

**City of Bayfield  
Parks & Recreation Committee Agenda  
Minutes of May 6, 2021**

- Called to order by Chairwoman Kitchell at 7:31 am via GoToMeeting
- Roll Call: Kate Kitchell, Matt Carrier, Skye Bingham, Keith Ray, Diane Fizell
- Others: David Moody, Rosa Karl, Gordon Ringberg—Mayor, Tom Kovachevich—PWD, Sarah Mather—Assistant.
- Approve Agenda: Carrier/ Fizell. Carried.
- Review/Approve Minutes from April 1<sup>st</sup> Meeting: Fizell/ Ray. Discussion about previous motion about buckthorn removal. **Carrier motioned to strike previous motion of sending \$500 to Landmark to utilize BAEC for buckthorn removal. Seconded by Ray.** Motion to approve the minutes with the corrected changes Carrier/ Ray. Carried.
- Public Input on Agenda Items: None.

Agenda

Permit Applications and Public Requests:

- Bayfield County Human Services Picnic Shelter: **Carrier motioned to waive the fee for the shelter. Seconded by Fizell. Carried.**

Standard Update Reports:

1. Budget/Finance

- a. Proposal to make \$2500 of Big Ravine/Iron Bridge CIP available for essential Parks and Recreation expenditures: Reallocating funds should not be an issue for CIP projects. Around \$6,550 for additional trail projects left over from grants and donations.
  - i. Gil Larsen Boardwalk: current plan = \$1500. Cost estimate will be developed after a site visit
  - ii. Buckthorn control: **Carrier motioned to send \$500 to BAEC for invasive species eradication in the City. Seconded by Bingham. Carried.** (Typically given to Landmark via MOU.)

2. Big Ravine Preserve/Iron Bridge:

- a. View shed planting on May 1
- b. Gil Larsen Trailhead:
  - i. Interpretive signs have been installed.
  - ii. Install new timbers at trailhead parking lot after dumpster day: Kovachevich noted that once the dumpsters are gone the work can start with help from volunteers.
  - iii. Plant 5 trees from Tree Board with 4<sup>th</sup> graders on May 20 @ 12:15: 4 commemorative trees will be planted. Where should they go? There will be two apple trees planted. Discussion on where trees, specifically apple trees, should be planted. Onsite visit Friday, May 14<sup>th</sup>, 2021 at 8:30 to decide where all the trees will be planted, have the holes dug in advance, and address concerns with Beth Cozzi, City Forester, about the apple trees and planting them on the other side of the berm to help with debris.
- c. Scoping out boardwalk above the waterfall: Cost estimate will be developed after a site visit has been done.

3. Cooper Hill Park: Sand is needed in the sandbox. PW crew will add more. Balance beam needs to be replaced. Weeds are an ongoing issue. There is \$3,000 in carryover to utilize for woodchips and Cooper Hill and East Dock. Mather will get a quote together for the next meeting.

4. Dalrymple Campground: Campground is currently open. Campground needs some work still. Gravel at sites, fixing posts, etc.

5. East Dock Park: Sand is needed on the volleyball court. \$3,000 available in savings for woodchips and East Dock and Cooper Hill. Mather will get a quote together for the next meeting. Parks cleanup day happened April 17<sup>th</sup> with a large turnout! Kovachevich thanked everyone who helped.
6. Halvor Reiten Park: Bingham met with Susan Hedman to discuss concerns from Reiten Boatyard Condo association. Proposal for 3 new signs to be installed 2 of which stating park hours 5am-midnight, no smoking, fires, loud music, or grills in the pavilion and the other sign on the beach facing the lake stating no motorized or non-motorized watercrafts. Discussion ensued on sign clutter and ordinances. Our ordinances currently do not ban smoking in City parks and grills are allowed in designated picnic shelters. Complaints are ongoing in the summer but should be directed to the Police Department as they're occurring and not after the fact via email. Kitchell and Bingham will work together to discuss with Reiten Boatyard and come up with "friendlier signage" to post.  
Bayfield County Health Infrastructure grant is happening again this year. Kitchell would like to begin thinking about putting in a proposal to help the access along Dock L and out to the end. Will require a site visit.
7. Turning Point Fountain: Maintenance.
8. Washington Ave.: No updates
9. Waterfront Walk (Jake's Park, Memorial Park Annex): WCMP \$25K grant approved! Awaiting public announcement and grant agreement before moving further. Goal is to complete it this year.

