

**City of Bayfield
Parks & Recreation Committee Minutes
May 5, 2022 @ 7:30 a.m.
Via Go to Meeting**

- Call to Order @ 7:35 am
- Roll Call: Welcome Ted Dougherty! (replacing Matt Carrier as Council rep.)
 - Members present: Ted Dougherty, Diane Fizell, Kate Kitchell, Keith Ray
 - Members Absent: Skye Bingham
 - Others Present: Tom Kovachevich, Sarah Mather, Grace Hogan (playgrounds subcommittee)
 - Recreation & Fitness Resources: Jacob Kaiser
- **Motion to Approve Agenda:** Ray/Fizell – all ayes – motion passed
- **Motion to Approve Minutes*** from 4/7/22 meeting: Fizell/Ray. Ayes: Fizell, Kitchell, Ray; Dougherty abstained. motion passed
- Public Input on Agenda Items: None

Agenda

Permit Applications and Public Requests

- **Bench Requests:**
 - Kovachevich raised concerns about the proposal to place a memorial bench by the interpretive sign next to the waterfront sidewalk at the south end of S. Second St. He indicated that if an “overlook” were constructed there, a bench could be appropriate. But, placing a bench so close to the road would conflict with snow plowing/removal. The Committee members agreed to find a different location for this memorial bench.
 - ACTION: Kitchell will create a map showing the locations of all the benches in the city as well as potential sites for new benches. This map will include the names associated with current memorial benches as well as those planned for installation in 2022.

Standard Update Reports:

- Kitchell mentioned that a park should be assigned to Dougherty. It has been recommended that East Dock Park be passed from Ray to Dougherty so that Ray can put more focus on Dalrymple. East Dock is also closely associated with his role with Harbor Commission. Kitchell would pick up Washington Ave. beach that was previously assigned to Carrier. Final assignments will be affirmed in June.
 - Kovachevich reported that his part-time workers are now on board.
1. Playground Subcommittee Report (attached)
 - Playground clean-up day report: Thanks to the folks who did a great job cleaning up Cooper Hill Park on April 30th (despite the cold rainy weather): Kylie Vadnais, Neil Howk, Nancy Pearson, & Matt Carrier. No clean up occurred at East Dock Park since the harbor project is still occupying the site.
 2. Budget/Finance Report (operations, CIP, Dalrymple) *
 - Kitchell added one clarifying point on the CIP report: it does not reflect the \$8,257.99 of carryover associated with donations/grants for Big Ravine Trails. She will present a proposed spending plan for this funding at an upcoming meeting. When the P&R Committee approves the spend plan, a request for a budget amendment will be prepared in cooperation with Johnston & Hoopman for Council’s consideration.
 - At the June meeting the Committee will discuss the document prepared by Baker-Tilly for the County about potential funding sources for City projects.
 3. Big Ravine Preserve/Iron Bridge:

- Special thanks to Roger Aiken and the North Coast Cycling Association for a new bike rack at the Gil Larsen Trailhead! Kitchell will send a thank you note.
 - Iron Bridge Viewshed Planting and Forget-me-Not removal on May 14th: Plants are ordered. Bay Area Environmental Consultants are scheduled to lead the volunteer project.
 - School hillside planting: Ray indicated that he may need 1-2 folks to help with planting when the plants arrive. To be coordinated with Bayfield Area Trails volunteers as needed.
4. Cooper Hill Park: thanks to the clean-up crew.
 5. Dalrymple Campground: Kovachevich is coordinating with C&W to develop 3-4 new sites after weight limits are lifted. He could meet on site with interested Committee members to discuss plans. Fizell, Kitchell & Ray met with Tom K. on 5/10: all looks good.
 6. East Dock Park: Kovachevich reported that the harbor project contractors will remove the large stump in the middle of the park. THANKS to the contractor! The harbor project should be complete by the end of May.
 - The Committee agreed that the playground should be closed until the harbor project is done. ACTIONS: Ted asked the contractor to close off the park entrances. Hogan will work with Mather to develop and post "CLOSED" signs, along with directions to Cooper Hill as an alternative park. After the harbor project is complete, Ray plans to inspect the park to rake wood chips and do other clean up, if needed.
 7. Halvor Reiten Park: PWD needs to do some work on the drainage at the rain gardens. Ken Dobson may be able to help with platform at end of Dock L.
 8. Turning Point Fountain: looking good. Planning to turn on for Memorial Day.
 9. Washington Ave.: nothing new
 10. Waterfront Walk (Jake's Park, Memorial Park Annex):
 - Wayfinding project: Billie Hoopman has reported that the Plan Commission received and reviewed 7 proposals in response to RFP. 2 firms have been invited to the next Plan Commission meeting on 5/24 for further discussion. P&R Committee will have opportunity to participate as wayfinding may relate to parks, trails and public recreation access. Wayfinding is key to presenting a unified vision for public access to waterfront parks and harbor. This is a great opportunity for collaboration between Harbor Commission and P&R Committee.
 - Walkway: Luppino is scheduled to begin first week of June, although inclement weather in April and May could cause a slight delay. Discuss possible options/recommendations for the use of unspent waterfront walk project funds at June meeting.

