-46610-000	1,575.00
1. ADULT LEAGUES Totals:		1,575.00
Basketball Totals:		1,575.00

- Fitness

1. DAILY POOL PASSES	DAILY POOL PASS: RESIDENT (if purchased @ CC office) SWIMMING 10-46645-000	30.00
1. DAILY POOL PASSES Totals:		30.00

2. SEASON POOL PASSES

1. SEASON PASS: INDIVIDUAL RESIDENT	SWIMMING 10-46645-000	1,417.50
2. SEASON PASS: INDIVIDUAL NON-RESIDENT	SWIMMING 10-46645-000	600.00
3. SEASON PASS: FAMILY RESIDENT	SWIMMING 10-46645-000	21,620.00
4. SEASON PASS: FAMILY NON-RESIDENT	SWIMMING 10-46645-000	8,910.00
5. SEASON PASS: FAMILY ADDITIONAL MEMBER	SWIMMING 10-46645-000	330.00
2. SEASON POOL PASSES Totals:		32,877.50

3. PUNCH PASSES - 5 VISITS

5 VISIT PUNCH PASS: NON-RESIDENT	SWIMMING 10-46645-000	270.00
5 VISIT PUNCH PASS: RESIDENT	SWIMMING 10-46645-000	175.00
3. PUNCH PASSES - 5 VISITS Totals:		445.00

3. YOUTH SPECIAL EVENTS

3. KIDS' NIGHT OUT -SPRING BREAK EDITION	PROGRAMS 10-46610-000	143.00
3. YOUTH SPECIAL EVENTS Totals:		143.00

4. LAZY RIVER CHALLENGE

LAZY RIVER CHALLENGE	SWIMMING 10-46645-000	675.00
4. LAZY RIVER CHALLENGE Totals:		675.00

4. SPECIAL EVENTS

1. TRAILBLAZER CHALLENGE	PROGRAMS 10-46610-000	60.00
3. TWILIGHT SNOWSHOE & HIKE -FEBRUARY 21	PROGRAMS 10-46610-000	60.00
4. SPECIAL EVENTS Totals:		120.00

ADULT ACTIVITIES - SPECIAL EVENTS

YOGA IN THE PARK - SESSION 1	PROGRAMS 10-46610-000	150.00
YOGA IN THE PARK - SESSION 2	PROGRAMS 10-46610-000	100.00
ADULT ACTIVITIES - SPECIAL EVENT...		250.00

WEEK 1 - YOUTH CAMPS

* 18. DISNEY DAYZ!	PROGRAMS 10-46610-000	30.00
19. YARD GAMES CAMP	PROGRAMS 10-46610-000	75.00
20. SPY CAMP	PROGRAMS 10-46610-000	165.00
21. NERF WARFARE 1	PROGRAMS 10-46610-000	232.50
22. SPA CREATIONS	PROGRAMS 10-46610-000	120.00
23. FAIR FOODS	PROGRAMS 10-46610-000	180.00
WEEK 1 - YOUTH CAMPS Totals:		802.50

WEEK 2 - YOUTH CAMPS

* 24. ANIMAL PLANET	PROGRAMS 10-46610-000	60.00
* 25. DISC GOLF CAMP	PROGRAMS 10-46610-000	45.00
26. JUST DANCE!	PROGRAMS 10-46610-000	75.00

