



# CITY OF RIPON

100 Jackson Street • Ripon, Wisconsin 54971-1396

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## PARK & RECREATION COMMITTEE MEETING

LOCATION: Murray Park Upper Pavilion  
**(Note different location for this meeting)**  
DATE: Wednesday, September 25<sup>th</sup>, 2019  
TIME: 5:00 p.m.

### AGENDA

1. Call to order/roll call
2. Approve meeting minutes – August 7<sup>th</sup>
3. Discussion items
  - a. Scoreboard for Diamond #5 – Lindsay Berndt
  - b. List of prioritized park needs
  - c. List of shelter reservation questions
4. Project updates and staff reports
5. Review current status of budget to date (August 31<sup>st</sup>)
6. Suggestions for agenda items for next meeting
7. Announce next meeting: Wednesday, November 27<sup>th</sup> at 5:00 p.m.
8. Adjourn

Please contact Karen at 748-4916 or [kbaranczyk@cityofripon.com](mailto:kbaranczyk@cityofripon.com) prior to this meeting if you are unable to attend.



**SPECIAL PARK & RECREATION COMMITTEE MEETING**  
**August 7, 2019**

PRESENT: Baird, Hansen, Mansmith, Rieder  
ABSENT: None  
OTHERS: Public Works Director Ehrenberg, City Administrator Rich

Hansen called the meeting to order at 5:02 p.m.

**Approve meeting minutes – July 24<sup>th</sup>**

Baird moved and Mansmith seconded a motion to approve the July 24<sup>th</sup> minutes as presented. Motion carried.

Hansen announced that Tom Sullivan's term on the Committee has ended, and Tom will not be renewing. Hansen encouraged anyone interested in serving on the Park & Recreation Committee to contact Rich or Hansen.

**Discussion item – Lloyd Mitchell donation presentations**

Hansen reminded everyone listening that the decision the Committee will be making tonight is only a recommendation to the Common Council. The Common Council will make the final decision. The Committee has two proposals to choose from: the Ripon Senior Activity Center and the Grace & Lloyd Mitchell Pavilion in Murray Park. A roll call vote will be taken. The City Attorney has indicated that monies may be set aside out of the Mitchell donation for a future maintenance fund. Mansmith inquired about the date of the next Common Council meeting. Rich stated August 13<sup>th</sup>. Hansen informed the Committee that the Common Council could possibly vote on August 13<sup>th</sup> or the Council may just discuss the options.

Ripon Senior Activity Center: Committee members reviewed the booklet that Senior Center Director Noreen Johnson shared at the Committee's last meeting. One tentative plan design was included in the booklet. Baird inquired how much would be needed in the maintenance fund, and Hansen suggested \$20,000. Fundraising for this project is estimated at taking one to two years. Mansmith inquired what happens if the funds are not raised. Hansen stated that as long as the City designates a project the gift would not be impacted. Mansmith noted the Senior Center's current budget is \$16,000 annually and inquired if this could sustain the new Center. Hansen stated cost is a consideration; WE Energies estimated \$3,200 per year for utilities alone. Mansmith noted that 70% of the current budget is salaries, which leaves \$2,800, not enough for one year's utilities. Baird inquired about cleaning of the Center. This is currently done by the City's custodian, which is already a full-time position. Hansen noted the location would be in Sandmar. Baird inquired about taxes. Since the parcel is already owned by the City there would continue to be no taxes. Mansmith stated that personally, he feels the Senior Center's space concerns are not a Park & Rec Committee issue,

but rather an issue the Common Council should address. Hansen inquired how quickly the Center could raise funds and expressed concern about fundraising getting dragged out 3 to 5 years. Rieder agreed, and noted there is no final price for the Center, and prices could increase during that time. Mansmith expressed concern about the yearly revenue and how tough it is to determine what that revenue will be. The key is the Center needs to generate revenue to make the project practical. The Center has wonderful support, but will need more than renting a room here and there to sustain the Center. Hansen also expressed concern about the timeline and added that grants are not a guarantee.

