

**City of Bayfield
Parks & Recreation Committee Minutes
September 1, 2022 @ 7:45 a.m. via Go to Meeting**

1. Call to Order: 7:46 a.m.
2. Roll Call:
 - Members present: Bingham, Dougherty, Fizell, Kitchell, Ray
 - Members Absent: n/a
 - Others Present: Tom Kovachevich, Matt Carrier
 - Recreation & Fitness Resources: Jacob Kaiser
3. **Motion to Approve Agenda: Fizell/Ray; motion carried (all in favor)**
4. **Motion to Approve Minutes* from 8/4/22 meeting: Ray/Bingham; motion carried (all in favor)**
5. Public Input on Agenda Items:
 - Memorial bench report: \$4,000 deposit has been received for a memorial bench in honor of Mr. and Mrs. Vondran. This will be installed at one of the three locations along the walkway adjoining the marina. Date TBD.

Agenda

Standard Update Reports:

- Rec. Center Information Sharing (Jacob Kaiser):
 - Point to La Pointe swim was extremely successful: 650 swimmers; >\$100,000 funds raised
 - Transitioning from summer to fall/winter programs
 - Center will be closed over Applefest for cleaning: looking for volunteers to help
 - Always trying to recruit more lifeguards
- Playground Subcommittee Report (attached at bottom): The P&R Committee members all support proceeding with accepting the final quote, assuming that all details of site preparation are agreed upon and documented.
- Budget/Finance Report (operations, CIPs, Dalrymple)
 - Discussion about current charges to wages & associated expenses: it was clarified by Treasurer Johnston that these expenses will all be balanced out by the end of the year.
- Round-robin reports from adopters & Public Works Director:
 - Big Ravine Preserve/Iron Bridge (Kitchell): see new business
 - Cooper Hill Park (Fizell & Subcommittee): lots of use
 - Dalrymple Campground (Ray): nothing new
 - East Dock Park (Dougherty & Subcommittee): thanks to Public Works for fixing the tire swing and removing the broken picnic table from under the playground equipment.
 - Halvor Reiten Park (Bingham): broken bench on one of the picnic tables will be fixed by PWD
 - Washington Ave. Beach (Kitchell): nothing new
 - Waterfront Walk (Jake's Park, Memorial Park Annex, Turning Point Fountain) (Fizell): nothing new

Other Parks/Trails Reports (if any):

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): Dougherty asked about discussions related to possible new trails connecting to the Big Ravine on the City's west side. Since this topic was not on the agenda, Kitchell & Dougherty agreed to discuss separately and to put this on the October P&R Committee agenda.

Old Business:

1. **Unspent Waterfront Walk funds redirected to Dock L Project:** Available balance (after replacing path, benches, bench pads): \$22,387.62
 - a. Previously approved expenditures:
 - i. \$1,000 for interpretive sign (Neil Howk, Lead): actual quote \$2,025; exceeding the previously approved funding and making it infeasible at this time.
 - ii. \$2,000 for wayfinding signage: recommend deferral to 2023 after wayfinding plan
 - iii. \$4,000 for rip rap rock @ Dock L: actual cost via invoice \$3,060
 - iv. \$1,000 for deck removal and rip rap installation: actual cost via invoice \$1,100

Expense Item	Cost Estimate; Amount approved	Actual Cost	Expenses to date	Decision
Wayfinding Signs	\$2,000.00			Defer to 2023 for wayfinding project implementation
Interpretive sign per Neil Howk	\$1,000.00	\$2,025.00		
Rip rap around deck @ end of Dock L	\$4,000.00	\$3,060.00	\$3,060.00	Approved by P&R
Deck removal & rip rap install	\$1,000.00	\$1,100.00	\$1,100.00	Approved by P&R
Rebuild deck (by contractor)				
Build gravel pathway to end of Dock L (200' x 5')	\$6,210.00			
TOTAL		\$6,185.00	\$4,160.00	
Available funding after Waterfront Walk completed			\$22,387.62	
Balance Available			\$18,227.62	

- b. Kovachevich reported on quotes for projects.
 - i. Luppino for the deck rebuild (\$18,598.00). He recommends including the HGA10KT hangers to ensure the deck is secured to the timbers/cribbing.
 - ii. C&W for gravel path installation (\$6,210.00)
- c. **Motion to approve hiring Luppino to replace the deck per the provided quote. Dougherty/Bingham. Motion carried (all in favor).**
 - i. Note: The \$370+/- funding shortfall should be funded by 2022 CIP for Halvor Reiten.
 - ii. The interpretive sign effort being led by Neil Howk will need to be deferred due to the higher cost and inadequate funding.

