

PARKS & RECREATION COMMISSION AGENDA
Thursday, May 25, 2023–5:00 p.m.
Government Center Room 204



[Virtual Meeting Link](#)
Teams Meeting
Meeting ID: 277 728 247 156
Passcode: MLYgBE

MISSION STATEMENT: *To fairly and equitably develop, maintain and improve its programs and entities.*
COMMITTEE MEMBERS: Ruth Ludwig, Nick Ledin, Gene Rosburg, Elizabeth Norén, Jemal Broussard, David Kroll, Mick MacKenzie

- 1. ROLL CALL**
- 2. APPROVAL OF MINUTES**
 - 2.1. Parks & Recreation Commission (Meeting held March 23, 2023)
- 3. OLD BUSINESS**
 - 3.1. Update on Boat Launch Passes
- 4. NEW BUSINESS**
 - 4.1. Election of Officers
 - 4.1.1. Election of Chair
 - 4.1.2. Election of Vice-Chair
 - 4.2. Playground Program
 - 4.2.1. Code of Conduct
 - 4.2.2. Park Rotation
 - 4.3. Scoring Sheet for Outdoor Recreation Grants
- 5. RECURRING BUSINESS**
 - 5.1. Superintendent Update
 - 5.2. Director’s Update
 - 5.3. Future Agenda Items
 - 5.4. Schedule Special Meeting.
- 6. ADJOURNMENT**

Notice is hereby given that a majority of the members of the Common Council may be present at the meeting, and although this may constitute a quorum of the Common Council, the Council will not take any action at this meeting.

Pursuant to the Americans with Disabilities Act of 1990, if you are in need of an accommodation to participate in the public meeting process, please call (715) 395-7200 by 4:30 p.m. on the day prior to the scheduled meeting date (OR dial 711 for Telecommunications Relay Service). The City will attempt to accommodate any request depending on the amount of notice received.

In compliance with Wisconsin Open Meetings Law, this agenda was posted on 05/23/2023 at the following locations: Superior Government Center, Douglas County Courthouse, Superior Public Library, and online at <https://www.ci.superior.wi.us/agendacenter>. It was also emailed the Superior Telegram.

PARKS & RECREATION COMMISSION Minutes
March 23, 2023



The meeting was called to order by Chair Ledin at 5:00 pm on March 23, 2023, in Government Center Room 204.

1. ROLL CALL

Members Present: Nick Ledin, Ruth Ludwig, Mick MacKenzie*, Gene Rosburg, Elizabeth Norén*

Members Absent: Jemal Broussard, David Kroll

City Staff Present: Linda Cadotte, Jodi Saylor, Michael Maruska, Kara Esler, Jenny Van Sickle*

Others Present: Shelley Nelson (Superior Telegram), Heather Holmes* (North Shore Stand Up Paddling), Katie Stenroos (UW Extension 4-H), Dale Johnson* (Senior Connections)

2. APPROVAL OF MINUTES

2.1. Parks & Recreation Commission (Meeting held January 26, 2023)

MOTION by Rosburg, second by Ludwig, and carried to approve the minutes from January 26, 2023, with the correction to page 2 updating the numbered list.

3. OLD BUSINESS

Commissioners agreed to move the presentations and Q&A for the Recreational Grants and the skating program recap to the beginning of the meeting for the sake of time for guests speaking on these items.

3.1. Update on Animal Ordinance Revision –Off Leash Areas

3.1.1. On and Off-Leash Area Signage Locations

Director Cadotte shared the design for the new signs that will identify areas that dogs must be on a leash and areas where dogs may be off leash. These will be placed in areas where there have been issues or complaints as well as some areas that will be identified based on need.

3.1.2. Skating Rink Off-Leash Dog Areas

During the dry months, the City’s hockey skating rinks will be temporarily converted to areas that dog owners can allow their dogs to be off-leash. Maruska share the design of the temporary gates that will be installed as well as Mutt Mitt dispensers, signs, and a trash can. The City’s Environmental Services Division will share the cost of the new Mutt Mitt dispensers as cleaning up after animals is important for storm drain safety which they oversee.

4. NEW BUSINESS

4.1. Recommendations and Approval for 2023 Recreational Grants

Commissioners were given the opportunity to ask any final questions. After discussion, they decided to move forward with the amounts discussed at last week’s meeting.

