

**City of Bayfield  
Parks & Recreation Committee Minutes  
June 3, 2021 @ 7:30 a.m.**

- Called to order by Chairwoman Kitchell at 7:31 a.m. via Go to Meeting
- Roll Call: Kate Kitchell, Matt Carrier, Skye Bingham, Keith Ray, Diane Fizell
- Others: David Moody, Tom Kovachevich – PWD, Sarah Mather, Assistant
- Approve Agenda: Carried.
- Review/Approve Minutes from May 6<sup>th</sup> Meeting: Carried.
- Public Input on Agenda Items: None

Agenda

Opening Remarks from Chair: regarding Committee operations

- **Committee staff support**: Due to higher priorities and heavy workloads, Assistant Mather will be scaling back the level of staff support to the Committee. While she will still coordinate permit applications, provide agenda input, and prepare packets, she will no longer prepare meeting minutes. Attendance at meetings will also depend on other work priorities and available time.
  - Chairwoman Kitchell expressed appreciation for Ms. Mather’s great support and input, and encouraged her continued involvement to facilitate coordination between the Committee and City activities/staff.
  - Member Carrier will record motions.
  - Kitchell will prepare minutes.
- **Meeting time**: Make 9 a.m. “hard stop;” at 8:45 determine if topics need to be moved to next month or special meeting.
- Consider special meetings if absolutely necessary
- Kate & Matt to coordinate on budget with City Treasurer in advance, as needed.
- **Make updates fast**. Put items that require decision/motions on old or new business

Permit Applications and Public Requests: None

Standard Update Reports: Sarah, Tom, Park Adopters

1. Budget/Finance: Fizell asked if the high level of operating supplies expenditures is because they are purchased in advance. Kovachevich confirmed this to be the case. All else looks normal.
2. Big Ravine Preserve/Iron Bridge:
  - a. WCMP project ends 6/30/21. Final report due by 8/1/21
    - i. Tree planting by Tree Board & 4<sup>th</sup> graders has been completed
    - ii. New timbers installed – thanks to PWD for removing old
    - iii. Standard maps & arrows received from Heart Graphics – starting to install
    - iv. New interpretive signs for West Rim, Hilltop, and North Ravine Trailheads: will be ordered as soon as 50% advance payment is made.
    - v. Ojibwe interpretive signs being developed by Rick Erickson’s students are deferred until next year due to this year’s COVID challenges.
  - b. Hemlock Heights within budget: expected to be complete by June 7

- c. Improvements to Gil Larsen boardwalk: Ray reported that he has not been able to get out there with Mr. Steffenson due to other work priorities. Ray & Kitchell will follow-up prior to the July meeting.
  - d. School Trail proposal expected around mid-June: distribute in advance for discussion on next agenda
3. Dalrymple Campground: PWD is fitting in maintenance as time permits and when campers are not using the area: fixing posts, fencing and general clean up.
  4. Cooper Hill Park:
  5. East Dock Park: Mather provided an estimate of \$2850 for a load of wood chips. East Dock Park needs them the most. If there are any leftover, the remainder will be moved by PWD to Cooper Hill. Kitchell agreed to mobilize volunteers, including a small tractor or two, to help spread the wood chips when delivered.
    - a. **Carrier motioned to proceed with ordering of wood chips and to coordinate with PWD and volunteers to install them.**
  6. Halvor Reiten Park: no Bayfield County Grant proposal submitted due to too many other commitments.
  7. Turning Point Fountain: now turned on and operating. Plantings are looking good. When volunteers are mobilized to do the wood chips at East Dock, some may be asked to help with weeding.
  8. Washington Ave.: Lots of use going on.
  9. Waterfront Walk (Jake's Park, Memorial Park Annex): on site meeting at 9:15 a.m. June 3<sup>rd</sup>. Kitchell mentioned that she had received some good input from Mr. Moody; however, many of the suggested ideas would not be feasible based upon already approved plans and the scope of the grant proposal. The new walkway will be five feet wide; will ensure handicap access on First St.; and reconstruction by gazebo will facilitate handicap access as well. In accordance with a donation from Bob Perkins, a nice replacement bench will be installed in memory of Sally Perkins. Four or five new benches will be installed by Civic League on City property at Memorial Park. Locations finalized on June 3<sup>rd</sup> with input from Kovachevich, Kitchell, Councilman Bryan, City Clerk Hoopman, David Eades from Bayfield Chamber and Visitor Bureau, and Marilyn Van Sant of the Civic League.

#### Other Parks/Trails Reports

1. Hillside Park (Baseball Field, School Garden) (under lease with school):
2. Soccer Field (under lease with school): Based on Council decision, the school will pay the lease through 2021 and PWD will cut grass and do maintenance. The lease will be terminated at the end of 2021.
3. Fountain Park (BHA):
4. Korseberg Park (County):
5. Bayfield Area Trails (Kate)
  - a. Brownstone Trail: Town received a grant from Bayfield County Health Infrastructure program to fix steps and trail south of Blue Wing Bay Rd.
  - b. Town pursuing acquisition of Big Ravine Headwaters wetlands on Meyers-Olson Rd.
  - c. Connection from Betzold to County J across from Fire Tower Rd. has been established across Drew Froeliger's land. Named Gracie's Trail.

#### Launching a Green Infrastructure Program

- Metro Blooms visit May 17 & 18. Draft report expected by June 15<sup>th</sup>. See new business
- Expecting to sunset GI Task Force after the Coastal Management Grant is complete in July.

