**City of Bayfield**

**Parks & Recreation Committee Minutes**

**December 2, 2021 @ 7:30 a.m.**

**Via Go to Meeting**

* Call to Order @ 7:30 a.m.
* Roll Call: Members present: Bingham, Carrier, Fizell, Kitchell, Ray
  + Staff Present: Kovachevich
  + Recreation & Fitness Resources: Jacob Kaiser
* **Motion to** Approve Agenda: Fizell/Bingham; Motion carried (all in favor)
* **Motion to** Approve Minutes from 11/4/21 meeting: Carrier/Ray; Motion carried (all in favor)
* Public Input on Agenda Items: none

Agenda

Permit Applications and Public Requests

1. Permit application from RFR Point to La Pointe Open Water Swim: 8/6/2022
   1. Discussed possibility of having to move the event to Halvor Reiten Park per 2021 swim. If this has to occur, RFR would need to re-submit an application before June 2022 for Public Works and Parks & Rec. Committee reviews.
   2. Mather would administer the fees consistent with past years and in accordance with the standard permit fee schedule.
   3. **Motion** to approve the permit as presented: Fizell/Bingham; Motion carried (all in favor)

Standard Update Reports:

1. Playground Subcommittee Report
   1. Number and breadth of donations shows strong public support
   2. Continuing to pursue grants including the Co-op’s “Chip Up” and MMC.
   3. Planning to host a winter event for fundraising and community awareness.
   4. Reports will be provided for meeting packets in the future.
2. Budget/Finance Report (operations, CIP, Dalrymple)
   1. Question about why expenditures ran over budget for 1) sewer/water; 2) wages. This is important for next year’s budget planning.
      1. Sewer/water due to high usage
      2. **Action:** Kovachevich will provide detailed report on wages at next meeting.
   2. Kitchell summarized Big Ravine/Iron Bridge budget report, including potential carryover projection.
      1. This needs to be reviewed/reconciled with City Treasurer to determine carryover request.
      2. Once amount is determined, it would require a budget amendment/resolution by Council.
      3. **Motion** to authorize Kitchell & Carrier to coordinate with City Treasurer to determine final carryover request. Bingham/Fizell: Motion carried (all in favor).
3. Big Ravine Preserve/Iron Bridge: Due to heavily frozen conditions, work on the lower School Trail and the steps along the Gil Larsen Trail will be deferred to spring 2022 (per Trails Anonymous report & recommendations).
4. Cooper Hill Park: safety issues fixed. People are still using the park and enjoying it.
5. Dalrymple Campground: Discussion that the $5500 estimate from C&W would not include leveling existing sites. The Committee asked Kovachevich to get a cost estimate for the leveling. This will need to be reviewed in advance of doing of the work to ensure staying within budget.
6. East Dock Park: Harbor project is happening. Park is closed. Safety issues fixed.
7. Halvor Reiten Park: nothing new
8. Turning Point Fountain:
9. Washington Ave.: Restroom door replacement: still waiting for all materials; but will be done when materials are available.
10. Waterfront Walk (Jake’s Park, Memorial Park Annex):
    1. Kitchell reported that we are still waiting for grant agreement; despite several inquiries.
    2. Kovachevich expressed that it is becoming time-critical to get the Request for Bids out because many contractors are getting booked up for next season.
    3. **Update:** Kitchell contacted WCMP on 12/2: grant agreement just approved at Fed. Level: sent via email to City for signature on 12/2. It will be signed by the Mayor asap. Hoopman will work on posting Request for Bids.

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):

Rec. Center Information Sharing: Jacob Kaiser

* Need more lifeguards. Spread the word.

COVID-19 Report & Discussion: nothing new

Old/Ongoing Business

* Private Land Trail Crossings: Awaiting Max Lindsey to record the deed. Bench & plaque still in progress.
* Outflow pipes from School onto Big Ravine slope: coordinating with school

New Business:

* Parking Plan Review (Carrier): Committee referenced compiled comments from Committee members. Discussion focused on park-related issues.
  + Carrier reported that the Parking Committee considered the P&R Committee’s comments, with the following outcomes:
    - Parks will be paid areas: “Green”: unlimited time @ $1.25/hr. (lowest cost)
    - Regarding Rec. Center concerns: members have the option to purchase an annual pass; it is the Rec. Center’s responsibility to provide parking for their members, and this could be done by converting the skate park; perhaps donations could be made to validate parking for members.
    - Clarified that only property owners within the City limits would receive free annual passes. Other 54814 residents would have to purchase a pass ($50/yr.)
    - Bingham raised concerns that $50/yr. may create a hardship for some people.
    - Wayfinding and signage are recognized as sensitive topic. Plan Commission is taking the lead on wayfinding plan. Kitchell asked that this plan be coordinated with Parks & Rec. (and trails).
  + Fizell mentioned concerns about people who do not have smartphone technology. Carrier explained that there will be pay stations: currently planned for the 3 city lots.
  + Fizell also mentioned concerns about large trailers parking on Rittenhouse & Mannypenny, making it difficult to see traffic when trying to cross or enter onto these roads. Carrier explained that no trailer parking would be allowed in the “Yellow” high-use/premium location that includes this area of concern.
  + Carrier clarified that handicap parking would be free and could be used by trailers.
* Fiscal Sponsorship for Bayfield Area Trails: Kitchell reported that work is ongoing to find an option for BATs to be able to receive donations. RFR is still a likely partner in this scenario due to their strong interest, mission alignment, and common geographic area of service.

Adjourn: **Motion** to adjourn at 8:49 a.m.: Ray/Bingham; motion carried (all in favor)

Next Meeting: January 6, 2022 @ 7:30 a.m.

Depending upon potential agenda topics, this meeting may be canceled. Kitchell will coordinate with Committee members in advance.

Future meeting topics:

* Outdoor Recreation Plan review and revision: January 2022.