MOTION by Rosburg, second by Norén, and carried to approve the 2023 Recreational Grant Award amounts.

Dale Johnson joined the meeting at 5:12pm.

Elizabeth Norén joined the meeting and Katie Stenroos left the meeting at 5:15pm.

4.2. Winter Skating Program Season Recap

Kara Esler, the Winter Program Coordinator, presented an overview of the skating season. While it was a tough year due to the weather and rinks were open less days than in previous years, attendance exceeded previous years at many rinks. Overall, it was a successful season. This year we tracked the number of skaters on the hockey and figure skating rinks.

Heather Holmes left the meeting at 5:30pm.

Jenny VanSickle left the meeting at 5:32pm.

4.3. Reconfiguration of Billings Park Civic Center Skating Rinks

The figure skating rink at the Billings Park Civic Center will be downsized to match the size of the other figure skating rinks. This will be a more manageable size and increase the ability to have better ice on that rink during the winter.

5. RECURRING BUSINESS

5.1. Director's Update

5.1.1. Parks Working Foreman Update – crews have been working on snow removal. Rinks had to be closed earlier than normal due to weather, but the cross-country ski trails are going strong. The door and lights at the ski shack are now on timers and so people can use that space even if no staff is present. The solar lights on the trails are working great. This will likely be the latest in the season that they have been able to groom the trails. The crew is also working on new hockey rink boards for the Billings Park and Carl Gullo skating rinks as well as taking down winter banners and snowflakes along Tower and Belknap.

5.1.2. An Environmental Justice Project Proposal was just submitted to the EPA for the Area of Concern (AOC). The AOC in this area is looking to close in 2025. A lot of those partners and funding sources are looking at ways on how to continue to support projects affected by the AOC. There are a couple of grants that were submitted. One with Wisconsin for long term resiliency. The other is the 44th Avenue Bungee property. The grant was submitted for \$390K, which will include reimbursement for the purchase price of the land. In theory, we will have already purchased the land if the purchase agreement goes through. That purchase price and Community Space Conceptual Planning would come out of that grant. Things like access, engaging different communities, underserved communities, and others as well on what the vision would be for the space. The following year that would be compiled to start developing plans and the year after that, the plans would be implemented.

This grant will also be tied to the WI Point connections looking at the cultural corridor from WI Point to Fond du Lac, specifically focusing on the birding trail and other cultural components such as stop over spots, ceremonial pause points, interpretive signage, and a variety of other things. The hope is to get to a point of design for those this year and the construction would take place next year. That will also be expanded to the Makwa Ziibiins Miikana - Bear Creek Trail as well for consistency and for that corridor connection.

Dale Johnson left the meeting at 6:28pm.

- 5.1.3. At the next meeting we will be bringing a cross country skiing recap. One of the things that has come up is feedback on directional signage for the trails. There has been an increase in the amount of people skiing this year. The trails are in great condition, lights and everything has been very popular, which brings more people, which also brings more need for order and consistency.
- 5.1.4. Staffing –
 - 5.1.4.1. Kara Esler, Winter Program Coordinator, will be wrapping up this week or next. She decided not to apply for the new full-time position as she is going into an entrepreneurial business.
 - 5.1.4.2. Michael Maruska is showing awesome leadership in the transition from Russ. The Parks Superintendent position is now posted and so we are starting that process. Hopeful to have a permanent Superintendent in place by May.
 - 5.1.4.3. We had exceptional candidates for the Volunteer, Events, and Program Coordinator position and held first and second interviews with candidates. HR will be making an offer soon.
 - 5.1.4.4. The seasonal positions for summer parks crew are now posted.
 - 5.1.4.5. The Summer Playground Program planning is underway. There will be staff training June 15th and 16th and the program will run from June 19th close August 18th (also closed July 3rd and 4th). We will be posting those positions in the next few weeks.
- 5.1.5. We are starting to ramp up work for spring and summer, starting to talk about gardens. We are looking at the ongoing transition that we have been making incrementally in the last six or seven years. We started to look at how much money, time and resources we were putting into our gardens. They were all annual plantings at that time, so we have slowly been transitioning, without a huge budget impact, into perennial plantings. This year the Hammond fountain garden will be relocated into a new garden there.
- 5.1.6. We will be participating in No Mow May again this year.
- 5.1.7. Software for Boat Launches – we are spinning a bit. There are a few different options and yet finances are always the barrier. If the City moves forward with HeyGov, will have the option to use that. If not, we are looking at other ways to allow users to purchase passes digitally.
- 5.1.8. Our partners at Lake Superior National Estuarian Research Reserve (LSNERR) reached out with some federal funding they have access to, through LSRNERR, for accessibility, mobility, and inclusion within the LSNERR. After discussion, a grant request was submitted for two tracked chairs, the programming side still needs to be figured out. Cadotte has reached out to indiGO to see if they would be willing to help administer the programming and partnering of getting rentals to different areas of the City. We are looking at a youth chair and an adult chair.

