

PARKS AND RECREATION COMMISSION
December 17, 2020
Virtual Meeting via Zoom

Members Present: Keith Kern, Gene Rosburg, Brittany Berrens-Markgren, and Elizabeth Norén

Members Absent: Jemal Broussard, Mike Almond, and Nick Ledin

Also Present: Linda Cadotte (Director of Parks, Recreation & Forestry), Russ Behlings (Parks, Recreation & Forestry Superintendent), Shelley Nelson (Superior Telegram), Todd Janigo (Director of Public Works), Jarod Meyer (UWS), and Jim Paine (Mayor)

Councilor Kern called the meeting to order at 5:08 p.m.

1. Approve the minutes of the November 19, 2020 meeting.

No Action.

2. Reservation Software Update

a. Request Approval to Hold Opening Reservations for 2021 until March

The software proposal went to the Finance Committee and then to the Communications, Information & Technology (CIT) Committee. The CIT Committee saw a demo of the software and gave their recommendation to move forward with the software. Since that time, the CIP projects were put together. As part of that, the Mayor thought it would be beneficial to leave the fees at the current rate and not factor in an increase. There is a line item in the CIP to help cover the software cost. We would like to hold off on opening the reservations for 2021 until March. This will allow us to start off the reservations with the software versus starting with paper and then moving them to the software. We are hearing that surrounding cities are not taking reservations for 2021 until later as well due to COVID. Typically we take reservations starting in January, which are most often major outings being scheduled. Ballfields reservations do not typically kick off until April/May when teams are starting to look at their season and what the fields are looking like condition and weather wise. After some discussion, it was decided that an on-going list of people as they call in could be started, and then those people contacted in that order once the software is live. This would allow reservations to start in January, but also keep from having paper forms that need to be digitally entered.

The Mayor recommended that fees not be increased partially due to Finance exploring all of the fees across the City. There are some policies all over the place and not uniform. The end goal would be to create one uniform policy on how all fee structures work. The Mayor thinks that if we are going to change how the reservations system is used, mainly through the reservation software, that may result in an increase or decrease in reservations and it would be good to get some of that data in before we make changes to the fees. He also believes that it is good to keep the costs as low as we can for residents. He would like to see all of the work being done by Finance completed before a change to fees is made.

MOTION by Rosburg, second by Berrens-Markgren and carried to approve opening reservations until March while taking a list of call-ins starting in January.

3. Review and Approve 2021 CIP Projects – held from November 19th meeting.

Director Cadotte looked at the CORP Plan Prioritization of the specialty projects and then considered an overlay of the size of the parks, the locations (spread out the projects around the City), if a project was a community park versus a neighborhood park, if it was multi-use, if it hosted a playground program, and if it hosted rentals. Projects that would leverage grants came out as higher priority. Those grants were applied for based on projects that have been outlined as priorities as well. Then the general overall vision and community input that was received was considered in creating the CIP project list for 2021.

The amount of \$300,000 has been allocated for general park improvements moving forward in 2021. At the end of projects all being paid out through 2020, there is roughly \$700,000 carried forward. This leaves room for larger projects.

A grant that was received through NOAA for the Pokegama Bay Launch access for \$65,000 covers vault toilets, garbage and recycling bins, and supplies for equipment and prep. The plans for those were reviewed with an internal team, only to find that some of the changes that Public Works would have liked to see in the plans, did not make it in during the time the plans were developed. Public works stepped up and did an awesome job of instead of changing some of those plans, doing some of that work in the past week including ditching and culvert work. Unfortunately, we may not be reimbursed for that work through the grant as it is a federal grant. A little extra money was added on with our match to help cover the supplies for that.

Phase I for the Coastal Management Grant for the Woodstock Bay Access project was submitted. It does not include a lot of the overlooks or the trails, it is just the parking area, restroom and launch access. We will need to wait to see if this grant is approved. If not approved, there are some additional dollars that will be opened up to look at other projects or carry forward for future projects.

