



**PARKS & RECREATION COMMISSION MINUTES**  
**September 28, 2023 Regular Meeting**



*The meeting was called to order by Chair Ledin at 5:00 p.m. on September 28, 2023, in Government Center Room 204 & virtually via Microsoft Teams.*

**1. ROLL CALL**

**Members Present:** Nick Ledin, Ruth Ludwig, Elizabeth Norén\*, David Kroll, Mick MacKenzie

**Members Excused:** Gene Rosburg, Jemal Broussard

**City Staff Present:** Linda Cadotte, Kara Czapinski, Ryan Wintlend, Caitlin Knoll, Frog Prell

**Others Present:** Shelley Nelson, John Ramos

*Elizabeth Norén joined the meeting virtually at 5:00 p.m.*

**2. APPROVAL OF MINUTES**

2.1. Parks & Recreation Commission (Meeting held May 25, 2023)

**MOTION by Ludwig, second by Kroll, and carried to approve the minutes from May 25, 2023.**

**3. OLD BUSINESS**

**4. NEW BUSINESS**

4.1. Open Meeting Law Review with City Attorney Frog Prell.

City Attorney Frog Prell stated that he had met with the Tourism Development Commission, as someone had filed a formal complaint about the handling of those meetings. The District Attorney's office issued a report a couple months ago and reported a finding that one of the meetings was handled unlawfully. No penalties or fines were assessed. However, they urged Prell and city offices to provide education regarding open meeting laws with all committees in the city. It is important that proper notice is given to the public when distributing agendas and that all information is listed correctly. Agendas should be posted on the city's agenda center online, the library, and the Government Center. Committee members are to not discuss city business and/or items relevant to the duties of a public official electronically or outside of a properly noticed meeting. For future questions or concerns related to open meeting laws, Prell will be more than happy to assist.

*John Ramos joined the meeting at 5:05 p.m.*

*Frog Prell left the meeting at 5:30 p.m.*

#### 4.2. 2023 Summer Playground Program Recap.

Summer Playground Coordinator Caitlin Knoll presented the committee with the recap for the Summer Playground Program (SPP). The program runs Monday through Friday 11:30 a.m. – 4:30 p.m. Once again, they partnered with the Superior School District to provide lunches and snacks to anyone under 18 years old. Participants went on a few field trips this year, and went swimming at the YMCA two times per week. The program ran from June 19, 2023, to August 18, 2023. There were only two days that were full closure, and two to three days that ended up having to close early due to weather. The program is held at Central Park, Hammond Park, Webster Dream Park, Wade Bowl Park, 18 Oakes Park and Billings Park. This year, the largest registration for kids was at Central Park with the lowest being at 18 Oakes Park. The larger parks have remained consistent with attendance as the smaller parks have changed slightly. Since the wage increase last year for program monitors, each location was fully staffed again this year with two to three staff at each location. There was discussion about possibly changing locations where the program is held in 2024. Discussion will be brought to the Parks & Recreation Commission meeting in January.

*Caitlin Knoll left the meeting at 5:52 p.m.*

#### 4.3. 2022-2023 Cross Country Ski Season Recap.

Director Cadotte presented the committee with the recap for the Cross Country Season. The season went from December 12, 2022, through April 4, 2023. There was an average of 40 skiers per day on the trail. More day passes were purchased compared to annual passes. As of this year, we have implemented an online system to purchase boat launch passes, which has been very successful. We will be using the same online system for ski passes this year, which will eliminate envelopes on site. Out of the 149 days of the season, the trail was groomed 97 of those days. A lot of staffing hours were dedicated to grooming. A Honda Pioneer 1000, and a snowmobile will be added to the equipment this year. The plan is to set dual tracking on the red loop of the trail and hope to do the same for the green loop in the future. Anecdotally, having the addition of solar lights this year, along with the high quality groomed trails increased the numbers for the season.