Councilor Ledin took a moment to commend the Parks, Recreation and Forestry Department and Urban Forestry Tree Board for the work that went into being recognized as a Tree City for the 24th year.

5.2. Future Agenda Items

5.2.1. Cross Country Ski Season Recap

5.2.2. Creation of a Grant policy/list of criteria for reviewing applications

5.2.3. Update on 5-year CIP

5.2.4. Boat Launch parking/overnight camping update

5.3. Confirm next meeting date as May 25, 2023, at 5pm in Room 204 of the Government Center

6. ADJOURNMENT

Councilor Ledin adjourned the meeting at 6:47 p.m.

Respectfully submitted by Jodi Saylor

Parks & Recreation
1316 N. 14th Street
Superior, WI 54880
www.ci.superior.wi.us

Summer Playground Program Procedures and Information

Welcome to the City of Superior's Parks & Recreation Summer Playground Program! We are excited to have you with us this summer! The Parks & Recreation Department is committed to promoting healthy play in a safe environment. Each playground site is monitored by Recreation Program Monitors (RPM) who have been trained in CPR and First Aid. Also, each site is equipped with bathroom facilities, drinking water, and a cell phone for emergencies.

The 2023 Parks & Recreation Summer Playground Program starts on June 13th and ends on August 19th. Playgrounds are open Monday through Friday from 11:30 a.m. to 4:30 p.m., weather permitting. There will be no Summer Playground Program July 3rd or 4th. Our playground program offers structured activities for children who have completed 4K through fifth grade, ages 5-11. We are not able to accommodate late pick ups, if you are picking up your child from the program, please arrive promptly before 4:30.

Rain Days

The Program Coordinator will make a decision by 10:30 a.m. on whether or not to cancel programming due to weather. After that time, you may call the Parks and Recreation Hotline (715-395-7299) for the determination. If the recording says the playgrounds are closed, all activities are canceled and there will be no staff at the park. If the playground program has started and it begins to rain during the day, program will be canceled and participants will be sent home. Playground cell phones may be used to contact parents, if requested. Children must walk home, bike home, or be picked up immediately. In general, Program will not be closed for reasons other than rain (cold, heat, etc).

Dress

Participants should dress appropriately for the weather. It is suggested participants arrive with layers as the weather often changes throughout the day. Shoes are mandatory at all times while in the park.

Registration & Emergency Contact Information

All children attending the Summer Playground Program must register their name, phone number, address, and emergency contact information with the Recreation Program Monitors at each site. This includes the names and phone numbers of other contacts in addition to the parent/guardian listed. It also gives permission to seek medical care for a child should the need arise. A child is not allowed to participate in programming or attend any field trip without registering and having emergency contact information on file. This information will be kept all summer by the monitors and handed in at the end of the season to the Program Coordinator.

Attendance

The Summer Playground Program is a 'come and go' program and participants may attend as much or as little as they would like. Staff will supervise whoever is in attendance and children are not required to stay in the park if they do not wish to remain and attend the entire day. Attendance is taken four times a day (12:30, 1:30, 2:30, & 3:30) at each playground site. Many children walk or ride their bike to the park independently, if your child is not allowed to leave the park on their own, or remain in the park alone, please establish this clearly between staff and your child to ensure the staff is prepared to follow your wishes.

First Aid Kids

Each playground site is equipped with a first aid kit and playground monitors are certified in First Aid and CPR. In the case of an extreme emergency, staff are directed to call 911. If it is something that the staff can handle, they will take appropriate first aid action and notify parents once the situation is resolved.

