



## OFFICIAL PUBLIC NOTICE

### MEETING OF THE PARK BOARD

MONDAY, DECEMBER 22, 2025 AT 5:00 PM

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

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#### 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.](#) Consider approval of 2026 rates for Shelters, Community Center and Recreation.
- [3.](#) Consider updates to the Facility Agreement between the Richland School District and the City of Richland Center July 1, 2026-June 30, 2028.

#### APPROVAL OF BILLS

- [4.](#) Monthly Bills

#### MONTHLY REPORTS

- [5.](#) Budget Report
- [6.](#) Recreation Director's Report
- [7.](#) WSRC Coordinator's Report
8. 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, January 26, 2026.*

#### ADJOURNMENT

Posted this 18th day of December, 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, NOVEMBER 24, 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 Vice President Lewandowski, and a quorum was present; the meeting had been properly noticed.

**ROLL CALL:** Park Board members: Pat Elliott, Kathryn Lewandowski, Alicia Woodhouse, Brad Wegner, City Council Rep- Doug Martyniuk, County Board Rep- Chad Cosgrove, Director- Jodi Mieden. Absent: Larry Hallett.

**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, 2<sup>nd</sup> by Cosgrove. Motion carried unanimously.

**DISCUSSION AND ACTION ITEMS:**

**2. Consider approval of the Pool Pass Holiday Sale.** Mieden presented 6 years of sale reports. Members discussed advertising with possible options. Motion to approve Pool Pass Holiday Sale by Woodhouse, 2<sup>nd</sup> by Lewandowski.

**3. Consider approval of the Comprehensive Outdoor Recreational Plan 2026-2030.** Mieden presented the final plan that was reviewed at Public Works Committee. The plan would require monetary edits to the Capital plan and adding page numbers before getting to Common Council. The Public Works Committee recommended that Park Board approve the plan as presented and create the Resolution for Common Council to adopt. Member discussion about possible trail passes to fund trail improvements and the desire to focus on better maintenance of all that we currently have. Motion to approve current draft plan with recommended edits and create the Resolution to adopt the Comprehensive Outdoor Recreational Plan 2026-2030 to Common Council by Woodhouse, 2<sup>nd</sup> by Cosgrove.

**APPROVAL OF BILLS:** Motion by Cosgrove to approve the monthly bills. 2<sup>nd</sup> by Lewandowski. Motion carried unanimously.

**MONTHLY BUDGET REPORT:** Revenues for October 27-November 23, 2024 vs 2025, as well as monthly budget review.

**RECREATION REPORT: Parks/Grounds:** Stori Field was officially sold, and the sign was removed. Zamboni sold on WI Surplus. B&G team helped with Rotary lights by drilling holes in the very dry, hard ground for the boundary fence x 150 posts. A new job posted for Streets team as Jason Koch left. A new position was also created for an Assistant Director of Public Works to be a boots on the ground lead of both Streets and Buildings & Grounds teams. Matt passed his test to become a Certified Pool Operator. **Community Center:** Matt attached a drain tile to the back downspout by the overhead door in hopes that rainwater won't pool and pour into the gym. They rented a lift and were able to diagnose & fix the South basketball hoop. A retractable strap was caught in the housing allowing us to put the hoop down only ½ way, rendering it unusable for 2.5 weeks (rentals). They were able to reach and replace the wi-fi switch upgrade and secure it to the housing at the ceiling, as it had come loose or lost a screw. They were able to use an air compressor to clean out the ducts and wallboards dust, as well as retrieve several rec balls, but it didn't work on the curtain. Will need to plan to power wash the curtain at another time, but a smaller, cheaper lift will work and will need to have an electric power washer. **Recreation:** Kids Nite Out with the Lions Club was a successful night with 24 kiddos. We did our free fall hike @Strickland Park/Miner Hill Trails, and 8 ladies came to hike the hill on a gorgeous day! We decorated early for XMAS for the OMHS holiday event, and the Giving Tree is set up for another year. We have already received 2 donations.

**WSRC REPORT:** The last bus trip to the Diamond Jo Casino on November 5<sup>th</sup> had 45 passengers on the bus made a profit of \$250.00. In 2026, I hope to have the first bus trip in March. One person registered for the Islands Trip in January and one for the trip to Nashville in October. Our House had breakfast the 13<sup>th</sup>, and it was very well attended. We had 4 new people attend. Our House will take December off from breakfast and resume in January. Euchre continues to be very popular, and the Senior Center is filled with card players. Many eat lunch at the meal-site before they play.