We had a lot of positive feedback from people, at least a dozen or more calls and comments on Facebook, regarding the consolidation of courts and expansion of use of the courts at Central Park. Being that Heritage Park is one of our more popular Parks due to the traffic the skate park receives, and the fact that there are two tennis courts and one basketball courts that are in the worst condition out of all in town, the thought is to consolidate them into a similar court like in Central Park and then it would open up a little more green space or area for a pump track or expansion of the skate park down the road.

The Sustain our Great Lakes Project (SOGL) at the Barker's Island Boat Launch Parking Lot is the green space between the Inn and the Marina and connecting the walking trail down around and through the Marina and then down to where the Barker's Island beach project is. As part of this, we are redesigning the Barker's Island Boat Launch Parking lot as well. This is not part of the grant, but as we started to look at elevations and how the tie in from Barker's Island was really going to affect that parking lot, as well as the condition of the lot, it made sense to put

them forward as one congruent project. This is closer to \$600,000 so part of it would be using \$50,000 from the Boat Launch fund. The ending balance of the boat launch fund, or dedicated account, has just roughly over an \$8,000 buffer to make sure we have enough room for the expenses that we typically have as well as a decent carry forward. We have been talking about adding parking/automated pass parking structures to the launches so the carryover could help cover that as part of a future project.

The Children's Memorial Garden, the fire pit at stone circle and the bench areas there were all finished in the last couple of years. The parking lot there is in pretty run down condition, so the thought was to repave the parking lot so the whole area is revitalized. Engineering techs looked at all of the trail conditions a few years back, and the trail going out to Girl Scout Point was slated as being one of the worst conditions. If work is already being done in the area, it makes sense to include that trail. There will be some more design work and discussion as to how that trail would go out there. The width of it will be wider, but maintain the natural integration to that space.

Part of the CDBG funds that we will be receiving for 2021 is \$90,000 to do a pour in place surfacing at the Veteran's Park. This would be in lieu of investing \$10,000 or so into wood chips. The structure there is one of the oldest in the worst condition and so it makes sense to replace that tower at the same time.

The software and equipment for the Asset Management includes iPads and the first year of the reservations software, Davey Tree.

The budget for ongoing vegetation management and invasive species treatment could probably increase this number at any given time as is becoming a greater priority, but wanted to show we can put some money towards it. The main focus for this would be on WI Point and the shoreline work that was done through FEMA and the WI Point project. This area ended up having a decent amount of invasive plants in it. Also working on the ongoing establishment of vegetation out there.

The final main project for 2021 is electrical upgrades at Barker's Island Festival Park. When the larger events that are not on the state take place, they need to have temporary panels installed for access to electricity. We did transfer that cost for insulation to the festival organizer. This would create permanent connections down there right off of the parking lot by the electrical poles. This would help to expand for the uses of the larger festivals in the park.

There are a variety of projects we are still working on from 2020 due to delays with COVID and other things.

In the CDBG there are funds to connect the Makwa Ziibii Makana (Bear Creek Trail) from Wisconsin Point Road to Lot #1. We are starting the permitting process and hoping not to have any delays to that.

We have had great success with our skating rinks and so would like to do resurfacing at Wade Bowl. This allows for the water to stay, the ice to set up nicely and to last longer. The goal would

be to work on some rinks every year – starting with the 4 priority rinks: Billings Park, Wade Bowl, South End and Allouez.

Projects we hope to be completed in 2020 include:

- Vault toilet that has been installed at Bear Creek Park as well as the parking lot resurfacing, swing and a few other smaller things.
- Looking to get a signage trailhead for the trail.