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 volunteer training and orientation on May 7th @ 9 a.m.

Rec. Center Information Sharing: NOTE: move this on the agenda, just after "Permit Applications and Public Requests"

- Very high registration for the Point to La Pointe swim: over 570 registrations, more than ever.
- Recruiting 2 program directors: 1) youth programming and 2) adult programming
- Swim lessons in full swing
- Making plans for summer activities, including summer school
- In the process of negotiating new building lease with the school as well as discussing how to address long-term issues associated with the aging facility.

New Business:

1. Code of Conduct*: Ted Dougherty provided a little background.
 - a. **Motion** to adopt Code of Conduct: Fizell/Ray; Motion carried (unanimous)

Next Meeting: Meet at Halvor Reiten Park on June 2, 2022 @ 7:30 a.m. Committee will cover standard business as well as discuss potential improvements that may be accomplished in 2022 at this park.

Adjourn: **Motion** to adjourn at 8:40: Fizell/Ray; Motion carried (unanimous)

Bayfield Playground Subcommittee Report April 2022

P&R Committee members all expressed thanks and kudos to the Subcommittee – GREAT WORK!

Posting fundraising signs @ Cooper Hill & East Dock: The Committee reviewed and approved the subcommittee's recommendation on location of the fundraising progress signs at each park.

Recent Progress on Action Items

- Actively planning a Spring Silent Auction Fundraiser to be held on June 5th from 10am - 12pm at the Dock Shop - see details [here](#)
- Submitted an application to the Kubota "Hometown Proud" Grant Program
- Submitted form for "playground equipment giveaway"
- Created flyer and spread the word about April 30th playground clean up event, subcommittee members that are in town that day are planning to attend
- Clarifying the grants available from MN and WI playgrounds and the cost of their structures as well as alternative structure options in order to narrow down to 2-3 options to take to the subcommittee for a vote and get planning for installation.
- Clarifying membership and roles, here's where we currently stand:
 - *Co-Chairs (liaison to P&R Committee):* Mollie Carrier and Kylie Vadnais:
 - *Secretary:* Grace Hogan
 - *Grant Writing Lead:* Hilary Jewell
 - *Event Planning and Communication:* Grace Hogan, Mollie Carrier, Annalisa Bremel
 - *Liaison to Playground Companies:* Mollie Carrier
 - *Participant at P&R Committee meetings:* Grace Hogan, Kylie Vadnais (alternate)
 - Ashley Georgeson and Nancy Pearson will also continue as subcommittee members

Upcoming Actions

- Present 2-3 Cooper Hill Structure Options to the subcommittee for decision making and more detailed implementation planning
- By 5/5/, submit application to Bayfield County Health Infrastructure Grant and continue to source additional grant opportunities
- Host June 5th fundraising event!
- Initiate Request for Proposals for Cooper Hill equipment with the goal of install in the fall

Funds raised to date: \$30,406 raised to date.