REVENUE REPORT FOR 01/01/2025 to 09/22/2025

Adjustments Excluded - Sales Of: Activity

Revenue Group / Activity	Class		TOTAL	#
	27. LEGO MANIA 1	PROGRAMS 10-46610-000	210.00	14
	28. RAINBOWS & UNICORNS	PROGRAMS 10-46610-000	135.00	11
	29. TIE-DYE MADNESS	PROGRAMS 10-46610-000	375.00	15
	WEEK 2 - YOUTH CAMPS Totals:		900.00	
WEEK 3 - YOUTH CAMPS	30. SUPERHERO TRAINING CAMP	PROGRAMS 10-46610-000	75.00	5
	31. TRACK & FIELD	PROGRAMS 10-46610-000	236.00	14
	32. NOT-SO-SPOOKY HALLOWEEN CAMP	PROGRAMS 10-46610-000	150.00	10
	33. COOKING AROUND THE WORLD	PROGRAMS 10-46610-000	175.00	7
	34. LITTLE GYM GAMES	PROGRAMS 10-46610-000	180.00	12
	WEEK 3 - YOUTH CAMPS Totals:		816.00	
WEEK 4 - YOUTH CAMPS	35. DINOSAUR CAMP	PROGRAMS 10-46610-000	150.00	10
	36. FUTSAL CAMP (INDOOR SOCCER)	PROGRAMS 10-46610-000	195.00	13
	37. MITES BASKETBALL	PROGRAMS 10-46610-000	210.00	14
	38. GLOW IN THE DARK	PROGRAMS 10-46610-000	255.00	17
	39. SWEET TREATS	PROGRAMS 10-46610-000	140.00	7
	40. BARBIE DREAM CAMP	PROGRAMS 10-46610-000	60.00	4
	WEEK 4 - YOUTH CAMPS Totals:		1,010.00	
WEEK 5 - YOUTH CAMPS	41. ASTRONAUT ADVENTURES	PROGRAMS 10-46610-000	135.00	9
	42. INDOOR VOLLEYBALL	PROGRAMS 10-46610-000	206.25	14
	43. FOUR SEASONS CAMP	PROGRAMS 10-46610-000	70.00	5
	44. FLOOR HOCKEY	PROGRAMS 10-46610-000	180.00	12
	45. PAW PATROL PALOOZA	PROGRAMS 10-46610-000	120.00	8
	46. THEATRE CAMP	PROGRAMS 10-46610-000	210.00	14
	WEEK 5 - YOUTH CAMPS Totals:		921.25	
WEEK 6 - YOUTH CAMPS	47. ROLLER SKATE CAMP 1	PROGRAMS 10-46610-000	480.00	24
	48. DUCT TAPE CREATIONS	PROGRAMS 10-46610-000	150.00	10
	* 49. MUSIC MAKERS	PROGRAMS 10-46610-000	30.00	2
	50. ROLLER SKATE CAMP 2	PROGRAMS 10-46610-000	642.00	23
	* 51. CHRISTMAS IN JULY	PROGRAMS 10-46610-000	30.00	2
	WEEK 6 - YOUTH CAMPS Totals:		1,332.00	
WEEK 7 - YOUTH CAMPS	53. BASKETBALL: SKILLS AND DRILLS	PROGRAMS 10-46610-000	180.00	12
	54. NERF WARFARE 2	PROGRAMS 10-46610-000	135.00	9
	55. LEGO MANIA 2	PROGRAMS 10-46610-000	150.00	10
	56. CULINARY CAMP	PROGRAMS 10-46610-000	140.00	7
	57. CHEER CAMP	PROGRAMS 10-46610-000	120.00	8
	WEEK 7 - YOUTH CAMPS Totals:		725.00	
WEEK 8 - YOUTH CAMPS	58. PRINCESS CAMP	PROGRAMS 10-46610-000	142.50	13
	59. BIG MACHINES	PROGRAMS 10-46610-000	204.00	12
	60. CAMP BLUEY	PROGRAMS 10-46610-000	150.00	13
	61. COOL TREATS	PROGRAMS 10-46610-000	225.00	9
	(go to 8 week camp) 62. SLIME STUDIO	PROGRAMS 10-46610-000	307.50	24
	WEEK 8 - YOUTH CAMPS Totals:		1,029.00	