Projects that may carryover to 2021 include:

- Install of the plumbed toilet at Hammond Park
- Councilor Ludwig requested to add a permanent sign at Hammond Park. When larger projects are occurring, we add some of those smaller amenities that go a long way – such as new benches, garbage and recycle bins and etc.
- The concrete tee-pads will be installed at the disc-golf course as well as the kiosk. We do have enough funding to do both the short and long tee pads.
- It was discovered that we do not have baby or infant changing stations in our restrooms so looking at installing those in at least one of the restrooms at our locations.
- We did not get to the tobacco free receptacles due to the partnership with that we were looking at with Northwestern School being disrupted due to COVID. We plan to implement these in 2021.
- There are two stones being created for the Children’s Memorial garden. We have hired and secured a contractor to do the walk path up to the bench in the garden. It will be a brick pathway that allows for donors to recognize lost loved ones.
- For the trail to Girl Scout Point, the recommendation would be to pave the trail. This would make it accessible as well as make it easier to get out there for maintenance and delivering wood. The idea would also be to match the other trails in the park that are paved. Would like to add some curves and some landscaping to make it pleasing aesthetically. Mayor Paine stated that on the Capital Projects, this might be one that would be a lower priority. We could give it most of, or the whole season, to look at usage and what the actual need is. Accessibility is a concern and should be a higher priority. There is time to talk about the design and ultimate functionality of Girl Scout Point. With the reservation software, this will be listed as a place that can be reserved. A cover is being created to go over the fire pit might which may open it up to more events such as weddings. The CIP projects don’t go away at the end of the year, the money is still there so we can look at the usage and decide from there how to proceed.
- The section of the Osaugie Trail from Loon’s Foot Landing to 44th Avenue East will be paved in 2021. Right now that is an eight foot paved and four foot gravel path. It would be proposed to redo that section.

MOTION by Berrens-Markgren, second by Rosburg and carried to approve the 2021 CIP Projects.

4. Boat Launch Recap 2020

There was a total of \$24,300.30 in total revenue and \$11,232.13 in total expenses. There were 2,710 passes sold with 553 being to Superior residents, 86 to non-residents and 2071 day passes. The total number of passes sold was the highest amount in the last five years. Kwik Trip is the

most popular location for sales. In 2018, bubblers were purchased and installed and electrically outfitted at Arrowhead Pier. In 2019 we did some electrical work but did not put the bubblers back in. In 2020 the bubblers were put back in and electric was hooked up in-house.

5. Review and Approve Bench Sponsorship Program

Our Summer Volunteer Coordinator for 2020 did a good amount of research on what other communities have in place and looking at how we could standardize a bench sponsorship. As part of the naming policy that is in place, the first priority would be to recommend a Tribute Tree program and the use of the bench sponsorships would be at the discretion of the Commission, however they should be used sparingly.

When looking at the variety of benches, there are a number of different benches in different parks. Doing a standardized cost and bench program really doesn't fit. The range of what they would cost is \$800 – \$1,500 depending on the park location, the plaque/engraving and what that park would look like. The thought is that when someone is looking at doing a bench sponsorship, the type and cost of benches already in the park location would be looked at and then given to the Commission for final approval. Worth noting is that the sponsorship would not be forever but for the life of the bench. The golf course is likely to be slightly different, however the suggestion to them would be to pick a standard bench for sponsorship.

The question arose that if a bench were to get vandalized, who is responsible to repair the bench? We do not tend to get vandalism on benches and the styles we have chosen are easier to repair or paint and less likely to be vandalized easily. Manufacturer's warranty would depend on the bench but would not cover vandalism. The idea of guaranteeing the bench for 5 to 10 years was entertained with the City replacing it within that time frame if needed.

MOTION by Kern, second by Norén and carried to hold in committee for one month to work out some of the minor details.

6. 2021 Commission Dates

We have July and August scheduled so Director Cadotte suggested using one of those to do some onsite visits of current projects.

