**City of Bayfield**

**Parks & Recreation Committee Minutes**

**June 1, 2023 @ 8:00 a.m. via Go to Meeting**

1. Call to Order: 8:01
2. Roll Call:
   * Members present: Bingham, Carrier, Fizell, Kitchell, Ray
   * Members Absent: none
   * Others Present: Hogan, Vadnais, Susan Hedman, Charmaine Swan, Laura Rovi
   * Recreation & Fitness Resources: Jacob Kaiser
3. **Motion to** Approve Agenda: Bingham/Ray; motion carried (all ayes)
4. **Motion to** Approve Minutes\* from 5/4 meeting: Bingham/Ray; motion carried (all ayes)
5. Public Input on Agenda Items:

Agenda

Permit Applications (if any): \*

* Amy Schmidt permit application for a wedding in Memorial Park:
  + Ms. Schmidt’s preference is to conduct the event on the Civic League property; she is in the process of seeking a permit from them.
  + Just in case the permit with Civic League is not granted, this Committee passed the following: **Motion to approve** the permit application, in the event that Ms. Schmidt is unsuccessful with the Civic League request: Bingham/Ray; motion carried (all ayes)

Standard Update Reports:

1. Rec. Center Information Sharing (Jacob Kaiser): They continue to be very busy. Point to La Pointe sold out in early May for 600 swimmers; volunteers are cleaning up the gardens to make things look nicer; They received a Bayfield County Health Grant that will support keeping the fitness center open 24 hrs. per day, starting on July 1st.
2. Playground Subcommittee Report (Vadnais/Hogan):
   * **Motion to approve** spending up to $2500 from the CIP funds for wood chips: Fizell/Carrier; motion carries (all ayes)
     + Hogan will confirm with the wood chip provider that they will drop off chips in 2 locations: Cooper Hill and East Dock Park.
     + Chips will be delivered after Cooper Hill equipment is installed
     + Assistance for chip spreading is requested from public works department
   * Cooper Hill site prep.: being led by Greg Carrier; assistance from a few volunteers will be needed for shoveling sand
     + Once site is prepped, a photo will be sent to Lee Recreation so that they can plan the equipment installation.
   * Received a $5,000 grant from Bayfield County Health Infrastructure program – to be dedicated toward East Dock Park. CONGRATULATIONS!!!
3. Budget/Finance Report (if any):
   * Regarding event permit fees: Hoopman/Johnston clarified that these fees go to the City General Fund from which Parks & Rec. funding is allocated.
4. Round-robin reports from adopters & Public Works Director:
   * Park Clean-up Day on May 20th was successful. Thanks to all who made it happen, especially Phil Peterson with his tractor at Halvor Reiten, the Zawislak family, Reiten Boatyard Condo. Assn., and Trek & Trail.
     + Potential future project: paint over graffiti at Wash. Ave. restrooms; paint picnic tables at E. Dock Park. Kitchell will contact Northland College about this as a service project list for late August.
   * Big Ravine Preserve/Iron Bridge (Kitchell):
     + Via Joel Shilman, the School District has agreed to cover the cost of remediating the roof runoff outlet pipe ($903.60) next to the School Trail.
     + Bay Area Environmental Consulting (BAEC) plans to do the restoration/stabilization at the School Trail in June.
     + Request Committee approval to hire BAEC for $150 to spray forget-me-nots again this year and $125 to treat reed canary grass (funding available – see Big Ravine budget at the bottom of the agenda).
       - **Motion** to approve $275 to BAEC for invasive species control: Ray/Fizell; motion carried (all ayes).
     + Ojibwemowin sign project not completed this year due to higher priorities; Rick Erickson & the middle school alt. ed. Teacher remain interested in the project and plan to pursue it in the fall. The art teacher is interested in doing a mural to cover the graffiti on the Iron Bridge abutment.
       - Discussion regarding the mural concept: Billie Hoopman pointed out the need to consider the bridge as a historic structure as well as the City ordinance that prohibits murals in the City.
       - **Action:** Kitchell will prepare/submit a proposal to the Architectural Review Board (ARB) and Plan Commission to seek guidance/approval for the mural proposal. This topic will need further follow-up by the P&R Committee.
     + Upcoming Trails Maintenance by Bayfield Area Trails volunteers:
       - June 3rd: World Trails Day: Repair and maintain Gil Larsen & Pine Bluff Trails
       - Reroute and stabilize top section of the Flying Squirrel Trail: date TBD
   * Cooper Hill Park (Subcommittee):
   * Dalrymple Campground (Ray):
     + The DNR has requested approval to conduct a toxicology study of bald eagles in the nest at Dalrymple. The project includes climbing to the nest, removing chicks, taking blood samples & measurements, and banding the birds. The P&R Committee fully supports this proposal and has no concerns. Kitchell will let Billie Hoopman know of our support.
   * East Dock Park (Subcommittee):
     + Hogan raised concerns about boat storage and staging by the Marina operation is blocking easy access to the fishing pier. This is also an issue when masts and boats block the gate into East Dock Park.
     + **Motion:** send a request to the Harbor Commission that they coordinate with the Marina operator to recognize the importance of easy and complete access to our parks and the fishing pier; and that every effort be made to enable this access. Carrier/Fizell; motion carried (all ayes)
   * Halvor Reiten Park (Bingham): happy with the successful clean-up day! The path on Dock L looks great.
   * Waterfront Walk (Jake’s Park, Memorial Park Annex, Turning Point Fountain) (Fizell):
     + New memorial bench installed
   * Washington Ave. Lake Access (Kitchell):
   * Bayfield Area Trails (BATs) Report:
     + Trails Forum on May 6th was successful, with about 65 participants. It was primarily an opportunity to connect with people and build comradery. Matt, Skye, & Keith hosted the City table: there was a lot of interest in maps. No written comment was received at the Forum. Follow-up feedback is incoming via email and the BATs follow-up survey.
     + The feedback will be compiled for consideration at an upcoming meeting as input for possible future trails “master” planning.
     + **Motion** to consider the compiled feedback at the August meeting: Carrier/Ray; motion carried (all ayes).