REVENUE REPORT FOR 01/01/2025 to 09/22/2025

Adjustments Excluded - Sales Of: Activity

Revenue Group / Activity	Class		TOTAL	#
WEEK 9 - YOUTH CAMPS	63. WATER GAMES	PROGRAMS 10-46610-000	225.00	15
	64. LITTLE PICASSOS	PROGRAMS 10-46610-000	45.00	3
	65. TRAIL SEEKERS	PROGRAMS 10-46610-000	75.00	5
	66. BOWLING CAMP	PROGRAMS 10-46610-000	615.00	31
	67. HOOKED ON FISHING	PROGRAMS 10-46610-000	408.00	24
	WEEK 9 - YOUTH CAMPS Totals:		1,368.00	
YOUTH 8 WEEK CLASSES - ENRICHMENT & FUN	01. CRAFTY KIDS	PROGRAMS 10-46610-000	225.00	9
	02. OCOOCH MOUNTAIN HUMAN SOCIETY	PROGRAMS 10-46610-000	200.00	8
	03. JUNIOR EINSTEINS	PROGRAMS 10-46610-000	100.00	4
	04. LITTLE TYKE SITE	PROGRAMS 10-46610-000	125.00	5
	05. GIRLS JUST WANNA HAVE FUN!	PROGRAMS 10-46610-000	350.00	14
	06. WORLD TRAVELERS	PROGRAMS 10-46610-000	100.00	4
	* 07. COLORSPLASH CAMP	PROGRAMS 10-46610-000	50.00	2
	08. CREATIVE CANVAS	PROGRAMS 10-46610-000	400.00	16
	YOUTH 8 WEEK CLASSES - ENRICH...		1,550.00	
YOUTH ACTIVITIES - SPECIAL EVENTS	KIDS' NIGHT OUT 1 - 6/20/25	PROGRAMS 10-46610-000	352.00	32
	KIDS' NIGHT OUT 2 - 7/25/25	PROGRAMS 10-46610-000	286.00	28
	YOUTH ACTIVITIES - SPECIAL EVENT...		638.00	
	Fitness Totals:		45,632.25	
- Other				
5. YOUTH RECREATION PROGRAMS	2. SPRING SUPER SPORTS	PROGRAMS 10-46610-000	472.00	24
	5. YOUTH RECREATION PROGRAMS ...		472.00	
DIAMOND JO CASINO	1. APRIL 10	BUS TRIPS 10-46615-000	1,820.00	52
	2. JUNE 12	BUS TRIPS 10-46615-000	1,470.00	42
	3. AUGUST 14	BUS TRIPS 10-46615-000	1,715.00	50
	DIAMOND JO CASINO Totals:		5,005.00	
YOUTH 8 WEEK CLASSES - SPORTS & FITNESS	09. ON THE GREEN @QUAIL RUN - SESSION 1	PROGRAMS 10-46610-000	540.00	12
	09. ON THE GREEN @QUAIL RUN - SESSION 2	PROGRAMS 10-46610-000	360.00	8
	10. MITES T-BALL	PROGRAMS 10-46610-000	510.00	17
	* 11. PING PONG 101	PROGRAMS 10-46610-000	50.00	2
	12. WET-N-WILD	PROGRAMS 10-46610-000	450.00	18
	13. SOCCER	PROGRAMS 10-46610-000	360.00	12
	14. PICKLEBALL CAMP	PROGRAMS 10-46610-000	300.00	12
	15. KIDS VS. COACHES	PROGRAMS 10-46610-000	275.00	11
	16. COACH PITCH	PROGRAMS 10-46610-000	150.00	5
	17. TINY TEAMS	PROGRAMS 10-46610-000	840.00	28
	YOUTH 8 WEEK CLASSES - SPORTS ...		3,835.00	
	Other Totals:		9,312.00	
	Activities Total:		56,519.25	

Cops & Bobbers Fishing Derby - 87 kids

Registration Statistics

2025 SUMMER PROGRAMS/EVENTS

Question	Values	Count
AGE		
	3	42
	4	73
	5	61
	6	110
	7	117
	8	89
	9	115
	10	103
	11	36
	12	56
	13	12
	14	1
	35	2
	48	1
	70	2
Total:		820

CITY		
	BLUE RIVER	1
	BOSCOBEL	1
	Boscobel	2
	Cazenovia	2
	Gotham	2
	Highland	22
	Hillsboro	6
	Lone Rock	3
	Lone rock	6
	MUSCODA	9
	Muscoda	34
	Plain	1
	RICHLAND CENTER	142
	RICHLAND CTR	17
	Richland Center	528
	Richland Ctr	5
	Richland center	24
	Spring Green	14
	Viola	1
Total:		820