7. Director's Report/Update

- a. The City Council changed around the Parks Commission official naming of the trail to have the Ojibwe name first and then the English in parenthesis - Makwa Ziibii Makana (Bear Creek Trail).
- b. Superior Youth Organization went to the Finance Committee and they are requesting additional information. The Finance Committee is also looking at standardizing and looking at how all of the organizations in town are funded. It is not yet approved, but the hope is to be approved in January and then sent to Council for final approval before April or May. SYO has been attending the meetings. The Finance Department

is trying to standardize grants and make sure companies receiving money are being vetted.

- c. The recreational grant letters were sent out. We did ask that if grant recipients did not fully use their funding in 2020 due to COVID, to explain how they will use that funding. Those are due at the end of February. The March 11th meeting will be used to discuss those grants and then they will be brought to the regular March 25th meeting. Through the grant program, there is going to be \$25K allocated from the hotel/motel tax that is usually earmarked for SAHA that will now be dropped into our grant program. SAHA will now be completing a grant application going forward and they may not get that amount going forward. That means we now have \$80K instead of the \$55K in the grant fund. We will want to consider organizations that contribute to Hotel/Motel tax dollars when looking at grants.

- d. Behlings gave an update on skating and ski trails. Our roller was delivered so that when we get an initial snow, we can use that to get packing done more quickly. It also has grooming and track setting abilities. Increases the ability to get the trails done more quickly. We are dropping to 6-day staffing out there instead of the 7-day staffing based on the traffic numbers. The ski shack will be open seven days once the ski season kicks off, utilizing the Ice Rink staff as well. For Ice Rinks it has been a great year so far. We need a little bit of snow to help with berms and capacity. Shaping up that all of the rinks could be opened before Christmas. South End had one last heavy flooding. The other rinks are catching up quite well this year.

Our new Winter Programming Coordinator, Cyndi, ran a couple of rinks last year. She did an excellent job of putting together COVID protocol. People won't be allowed to eat inside, skaters will be encouraged to bring their own water bottles, masks will be available, and people will be limited to how long they can stay inside. The benches have tape across them for spacing out the seating and the fire chief reviewed the protocol and felt comfortable with it. If we find they are wildly popular, then we will revisit if we need to set capacity limits.

- e. The Streets and Public Works crew are working together on a few things. The ditching project at Pokegama Bay will likely last until the end of next week.

8. Next Meeting January 28, 2021

Councilor Kern announced the meeting adjourned at 6:24 p.m.

Minutes submitted to the Council Meeting of January 19, 2020.

Capital Projects – 2021

Parks, Recreation & Forestry

Recommendations are based using the following: CORP Plan Prioritization of specialty projects, anecdotal usage (size of park, location, community vs neighborhood, multi-use, playground program, rentals, etc), leverage of grants, and following the general vision and community input.

Capital Improvement Projects Planned for 2021

\$300,000 \$700,000 - carry forward after committed expenditures

\$65,000 Pokegama Bay Launch City Match for NOAA grant (vault toilet, garbage, recycling bins and PW supplies/equip for prep)

\$165,000 Woodstock Bay Access Project (**IF** Wis Coastal Grant is approved)

\$90,000 Heritage Park Court Consolidation - green space and multiuse court

\$525,000 Barker's Island Boat Launch Parking Lot completed simultaneously as Sustain Our Great Lakes Project

\$50,000 from Boat Launch Fund

\$85,000 Osaugie Trail paving from Loon's Foot Landing to 44th Avenue East

\$15,000 paving of lot near the garage/Children's Memorial Garden in Billings Park

path out to stone circle 10' wide paved path right down the middle of the point to stone circle avoids all the trees, probably safer than having it on the edge of the ravine and being wider, it would allow a truck to be driven out to the end to deliver wood or any other type of service needed. That option would run about \$20k for materials including removing

\$20,000 the old trail and restoring that area.

