**City of Bayfield**

**Parks & Recreation Committee Minutes**

**January 6 @ 7:30 a.m. HAPPY NEW YEAR!**

**Via Go to Meeting**

* Call to Order @ 7:34 a.m.
* Roll Call: Members present: Bingham, Carrier, Fizell, Kitchell, Ray
	+ Staff Present: None (Thanks to Dionne Johnston for starting the Go to Meeting)
	+ Recreation & Fitness Resources: None
* **Motion to** Approve Agenda: Carrier/Bingham; Motion carried (all in favor)
* **Motion to** Approve Minutes from 12/2/21 meeting: Bingham/Carrier; Motion carried (all in favor)
* Public Input on Agenda Items: None

Agenda

Permit Applications and Public Requests

* Moody family bench request: Kitchell reported that Sarah Mather had been contacted about a memorial bench for Mr. & Mrs. David Moody. There is one more bench next to the Waterfront Walk in front of Bayfield on the Lake condos that needs to be replaced. It is Kitchell’s understanding that Sarah was going to follow-up on this request.

Standard Update Reports:

1. Playground Subcommittee Report: no one from the Committee was present. Carrier provided a verbal report. The Subcommittee’s monthly report is inserted below:
	* **Summary of month’s work**
* It has admittedly been a bit of a quiet month for our subcommittee due to the holidays, travel, and COVID. We are eager to jump back into action in the new year.
* Updated our [community letter](https://docs.google.com/document/d/1mqkXgT4dg-oGG0uyK5xypXurZDwKX2twgWLE4_hDBCU/edit) and will share this with key stakeholders
* Sent personalized thank-yous to all individual donors
	+ **Fundraising strategy updates**
* Donation link now live on the city website (thank you to the city!)
* We were not chosen as a grantee for the Chequamegon Co-ops Round of Partners grant for this year
* We are actively working on MMC’s community support application; on Jan. 7, MMC notified Grace Hogan that they would be donating $10,000.
	+ **Funds raised to date**
* $5,665 raised to date through individual donors
* + $10,000 from MMC = $15,665 TOTAL
1. Budget/Finance Report (operations, CIP, Dalrymple)
	1. The final operations budget closed out at 98.85%; however, wages and water/sewer were 121+% spent. Discussion ensued about why these higher expenses were incurred and whether future budgets should be adjusted to accommodate these increases.
		1. Dionne Johnston reported that the normal restroom cleaner was unavailable for a while and thus the primary public works staff was cleaning restrooms at a higher wage.
		2. Restrooms were heavily used due to high visitation, including during the week. This resulted in higher water & sewer.
		3. Mayor Ringberg suggested that it would be helpful to look at the quantity of water & sewer generated in order to monitor and understand usage trends.
		4. Treasurer Johnston recommended that we give it another year and then analyze trends to determine if budgets need to be adjusted to increase allocations for restroom water & sewer costs.
	2. Carryover Request: Kitchell reported that Treasurer Johnston recommended following up on this in February. This will likely be on the P&R Committee agenda in March, with a budget amendment to follow.
2. Big Ravine Preserve/Iron Bridge:
3. Cooper Hill Park:
4. Dalrymple Campground:
5. East Dock Park: Kitchell mentioned the idea of exploring the idea of asking the harbor project contractor to pull the large tree stump with the very large backhoe that is currently on site. Kitchell will follow-up with Kovachevich.
6. Halvor Reiten Park:
7. Turning Point Fountain:
8. Washington Ave.: Restroom doors have been replaced.
9. Waterfront Walk (Jake’s Park, Memorial Park Annex): Grant agreement was signed in early December. Request for bids for renovation will be going out in the next couple of weeks.

Other Parks/Trails Reports (if any):

1. Hillside Park (Baseball Field, School Garden) (under lease with school):
2. Soccer Field:
3. Fountain Park (BHA):
4. Korseberg Park (County):
5. Bayfield Area Trails (Kate): **Virtual Community Meeting on Saturday January 22nd @ 9 a.m.**
	1. Highlighted the annual report showing over 2000 hours of volunteer time, valued over $35,000.
	2. Mayor Ringberg asked if Big Ravine trails are being used. Committee members reported that they are all being actively used and are packed down. Kitchell reported that the BAT Comm. website will be posting a winter trail alert that trails are unmaintained in winter. Bingham reported a tree across the West Rim Trail; Carrier volunteered to clear the tree off the trail.

Rec. Center Information Sharing: None

COVID-19 Report & Discussion: Mayor Ringberg emphasized the importance of being careful: getting vaccinated, wearing masks indoors, and following protocols.

Old/Ongoing Business

* Kudos on the updates on the website!
	+ Thanks for linking to Bayfield Area Trails.
	+ Need to add the minutes from Nov & Dec meetings; plus update the link to packets
	+ **Action:** Carrier will follow-up with Mather on adding information about Washington Ave. beach
	+ **Action:** Kitchell will coordinate with Mather about possibly adding a link to the permit for use of a park.
* Parking Plan Update (Carrier)
	+ In December, the City Council passed a motion to implement a paid parking system (in some form) by no later than 2023.
	+ This allows time for additional public engagement and refining of the Plan and its implementation.

New Business:

* Fiscal Sponsorship for Bayfield Area Trails: Draft agreement & BAT Comm. MOU were attached.
	+ P&R Committee comments: Building collaborations is a great approach. Mayor Ringberg expressed appreciation for the progress on this.
	+ Requesting review of agreement by City attorney: Mayor Ringberg recommended that a full final package be vetted with all players prior to sending to Mr. Lindsey for review.
* Outdoor Recreation Plan Review\*:
	+ Carrier expressed support for this process on an annual basis to show accomplishments; to refine the plan in response to changing conditions and needs; and inform budget planning.
	+ Committee members agreed with the forms and approach for reviewing the ORP and documenting the accomplishments and Plan updates.
	+ Ray suggested including the Playground subcommittee in the review.
	+ **Action:** Kitchell will send out a request for review and input by January 21st so that the input can be compiled for final review and approval at the February meeting. This will include distribution to the playground subcommittee.

Adjourn: Motion: Carrier/Ray; Motion carried (all in favor). Adjourned at 8:23 a.m.

Next Meeting: February 3, 2022 @ 7:30 a.m. via Go to Meeting

\*Attachments to agenda:

1. 12/2/21 meeting minutes
2. Bayfield Area Trails DRAFT Fiscal Sponsorship Agreement
3. Bayfield Area Trails MOU
4. Link to [Outdoor Recreation Plan](http://www.cityofbayfield.com/uploads/1/1/1/5/11158030/outdoor_rec._plan_3.29.21.pdf)
5. Outdoor Recreation Plan Review Table
6. Outdoor Recreation Plan Implementation Table (with 2022 highlights)