Fee Charged Report

01/01/2025 to 09/22/2025 - REC- WPRA TICKETS - Regular Fees - Any Type

Date	Type	Description	Quantity	Amount
05/07/25 Wed	WPRA	REC- WPRA TICKETS	1	90.00
05/23/25 Fri	WPRA	REC- WPRA TICKETS	1	96.00
06/04/25 Wed	WPRA	REC- WPRA TICKETS	3	27.00
06/05/25 Thu	WPRA	REC- WPRA TICKETS	1	42.00
06/09/25 Mon	WPRA	REC- WPRA TICKETS	1	42.50
06/13/25 Fri	WPRA	REC- WPRA TICKETS	1	45.00
06/30/25 Mon	WPRA	REC- WPRA TICKETS	1	112.00
07/02/25 Wed	WPRA	REC- WPRA TICKETS	1	112.00
07/07/25 Mon	WPRA	REC- WPRA TICKETS	1	128.00
07/11/25 Fri	WPRA	REC- WPRA TICKETS	1	160.00
07/16/25 Wed	WPRA	REC- WPRA TICKETS	1	152.00
07/17/25 Thu	WPRA	REC- WPRA TICKETS	2	76.00
07/18/25 Fri	WPRA	REC- WPRA TICKETS	16	344.00
07/21/25 Mon	WPRA	REC- WPRA TICKETS	2	100.00
07/22/25 Tue	WPRA	REC- WPRA TICKETS	1	240.00
07/24/25 Thu	WPRA	REC- WPRA TICKETS	1	20.00
07/25/25 Fri	WPRA	REC- WPRA TICKETS	4	507.00
07/31/25 Thu	WPRA	REC- WPRA TICKETS	1	620.00
08/04/25 Mon	WPRA	REC- WPRA TICKETS	2	266.00
08/07/25 Thu	WPRA	REC- WPRA TICKETS	1	38.00
08/13/25 Wed	WPRA	REC- WPRA TICKETS	1	152.00
08/15/25 Fri	WPRA	REC- WPRA TICKETS	1	114.00

Totals: 45 3,483.50

(Cost) = 3292.25
 (resend postage certified) = 15.69
 \$175.56
 profit

Fee Charged Report

01/01/2025 to 09/22/2025 - DONATION- T-SHIRT SPONSOR - Regular Fees - ...

Date	Type	Description	Quantity	Amount
05/21/25 Wed	TSPO	DONATION- T-SHIRT SPONSOR	11	1100.00
05/22/25 Thu	TSPO	DONATION- T-SHIRT SPONSOR	1	100.00
05/27/25 Tue	TSPO	DONATION- T-SHIRT SPONSOR	1	100.00
05/28/25 Wed	TSPO	DONATION- T-SHIRT SPONSOR	6	600.00
06/02/25 Mon	TSPO	DONATION- T-SHIRT SPONSOR	5	500.00
06/11/25 Wed	TSPO	DONATION- T-SHIRT SPONSOR	1	100.00
06/18/25 Wed	TSPO	DONATION- T-SHIRT SPONSOR	1	100.00
06/30/25 Mon	TSPO	DONATION- T-SHIRT SPONSOR	1	100.00
Totals:			27	2,700.00

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 3.

Agenda Item: Consider approval of a fee discount or waiver for the Community Thanksgiving Dinner put on by the Women of the ELCA and other community volunteers.

Committee Review: Park Board

Meeting Date: September 22nd, 2025

Requested by: Jodi Mieden- Recreation Director

Background: A Community Thanksgiving Dinner has been held at St. John's Church for as long as they have been doing it. The number of roasters needed to cook food has surpassed their facility as they must use all levels of the church for outlets needed. They have outgrown their space with the increase in meals each year. The gym/kitchen would provide volunteers with one level to work on and much more space to work in, as well as ample parking for pick-ups. 550 meals will be served to the residents of Richland Center this year, up 60 from last year. A free will offering would be accepted. Delivery service is provided by volunteers.

All funds for the meal are donated, and any leftovers are donated to needy groups in the community.

