

**City of Bayfield
Parks & Recreation Committee Minutes
August 4, 2022 @ 7:45 a.m. via Go to Meeting**

1. Call to Order: 7:45 a.m.
2. Roll Call:
 - Members present: Bingham, Dougherty, Fizell, Kitchell, Ray
 - Members Absent: n/a
 - Others Present: Kovachevich, Vadnais
 - Recreation & Fitness Resources: n/a
3. **Motion to Approve Agenda:** DF/KR; **motion** carried (all in favor)
4. **Motion to Approve Minutes from 7/7/22 meeting:** SB/KR; **motion** carried (all in favor)
5. Public Input on Agenda Items: none

Agenda

Permit Applications and Public Requests:

1. Cheri Tamke: East Dock Park on 9/18/22 for a wedding: **Motion** to approve: KR/SB; **motion** carried (all in favor)
2. Review proposed revision to permit application form: **Motion** to approve suggested notation on the application form to facilitate better coordination between the City and the Civic League at Memorial Park: TD/DF;
 - Discussion: Dougherty suggested adding contact information for the Civic League to the notation on the form.
 - **Motion** approved, with suggested addition (all in favor).
 - Action: Kitchell will follow up with Diane Nussbaum at the Civic League and City staff to revise the form and to suggest a similar notation on the Civic League's form.

Guest Speaker: **Bayfield Wayfinding Project: Jamie Wirkler from Stantec** provided an overview of the project and key takeaways from the visit to Bayfield the previous week. This included a finding that the Gil Larsen and Brownstone Trailheads are difficult for visitors to find. Also, better directions to restrooms are a key need. Committee members asked questions and provided suggestions. In general, the Committee sentiment is positive. Jamie encouraged Committee members to respond to the online survey and to contact him or his colleague if anyone has questions of suggestions:

Jamie Wirkler

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Dave Tweed

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Online Survey Link:

<https://www.menti.com/6aex6w8exm>

Standard Update Reports:

1. Rec. Center Information Sharing (Jacob Kaiser): Point to La Pointe swim is ready to go on Saturday!
2. Playground Subcommittee Report: they are coordinating with the selected playground supplier (Lee) about final details and costs. Lee would reduce the cost if the equipment could be shipped and

stored in advance of installation. Thus, the subcommittee is exploring options for storage in the April time frame. NOTE: subsequent to the meeting, PWD Kovachevich agreed to store the equipment in the City garage next spring.

3. Budget/Finance Report (operations, CIPs, Dalrymple): no discussion
4. Round-robin reports from adopters & Public Works Director:
 - Big Ravine Preserve/Iron Bridge (Kitchell): people are parking on the recently-reseeded grass between the parking lot and the apple shed; Kovachevich will install a few no parking signs to try to keep people off the grass.
 - Cooper Hill Park (Fizell & Subcommittee): getting lots of use
 - Dalrymple Campground (Ray): nothing new; Kovachevich reported that his crew is trying to get some brushing done and dealing with washouts from recent heavy rains.
 - East Dock Park (Dougherty & Subcommittee): Dougherty did a walk through and found no protruding bolts or safety issues. However, he reported a broken picnic table under the large structure that should be removed. Action: public works removal of this table.
 - Halvor Reiten Park (Bingham): see Old Business for discussion of Dock L project
 - Washington Ave. Beach (Kitchell): lots of people using it.
 - Waterfront Walk (Jake's Park, Memorial Park Annex, Turning Point Fountain) (Fizell): Kovachevich reported that the small spot on the walk impacted by a broken sprinkler line has been patched. Until grass grows up to the edges, we can expect that sand/dirt will continue to wash over the walkway in a few locations.

