

City of Bayfield
Parks & Recreation Committee Minutes
July 7, 2022 @ 7:30 a.m. – Held virtually via Go to Meeting

- Call to Order at 7:32 a.m.
- Roll Call:
 - Members present: Bingham, Dougherty, Fizell, Kitchell, Ray
 - Members Absent: none
 - Others Present: Kovachevich, Johnston (for budget info.)
 - Recreation & Fitness Resources: Kaiser
- **Motion to Approve Agenda:** Fizell/Ray; **Motion carried** (all in favor)
- **Motion to Approve Minutes*** from 6/2/22 meeting: Ray/Dougherty; **Motion carried** (all in favor)
- Public Input on Agenda Items: none

Agenda

Permit Applications and Public Requests

1. Cairncross/Jensen Wedding in Memorial Park on August 6, 2022
Motion by Dougherty/Bingham to approve application with the following conditions:
 - add time as 3:30 – 5:30;
 - require permit fee of \$250.00;
 - attach all permit requirements, including post-event clean up, to the permit when issued.**Motion carried** (all in favor)

Standard Update Reports:

1. Rec. Center Information Sharing (Jacob Kaiser):
 - Point to La Pointe Swim: returning to Washington Ave.; registration is full @ 650 swimmers (more than previous years); still seeking volunteers to help with all aspects; all systems go.
 - No concerns from PWD or Committee members.
 - Swim lessons an ongoing priority.
 - Lease with the school has been extended for a year until June 30,2023.
2. Playground Subcommittee Report: Moved under New Business as a focus agenda topic
3. Budget/Finance Report (operations, CIP, Dalrymple, Big Ravine/Iron Bridge budget) *
 - Dalrymple: discussion about the possibility of breaking out the costs of operating Dalrymple in order to understand profit vs. cost. Costs include wages and supplies (restrooms); but it would be very difficult to break out these costs.
 - No more than a couple of site payments were lost when fee box was broken into.
 - Kovachevich reported that wages will be higher than expected due to lack of restroom cleaner: core PWD crew is cleaning restrooms.
 - CIPs for East Dock/Cooper Hill Parks (\$5,000) and Halvor Reiten (\$3,500) have had no expenses to date.
4. Committee member round-robin reports for their assigned parks
 - Big Ravine Preserve/Iron Bridge (Kitchell):
 - New rock steps by waterfall & school trail repaired by Trails Anon.
 - West Rim Trail maintained by volunteers: removed tripping hazards and leveled trail tread in heavily impacted locations.
 - Pine Bluff Trail is showing wear
 - Trees are growing up in front of Iron Bridge: consider clearing again in 2023.
 - Cooper Hill Park (Fizell): seeing lots of use – very popular. PWD will take care of low-hanging branches on trees.
 - Dalrymple Campground (Ray):

- Kovachevich reported on progress on the new sites: all cleaned up and graded; installed drain tile around upper edge; filled big hole; seeded with grass.
 - Recent heavy rains caused some runoff on road that needs to be cleaned up.
 - Site # 6 will be leveled to make it more user-friendly.
 - There is a need for brushing to maintain lake views and keep roadsides clear. Ray will try to help on this.
- East Dock Park (Dougherty):
 - Sidewalk was installed out to fishing pier in conjunction with the harbor project; light pole & light will be repaired too
 - New volleyball net on order.
 - Future: before installing new equipment, it would be good to add more sand to address the issue of standing water after big rains and high-water levels.
- Halvor Reiten Park (Bingham): all okay
 - Kovachevich reported that they have plans to remove the dilapidated bench, dig out other benches, and dig out the drainage downstream from the rain garden/catchment basin.
- Washington Ave. Beach (Kitchell):
 - Lots of debris on beach, makes it hard on bare feet and kids playing. Kitchell will try to work with Trek & Trail and others to clean up and rake debris before the Point to La Pointe swim.
- Waterfront Walk (Jake's Park, Memorial Park Annex, Turning Point Fountain) (Fizell):
 - New walkway & benches look great. Grass seed is starting to take hold.
 - Kovachevich reported broken sprinkler head at Bayfield on the Lake Condo. That caused undermining of the new walkway. The spot has been temporarily filled in; Luppino will repair and patch it when they are back with asphalt.