Lara Carpenter provides weekly Chair Yoga classes for the seniors at no cost and has been donating her time and skills on a volunteer basis for many years. She, along with Clare Bruckner and Patty Libansky head up the planning and execution department, soliciting donations and volunteers, cooking and distributing as well as donating back. Payment would come out of the donations they receive for the meal itself.

Department Recommendation: Approve the fee waiver or discount for the Community Thanksgiving Dinner committee's use of the gym and kitchen for the event.

Financial Impact: \$390.00

Requested Action:

PARK BOARD:

CITY OF RICHLAND CENTER

Item 3.



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:	Community Thanksgiving Dinner				
Address:	St. John's Church, 479 S. Park Street, Richland Center, WI 53581				
Contact Name/Phone/Email:	Lara Carpenter, Clare Bruckner, Patty Libansky				
Circle Type of Group:	<input checked="" type="checkbox"/> 501(c)3	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Other- Specify: ELCA Women		
Circle one of these:	<input checked="" type="checkbox"/> Rental Fee Discount		<input checked="" type="checkbox"/> Rental Fee Waiver		
Description of event or purpose for which City of Richland Center facilities will be used:	Cooking and distribution/pick-up site for the Community Thanksgiving Dinner				
Desired date(s)/Times:	Wednesday- gym/kitchen 8am-5pm, Thursday- gym/kitchen until 4pm				
Desired Facility:	Community Center Gym/Kitchen				
COMMUNITY BENEFITS					
How many Richland Center residents will benefit from your event? How will they benefit?	550 meals will be served to the residents of Richland Center this year, up 60 from last year. A free will offering would be accepted. Delivery service is provided by volunteers. All items are donated for the meal, prepared by volunteers.				
NEED:					
Why is it necessary to hold this event at a City facility?	The event has been held at St. John's Church for as long as they have been doing it. The amount of roasters needed to cook food has surpassed their facility as they use all levels of the church. They have outgrown their space with the increase in meals each year. The gym/kitchen would provide volunteers one level to work on and much more space to work in, as well as ample parking for pick-ups.				
If request is for a Fee Waiver: Explain why paying the fee would be a hardship.	All funds for the meal are donated and any leftovers are donated to needy groups in the community.				
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	Lara Carpenter provides weekly Chair Yoga classes for the seniors at no cost.				
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:	Lara Carpenter, Clare Bruckner, Patty Libansky				
Date of application:	9/10/25				
STAFF USE ONLY					
Est. total value of waiver (\$):	\$390.00	Park Board Review date:	9/22/25	Approved date:	

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 4.

Agenda Item: Consider approval of RC Church League Volleyball Sanctioned Recreation Group for 2025-26.

Committee Review: Park Board

Meeting Date: September 22nd, 2025

Requested by: Jodi Mieden- Recreation Director

Background: RC Church League Volleyball has been a yearly Sanctioned Recreation Group. They plan to have enough teams this year to utilize two nights in the gym. We have not had any issues with the group to date and they do their part to clean and protect the equipment.

Department Recommendation: Approve RC Church League Volleyball Sanctioned Recreation Group for 2025-26.

Requested Action:

PARK BOARD: Approve RC Church League Volleyball Sanctioned Recreation Group for 2025-26.

Application for Sanctioned Recreation Group

To be officially sanctioned by the City of Richland Center & authorized use of City grounds or facilities, or to be included in the City's Facility Use Agreement with the Richland School District, the following criteria must be met:

The organization must provide their own coaches.

Prior to the program starting, the organization must complete criminal background checks on their administration and coaches of minors. A copy of the background check shall be provided to the City. If requested, the City may agree to do a background check for an organization. A fee will be assessed for this service.

Organizations may conduct their own advertising and/or request the City do so on their behalf. A fee will be assessed to the organization if the City provides advertising services in the recreation guide.

The organization must collect all fees for their recreation programs.

All fees must be paid prior to service or use commencing.

The organization must pay the City of Richland Center for use of City grounds and facilities according to the Fee Schedule set by the City.

Approvals for Sanctioned Recreation Groups are valid from the date of approval to December 31st at midnight of the approval year. Organizations must seek renewal of approval on an annual basis.

