City of Bayfield
Playground Subcommittee Meeting Minutes
September 15, 2026 at 9am
At the city administrative office (34 S Broad St. unit 101) and on GoToMeeting
https://meet.goto.com/499937565

Meeting called to order: 9:10 AM
Present: Kate Clark, Grace Hogan, Annalisa Bermel, Mollie Carrier
Public Present: None

Approval of Agenda & Minutes
Annalisa moved to approve the agenda; Kate seconded. Approved.
Kate moved to approve the previous minutes; Grace seconded. Approved.

Project Updates
Strand and Parkitecture will meet later this week to discuss project sequencing, deconstruction, bidding, and next steps. The City and Playground Subcommittee selected Kompan as the playground equipment provider.

Bayfield Dirt may be interested in donating earthwork/site improvements. **Action:** Annalisa will update the list of potential in-kind donors. The committee will discuss how best to approach in-kind labor and material donations with Parkitecture.

Action: Grace will coordinate a project update meeting with Matt/Parkitecture.

Playground Removal & Groundbreaking
-The committee discussed holding a groundbreaking/send-off event before demolition, along with a press release and public information about project sequencing and what to expect during construction.

Action: Kate will prepare website/social media messaging about equipment removal and next steps.

Financial Update
August Donations: $1,215
Current Balance: $45,925.49

Action: Kate will update the website fundraising tracker and clarify donation instructions, including information for larger donations through Core Community Resources.

Marketing & Outreach
-The rack card was approved.

-**Action**: Mollie will order Applefest yard signs that will use Dana's artwork, a QR code, and an 18" × 24" format. Contact Lynn for approval. Project information may also be available at Applefest information booths.

-The donor booklet was reviewed and approved with updates to numbers, grants, and images. **Action:** Mollie and Annalisa will order.

Civic League
-The Civic League presentation is planned for **Monday, September 21**. Matt, Bill, Grace, and possibly Carol may attend to present and answer questions. The donor booklet will be available.

Grants

- **Vibrant Spaces:** On hold pending additional funding.
- **Shade Structure Grant:** Kate to confirm deadlines and explore in-kind support.
- **Co-op Round Up:** Kate; due November
- **100 Who Care:** Grace
- **Wisconsin DNR:** Kate
- **AAD Shade:** Kate
- **LL Bean:** Grace

Social Media
-The committee will aim for one post per week:
-**1st week:** Grace | **2nd:** Mollie | **3rd:** Annalisa | **4th:** Kate

Other Business
-The committee reviewed Open Meetings Law requirements for committee work sessions, including public notice and meeting minutes when applicable.

-Winter programming ideas included movie nights inside the pavilion with possible donated refreshments.

Next Meeting

Wednesday, October 21, 2026 at 9:00 AM

Adjournment

Meeting adjourned at **11:12 AM**.