\$20,000 Equipment upgrades at Veteran's Park (correlate with CDBG funding)

\$15,000 Davey Tree Software, hardware and reservation software

\$20,000 Invasive species treatment and vegetation (Wis Point and other areas if funding available)

\$25,000 Electrical upgrades at Barker's Festival Park

\$1,045,000

CDBG 2021

\$95,000 Connect Bear Creek Trail from Wis Point Road to Lot #1

\$15,000 Wade Bowl skating rink repairs/surface

\$90,000 Pour in place surfacing at Veteran's Park

Carry over projects from 2020

Complete install of vault toilet, swing, and parking lot resurface at Bear Creek Park

Signage trailhead for Makwa Ziibii (Bear Creek) Trail

Complete install of plumbed toilet at Hammond Park - add stone permanent signage, new benches & garbage/recycling bins

Complete stone circle bench on South side

Concrete tee-pads and kiosk at disc golf course

Garbage/recycle bins and bench installations (Disc Golf, Kelly, Bear Creek and Webster Dream Parks)

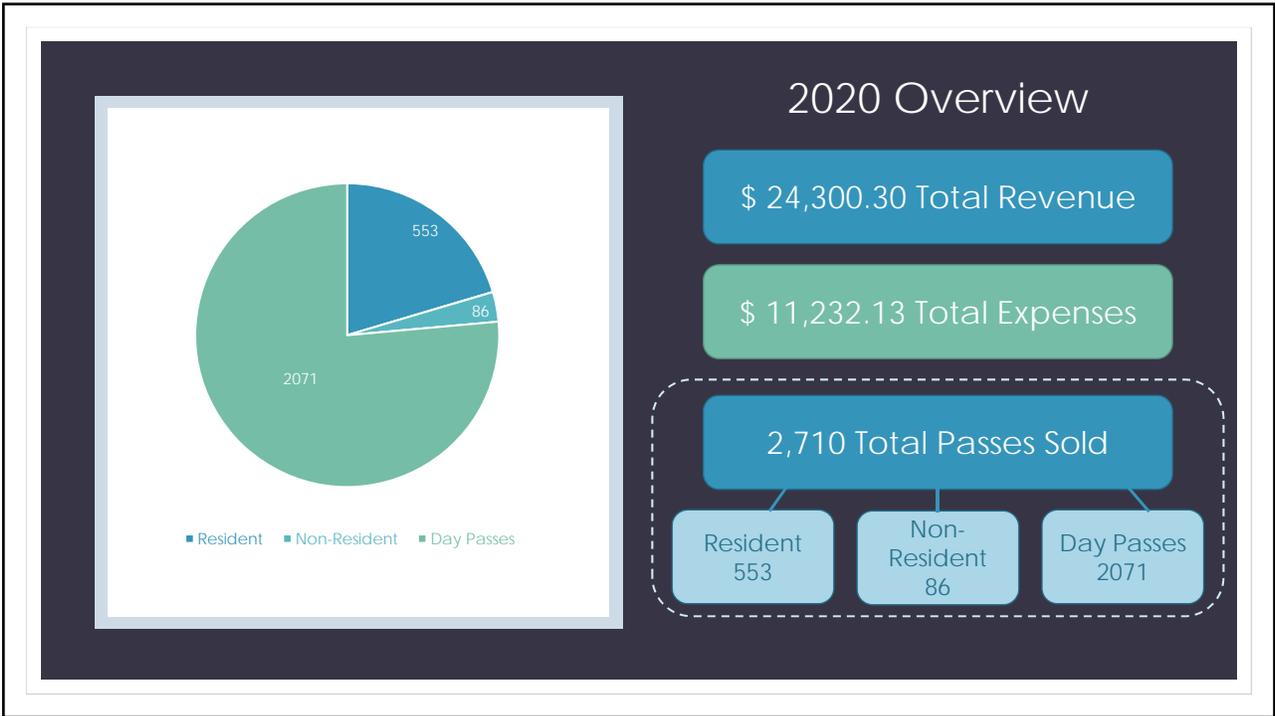
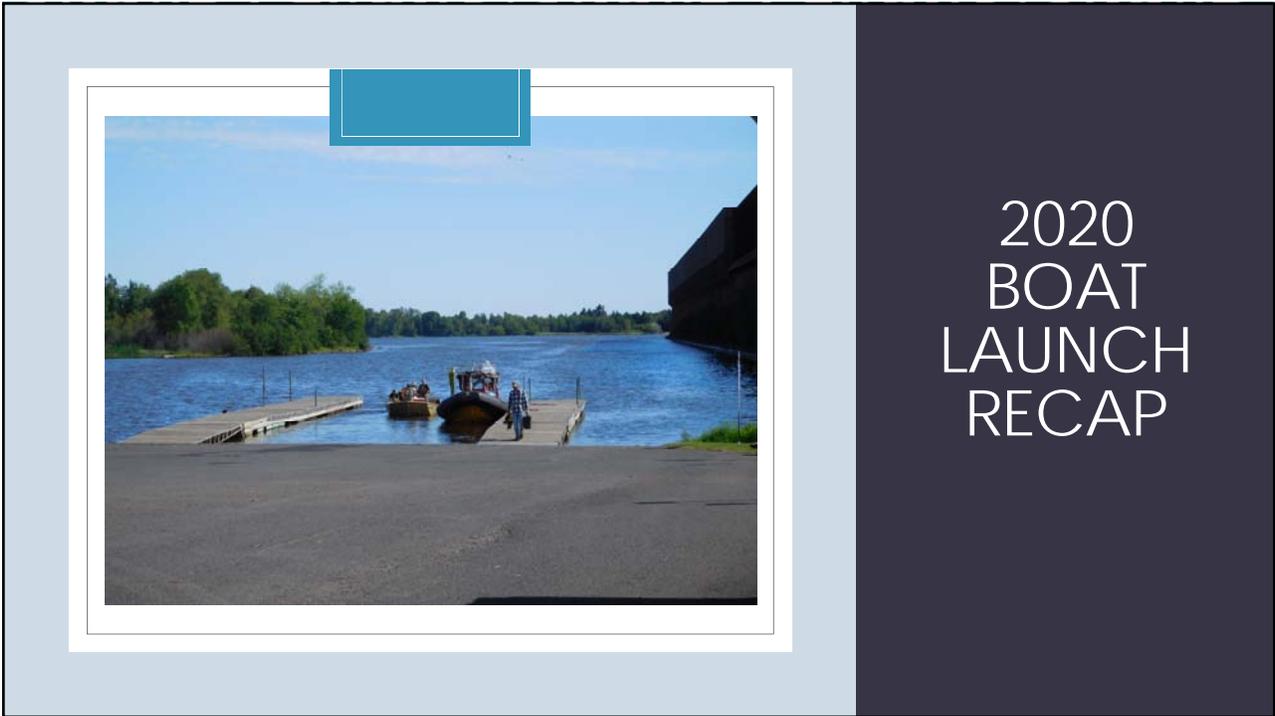
Install baby changing stations in restrooms

Tabaco free receptacles, tobacco free signage and updated dog signage in parks

Children's Memorial Garden Signage, pathway with sponsorship bricks and re-planting (Garden budget)

Clean Marina Grant Project (Costal Grant)

Webster Dream Park Sensory Garden - (South End Days Fund)



5-Year Overview



Location	Sub-Total	Tax/CC Fee	Subtotal
Arrowhead Pier	\$ 1,020.00	\$ 53.18	\$ 966.82
Barker's Island	\$ 1,618.01	\$ 84.35	\$ 1,533.66
Billings Park	\$ 946.00	\$ 49.32	\$ 896.68
Kwik Trip	\$14,325.00	\$ 746.80	\$13,578.20
Loon's Foot	\$ 6,817.80	\$ 355.43	\$ 6,462.37
Northwest Outlet	\$ 455.00	\$ 23.72	\$ 431.28
Office	\$ 464.75	\$ 33.46	\$ 431.29
TOTALS	\$25,646.56	\$1,346.26	\$24,300.30

Total Revenue by Location