Code of Conduct and Expectations

Parents and participants must review and acknowledge the Code of Conduct. The Playground Program has certain expectations for behavior in order to ensure a safe and enjoyable experience for all participants.

All participants will...

Work	Respect	Belong
<ul style="list-style-type: none">● Help to keep the park clean● Take responsibility for their own behavior and actions● Check in and out with Playground Staff	<ul style="list-style-type: none">● Respect the park, playground equipment, and field trip spaces● Follow all expectations set by Playground Staff	<ul style="list-style-type: none">● Use kind words● Share equipment● Include others and ask others to join

All participants must abide by these expectations or are subject to removal from the program. The playground is a privilege for children. If any participant fails to follow the rules, they may be removed from the site for a day, several days, weeks, field trips, or whatever is deemed to be an appropriate consequence for their actions.

If a participant is not following any of the above expectations, playground staff will follow the below progression to redirect and address the behavior:

1. Discuss the behavior with the child and remind them of the rule and/or expectation.
2. Have the child sit with or stay near a playground staff member while participating.
3. Give the child a 'time out.'
4. If behavior continues or is severe, parents and/or the program coordinator may be contacted.
5. Continued and repeated issues may result in the participant being asked to not return to the program.

Summer Lunches

The School District of Superior provides lunch and snack to all parks. This means one staff member from each park will need to start at 11:30 at the playground site, while the other staff member starts at 11:30 at Superior High School to pick up both the lunch and snack. Any child under the age of 18 may take a lunch, but all food must be consumed on site. Each individual participant is expected to clean up any trash produced from their lunch.

Water Coolers

Each park will have a water cooler to offer children water throughout the program. Cups will also be provided for each park, but participants are encouraged to bring their own water bottles and water from home as much as possible.

Swimming at Superior YMCA & Other Field Trips

Each park has a schedule that allows them to go swimming at the YMCA twice a week. In order for a child to attend swimming at the YMCA, they must have proper swim wear. **Children will NOT be allowed to swim if they do not bring swimwear.** Participants should also plan to bring a towel and bag to transport their towel and swimwear in. The pool is staffed by YMCA lifeguards as well as playground staff. Children should remember what locker their belongings are in as the City and the YMCA are not responsible for lost or stolen items. Additionally, it is YMCA policy that all cell phones must be turned off and put away while in the locker room.

Other occasional field trips may be scheduled throughout the summer and playground staff, as well as playground calendars, will share this information! Children will be transported to the YMCA and any other field trips on a bus leased from the School District of Superior, driven by a district bus driver.

Superior Parks & Recreation - Summer Playground Program

Registration and Emergency Information 2023

PLAYGROUND: _____

CHILD'S NAME: _____ DATE: _____

ADDRESS: _____

PARENT(S)/GUARDIANS(S): _____

PHONE NUMBER(S): _____

(First call during program, 11:30-4:30)

(Alternate Number/Second call)

EMAIL ADDRESS: _____

If an injury occurs on City grounds during playground hours and requires immediate medical treatment, the doctor and hospital designated will be requested to treat this child. This card signed by the parent or legal guardian will accompany the child and act as an authorization for emergency care. An ambulance or other appropriate transportation will be used to transport the child. The parent or legal guardian will be contacted by City and/or hospital personnel.

Doctor: _____ Hospital: _____

Any Medical Concerns Staff Should be Aware of: _____

IN CASE OF EMERGENCY CONTACT:

Please list someone other than 'parent/guardian' listed above in the event that person(s) cannot be reached.

	<u>NAME</u>	<u>RELATIONSHIP</u>	<u>PHONE NUMBER</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

In the case of weather cancellations during program my child should:

(ex. walk home, walk to a friend's house, etc.)

Events may take place during the Program which may be photographed by the City of Superior.

These photographs may be used for promotional or educational purposes. Initial below.

_____ I **AGREE** to allow the city to use photographs of my child taken during the Program for City promotional and educational purposes.

_____ I **DO NOT AGREE** to allow the city to use photographs of my child taken during the Program for City promotional and educational purposes.