Old Business:

1. Ordinance #403: Outdoor Recreational Areas Commercial Tobacco-Free Ordinance: Passed by Council on March 15, 2023.
   * Charmaine Swan & Kate K. coordinated on selecting sign design, identifying sign locations and ordering the signs. Charmaine has ordered the signs per the attached plan\*.
   * ACTIONS:
     + Signs and screws will be available for pick up at City Hall
       1. Signs should be screwed into posts: 1 screw in top middle and 1 screw at bottom middle.
     + Assistance from volunteers to install signs as follows:
       1. Big Ravine Trailhead: Bingham
       2. Halvor Reiten Park: Bingham
       3. Wash. Ave. Lake access: Carrier
       4. East Dock Park (3): 1 at restroom; 1 at entrance across from marina; 1 at entrance across from Coast Guard: Playground subcommittee. 1 at Fishing Pier.
       5. Cooper Hill: Playground subcommittee
       6. Boat Launch (2): one at fee box, one at restroom. Keith Ray, consult with Tom K. as needed.
       7. Waterfront Walk: Fizell will coordinate with Public Works
       8. Korseberg Park: Fizell will investigate if it would be acceptable to put one of the “yard” event signs here. If yes, she will install one at this location.
       9. City Dock: implement in 2024 per previous decision
       10. Marina: implement in 2024 per previous decision
     + Assistance from Public Works to install signs:
       1. L.E. Building
2. Per request at the May 4th meeting, for the purpose of information sharing, the attached update report\* has been provided from the Bayfield Area Trails ad hoc subcommittee on the “West Side Trail Concept.”
3. Nominees for Committee vacancy created by Kitchell’s resignation:
   * Fred Clark – nominated by Matt Carrier & Kate Kitchell
   * Laura Rovi – nominated by Skye Bingham

**Motion:** recommend to Mayor Ringberg that both candidates be appointed to the Committee; Ray/Fizell; Motion carried (all ayes).

Rationale: There is not a limit to the number of committee members allowed. Both are excellent candidates who would bring different skills and network within the community. This would enable supporting the scope of work under the Committee’s purview. It also develops capacity in anticipation of attrition sometime in the future.

New Business:

* + - * 1. Implementing the Forestry Operations Plan at Halvor Reiten Park: Proposal from the Reiten Condominium Association\*: Susan Hedman
* Discussion/ Q&A: the primary discussion point was in regard to the species of the lone tree proposed as replacement of the large willow on the beach. Ray mentioned concerns that basswood seem to get hit hard by sapsuckers. Committee members will provide suggestions to Hedman; she will consult with the professional who prepared the Plan for final decision on species.
* **Motion** to approve the proposal: Ray/Fizell; motion carried (all ayes).
* **Implementation:** 
  + Kitchell will request that Public Works put two items on their workplan for Halvor Reiten: Priority 1: install drainage from the swale to the lake, since this has been on the list for the last 2 years; Priority 2: assist planting in October by digging holes so volunteers can plant the plants.
  + Hedman will request bids from local landscape contractors, 1 for the plants only and 1 for plants plus installation.
* **Follow up:** will be needed on implementation at July or August meeting.
  + - * 1. Turning Point Fountain maintenance: report from City staff and discussion of potential solutions.

The Mary Rice family will no longer pay for landscape maintenance

A quote from landscape contractor (Manzanita) would be for a total of around $2,000 for 2-4 hrs. bi-weekly through the season; about $800 for wood chips.

Fizell will ask Civic League about Wednesday Weeders helping with landscape maintenance

Kitchell volunteered to do outreach to raise $3000 for maintenance in 2023

Next Meeting(s): July 6, 2023 @ 8:00 a.m. via Go to Meeting. Potential topics:

1. Committee operations:
   * Welcome new members
   * Elect new chair
   * Decide on meeting time and location
2. Possible follow-up on:
   * Mural on Iron Bridge abutment
   * Forestry Ops. Plan Implementation at Halvor Reiten
   * Turning Point Fountain landscape maintenance
3. Trails Forum feedback - August

Motion to adjourn: at 9:36 Fizell/Carrier. Motion carried (all ayes)

Minutes Attachments:

1. Update report from BATs ad hoc subcommittee
2. Proposal to implement the Forestry Operations Plan at Halvor Reiten Park