



Location: 410 E. Main St, Sun Prairie



Date: Tuesday 01.20.2026



Time: 5:00pm

Annual Meeting Agenda

Attendees: Board of Directors & Membership

I. Call to order

II. Introductions of Board & Members Present

III. Approval of minutes from last meeting

1.22.2025 Annual Membership Meeting Minutes

IV. Reports

- a) President's Report
 - Report of the Corporation
- b) Treasurer's Report
- c) Secretary's Report/Membership
- d) Other Director's Reports
- e) City of Sun Prairie Parks, Rec, Forestry
 - i) Recap 2025 & Preview 2026

V. Open issues

- a) None

VI. New business

- a) Elections
 - i) Vice President
 - ii) One (1) Director At-Large Seat

VII. General Discussion

VIII. Adjournment

Meeting adjourned at:

Minutes submitted by:

Minutes approved by:

**Contribute to the Sun Prairie Parks
Endowment Today at:
<https://parksfriends.org/donate.html>**



Sun Prairie Parks Friends (SPPF) – Board Meeting

Wednesday, January 22, 2025 – Annual Membership Meeting

Attendees:

<input checked="" type="checkbox"/> Jonathan Stevens, President	<input checked="" type="checkbox"/> Kristin Grissom, SPPRF
<input checked="" type="checkbox"/> William Dunlop, Vice President	<input checked="" type="checkbox"/> Cindy Burtley, SPPRF
<input checked="" type="checkbox"/> Rebecca Timm, Treasurer	<input checked="" type="checkbox"/> Kate Piela, PRFC
<input checked="" type="checkbox"/> Erik Naumoff, Secretary	<input checked="" type="checkbox"/> Jeff Barkley, SPPAG
<input checked="" type="checkbox"/> Mark Piela, Director - At Large	<input checked="" type="checkbox"/> Karen Jerg, SPPAG
<input checked="" type="checkbox"/> Theran Stautz, Director - At Large	<input checked="" type="checkbox"/> Bob Nikolay
<input checked="" type="checkbox"/> Terry Larson, Director - At Large	<input checked="" type="checkbox"/> Amy Dunlop
<input type="checkbox"/> Tom Jisa, Director - At Large	<input checked="" type="checkbox"/> Erika Mills
<input type="checkbox"/> Rich Holsinger, Director - At Large	<input type="checkbox"/>

Call to Order/Roll Call:

Meeting was held at the Community Room at Glass Nickel Pizza (410 E. Main St, Sun Prairie) and was called to order at 5:03pm CT and started with roundtable introductions from all attendees.

SPPF Board Reports:

President's Report

- Jonathan presented a high-level review of all SPPF 2024 initiatives.
 - Collaborated with SPPRF on the Rink Ranger program.
 - Invasive Species Removal
 - Controlled Burn
 - Apparel Fundraiser
 - Approval for 3-hole Disc Golf Course
 - Four (4) Pollinator Gardens
 - Earth Day Cleanup
 - National Night Out
 - Multicultural Fair
 - Westwynde Park Playground Build
 - Farmers Market Community Outreach
 - Tom Jisa Elected to the Board of Directors
 - Terry Larson Concluded Term as Board Member
 - Rich Holsinger Elected to the Board of Directors
 - Explored Endowment Options
 - Started Collaboration with SPPAG for Pickleball Shade Structure Fundraising
- Jonathan provided a high-level review of known upcoming SPPF activities for 2025.
 - Earth Day Cleanup
 - Pollinator Gardens
 - Playground Build
 - National Night Out
 - Multicultural Fair
 - Continued Exploration Towards Future Endowment
 - Ongoing Collaboration with SPPAG for Pickleball Shade Structure Fundraising

Treasurer's Report:

- Current account balances were reviewed and provided.

General Fund	\$ 3,013.88
Disc Golf Account (S)	\$ 2,654.76
Fund Raising Account	\$12,498.60

Secretary's Report:

- Provided a review of active and expired membership (as of 01/17/2023).

Active Memberships	31
Expiring in 45 days or less	0
Expired in past 45 days	0
Total Expired Memberships	136

- All Board Members have current/active memberships.
- Current membership reports have been placed on the shared Google Docs drive.