#### Other Parks/Trails Reports (if any):

1. Hillside Park (Baseball Field, School Garden) (under lease with school): none.
2. Soccer Field (under lease with school): School would like to terminate the lease early. Discussion ensued.  
**Carrier motioned to recommend to the council that the school continue to maintain the property as they have under the current lease for 2021 and in 2022 the City terminates the lease and takes over the maintenance. Seconded by Fizell. Carried.**
3. Fountain Park (BHA): None
4. Korseberg Park (County): None
5. Bayfield Area Trails: None

#### Launching a Green Infrastructure Program (5 min.)

- Metro Blooms visit during week of May 17<sup>th</sup>: assess and develop design for Halvor Reiten rain garden/swale
- Metro Blooms also assessing 3 other sites: 1) courthouse; 2) NW corner of Rittenhouse Ave. & 6<sup>th</sup> St.; 3) property at SE corner of 11<sup>th</sup> & Wilson
- Received grant from Apostle Islands Area Community Foundation for community training

COVID-19 Report & Discussion (5 min.): Restrooms opening, and cleaner will start soon. **Motion by Fizell to recommend hiring a person to serve as the campground/harbor attendant contingent upon the Harbor Commission agreeing to hiring a person for the season. Seconded by Carrier.**

#### Old/Ongoing Business:

1. Private Land Trail Crossings:
  - a. Report on status of Daum and Larson crossings: Larson has come back with a letter saying that they would like to donate the property. **Ray motioned to recommend the land donation from the Larson's to Council and send a thank you letter while details are getting worked out. Seconded by Fizell. Carried.** Kitchell will draft a thank you letter.
2. School Trail:

- a. Full Design Report: \$800 contract issued in April to Will Krift, Trails Anonymous
- b. Bayfield Community Education Foundation approved grant for \$3,000
- c. Bayfield School Board approved \$10,000
- d. After full report is received, discuss contributing funding from City trails projects budget at June meeting. Target construction in August

New Business:

1. Hemlock Heights Proposal: Contracted with Will Krift, Trails Anonymous. **Carrier motioned to accept the proposal as presented. Seconded by Ray. Carried.** Adequate funding available for the project coming from WI DNR—Rec. Trails Program and donations. No CIP funding will be used. **Carrier motioned to use the DNR Grant funds and donations to make up the \$1,664 difference in the proposal, including the contingency. Seconded by Fizell.** Discussion about any financial changes and change orders will come before the board. **Carried.**

Adjourn: 9:47 am Carrier/Ray. Carried.

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## 2021 PROJECTS

<b>TASK &amp; TASK</b>	<b>TIME FRAME</b>	<b>FUNDING</b>
<b>Front Walk Renovation</b>		\$25 K WCMP; \$28,800 donation \$5,000 CIP
Reach to prospective contractors & initiate request for	By end of May	
Grant agreement (late July)	When received from WCMP	
Notify and thank donors, secure funds	After public announcement	
Meetings with P&R, Tom, Marilyn Van Sant, David Jim Bryan, Mr. Perkins (?)	After public announcement	
Environmental reviews coordinated by WCMP	Completion date unknown	
<b>Iron Bridge</b>		CIP = \$2500 in General Fund
Final planting	May 1	Ap. Islands Hist. Pres. Conservan
Interp. signs at Gil Larsen Trailhead		WCMP
Maps & directional arrows (Vols.)	May	WCMP
Remove timbers (PWD)	May 10	
Remove 2 old signs (not Iron Bridge) – store wood next to shed for future use (PWD)	May 10	
Remove timbers (Vols.)	May 10 & 11	WCMP
Remove bulletin board (Vols.)		WCMP
Rock Heights construction (Trails Anon. & Vols.)	May 11 – May 26	DNR Grant & Other donations
Remove Gil Larsen boardwalk above waterfall	June	CIP (\$1500)
Worm Control – Bay Area Environmental Consultants	Fall	CIP (\$500)
Remove Gil Larsen Trail	June/July	Grants/donations in budget
Final connecting Trail?	End of August	BCEF, School Board, City grants
<b>Reiten Park</b>		
Install and post sign(s) – park hours, etc.	By June 15	CIP – estimate \$150
Infrastructure Assessment & Design	Site visit week of May 17th	WCMP
Provide access to dock (rock/gravel or wood)	Site visit in June/July	Reiten Boatyard Condo. Assoc.
Remove dock?	Site visit in June/July	? County Health Grant?