CONDUCT DURING PROGRAM

In order for every Playground Program participant to have a safe and positive experience, please review the following expectations. **All participants will...**

Work	Respect	Belong
<ul style="list-style-type: none">● Help to keep the park clean● Take responsibility for their own behavior and actions● Check in and out with Playground Staff	<ul style="list-style-type: none">● Respect the park, playground equipment, and field trip spaces● Follow all expectations set by Playground Staff	<ul style="list-style-type: none">● Use kind words● Share equipment● Include others and ask others to join

If a participant is not following any of the above expectations, playground staff will follow the below progression to redirect and address the behavior:

1. Discuss the behavior with the child and remind them of the rule and/or expectation.
2. Have the child sit with or stay near a playground staff member while participating.
3. Give the child a 'time out.'
4. If behavior continues or is severe, parents and/or the program coordinator may be contacted.
5. Continued and repeated issues may result in the participant being asked to not return to the program.

PERMISSIONS AND WAIVER

I/We, the parent(s)/guardian(s) of _____ give permission for participation in the Superior Parks & Recreation Summer Program and summer swim program held at the Superior YMCA. I/We understand that participation in the programs involves activities at the park, playground, swimming at the Superior YMCA, field trips, bus transportation to and from YMCA and the other field trip destinations to various locations in both Superior and Duluth, foot travel to locations, and exposure to weather and outdoors.

I/We understand that the completion of this Waiver will authorize the City of Superior and the YMCA to use it as a continuous waiver for my child's ongoing participation in the activities for the programs.

I/We acknowledge that I/we have read and understand the Summer Playground Program Participant Code of Conduct and have spoken with my child about my child's need to comply with the specific rules and requirements established for this program, all City policies and procedures, rules of conduct set forth in the Code of Conduct. I/We understand that all City rules and policies apply to my child and the other participants during the course of the program. The participant agrees to demonstrate appropriate and respectful behavior at all times during the Summer Playground Program. We understand that not following these rules and expectations can result in warnings and/or disciplinary actions including removal from the program.

I/We hereby certify that I/We am the parent or legal guardian of the Participant whose name appears above, and I/we have authority to waive rights on behalf of the minor Participant. I/We have read and I/we understand all of the provisions of this document and the risks of the activities. I/We understand that the activities may expose my child to some risks and cause injury and even death. I/We assume all risks and hazards incidental to participation and hereby waive, release, absolve, indemnify, agree to hold harmless and defend the City of Superior, employees, volunteers, Recreation Program Monitors and Coordinators, YMCA Program and other field trip location staff for any claim arising out of an injury to my child including any and all related costs, attorney fees, liabilities, settlements, and/or judgements. I/We acknowledge that I/we have read and understand the terms of this document and I/we am freely and voluntarily signing this document.

Signature of Parent/Legal Guardian

Date

Scoring Sheet for ~~Outdoor~~ Recreation Grants—Ludwig input

1. Does the activity involve outdoor recreation? 0-5(0, nothing outside. 5, outside 100% of the time).
I ask, are wrestling, volleyball, and basketball any less recreational activities than Lacrosse or Baseball just because they are held indoors?
2. Does the activity involve ~~young people~~ pre-K-12 youth, or senior citizens, or people with disabilities?
3. Does the activity fit into the city's comprehensive outdoor recreation plan?
4. What % of the people being served are Superior citizens?
5. How much does the organization promote the city of Superior in its literature?
6. How much does the organization support city-run summer and winter recreation programs?
7. Have all requested supporting documents been attached to the application:
 - a. Income and expense statement?
 - b. Most recent bank statement?
 - c. W-9 form?

Scoring:

80%-100% of possible points= 100% funded

60%-79% of possible points= 80% funded

40%-50% of possible points= 60% funded

25%-49% of possible points= 40% funded

10%-24% of possible points= 20% funded

Less than 10% of possible points= 0% funded

Scoring Sheet for Outdoor Recreation Grants

1. Does the activity involve outdoor recreation? 0-5(0, nothing outside. 5, outside 100% of the time).
2. Does the activity involve young people or senior citizens?
3. Does the activity fit into the city's outdoor recreation plan?
4. What % of the people being served are Superior Citizens?
5. How much does the organization promote the city of Superior in its literature?

Scoring:

80%-100% of possible points= 100% funded

60%-79% of possible points= 80% funded

40%-50% of possible points= 60% funded

25%-49% of possible points= 40% funded

10%-24% of possible points= 20% funded

Less than 10% of possible points= 0% funded