#### 4.4. 2023 Bayside Sounds Recap.

Director Cadotte presented the committee with the recap for Bayside Sounds. The new Volunteer, Events, and Program Coordinator Jodi Saylor took on the role of coordinating these events this year. Once again, we received very generous sponsorships from local businesses including the Title Sponsor – Superior Choice Credit Union. We were able to put some of the funding into promotional items for the concerts. Attendance increased compared to previous seasons. New to this year, was the addition of Mystery Mobile Catering and Concessions Food Truck at each concert. The goal for next year is to have more opportunities to have other food trucks and possibly add a desert option as well.

#### 4.5. Parks CIP.

Director Cadotte stated that a draft budget has been put forward for the Parks Capital Improvement Program (CIP) but has not been approved by council yet. Discussion was made to have a Special Meeting once the numbers are finalized and have been approved. It was noted that the projects on the bottom that don't have dollar amounts next to them, are being pursued with grant funding.

**MOTION by Ludwig, second by Norén, and carried to hold item 4.5 until Special Meeting.**

#### 4.6. Confirm 2024 Parks & Recreation Commission meeting dates.

It was discussed to continue meeting quarterly on the 4<sup>th</sup> Thursday of each month. March dates are used for review of grants and voting on grants before going to council.

**MOTION by MacKenzie, second by Ludwig, and carried to approve Parks & Recreation meeting dates for 2024.**

### 5. RECURRING BUSINESS

#### 5.1. Superintendent Update

- 5.1.1. The rink at Carl Gullo Park is completed. The dog enclosure for the rink is close to completion. Also working on the bathroom addition, sidewalks, siding, and repainting of the building. The tennis court is now paved, and the fence contractor will begin working in October. Around the same time, the playground will be starting to get installed. There will be 12 trees that will get planted. Half of them have been planted already, and the others will be planted closer to the completion of the park. A sidewalk along the basketball courts will be installed for accessibility and stenciled with games for kids. The stencils will also be added to Wade Bowl Park, with the hopes of other parks as well. The limestone surfacing for the skating rinks and trees were donated.
- 5.1.2. Makwa Ziibiins Miikana (Bear Creek Trail) Branch Cutting will tentatively take place in the next couple of weeks, depending on the status of the trail.
- 5.1.3. Added a sealant at the pour-in-place at 18<sup>th</sup> Oakes Park. Hopefully extend the life of the surface for an additional 5 years. J.R. Jensen Construction donated the fencing to block off the site during construction.
- 5.1.4. The pour-in-place at Wade Bowl Park is completed. The funds from the Community Development Block Grant (CDBG) were able to replace the score board, redo the siding/painting on the ice shack, new benches, picnic tables and garbage cans. Electricity will also be added to the pavilion.
- 5.1.5. Currently waiting for the new winter banners. They will be installed in November, with the holiday decorations.

- 5.1.6. The solar lights at Barkers Island were redone around the Junn and through the Marina pathway.

*Mick MacKenzie left the meeting at 6:28 p.m.*

## 5.2. Director's Update

- 5.2.1. Woodstock Bay is underway construction. The site is maintained and is still progressing. If all goes well with the pavers, the resurfacing will be completed this fall. The ribbon cutting will take place in 2024.
- 5.2.2. The stabilization at Girl Scout Point will take place after the Woodstock Bay Project is complete.
- 5.2.3. The purchase of the bungee dock off 44<sup>th</sup> Avenue West out in Allouez is on the next city council meeting, for their consideration to approve.
- 5.2.4. The Pickle Pond Project will be demobilized soon. The openings will be open within the next few weeks. The habitat enhancements should be incredible.
- 5.2.5. The mini dog parks at the hockey rinks have been busy this summer. Next year, we will install user counters to be able to compare summer and winter usage.

## 5.3. Future Agenda Items

- 5.3.1. Special Meeting to be confirmed to approve Parks CIP.
- 5.3.2. Summer Playground Program Locations – January 2024.

## 5.4. **Confirm Special Meeting date – Doodle Poll will be sent out.**

## 6. **ADJOURNMENT**

Councilor Ledin announced the meeting adjourned at 6:36 p.m.

---

*Respectfully submitted by Kara Czapinski*