Other Parks/Trails Reports (if any): no reports

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):

Old Business:

1. **Unspent Waterfront Walk funds:** Available balance (after replacing path, benches, bench pads): \$22,387.62
 - a. Previously approved signage:
 - i. \$1,000 for interpretive sign (Neil Howk, Lead): initial quote \$2,000. Awaiting more details from Neil. He will also talk with Kovachevich and City staff about the location and installation of this sign.
 - ii. \$2,000 to wayfinding signage: this expenditure is rescinded with the recommendation to fund it in 2023 in conjunction with implementing the wayfinding project.
 - Balance of uncommitted funds redirected to Dock L (as much as \$21,387.62 +/-); Note: \$3,500 available in CIP account (should carryover for concrete under picnic shelter in 2023).
 - i. Kitchell submitted a new proposal to the Wisconsin Coastal Management Program: they approved using funds for repairing Dock L.
 - ii. Status and outlook report (include budget estimates): Kovachevich
 1. Dobson removed the decking and installed rip rap around the east and south side of the deck. Awaiting invoices for labor and rip rap rock (previously approved \$1,000 for Dobson and \$4,000 for rip rap)

2. PWD plans to dig out the drainage from the swale to the back of Dock L; pull the one bad bench; and reset the “boardwalks” across the sand. It’s “on the list.”
 3. Consulted with Randy Erickson from C&W about the gravel path out to the deck. It would be 200 ft. long and 5 ft. wide. Estimated cost: \$6,210
 4. Still working on getting costs for lumber and reconstructing the deck.
 5. Recommended sequence: 1) rebuild the deck; 2) install the rock/gravel path.
- iii. Kovachevich will bring a full proposal and cost estimate for the path and deck rebuild to the September meeting. If this is ready for consideration prior to September 1, the Committee may convene a special meeting to approve the proposal.

New Business:

1. 2023 Budget Request and Comp. Plan Monitoring Reports:
 - a. Due to limited time, the discussion focused on the 2023 budget request. It is a challenge to prepare this in August as much funding has yet to be spent. Thus, carryover will have to be calculated closer to the end of the year. **Motion to approve the 2023 CIP request, with two changes:** 1) change priorities to place Halvor Reiten Park as #3 priority; 2) note that the Big Ravine/Gil Larsen request could be dropped from the 2023 CIP allocation should funding constraints warrant it (only for one year). DF/TD; **Motion carried** (all in favor). The revised version is attached below.
 - b. Other key points of discussion included:
 - i. The Council will be discussing a possible referendum at the next meeting: therefore, there is a need to consider CIP or operational cost reductions to offset budget shortfalls. This is why the suggestion to drop Big Ravine/Gil Larsen has been made.
 - ii. Questions about process and definitions: CIP is theoretically intended for only Capital Improvements vs. ongoing maintenance. This caused the Committee to wonder if there is a need to revise the budget process and definitions.
 - iii. However, if the CIP only focuses on capital improvements, substantial needs for larger supplies and materials may be overlooked. For example: wood chips at the parks, replacement of failed sections of boardwalk (e.g. Gil Larsen), painting, picnic table replacement, or benches. If the scope of the CIP is narrowed to only capital improvements, operational budgets should be increased to address these types of supplies and materials needs. **On balance, including these costs in the CIP remains the simplest and most transparent approach.**
 - c. The 5-year and 10-year request, plus Comp. Plan Monitoring Reports will be discussed at the September meeting.
2. Due to limited time, the Committee initiated discussion about purchasing and installing trail counters on the Big Ravine Trails. There is adequate funding in the Big Ravine budget from grants and donations. At a minimum, placing a counter on the Gil Larsen Trail would be very informative. The Committee was asked to think about how many to purchase and where to install them. They can be easily moved.

Adjourn: **Motion** to adjourn at 9:10 a.m. TD/KR; **motion** carried (all in favor).