By signing this application, the applicant/organization agrees to comply with the policies and procedures governing Sanctioned Recreation Groups. The applicant/organization understands that to falsify information or failure to comply with the policies and procedures governing sanctioned recreation groups is grounds for terminating approval.

Applicant Signature: _____

Date: _____

9/18/25

The Park Board reserves the right to decline to accept/approve any application for Sanctioned Recreation Group, and/or deny any proposed use and/or event of a Sanctioned Recreation Group, if the Park Board determines that a proposed group or use would not be in the best interest of the City of Richland Center.

ORGANIZATION NAME: Richland Center Church League Sports (Volleyball)

CONTACT NAME: Ravid Turk

EMAIL: rcchurchleague@yahoo.com

PHONE: 608-604-0846

ADDRESS: 144 W. 7th St. Richland Center, WI 53581

ESTIMATED # OF PARTICIPANTS: 120

FACILITIES TO BE USED: Comm. Ctr. Gym.

Action by Park Board: ☐ Approved ☐ Denied

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	09/17/2025	PW/Aquatic: Dry Erase Whiteboar	10-55410-520 AQUA CTR/SUPP	27.97	
AMAZON CAPITAL SERVI	09/17/2025	PW/CC/SC: Push Pins, Cork Boar	10-55200-520 COMM CTR/SUP	240.58	
Total AMAZON CAPITAL SERVICES:				268.55	
Center Lanes Inc					
Center Lanes Inc	08/26/2025	PW/CC SC: Recreation Fees for	10-46610-000 RECREATION FE	248.00	09/04/25
Total Center Lanes Inc:				248.00	
Fischer Bros LLC					
Fischer Bros LLC	09/15/2025	PW/Aquatic: Waterslide Inspectio	10-55410-470 AQUA CTR/MAINT	350.00	
Total Fischer Bros LLC:				350.00	
HOLIDAY WHOLESALE					
HOLIDAY WHOLESALE	09/02/2025	PW/Senior Center: Coffee	10-55250-520 SENR CTR/SUPP	166.35	09/18/25
HOLIDAY WHOLESALE	09/16/2025	PW/CC/SC: WSRC Supplies	10-55250-520 SENR CTR/SUPP	87.90	
Total HOLIDAY WHOLESALE:				254.25	
NEUMAN POOLS INC					
NEUMAN POOLS INC	09/08/2025	PW/Aquatic: Sensors and Cables	10-55410-520 AQUA CTR/SUPP	1,264.52	09/18/25
Total NEUMAN POOLS INC:				1,264.52	
PITNEY BOWES, INC					
PITNEY BOWES, INC	08/06/2025	Postage Machine Refill - Split Acr	10-55200-330 COMM CTR/POST	5.12	09/18/25
Total PITNEY BOWES, INC:				5.12	
RHYME BUSINESS PRODUCTS-DALLAS					
RHYME BUSINESS PROD	08/26/2025	PW/CC SC: Copier Lease	10-55200-480 COMM CTR/MAIN	171.89	09/04/25
Total RHYME BUSINESS PRODUCTS-DALLAS:				171.89	
US BANK					
US BANK	08/27/2025	PW/CC SC: WSRC Supplies	10-55250-520 SENR CTR/SUPP	130.50	
US BANK	08/15/2025	PW/Aquatic: WAC Training	10-55410-410 AQUA CTR/TRAIN	49.00	
Total US BANK:				179.50	
WALSH'S ACE HARDWARE					
WALSH'S ACE HARDWAR	09/03/2025	PW/B&G: Aquatic Center Mainten	10-55410-470 AQUA CTR/MAINT	156.00	09/18/25
Total WALSH'S ACE HARDWARE:				156.00	
WARCO					
WARCO	09/15/2025	PW/CC/SC: Senior Center Bus Tri	10-46615-000 SENIOR RECREA	1,325.00	09/18/25