**PARK BOARD PRESIDENT REPORT:** Nothing to report currently.

**REPORTS, REQUESTS, CONCERNS:** All members are still concerned about the future of the Park Board. All agreed it was worth going to the future Ad Hoc meetings to share input and concerns.

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

**ADJOURNMENT:** Motion to Adjourn by Woodhouse. 2<sup>nd</sup> by Cosgrove. Motion carried unanimously.

## CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

**Agenda Item:** Consider approval of 2026 rates for Shelters, Community Center and Recreation.

**Committee Review:** Park Board

**Meeting Date:** December 22nd, 2025

**Requested by:** Jodi Mieden- Recreation Director

**Background:** Community Center, Shelter and Camping prices increased in 2023 and 2025 (every 2yrs). Pool passes increased for 2026 (every 3yrs), and Rec programs/sanction group fees increased in 2023. With current economic challenges, we are not looking to raise recreation programs and group prices. Rental equipment rates increased in 2023. Pool Party rates were set for the new pool in 2022 and have not increased since.

COMMUNITY CENTER RATES		
	2025	2026
ALL PURPOSE ROOM /BLOCK)	\$90.00 W/ KITCHEN \$35.00	
MEETING ROOMS (PER BLOCK) MEETING ROOM (PER HOUR)	\$60.00 \$15.00 W/ KITCHEN \$35.00	
PHYSICAL FITNESS GROUP	\$15.00/HOUR	
KITCHEN ONLY (PER BLOCK)	\$35.00	
<b>FRIDAYS 5-10PM / WEEKENDS/ HOLIDAYS</b>	ALL PURPOSE: \$100.00 MEETING ROOM: \$70.00	
A/V EQUIPMENT	\$15.00	
OUTDOOR SIGN	\$15.00	
EACH HOUR AFTER 10:00 PM	\$20.00	
ALL AUCTIONS	\$120.00 user fee	
ALCOHOL DEPOSIT	\$500.00	
Large Party Deposit- (no alcohol)	\$250	
<b>PENALTIES</b>		
BALLOONS (LIFT RENTAL)	\$300.00	
EQUIPMENT NOT PUT AWAY	\$200.00 per hour	
NOT CLEANING UP FACILITY	\$200.00 per hour	
KEYS NOT PICKED UP	\$50.00	
KEY NOT RETURNED/LOST	\$500.00	

## SHELTER RATES

SHELTER	2025	2026
Dr. Meyer	\$90 (attached bathrooms)	
E. Keepers	\$70 (attached bathrooms)	
Earl Anderson	\$60	
Charles Lawrence	\$60	
Robert Retrum	\$60	
Lawrence & Retrum	\$110	
B.I. Pippin	\$60	
Glenn Ferguson	\$60	
Lions at North Park	\$60	
Lions at NP /Concession Stand	\$100	
JWOM Vet's Memorial Pavilion	\$60	
Don Klingaman at NP Pond	\$60	
Carl Chellevoid at Lions Park	\$55 (no water)	
RC68 Hornet Hive at OMPP	\$70	
Rotary Shelter at S. Wedgewood	\$55 (no water)	
Extra Tables/garbage cans Special Events at KP/NP Special Events outside KP/NP	\$30 for shelters	\$10 per table/garbage \$20 per table/garbage

### CITY BALL FIELDS USAGE OR USAGE OF CITY SPONSORSHIP THROUGH RECREATION PROGRAMS

- Organized Youth Groups - \$3 Per Participant (max \$8 per family)
- Organized Adults Leagues- \$80 per team
- Ballfields-Weekend Tournament Fundraiser (Saturday/Sunday): \$55 ½ day, \$109 Full day, \$164 Weekend. (Included Concession Stand-Lions)
- Ballfield-Weekday Tournament Fundraiser: \$55.