COVID-19 Report & Discussion: Councilman Carrier reported that the Council decided to drop the mask mandate. Signs along highway 13 when entering the City have been removed. The other signs on City property in parks, restrooms, and boat launch will remain up as they encourage good COVID safety practices.

#### Old/Ongoing Business

1. Private Land Trail Crossings
  - a. Larson land donation: Thank you letter sent by Kitchell; Deed to transfer ownership being prepared by legal counsel Max Lindsey
  - b. Nothing new on Daum property: Kitchell has sent a follow-up email. No reply received yet. It would be ideal to secure permission prior to heavy trail use season and to allow for posting of map and sign at trail entrance.
2. Sign at Halvor Reiten Park: **Motion to accept**

#### New Business

1. Matt's proposed sign: Carrier stated that this is not needed at this point as there are many volunteers available, we have a process for recruiting and mobilizing volunteers, and there is an abundance of signs in our parks already. This sign could be revisited in the future if/when we find a need to recruit more volunteer support.
2. Metro Blooms Report on Green Infrastructure recommendations at Halvor Reiten Park: The Committee referenced information in packet for the purpose of background and lessons learned. Kitchell and Kovachevich summarized that the improvements were made in 2017, but many have disappeared due to extreme high water and weather events as well as the lack of capacity for maintenance. Lessons learned: all improvements should be made with simple maintenance as a driving factor.
  - a. Kitchell mentioned the upcoming Metro Blooms green infrastructure workshops for volunteers, City staff, and local landscape contractors. These workshops will be done at the Courthouse rain gardens and Halvor Reiten Park to do clean-up and maintenance while training people on G.I. installation and maintenance.
  - b. Carrier recommended that we establish standing dates on the calendar to do routine rain garden maintenance. This could also be done for other park maintenance and clean up in the spring and fall. This would help volunteers to plan and participate.
3. Clark Property: The Committee looked at the reference documents to start thinking about if there may be opportunities for recreation, trails, and open space.
  - a. Kitchell pointed out that one of the Big Ravine trails traverses the property owned by Randolph Clark. There is a need to secure an easement for this important trail access.
  - b. Fizell asked about road access: Kovachevich explained that there is access by the water reservoir, from 10<sup>th</sup> St., or from Hilltop Rd. going up to the soccer field. However, lack of access and utilities poses a challenge/cost for development.
  - c. Kitchell will gather more information prior to the next meeting about: 1) reference to this property in the City's Comp. Plan; 2) zoning; 3) the Clark families' intentions and interests.
4. Field Season Work Plan & Budget: included as reference:

- a. Kitchell mentioned that we may need to defer the Gil Larsen extension due to the need to ensure proper maintenance of the Big Ravine Trails as well as not wanting to burn out volunteers who worked so hard on Hemlock Heights.
5. Looking ahead to next meeting:
- a. School Trail Proposal
  - b. Reviving our playgrounds: Mollie Carrier is very interested in bringing our playgrounds up to current standards. She is volunteering to gather information about potential for new playground equipment, costs, sources, and potential grants.

Adjourn: 8:42 **Ray/Bingham. Carried**

## 2021 PROJECTS

PARK & TASK	TIME FRAME	FUNDING
<b>Waterfront Walk Renovation</b>		\$25 K WCMP; \$28,800 donations; \$5,000 CIP
Outreach to prospective contractors & initiate request for bids	June	
Sign grant agreement (late July)	When received from WCMP	
Notify and thank donors, secure funds	Started June 1	
On-site(s) with Tom, Billie, Marilyn Van Sant, David Eades, Jim Bryan, Kate	June 3 @ 9:15 a.m.	
Environmental reviews coordinated by WCMP	Completion date unknown	
Implement project	By the end of September	
<b>Big Ravine/Iron Bridge</b>		CIP = \$2500 in General Fund
View shed planting	May 1 – complete	Ap. Islands Hist. Pres. Conservancy
Install interp. signs at Gil Larsen Trailhead	May 1 - complete	WCMP
Install maps & directional arrows (Vols.)	May – June: ongoing	WCMP
Remove timbers (PWD)	May 10 - complete	
Remove apple shed old signs (not Iron Bridge) (PWD)	Pending	
Install timbers (Vols.)	May 10 & 11 - complete	WCMP
Install bulletin board (Vols.)	Pending	WCMP
Hemlock Heights construction (Trails Anon. & Vols.)	May 11 – June 7 - complete	DNR Grant & Other donations
Repair Gil Larsen boardwalk above waterfall	July - pending	CIP (\$1500)
Buckthorn Control – Bay Area Environmental Consultants	Fall	CIP (\$500)
Extend Gil Larsen Trail	June/July: may defer	Grants/donations in budget
School connecting Trail	End of August	BCEF (\$3000), School Board (\$10,000), City grants
<b>Halvor Reiten Park</b>		
Order and post sign(s) – park hours, etc.	By June 15	General park operating funds
Green Infrastructure Assessment & Design	Site visit week of May 17th	WCMP
Improve access to dock (rock/gravel or wood)	deferred	Reiten Boatyard Condo. Assoc.
Repair dock?	deferred	County Health Grant?
<b>East Dock Park &amp; Cooper Hill Park</b>		
Wood chips	ASAP	City CIP General Funds
Develop plan and pursue support for playground equipment	As time allows	Grants etc. (Mollie Carrier)