Next Meeting: September 1, 2022 @ 7:45 a.m. via Go to Meeting

2023 City of Bayfield
Capital Improvement Project Request Form
List in order of priority!

Request	General Fund	Borrowing	Grants	Donations	2022 Carry Over	Savings		Total Project Cost
1. Dalrymple	\$6,000						=	\$6,000
Describe/provide justification: This campground is a revenue generator and a showpiece for the City. This is requested for completing the development of 3-5 more sites that were initiated in 2022; plus, materials and supplies for replacement and maintenance of infrastructure (e.g. fence work, refurbishing signs, picnic tables, etc.).								
2. East Dock (ED)/Cooper Hill (CH)Parks	\$5,000		\$10,000 (CH) \$75,000 (ED)	\$36,017.58 (CH) \$75,000 (ED)	\$5,000 (Gen. Fund) \$46,017.58 (CH)		=	\$206,017.58 (\$10,000 Gen. Fund) (8/1/22=\$46,017.58 CH) (\$150,000 ED)
Describe/provide justification: The requested 2023 General Funds and 2022 General Funds carryover would be used for match for the playground equipment replacement. The balance of grants/donations for Cooper Hill (CH) as of 8/1/22 is \$46,017.58. We expect that most of this will be spent on the purchase of equipment by the end of the fiscal year. Thus, the remaining balance is TBD at year end. We request carryover of the balance. Unfunded Needs to be addressed via grants & donations: The Playground Subcommittee plans to pursue funds for East Dock Park equipment in 2023. Estimated cost is up to \$80,000; we are estimating \$40,000 in grants and \$40,000 in donations.								
3. Halvor Reiten/ Dock L	\$3,500				\$3,500			\$7,000
Describe/provide justification: We request \$3500 general funds carryover to be combined with 2023 \$3,500 general funds for the installation of concrete pad under picnic shelter. Hopefully, this will be enough funding for this project.								

4. Big Ravine/Gil Larsen Trails	\$2,500 NOTE: this could be dropped for one year			Balance as of 8/1/22 is \$6,735.16	Donations balance, TBD (\$6,735.16)		=	8/1/22=\$9,235.16 Final 2022 carryover TBD
Describe/provide justification: We request \$2500 for materials and supplies for boardwalk upgrades, trailheads, signs, and contract trail maintenance. As of 8/1/22, the donations balance is \$6,735.16. We plan to spend these funds on interpretive signs about Ojibwemowin translation of trail names, trail maintenance, and other trail-related expenses that are TBD. It is possible that current trails would be expanded in 2023, based on Committee planning with public input. The donations balance would fund this expansion. NOTE: Because funding is adequate now, the \$2,500 general fund CIP request could be dropped for one year; but we anticipate funding needs in 2024.								
5. Waterfront Walk			Balance as of 8/1/22 = \$3,498.40	Balance, if any, TBD. Balance as of 8/1/22 = \$18,889.22	Request carryover of balance, TBD: redirect to Dock L		=	8/1/22=\$22,387.62 Final 2022 carryover TBD after Dock L expenses are accounted for
Describe/provide justification: The waterfront walk renovation, including new paving and 3 memorial benches, was completed for less than expected. The balance of WCMP grants and donations has been redirected to Dock L repair and access path, plus interpretive signage along Waterfront. We hope to complete these projects and to expand all funds by the end of the year; but would request carryover of any remaining balance. Budget status note: \$21,501.60 invoiced to WCMP on 7/12/22; \$3,498.40 to be invoiced 9/30/22. Total WCMP = \$25,000. 8/1/22 balance of donations = \$18,889.22								
6. Rain Gardens			Balance as of 8/1/22 is \$545				=	

Describe/provide justification: A \$4,000 grant was received from Apostle Islands Area Community Fund for the rain garden workshop contract with Metro Blooms. \$3,455 was invoiced for the workshop. The balance is intended to cover the cost of a final report with recommendations. We expect to spend this balance by the end of 2022.

7. Wayfinding Implementation: Note that funding should be committed to implement the wayfinding plan. We recommend pursuing funds from the Bayfield Chamber & Visitor Bureau and the Wisconsin Coastal Management Program.

2022 General Fund Carryover Request = \$8,500 (East Dock Park \$5,000; Halvor Reiten \$3,500)

2023 General Fund Request = \$17,000 (Dalrymple; East Dock; Halvor Reiten; Big Ravine/Gil Larsen (could be dropped))

2022 Grants & Donations Carryover = 8/1/22 estimate = \$75,140.36 (Cooper Hill, Big Ravine, Waterfront). Final TBD

2023 Grants & Donations = \$150,000 (East Dock Park)

Total Request w/o 2022 Grants & Donations Carryover = \$175,500.00

Total Request with 2022 Grants & Donations Carryover = \$180,640.36