New Business:

1. Big Ravine/Iron Bridge:
 - a. Kitchell reported on the budget status and work plan update (referenced spreadsheet in packet)
 - b. **Kitchell reported on the Landmark Conservancy Partnership:** They recently purchased TRAFx trail counters and the data logger & software. They have offered to purchase one or more trail counters for us and to download the data on a regular basis. It has been at least 2 yrs. since any funding has been committed to the MOU.
 - c. **Motion** to commit \$590 plus tax and shipping to the purchase of one TRAFx trail counter to be placed at the start of the Gil Larsen Trail; plus \$500 to the Landmark Conservancy MOU to support the trail counter monitoring and their ongoing assistance with Big Ravine and Brownstone projects in 2023. **Fizell/Dougherty; motion carried (all in favor).**
2. 2023 CIP requests and Comp. Plan Monitoring Reports: The Committee reviewed the following:

- a. Letter from Bruce Moore regarding rain garden maintenance: 16 hrs. x 3 = 48 hrs. There was a brief discussion of reconsider 2023 CIP request to include rain garden maintenance (48hrs. x \$50/hr. = \$2400); due to austere budget outlook, this was not added to the 2023 request.
 - b. 2023 CIP Request (as approved at August meeting)
 - c. 5-year CIP Plan/Requests
 - d. Comp. Plan Summary Report
 - e. Comp. Plan Monitoring Reports (12): [here is the link to the reports](#)
 - f. **Motion to approve the 2023 CIP Request; 5-year CIP Plan/Requests; Comp. Plan Summary Report; and Comp. Plan Monitoring reports: Dougherty/Fizell; motion carried (all in favor).**
3. Kitchell summarized a report from Johnson & Kinnee of disruptive activity along the Big Ravine Creek above the waterfalls. Reference City ordinance [Chapter 298](#). Most relevant is B. (8): *“no person shall conduct construction, post signage, cut or remove vegetation, dig or disturb soil, or cause impact to the land or water within any park without permission from the City. If any such activity willfully occurs without permission, those responsible will be required to repair the damage as directed by the City.”*
- a. **Action:** The Committee recommended that Kitchell ask the Chief of Police to make a friendly visit the party who has been reported as violating this ordinance, and ask that they refrain from doing this anymore.

Adjourn: **Motion to adjourn @ 8:58 a.m. Fizell/Ray; motion carried.**

Next Meeting: October 6th, 2022 @ 7:45 a.m. via Go to Meeting.

- Potential agenda topics: Commercial Free Tobacco Ordinance (see Playground Subcommittee report); Possible new trails concepts on the City’s west side.

Bayfield Playground Subcommittee Report August 2022

Recent Progress on Action Items

- Working with Charmaine Swan from Northwest Wisconsin Lung Health Alliance on developing a Commercial Free Tobacco Ordinance recommendation
- Met on 8/19 and discussed Cooper Hill demo/installation plan and discussed future fundraising opportunities

Upcoming Actions

- Finalize and sign contract (\$42,005.00) with Lee Recreation for Cooper Hill equipment – delayed due to needing to get additional clarity on site prep - see steps needed below:
 - #1 - Read through [site prep document](#) and determine any questions or concerns after reading it and maybe include Tom from DPW.
 - #2 - Confirm that the site is free of any utilities and send pictures.
 - #3 - Discuss with Tom the plan of attack for getting the site ready.
 - #4 - Confirm that the equipment and plan are good to go based on space being free of any obstacles and then you can confirm the order and get that placed.
- Holding grant writing and fundraising brainstorm session on 9/24, 8:30am - 12pm at Wonderstate - anyone who is interested in supporting this work is welcome! (A secondary goal of this event is to recruit more subcommittee members)
- Tentatively planning for Nov. 12th for Cooper Hill equipment removal - Lee Recreation will call to have site marked for diggers, will discuss and coordinate with Tom
- Finalize plan for wood chips and fence repair at Cooper Hill

Funds raised to date

- **\$45,840** raised to date. Goal for Cooper Hill is ~\$45k, and the goal for East Dock Park is ~\$150k.