Other Parks/Trails Reports (if any):

1. Hillside Park (Baseball Field, School Garden) (under lease with school):
2. Soccer Field (City):
3. Fountain Park (BHA):
4. Korseberg Park (County):
5. Bayfield Area Trails (Kitchell):
6. Rain Gardens:
 - Kitchell reported that the workshop at the Courthouse occurred; weather was inclement, but 16 people participated; some maintenance and mulching were completed.
 - PWD will cut the white pine at ground level.
 - Bill Bland & Landmark have done a nice job maintaining the one by the boat ramp.
 - Halvor Reiten needs maintenance.

New Business:

- **Playground Replacement Project*:**
 - Kylie Vadnais presented the subcommittee's recommendation for the Cooper Hill proposed project plan/budget and selection of equipment replacement contractor.
 - **Motion** to recommend to Council to approve the proposed project plan/budget and selection of contractor (attached below): Dougherty/Bingham. Discussion: add weed control and weed barrier to plan/budget. **Motion carried** (all in favor) – with a BIG THANK YOU to the subcommittee for incredible fundraising and excellent planning/presentation.
 - Other report – inserted below

- **Course of action for unspent Waterfront Walk funds***
 - Available balance (after replacing path, benches, bench pads): \$22,387.62
 - Wisconsin Coastal Management Program supports maintaining/repairing Dock L. No new surface disturbance would be allowed due to their environmental review requirements.
 - **Motion** to approve \$5,000 to proceed with stabilizing the cribbing and dock at the end of Dock L at Halvor Reiten Park, including installing rip rap and removing old decking. Dougherty/Bingham; **Motion carried** (all in favor).
 - Work to be completed by Kenny Dobson for \$1,000
 - Rip rap costs: \$4,000
 - Next Steps: by the August Parks and Rec. Committee meeting
 - Kovachevich will seek quotes for 1) replacing the decking on the dock; 2) constructing a 6 ft. wide x 200 ft. long boardwalk on concrete footers to the end of Dock L.
 - Anticipating that the cost of a boardwalk may be unaffordable, Kovachevich will explore the feasibility and cost of a rock-based gravel walkway, 6 ft. x 200 ft. to the end of Dock L. There are concerns about future sinkholes.
 - Kitchell will prepare/submit a new proposal to WCMP to include repair of the dock at the end of Dock L.
- **Future meetings:** The Committee agreed to change the standard meeting time to 7:45, with a hard stop no later than 9 a.m. It was also agreed that meetings will be held virtually.

Motion to Adjourn at 8:46: Bingham/Dougherty; **Motion carried** (all in favor)

Next Meeting: August 4, 2022 @ 7:45 a.m. – virtual via Go to Meetings

Bayfield Playground Subcommittee Report June 2022

Recent Progress on Action Items

- Held Spring Silent Auction Fundraiser on June 5th, bringing in just over \$5k and 36 kids participating in the playdate
- Received \$5k grant from Bayfield County Health Infrastructure program
- Received 5 bids for playground options from public bid notice, bringing recommendation to P&R on 7/7 and to City Council on 7/13
- Submitted Packers Foundation Grant on July 1st for up to \$8k

Upcoming Actions

- Assessing playground bids and bringing recommendation to P&R on 7/7 and to City Council on 7/13 to make final decision by 7/15
- Will hear back on application to the Kubota “Hometown Proud” Grant Program on 7/13
- Research fencing replacement and/or repair options for Cooper Hill
- Develop long(er) term grant application strategy and timeline

Funds raised to date

- \$45,840 raised to date. Goal for Cooper Hill is ~\$45k, and goal for East Dock Park is ~\$150k.

Playground Subcommittee Cooper Hill Recommendation

We received bids from five different playground companies. A sixth bid from Cedarworks was submitted to a sub-committee member, but not to the city as instructed, so was eliminated from the pool. A few additional bids were quickly removed from the pool upon evaluation:

- Boland Recreation: missing installation and shipping price and timelines
- Playground Boss: structures did not meet criteria of unique and/or themed for our community, limited activity options, and limited color choices
- Gerber: structure proposed was significantly higher in cost than other bids (\$70k+)

The remaining bids were from two companies, each of which submitted multiple options outlined below:

Company	MN and WI Playgrounds		Lee		
Structure	Symphony Sail	Timber Creek	Nucleus Nautical	Nature Play	Playhouse
Criteria 1: Fits within 32' X 47' area	38 X 31 (1,1178 sq ft)	33 X 33 (1,089 sq ft)	41 X 31 (1,271 sq ft)	27 X 37 (999 sq ft)	40 X 27 (1,080 sq ft)
Criteria 2: Aligns with target age range of 2-5, with options for older kids	Focus is 2-5 year olds, 9 activities: - 2 slides - 1 wave climber - 2 ladder like climbers - 4 music panels	Focus is 2-5 year olds, 7 activities: - 2 slides (1 double/ 1 single) - 1 tunnel climber - 1 ladder like climber - 2 play panels - 2 flower talk tubes	Focus is 2-5 year olds, 9 activities: - 1 slide - 6 climbers - 1 play panel (2 crescents) - 1 monkey bar set	Focus is 2-5 year olds, 9 activities: - 2 slides (1 double/ 1 single) - 1 climber - 1 stump - 1 climb through hole - 4 play panels	Focus is 2-5 year olds. 7 activities: - 1 slide - 4 climbers - 1 playhouse with tunnel - 1 play panel
Criteria 3: Unique, aesthetically pleasing, and creative design that reflects Bayfield	<u>Symphony Sail</u> Unique, boat structure	<u>Timber Creek</u> Somewhat unique, nature/timber theme	<u>Nucleus Nautical</u> Unique, boat structure, many color options	<u>Nature Play</u> Somewhat unique, nature theme	<u>Playhouse</u> Somewhat unique, no specific theme
Criteria 4: Installation timeline	October 2022		May 2023		
Criteria 5: Cost	Structure: \$33,630 Install: \$11,619 Ship + Fees: \$11,032 TOTAL: \$56,281	Structure: \$20,389 Install: \$12,029 Ship + Fees: \$7,552 TOTAL: \$39,970	Structure: \$35,565 Install: \$11,600 Ship + Fees: \$1,500 TOTAL: \$48,665	Structure: \$27,054 Install: \$8,900 Ship + Fees: \$1,500 TOTAL: \$37,454	Structure: \$24,629 Install: \$8,000 Ship + Fees: \$1,500 TOTAL: \$34,129

All proposed structures had similar warranties, with 15-year warranties on deck and plastic/molded structures. All companies included engineered wood fiber for a ground cover in their proposal, but this was removed from the above prices as it could be sourced locally. Lee included a cost estimate of \$2,250 for wood fiber, which was higher than the quote provided by Kate Kitchell for previous wood chip purchases for Cooper Hill (\$1,500).

It's important to note that Lee has shared that shipping and install fees could be reduced if we could provide a space for the equipment to be shipped and stored prior to installation, if volunteers unwrapped equipment and took care of trash, and/or if we provided our own concrete. Specific discount amounts were not yet provided.

Our Recommendation:

Given the information above, we recommend the **Nature Play** structure by Lee is used for the Cooper Hill playground for the following reasons:

- It offers the highest number of play activities and a diverse set of play activities for our target age group
- It is aesthetically pleasing and includes themes that are aligned with our community
- Of the structures with 9 play activities, it is the lowest cost, and under what we have already fundraised (\$45k) - allowing room in our budget to account for fencing repair and ground cover

While this structure cannot be installed until spring of 2023, the committee agreed that this trade off in timing was worth the benefits outlined above especially with consideration that a new structure installed in 2022 would not be used significantly in the winter but might endure the wear and tear of the elements for an additional season.

Project Budget Overview:

Item	Estimated Price	Estimated Spend
Removal of current fencing in a manner that allows for reuse of the fencing (estimating 2 ppl for 8 hrs each, at \$20/hr)	\$320	\$0 - in-kind donations by volunteers
Removal and disposal of current equipment (estimating 4 ppl for 8 hrs each, at \$20/hr, and \$500 dumpster)	\$1,140	
Site prep including leveling of playground area (estimating 2 ppl for 5 hrs each, at \$20/hr, equipment provided by volunteers)	\$200	
Playground structure (Nature Play by Lee)	\$27,054	\$27,054
Playground structure shipping and fees (Lee)	\$1,500	\$1,500
Installation of structure (by Lee)	\$8,900	\$8,900
Fencing repair materials (quote provided by Mike Eldred)	\$800	\$800
Fencing repair and reinstall labor (quote provided by Mike Eldred)	\$1,600	\$1,600
New wood chips	\$1,500	\$1,500
Application of wood chips (estimating 2 ppl for 4 hours, at \$20/hr)	\$160	\$0 - public works OR in-kind donations by volunteers
TOTAL	\$43,174	\$41,354