Committee/Parks Reports:

- Kristin Grissom (SPPRF) provided a high-level update of what is forthcoming for 2025.
 - Smith's Crossing Community Park shelter near completion. It still needs to be painted and a few small items need to be completed in the spring, but they are accepting reservations for rental.
 - Patrick Marsh Update – Found an oil tank on the property and need to clean before Groundswell close (pending Phase II environmental study).
 - Three playground replacements slated for 2025 at Carriage Hills Park (not Carriage Hills Estates Park), Glacier Crossing and Schey Park.
 - Aquatic Center Renovations – Sending design to PRFC in February for permission to bid.
- Also seeking clarity on 2025 collaboration and partnership and SPPF volunteer opportunities versus sponsorship for events.
 - When requests are made to SPPF, recent responses to the city are not always well received or it doesn't always feel like a partnership.

General Discussions/Announcements:

Wyndham Hills Pickleball Shade Structure Project:

SPPF was approached by the Sun Prairie Pickleball Advisory Group (SPPAG) to assist in raising funds for shade structures at the Wyndham Hills pickleball complex. The estimated project cost is \$45,000 for the shades and installation.

Prior to the November 20th SPPF Board Meeting Jonathan and Bill met with Rich Holsinger from the SPPAG to discuss the project and SPPF's willingness to assist in the effort. Following their meeting the

SPPF Board voted (via email) to approve aiding in the fundraising effort and being the fiscal agent for the Wyndham Hills Pickleball Shade Structure Project.

(Refer to 11/20/2024 meeting minutes for initial overview)

- Jeff Barkley provided an update on the current state of the Wyndham Hills Pickleball Shade Structure fundraising effort:
 - Roughly \$13,000 already raised.
- Yet to solicit area businesses for donations (Rich to send in coming weeks).
- Meeting with construction company for quote with preferred vendor, but still exploring other vendor options too.

Board Member Election(s):

Coming into the Annual meeting five (5) Board Member terms were expiring.

- Re-election of the expiring **Director – President (Jonathan Stevens)** was put to a vote with no contestation and/or objections.
- Re-election of the expiring **Director – Secretary (Erik Naumoff)** was put to a vote with no contestation and/or objections.
- Re-election of the expiring **Director – At Large (Theran Stautz)** was put to a vote with no contestation and/or objections.
- Re-election of the expiring **Director – At Large (Mark Piela)** was put to a vote with no contestation and/or objections.
- Expiring **Director – At Large (Terry Larson)** is stepping away from role of Director, but will become the committee chair for Pollinator Garden projects. Nobody was elected to fill the vacated “At Large” Board member seat.

The current Board Member terms are as follows:

Jonathan Stevens	Director – President	Term Expires: January 2028
William Dunlop	Director – Vice President	Term Expires: January 2026
Rebecca Timm	Director – Treasurer	Term Expires: January 2027
Erik Naumoff	Director – Secretary	Term Expires: January 2028
Theran Stautz	Director – At Large	Term Expires: January 2028
Mark Piela	Director – At Large	Term Expires: January 2028
Tom Jisa	Director – At Large	Term Expires: January 2027
Rich Holsinger	Director – At Large	Term Expires: January 2027
{Vacant}	Director – At Large	Term Expires: TBD

Proposed Updates to Bylaws:

Bylaw updates were proposed to help facilitate the framework for an endowment.

- Proposed updates included with Annual Meeting Agenda
- Bill motioned to accept the bylaw updates and Erik seconds the motion. Updates approved with no objections.

Events:

Invasive Plant Removal:

March 15, 2025, 10am – 12pm CT

Smith's Crossing Community Park

Description: Help remove invasive brush. Meet in the parking lot of Creekside Elementary School. SPPF will provide loppers and pruning saws, but bring your own if you prefer. Dress warm, wear sturdy footwear, bring gloves and water. Training & identification provided.

Current Meeting Discussion:

- Last Invasive plant removal occurred this past Saturday, January 18, 2025, at Smith's Crossing Community Park.

City-Wide Earth Day Cleanup:

April 26, 2025, 9:00am CT

Kick off at Sheehan Park - West

Description: Neighbors and community members are invited to help do a clean sweep of every park in the city and collect trash and debris! Sign up to sweep a park or two and help with this massive effort across 40+ parks in the city! A kickoff will be held at Sheehan Park West and volunteers will then disperse across the city!

No Meeting Discussions.

Pollinator Gardens:

Date/Time: TBD

Location: TBD

Description: The Parks Friends will plant several pollinator gardens at parks around town. Volunteers are needed to help with planting, spreading mulch, weeding, and watering. For more information, contact terry@parksfriends.org.

No Meeting Discussions.