City of Richland Center

Payment Approval Report - Parks and Rec

Page: 2

Report dates: 8/26/2025-9/22/2025

Sep 22, 2025 10:43AM

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
Total WARCO:				1,325.00	
WE ENERGIES					
WE ENERGIES	09/09/2025	WE Energies: Gas Bills	10-55410-310 AQUA CTR/HEAT	2,175.10	09/30/25
WE ENERGIES	09/09/2025	WE Energies: Gas Bills	10-55410-310 AQUA CTR/HEAT	113.31	09/30/25
WE ENERGIES	09/09/2025	WE Energies: Gas Bills	10-55200-310 COMM CTR/HEAT	55.91	09/30/25
Total WE ENERGIES:				2,344.32	
WPRA					
WPRA	08/27/2025	PW/CC SC: Summer Ticket Progr	10-46620-000 WPRA TICKETS	3,292.25	09/04/25
Total WPRA:				3,292.25	
Grand Totals:				9,859.40	

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"

Financial Activity GL Summary Report

Item 6.

Payments From 08/25/2024 To 09/21/2024

Payment Revenue Break By Sales Accounts

Account		Paid	Adj	Disc	Total
Adjustments	ADJUSTMENTS	0.00	0.00	5.00	5.00
10-46632-000 (CAMPING)		0.00	0.00	5.00	5.00
Cash/Checks	Cash	5,428.50	0.00	0.00	5,428.50
10-46500-000 (FACILITY)		1,455.00	0.00	0.00	1,455.00
10-46610-000 (PROGRAMS)		40.00	0.00	0.00	40.00
10-46611-000 (TEAM SPORTS)		125.00	0.00	0.00	125.00
10-46615-000 (BUS TRIPS)		1,610.00	0.00	0.00	1,610.00
10-46632-000 (CAMPING)		687.50	0.00	0.00	687.50
10-46635-000 (SHELTER)		548.00	0.00	0.00	548.00
10-46645-000 (SWIMMING)		913.00	0.00	0.00	913.00
Merchandise (MERCHANDISE)		50.00	0.00	0.00	50.00
Credit Card - Mastercard	Credit Card	3,837.75	0.00	0.00	3,837.75
10-46500-000 (FACILITY)		196.00	0.00	0.00	196.00
10-46500-000 (FACILITY)		177.00	0.00	0.00	177.00
10-46500-000 (FACILITY)		163.00	0.00	0.00	163.00
10-46610-000 (PROGRAMS)		22.00	0.00	0.00	22.00
10-46610-000 (PROGRAMS)		44.00	0.00	0.00	44.00
10-46610-000 (PROGRAMS)		164.00	0.00	0.00	164.00
10-46632-000 (CAMPING)		20.00	0.00	0.00	20.00
10-46632-000 (CAMPING)		2,005.00	0.00	0.00	2,005.00
10-46632-000 (CAMPING)		150.00	0.00	0.00	150.00
10-46635-000 (SHELTER)		240.00	0.00	0.00	240.00
10-46645-000 (SWIMMING)		630.00	0.00	0.00	630.00
GOVPAYFEE (GOVPAYFEE)		1.50	0.00	0.00	1.50
GOVPAYFEE (GOVPAYFEE)		9.00	0.00	0.00	9.00
GOVPAYFEE (GOVPAYFEE)		16.25	0.00	0.00	16.25
Credit from Account	Credit from Account	50.00	0.00	0.00	50.00
10-46632-000 (CAMPING)		50.00	0.00	0.00	50.00
		9,316.25	0.00	5.00	9,321.25

Financial Activity GL Summary Report

Item 6.