### SUMMER SPORTS CAMPS, LEAGUES PROGRAMS, & TOURNAMENTS

- Sports Camps (Up to 5 days, whether consecutive, or spaced out)- \$100
- Sports Camps (More than 6+ days, whether consecutive or spaced out)- \$20 per day
- Sport Leagues- With No Entry Fee (Up to 8 days, whether consecutive, or spaced out)- \$50
- Sports League- With No Entry Fee (More than 8 days, whether consecutive, or spaced out)- \$100
- Sports League- With Entry Fee (Up to 8 days, whether consecutive, or spaced out)- \$125
- Sports League- With Entry Fee (More than 8 days, whether consecutive, or spaced out)- \$175
- One day events such as tournaments- \$55 per day

## SUMMER RECREATION CAMPS

- 4-Day Camps- \$15, Cooking Camps/Kayak Camp- \$25
- 8-Week Camps- \$25, w/t-shirt- \$30, pay outside vendor- \$20-45 (skating, bowling, golf)

## POOL RENTALS

- 1 hour- \$140, +Concessions- \$151
- 2 hours- \$307, +Concessions- \$329
- 3 hours- \$448, +Concessions- \$481  
(8 guards x \$12.50/hr = \$100, 2 concessions x \$10.50/hr = \$21)

## RENTAL EQUIPMENT

- Volleyball Kit- \$10
- Picnic Kit- (Includes: badminton, bocce ball, croquet, horseshoes, scoop ball, softball & thrown bases, volleyball, net & poles, frisbees.) \$20
- Pickleball Kit- \$5/day or \$10/weekend
- Snowshoes/Poles- \$5/day or \$10/weekend

# CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 3.

**Agenda Item:** Consider updates to the Facility Agreement between the Richland School District and the City of Richland Center July 1, 2026-June 30, 2028.

**Committee Review:** Park Board

**Meeting Date:** December 22nd, 2025

**Requested by:** Jodi Mieden- Recreation Director

**Background:** Every 2 years the joint use contract between the Richland School District and the City of Richland Center is reviewed and updated. Stori Field has been sold and will need to be adjusted. Possible County Campus property added unless the current MOU with RSD and Symons regulates it differently.

## **FACILITY AGREEMENT BETWEEN THE RICHLAND SCHOOL DISTRICT AND THE CITY OF RICHLAND CENTER** **July 1, 2026 – June 30, 2028**

The City of Richland Center and the Richland School District agree to allow use by the other of facilities identified herein for established programs during the term of this Agreement without charge unless required by School Board Policy and/or City Policy, subject to the terms of this Agreement. This Agreement is in lieu of a sanctioned request.

### **RC PARKS AND RECREATION FACILITIES SUBJECT TO THIS AGREEMENT**

Krouskop Park, North Park, Richland Community/Senior Center Building

Family Aquatic Center (specify use for practice, parties are \$)

Stori Field (omit)

City Bike/Walking Paths, Safe Routes to School Pathway

### **RICHLAND SCHOOL DISTRICT FACILITIES SUBJECT TO THIS AGREEMENT**

All programs will be Official Programs that are managed by the Richland School District; all fees are paid to the School District, and if applicable, coaches will be hired by School District employees or contracted.

Richland Center High School Building & Facilities, Richland Center Intermediate School Building & Facilities

Richland Center Primary School & Facilities, Safe Routes to School Pathway

Richland County Campus Fieldhouse, Fields & Facilities (added?) or not because shared with SRC

### **RC PARKS AND RECREATION PRIORITY PROGRAMS SUBJECT TO THIS AGREEMENT**

All programs will be Official Programs that are managed or sponsored by the Recreation Department.

All RC Parks and Recreation and Sanctioned Programs

### **RICHLAND SCHOOL DISTRICT PRIORITY PROGRAMS SUBJECT TO THIS AGREEMENT**

Grade 7-12 Athletic games/meets and practices

Academic Testing

**It is agreed that each party will:**

1. Complete facilities use forms as per policy or regulations of the facility owner, and prior to the season or prior to the need to use the facility.
2. Distribute the Richland School District & City of Richland Center Immunity, Liability and Assumption of Risk document.
3. End activities by 10:00 PM.
4. Be responsible for cleanup after each event sponsored by the party.
5. Provide restroom facilities available for use on their property, unless otherwise agreed.
6. Provide timely field and facility maintenance on their property, such as mowing, rolling, and dragging.
7. Provide competent adult supervision during that party's program events.
8. Maintain general liability insurance, name the other as an additional named insured, and provide a certificate of insurance.
9. Make available lights and electricity as requested for activities held pursuant to this Agreement.
10. Be subject to a determination by the facility owner to shut down a building or activity due to weather.
11. Be subject to determination by the facility owner to shut down or limit use of facilities for maintenance needs.
12. Notify the other party as soon as possible, in the event a game or event needs to be canceled or rescheduled.
13. District and City mutually agree that each party will insure its property as the facility owner deems fit.
14. Neither party shall do or permit any act or allow any omission which in any way jeopardizes the liability immunities or procedural protections for cities and school districts set forth in Chapters 893 and 895 of the Wisconsin Statutes.
15. The parties agree to meet in January 2027 and 2028 to review this Agreement.
16. The parties agree that the term of this Agreement is two (2) years. If any dispute over the meaning and application of this Agreement should arise between the parties during the term of this Agreement, or if a party identifies/is presented with circumstances that make one or more provisions of this Agreement unworkable, the parties will meet and confer to resolve the situation.
17. The use of Stori Field may be discontinued at the discretion of the City of Richland Center. In the event discontinuation of use should occur, reasonable notice shall be provided, if practicable. (Omit from contract totally)
18. Additional programs or facilities may be negotiated as necessary during the term of this Agreement between Richland School District Administrator, (or Designee) and City of Richland Center Park Board (or Designee), subject to approval by the City Council and the Richland School District Board of Education.