Grace & Lloyd Mitchell Pavilion: Hansen stated the project would be located at the quads at Murray Park. Hansen spoke with Greg Dragolovich and informed Greg that the area is landlocked; there is water irrigation and plumbing lines, of which the group was not aware. Rieder added that Mark Dudzinski, President of Northcentral Construction Corporation, has estimated a preliminary cost between \$450,000 and \$475,000. A hard construction number is not possible without further drawing development. In kind donations are also lined up. Hansen stated the current facilities are older but not unusable. The electrical feed was just upgraded this year, as tournaments were tripping breakers. Storage facilities are located above the pavilion and may also be used as a meeting room. Baird suggested the room could be rented out, but Rieder pointed out the room would be busy five days per week during the season, which ends the first week in July, then it could be available. The pavilion would not be open in winter. Mansmith noted the revenue generated at Murray Park from usage by the tournaments could go back into maintaining the facilities. Ehrenberg suggested there would not be much for maintenance on the new pavilion, and it would be replacing a pavilion that does require maintenance. A steel roof would cost \$50,000 more. Balls hitting the steel roof could cause damage. Mansmith inquired when the last time the current facility was re-done. Hansen stated they are continually upgrading electrical. The Lions Club built the pavilion back in the 1980's, spearheaded by Arden Weich. Hansen stated he likes that the new pavilion cuts down the maintenance between fields as it will be all concrete. He also likes that the project can be done at once. The timeline is two to three months. Northcentral Construction already has contractors lined up to help with demolition and grading. Otherwise the project would have to wait until July of 2020, after the season is over. Baird stated she believes this project is more in the spirit of the trust guidelines, as it is a building in a park.

The Committee reviewed the trust guidelines. Motion made by Hansen, second by Rieder, to recommend setting aside \$20,000 from the donated funds as a future maintenance fund, for either project. Mansmith suggested that \$10,000 might be better. The funds could be invested and earn interest. Hansen and Rieder withdrew their motion. Motion made by Hansen, second by Rieder to recommend setting aside \$10,000 from the donated money as a future maintenance fund, for either project. Hansen stated the current donation is approximately \$485,000 so that leaves \$475,000 to go toward a project. Motion carried. Motion made by

Hansen, second by Baird to recommend approval of the Grace & Lloyd Mitchell Pavilion proposal. Roll call vote taken: Baird-yes; Hansen-yes; Mansmith-yes; Rieder-yes. Motion carried. Hansen encouraged anyone from the public with comments to contact the Common Council.

**Announce date and time for next committee meeting**

Hansen announced that the next meeting will be on Wednesday, August 28<sup>th</sup>, 2019 at 5:00 p.m. at the Murray Park upper pavilion, after which the Committee will resume its regular bimonthly schedule.

With no other business before the Committee, Mansmith moved and Baird seconded a motion to adjourn. Motion carried. Hansen declared the meeting adjourned at 5:33 p.m.

Respectfully submitted,

Lori Rich  
City Administrator



# PARK & REC COMMITTEE MEETING QUESTIONS

\*CURRENT RENTAL POLICY STATES THAT NO REFUNDS ARE GIVEN FOR CANCELLATIONS AFTER MAY 1<sup>ST</sup>

CHANGE TO NO REFUND FOR CANCELLATIONS WITHIN 30 DAYS OF RESERVATION

IF NO REFUND IS GIVEN DO WE KEEP THE RENTAL FEE & THE DEPOSIT OR JUST THE RENTAL FEE?

\*CURRENTLY THERE ARE GROUPS THAT DO NOT PAY FOR PARK RENTALS (SCHOOL GROUPS SUCH AS PRE-K, BARLOW, MURRAY, MIDDLE & HIGH SCHOOL SPORTS TEAMS AND SERVICE GROUPS SUCH AS BOY/GIRL SCOUTS, RIPON CHAMBER, RPD, AND THE SENIOR CENTER)

SHOULD WE AT LEAST MAKE THEM PAY DEPOSIT TO ENSURE THE PARK/SHELTER IS LEFT IN GOOD CONDITION SINCE WE ARE NOT CHARGING THEM?

ARE ALL SCHOOL RELATED RENTALS NO CHARGE OR JUST SPORT RELATED?

STAFF PICNIC?

## NO CHARGE RENTALS TO DATE

BIKE RODEO- TRINITY CHURCH- BOOKED THROUGH RPD

NATIONAL NIGHT OUT- RPD

SENIOR CENTER PICNIC- SENIOR CENTER

COOKIE DAZE- CHAMBER OF COMMERCE

SCOUT MEETING- CUB SCOUTS

END OF YEAR PARTY- JOURNEY CHARTER SCHOOL

TENNIS TEAM PARTY- RHS TENNIS TEAM

WELCOME BACK EVENT- JOURNEY CHARTER SCHOOL

STAFF PICNIC- BARLOW ELEMENTRY





**CITY OF RIPON**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2019**

**10 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES FOR SERVICE</u>					
10-3400-46740	TEMP USE OF FACILITIES	390.00	4,830.00	2,000.00 ( 2,830.00)	241.50
	TOTAL PUBLIC CHARGES FOR SERVICE	390.00	4,830.00	2,000.00 ( 2,830.00)	241.50
<u>MISCELLANEOUS REVENUE</u>					
10-3400-48310	PROPERTY SALES	.00	.00	2,000.00 2,000.00	.00
10-3400-48530	VEND MACHINE PROCEEDS CONTRIB	.00	4.27	100.00 95.73	4.27
	TOTAL MISCELLANEOUS REVENUE	.00	4.27	2,100.00 2,095.73	.20
<u>OTHER FINANCING SOURCES</u>					
10-3400-49220	TRANSFER FROM OTHER FUNDS	.00	6,060.96	.00 ( 6,060.96)	.00
	TOTAL OTHER FINANCING SOURCES	.00	6,060.96	.00 ( 6,060.96)	.00
	TOTAL FUND REVENUE	390.00	10,895.23	4,100.00 ( 6,795.23)	265.74

**CITY OF RIPON**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2019**

**10 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<b>PARKS &amp; RECREATION</b>						
10-3400-51110	FULL TIME SALARIES	5,490.15	43,112.61	49,887.00	6,774.39	86.42
10-3400-51120	PART TIME SALARIES	7,095.97	22,777.33	5,250.00	( 17,527.33)	433.85
10-3400-51130	OVERTIME	.00	1,335.67	1,332.00	( 3.67)	100.28
10-3400-51310	HEALTH & LIFE INSURANCE	2,836.57	19,302.66	23,529.00	4,226.34	82.04
10-3400-51510	SOCIAL SECURITY	938.95	4,967.54	4,320.00	( 647.54)	114.99
10-3400-51520	RETIREMENT	359.61	2,721.65	3,355.00	633.35	81.12
10-3400-52200	UTILITY SERVICES	2,841.43	6,190.62	9,500.00	3,309.38	65.16
10-3400-52420	REPR/MAINT SVC BLDG/GRNDS	.00	1,574.39	4,720.00	3,145.61	33.36
10-3400-52900	OTHER CONTRACTUAL SERVICE	.00	9,354.68	18,000.00	8,645.32	51.97
10-3400-53400	OPERAT SUPPLY/SMALL EQUIP	1,311.54	13,900.66	8,925.00	( 4,975.66)	155.75
10-3400-53500	REPAIR & MAINT SUPPLIES	175.28	2,212.90	7,600.00	5,387.10	29.12
10-3400-53900	OTHER SUPPLIES & EXP	422.50	7,614.58	.00	( 7,614.58)	.00
10-3400-58100	EQUIPMENT	.00	15,177.90	77,000.00	61,822.10	19.71
	<b>TOTAL PARKS &amp; RECREATION</b>	<b>21,472.00</b>	<b>150,243.19</b>	<b>213,418.00</b>	<b>63,174.81</b>	<b>70.40</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>21,472.00</b>	<b>150,243.19</b>	<b>213,418.00</b>	<b>63,174.81</b>	<b>70.40</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 21,082.00)</b>	<b>( 139,347.96)</b>	<b>( 209,318.00)</b>	<b>( 69,970.04)</b>	<b>( 66.57)</b>