Community Playground Build

Date/Time: TBD

Location: TBD

Description: Help assemble new playground equipment as the Friends volunteer their time and allow the city to save labor costs and apply it to the purchase of equipment.

No Meeting Discussions.

Open Items:

No current open items

Next Meeting:

Starting in 2025 we will be changing when the Monthly Board Meetings are held. Going forward the Monthly Board meetings will be held on the Forth Tuesday of each month, changing from the Third Wednesday of each month.

The next Board Meeting will be held on Tuesday, February 25, 2025 at the First Floor Conference Room at the Westside Community Center.

Major Achievements of 2025

Q1

- Invasive shrubs removal projects continued
- Erika Mills elected by the board to serve a 3-year term in an at-large seat on the Board of Directors

Q2

- All-City Earth Day Parks Cleanup – 165 volunteers spots filled across every park in the city
- Held “Better Parks, Better Community” apparel fundraiser where shirts & hoodies were sold for fundraiser
- Planted Pollinator Garden – Wyndham Hills Community Park
- Supported the Fun Prairie Pickleball Tournament

Q3

- Community Outreach at Sun Prairie Farmers Market
- Participated in the City's Multi-Cultural Fair
- Installed three additional tee boxes on Disc Golf Practice Course at Wyndham Hills Park
- Completed fundraising for shade structures at the Wyndham Hills pickleball complex & entered into a donation agreement with the city.
- Installation of Shade Structures at Wyndham Hills Pickleball Courts.
- Pollinator planting and bed rejuvenation at Thoreau Park

Q4

- Playground Builds at Shay, Turkey Run, & Glacier Crossing Parks.
- Tom Jisa resigned from the board of directors citing availability conflict.

2026 Objectives:

- Continued volunteer events including Earth Day cleanup, Pollinator Garden Builds, Invasive Removals, a playground build, etc
- Continued community outreach at Farmers Markets, National Night Out, and other community events
- Roll out of the Sun Prairie Parks Endowment Fund with a lead-off donation and campaign
- Partnership with the city on design, funding, construction of the Sunset Park Disc Golf Course
- Begin establishing an endowment fund for the parks in earnest

Sun Prairie Parks Friends - Board of Directors & Contacts

1	Jonathan Stevens Director - President Term expires: January 2028 Email: jonathan@parksfriends.org stevensjon@gmail.com Phone: (608) 886-9707	819 North St Sun Prairie, WI 53590	1st Term: January 2021 Committee: None
2	William Dunlop Director - Vice President Term expires: January 2026 Email: bill@parksfriends.org whdunlop15@yahoo.com Phone: (608) 318-0957	1843 Barrington Dr Sun Prairie, WI 53590	1st Term: January 2021 Committee: None
3	Rebecca Timm Director - Treasurer Term expires: January 2026 Email: timm.rebecca@gmail.com Phone: (608) 467-1794	3121 Prospect Drive Sun Prairie, WI 53590	1st Term: January 2023 Committee: None
4	Erik Naumoff Director - Secretary Term expires: January 2028 Email: erik@parksfriends.org erik.naumoff@outlook.com Phone:	1562 Wild Iris St Sun Prairie, WI 53590	1st Term: January 2021 Committee: None
5	Theran Stautz Director - At-Large Term expires: January 2028 Email: theran79@gmail.com Phone: 608-228-4099	247 N BRISTOL ST SUN PRAIRIE WI 53590	1st Term: January 2022 Committee: None
6	Mark Piela Director - At-Large Term expires: January 2028 Email: thepielas@charter.net Phone: 608-334-6330	733 S WALKER WAY SUN PRAIRIE WI 53590	1st Term: January 2022 Committee: None
7	Richard Holsinger Director - At-Large Term expires: October 2027 Email: RICHARD.HOLSINGER@yahoo.com Phone: 608-298-8359	830 Katherine Dr Sun Prairie, WI 53590	1st Term: October 2024 Committee: None
8	Erika Mills Director - At-Large Term expires: February 2028 Email: erika.mills101@gmail.com Phone: 608-239-5978	784 BROADWAY DR SUN PRAIRIE WI 53590	1st Term: February 2025 Committee: None

9 Vacant

Director - At-Large

Term expires:

Email:

Phone:

1st Term: _____

Committee: None

Ex-Officio (Non-Voting)

SP Parks, Rec, Forestry Dept Representative

Term expires: Never

Email:

Phone:

1st Term: _____

Committee: N/A