**Department Recommendation:** Review and suggest changes to the current contract prior to the meeting with the Richland School District for the 2026 -2028 contract.

## 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
<b>AMAZON CAPITAL SERVICES</b>						
AMAZON CAPITAL SERVI	12/09/2025	Parks & Rec: supplies	10-55200-520	COMM CTR/SUP	49.46	12/19/25
Total AMAZON CAPITAL SERVICES:					49.46	
<b>ASCAP, American Society of Composers</b>						
ASCAP, American Society	11/20/2025	Admin: Annual License Fee	10-55200-395	COMM CTR/SERV	455.54	12/08/25
Total ASCAP, American Society of Composers:					455.54	
<b>CAPITAL ONE</b>						
CAPITAL ONE	09/24/2025	CC/SC: WSRC Supplies	10-55250-520	SENR CTR/SUPP	43.24	11/14/25
CAPITAL ONE	09/24/2025	CC/SC: WSRC Supplies	10-55250-520	SENR CTR/SUPP	43.24-	
Total CAPITAL ONE:					.00	
<b>CITY UTILITIES</b>						
CITY UTILITIES	11/05/2025	Aquatic: 1" Poly Tube	10-55410-520	AQUA CTR/SUPP	8.19	12/08/25
Total CITY UTILITIES:					8.19	
<b>GENUINE TELECOM</b>						
GENUINE TELECOM	12/01/2025	Parks & Rec: community center	10-55200-300	COMM CTR/TELE	35.38	12/08/25
GENUINE TELECOM	12/01/2025	Parks & Rec: community center	10-55200-300	COMM CTR/TELE	36.88	12/08/25
GENUINE TELECOM	12/01/2025	Parks & Rec: internet	10-55200-300	COMM CTR/TELE	125.00	12/08/25
Total GENUINE TELECOM:					197.26	
<b>HOLIDAY WHOLESALE</b>						
HOLIDAY WHOLESALE	12/09/2025	Parks & Rec: senior center coffee	10-55250-520	SENR CTR/SUPP	166.35	12/19/25
Total HOLIDAY WHOLESALE:					166.35	
<b>PITNEY BOWES, INC</b>						
PITNEY BOWES, INC	11/24/2025	Postage Machine Refill	10-55200-330	COMM CTR/POST	12.85	12/08/25
Total PITNEY BOWES, INC:					12.85	
<b>RICHLAND CENTER UTILITIE</b>						
RICHLAND CENTER UTIL	11/07/2025	1050 N Orange St	10-55200-320	COMM CTR/UTILI	1,364.00	12/01/25
RICHLAND CENTER UTIL	11/07/2025	Pool transformer	10-55410-320	AQUA CTR/UTILIT	135.64	12/01/25
RICHLAND CENTER UTIL	11/07/2025	1055 N Orange-Bath House	10-55410-320	AQUA CTR/UTILIT	198.07	12/01/25
RICHLAND CENTER UTIL	11/07/2025	1055 N Orange-Park Pool	10-55410-320	AQUA CTR/UTILIT	621.19	12/01/25
Total RICHLAND CENTER UTILITIE:					2,318.90	
<b>US BANK</b>						
US BANK	11/19/2025	CC/SC: Supplies	10-55200-520	COMM CTR/SUP	144.75	12/09/25
US BANK	12/17/2025	CC/SC: Wall Clock	10-55200-520	COMM CTR/SUP	18.12	



Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
Total US BANK:				162.87	
<b>WE ENERGIES</b>					
WE ENERGIES	12/09/2025	BLDG POOL HEAT	10-55410-310 AQUA CTR/HEAT	28.90	12/19/25
WE ENERGIES	12/09/2025	PW/Parks: concessions bldg heat	10-55410-310 AQUA CTR/HEAT	11.22	12/19/25
WE ENERGIES	12/09/2025	PW/CC/SC: COMMUNIT/SENIOR	10-55200-310 COMM CTR/HEAT	583.14	12/19/25
Total WE ENERGIES:				623.26	
<b>WPRA</b>					
WPRA	11/01/2025	Community Center: 2026 member	10-55200-370 COMM CTR/MEM	150.00	12/19/25
Total WPRA:				150.00	
Grand Totals:				4,144.68	

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:

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Dated: \_\_\_\_\_

Parks Board: \_\_\_\_\_

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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 5.

Payments From 11/24 - 12/21 Comparison 2025 v 2024

SALES REVENUE ACCOUNTS		2025		2024	
Account		Total		Total	
10-46500-000	FACILITY	\$	2,945.00	\$	3,701.50
10-46610-000	PROGRAMS	\$	105.00	\$	77.00
10-46611-000	TEAM SPORTS	\$	-	\$	-
10-46615-000	BUS TRIPS	\$	-	\$	-
10-46632-000	CAMPING	\$	-	\$	350.00
10-46635-000	SHELTER	\$	315.00	\$	303.00
10-46645-000	SWIMMING- PASSES	\$	4,469.00	\$	2,898.00
10-48200-000	DONATIONS- GIVING TREE	\$	50.00	\$	235.00
Credit from Account	CREDIT FROM ACCT	\$	-	\$	(160.00)
Credit to Customer	CUSTOMER CREDIT	\$	-	\$	160.00
GOVPAYFEE	GOVPAYFEE	\$	57.75	\$	48.25
Merchandise	MERCH- COFFEE/CANDY	\$	170.00	\$	50.00
		\$	8,111.75	\$	7,662.75

## Director's Monthly Report

12/22/25

**Parks/Grounds:** Matt Williams was chosen to be the Assistant Director of Public Works and Jesse Jensen has moved to Streets. Interviews closed on Friday to fill his position at Buildings & Grounds.

**Community Center:** The dishwasher in the kitchen kept mysteriously leaking without being turned on so we had Wertz in to assess. They found a blockage in the line and were able to resolve it. When the sink was drained, it caused a backup to the dishwasher and major leaking. The rooms continue to be rented on a regular basis.

**Recreation:** Kids Nite Out with the Lions Club is coming up January 9<sup>th</sup> with 12 kids already signed up. We did our free winter solstice hike at the Black Trails/Bowen Cemetery and 5 came to hike along the river on a gorgeous day! We didn't need snowshoes, and it was just cold enuf not to be mucky. It was neat to see the river ice melting and breaking off in large chunks. We could see remnants of ski tracks along the path and one of the ladies was hiking there for the first time and said it would be a great location to bring her dog to do some skijoring. Church League volleyball and Futsal are well into their seasons here and at the High School. RC Flyers started a month earlier than normal and eat at the meal site for lunch beforehand.

**Pool:** We received donations from the Joan Woodman Orton McCollum Foundation for \$50,000.00 and \$14,000.00. Mike and Sheila Bradford donated \$500.00. Colleen Schroeder donated \$50 towards daily pool passes to the Snack Packs for Backpacks program.

## DECEMBER 2025 PARKS MEETING

## SENIOR CENTER REPORT BY CHERYL HEFFNER

The Senior Center has been very busy with Christmas approaching. Many have brought treats in and we have enjoyed candy and cookies almost every day.

Another \$100.00 was deposited in coffee money in December and that brings the total for the year to \$510.00 deposited in coffee money.

The Senior Center had a profit of \$2,100.00 from all the trips in 2025. This includes casino trips and Urban Scenic Travel trips.

We had two movies on the big screen in December which was enjoyed by a good number of people. The next movie will be on January 8<sup>th</sup>.

The Richland Area Senior Citizen Group had their Christmas Party on Thursday December 18<sup>th</sup>. Montie Berger plays Christmas music for the group during the day. The group signs Christmas cards for people in local nursing homes and we hand deliver them to the homes. Everyone enjoyed a meal catered by the Phoenix Center.

May each of you have a very Merry Christmas and a Happy New Year.