Payments From 08/25/2025 To 09/21/2025

Payment Revenue Break By Sales Accounts

Account		Paid	Adj	Disc	Total
Adjustments	ADJUSTMENTS	0.00	30.00	83.75	113.75
10-46500-000 (FACILITY)		0.00	0.00	83.75	83.75
Courtesy Credit (Courtesy Credit)		0.00	30.00	0.00	30.00
Cash/Checks	Cash	5,220.00	0.00	0.00	5,220.00
10-46500-000 (FACILITY)		1,300.00	0.00	0.00	1,300.00
10-46610-000 (PROGRAMS)		291.00	0.00	0.00	291.00
10-46611-000 (TEAM SPORTS)		36.00	0.00	0.00	36.00
10-46615-000 (BUS TRIP COMMISSIONS)		410.00	0.00	0.00	410.00
10-46632-000 (CAMPING)		210.00	0.00	0.00	210.00
10-46635-000 (SHELTER)		477.50	0.00	0.00	477.50
10-46645-000 (SWIMMING)		2,395.50	0.00	0.00	2,395.50
10-48200-000 (DONATIONS)		100.00	0.00	0.00	100.00
Credit Card - NA	Credit Card	1,481.25	0.00	0.00	1,481.25
10-46500-000 (FACILITY)		295.00	0.00	0.00	295.00
10-46632-000 (CAMPING)		105.00	0.00	0.00	105.00
10-46632-000 (CAMPING)		455.00	0.00	0.00	455.00
10-46635-000 (SHELTER)		70.00	0.00	0.00	70.00
10-46635-000 (SHELTER)		70.00	0.00	0.00	70.00
10-46635-000 (SHELTER)		110.00	0.00	0.00	110.00
10-46635-000 (SHELTER)		120.00	0.00	0.00	120.00
10-46645-000 (SWIMMING)		236.00	0.00	0.00	236.00
GOVPAYFEE (GOVPAYFEE)		1.75	0.00	0.00	1.75
GOVPAYFEE (GOVPAYFEE)		1.75	0.00	0.00	1.75
GOVPAYFEE (GOVPAYFEE)		16.75	0.00	0.00	16.75
Credit to Customer	Credit to Customer	-135.00	-30.00	0.00	-165.00
10-46500-000 (FACILITY)		-135.00	0.00	0.00	-135.00
Courtesy Credit (Courtesy Credit)		0.00	-30.00	0.00	-30.00
		6,566.25	0.00	83.75	6,650.00

Director's Monthly Report

9/22/25

Pool: We had a busy last day at the pool with nice weather. The staff worked hard at cleaning and storing everything for the winter. Culligan pulled their conditioner tanks on the 4th. Neuman contacted me about winterization and will be here at the end of the month. We began the shutdown process on the 8th, draining normally takes 30 hours by the filtration pump lines. Cracks and surface work on the pool floor will be done this fall so it will have plenty of time to cure for next season. City Utility crews will pull, clean and oil pumps for the winter. Concession overage was donated to the Knights of Columbus for a concession stand fundraiser to build our dugouts on KP 5 & 6 fields, the rest is going to be used for Senior 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 for the season. 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: Deconstruction of concrete and fencing began on the 15th. Construction of KP 5 & 6 dugouts and benches will follow. Buildings & Grounds took out the existing fences and concrete and CanAm Construction will do the rest. Knights of Columbus and Kiwanis Club are teaming up to make this project happen. The Historic Preservation Commission selected November 5th to unveil the Vernon Thompson sign. Buildings & Grounds will install it earlier that week. There will be a reception to be held in the meeting room afterwards. Plans in the works to remove the KP scoreboard with Richland County Bank's blessing as well as the hi-caster soon as it is unsafe and has been unused for a long period of time.

CC/Recreation: Our Trick or Treat Trail event already has 20 businesses on board, and we are anticipating more will trickle in before the event. Employee reviews were done, and both are staying to work with me for another year! 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.

SEPTEMBER 2025 PARKS MEETING

SENIOR CENTER REPORT BY CHERYL HEFFNER

The next trip to the Diamond Jo Casino will be on Thursday, October 2nd.

I have 22 people registered for the trip at this time and have room for 34 more.

Urban Scenic Travel just returned from the trip to New Hampshire and the White Mountains. We have received a total of \$710.00 from Urban Scenic Travel for registering people on the 3 trips they had this past year.

We also received a \$100.00 donation to the Senior Center from Fay (Rasmussen) Bohn in memory of her cousin Dale Rasmusson.

We will be having another Euchre Tournament on Saturday October 4th to raise money for scholarships for the summer programs.

The pool table in the Senior Center is very popular and is used daily. It has helped many improve their skills at shooting pool and has helped many make new friendships while playing the game. It has also helped some that had a hard time getting out of the house after Covid and now they are here every day playing pool.