



CITY OF RIPON

100 Jackson Street * Ripon, WI 54971-1396

PARK & RECREATION COMMITTEE MEETING

LOCATION: Grace & Lloyd Mitchell Senior Activity Center (388 Murray Park Drive)

DATE: Tuesday, September 19th, 2023

TIME: 5:00 p.m.

AGENDA

1. Call to order/roll call
2. Approve meeting minutes – August 15th, 2023
3. Discussion items
 - a) Intern Introduction
 - b) Selfridge Park Stewardship Grant
 - c) GameTime Playground Grant Discussion
 - d) National Fitness Campaign Discussion
 - e) Bench/Tree Donation Program Update
 - f) Murray Park Trail Discussion
 - g) Programming Update
4. Parks and Recreation Director Report
5. Project Updates
6. Suggestions for agenda items for next meeting
7. Announce next meeting
8. Adjourn

Please contact Karen at 748-4916 or kbaranczyk@cityofripon.com prior to this meeting if you are unable to attend.

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

PARK & RECREATION COMMITTEE MEETING

August 15th, 2023

PRESENT: Baird, Mansmith, Hansen, Wisneski, Kimpel
ABSENT: Ernst, Millin
OTHERS: City Administrator Sonntag, Parks and Recreation Director Zeien

Hansen called the meeting to order at 5:32 p.m.

Approve meeting minutes

Mansmith moved and Kimpel seconded a motion to approve the May 24th, 2023, minutes as presented. Motion carried.

Discussion items

Internship Program

Zeien presented a new parks and recreation internship program with Ripon College. The goal is to offer a year-long internship to assist with recreation programming. After discussion, Baird moved and Wisneski seconded a motion to approve the internship program. Motion carried.

Playground Grant Opportunities

Zeien presented a ranking of playground equipment in city parks for discussion. The Committee discussed overall condition of the playgrounds, with priority focusing on Selfridge and Barlow Parks. Hansen noted the last two parks completed were Ceresco and Barlow (field park). Baird asked about woodchips and other playground area cover. The Committee discussed using alternative ground cover for parks, including rubber and a poured surface. The Committee reviewed a Gametime grant program. Sonntag discussed size and accessibility of a new play structure. After discussion, the Committee recommended Zeien bring back options for playground equipment for purposes of applying for the grant and the budget.

2024 Budget Discussion

Zeien noted the 2024 budget will combine the Parks and Rec and Senior Center budgets. The Committee discussed 2024 funding priorities. Kimpel discussed the skate park project. Sonntag discussed the potential impact of the DNR Stewardship Grant award. Zeien discussed allocating funds for park bathroom upgrades. The Committee can bring forward any budget priorities to Zeien ahead of the next meeting. The Committee discussed the addition of pickleball courts at either Barlow or Murray.

Programming Update

Zeien provided an update on programming, including a freezer meal workshop and coed volleyball.

Parks and Recreation Director Report

Zeien discussed renting the soccer field to other school districts. Hansen noted he helps paint the soccer field. Zeien noted the new Senior Center Director, Christine Leusch, has started.

Project Updates

Zeien noted the volleyball courts, disc golf course, and senior center furniture projects are complete. Sonntag noted the Murray Park Trail project will be finished by the end of August.

Suggestions for agenda items for next meeting

None.

Announce date and time for next committee meeting

September 12th.

With no other business before the Committee, Mansmith moved, and Baird seconded, a motion to adjourn. Motion carried. Hansen declared the meeting adjourned at 6:31 p.m.

Bench and Tree Donation Program

This City of Ripon program provides the opportunity to donate a bench or tree in honor or memory of a loved one. These benches or trees may be placed at any of the parks or along the trails. Your donation to this program will not only provide a lasting memory but also help to beautify our parks and trails.

Bench Donation

- \$1,500
- 6-foot cedar colored 100% recycled plastic benches with black legs
- Custom engraving available
 - 4 boards with 35 letters per board (including punctuation)
- Parks and Recreation Director will help select location for the bench



Tree Donation

- \$200
- Parks and Recreation Director will help select tree species and planting location
- City staff will plant and maintain the tree
 - Plantings will only happen twice a year (Fall/Spring)
- A recognition certificate will be sent to the donor/honoree after planting

How the Program Works

- Fill out and submit the Bench/Tree Donation Form
 - Complete the form below or online at:
 - Ripon.recdesk.com
 - <https://www.cityofripon.com/park-rec>
 - Forms can be mailed, dropped off or emailed to:
 - azeien@cityofripon.com
 - 100 E Jackson Street, Ripon, WI 54971
- Ashton Zeien, Parks and Recreation Director, will contact you once the form is received to discuss the project specifics, including placement and timeline
- Complete your payment for the donation tree or bench
 - Mail a check to 100 E Jackson Street, Ripon, WI 54971
 - Stop into the Senior Activity Center to pay Ashton with Cash or Check
- The Parks and Recreation Department will place the order for your tree or bench
- Planting/Installation
 - Tree planting information:
 - Plantings occur twice a year - In the Spring and Fall
 - Bench Installation information:
 - Benches will be ordered in bulk 3 times a year with a lead time of 9 weeks after ordering
 - January, April and July

Questions? Contact Ashton Zeien at
920-952-1589 or azeien@cityofripon.com

Tree Types and Examples

Larger Trees

Linden Tree Kentucky Coffee Tree Swamp White Oak

Smaller Trees

Cardinal Royal Mountain Ash Nannyberry Tree

Other: _____ City's Choice: _____

Preferred Planting Season: Spring Fall

Bench and Tree Agreement Donations to the City of Ripon are considered outright and unrestricted donations. The City of Ripon does not guarantee the permanency of the accepted donation. If a memorial must be relocated, Department staff will notify the donor in writing at the address shown on this form. The donor declares to have read the Bench and Tree Donation Program Policy. The donor understands and agrees with the condition set forth in this policy and agrees to pay the City any donation funds within one month of notification of Bench and Tree Donation approval.

Signature

Date: