

**City of Bayfield  
Parks & Recreation Committee Meeting Minutes  
July 1, 2021 @ 7:30 a.m.**

- Called to Order by Chairwoman Kitchell at 7:30 a.m. via Go to Meeting
- Roll Call: All members present: Skye Bingham, Matt Carrier, Diane Fizell, Kate Kitchell, Keith Ray
  - Staff present: Tom Kovachevich (PWD), Sarah Mather (Assistant), Billie Hoopman (Clerk) (part of the time)
  - Others: Mollie Carrier
- Approve Agenda: **Motion by Carrier Second by Ray Motion Carried**
- Review/Approve Minutes\* from June 3<sup>rd</sup> Meeting: **Motion by Ray Second by Fizell Motion Carried**
- Public Input on Agenda Items
  - Linda Georgeson, a frequent user of Cooper Hill Park with her grandchildren, presented concerns and recommendations regarding the Park. She recently experienced a situation where one of her small grandchildren ran out of the park toward the street where cars are traveling. She also mentioned that children sometimes end up using the patch of trees next to the park as a “restroom.” Ms. Georgeson asked the Committee to consider the following:
    - Additional sand in the sand box. She offered to pay for the sand, if needed.
    - A gate to be able to contain children in the area where the sandbox is located. This would ensure that children are less able to “escape” and then find their way to the street where they could potentially be hit by a car. She offered to contribute a gate that she currently owns.
    - A porta potty during the busy months (May, June, July, Aug., Sept.).

Agenda

Permit Applications and Public Requests:

The Committee considered and discussed the requests raised by Linda Georgeson.

- Tom Kovachevich indicated that PWD added sand to the sand box in early June; he will check again and add more sand if needed.
- Committee members remarked that the gate idea had been considered in the past, but had been decided against due to concerns about children possibly getting pinched in the hinge side of the gate. There was recognition that pinching would be less likely if the gate could be latched so that a child could not open it independently. Also, the Committee acknowledged that the pinching risk might be less of a concern than potential risk of children getting into the street.
- Potential issues with the porta potty included:
  - Concerns from neighbors;
  - Concern that small children might not be able to use an adult-size unit, therefore possibly causing “messes” within the unit. This would require frequent cleaning.
  - Children should use the bathroom at home before going to the park;
  - If a nearby restroom is needed, people could choose to use East Dock Park.
  - Several Committee members mentioned cost and the lack of available budget.

- Next steps prior to the next meeting:
  - Kitchell and Carrier will look at the gate, including the gate being offered by Ms. Georgeson. They will also gather input from others who use the park on this topic.
  - Diane Fizell will explore the cost/cleaning and pros/cons of the porta potty.

Standard Update Reports: Sarah, Tom, Park Adopters

1. Budget/Finance: thanks to Sarah and Dionne for providing the information. For future meetings the Committee requests the following:
  - a. Continue to provide Dalrymple accounting.
  - b. Balance available in each of the CIP accounts.
2. Big Ravine Preserve/Iron Bridge:
  - a. WCMP project ending 6/30/21
    - i. Maps & directional signs installed
    - ii. Trailhead improvements: thanks to PWD for removing tree; thanks to Tree Board for new trees; thanks to Skye for weeding; people are parking on grass on west side.
  - b. Hemlock Heights completed: Materials cost \$82 less than planned. Final invoice from contractor Will Krift is \$8,381, which is \$679 less than the estimate; additionally, it was not necessary to use the contingency funds of \$1154. Because the final cost came within the final approved budget, Kitchell will coordinate with Treasurer Johnston to make payment to the contractor.
  - c. On Tuesday June 29<sup>th</sup>, volunteers constructed rock steps at the bottom of Pine Bluff to reduce slipping and erosion and added a small spur extending the Gil Larsen Trail. This spur gives users the option to walk along the creek and then turn around and head back down the trail instead of feeling compelled to hike up the Pine Bluff Trail.
3. Cooper Hill Park: wood chips done; bench installed
4. Dalrymple Campground: it's busy, but going well.
5. East Dock Park:
  - a. Ray commended PWD for doing a great job distributing the piles of wood chips around the park. Many thanks for this – it made the volunteer project go smoothly.
  - b. Kovachevich reported on the removal of the large old black willow tree due to potential safety concerns. Cost was \$4,000. The Committee concurred with these actions.
  - c. The stump is still in the ground – removal would cost \$1500.
  - d. Source of funding was discussed, including the Tree Board budget. Kovachevich indicated that a lot of tree work has been done this year, so there is not funding in the Tree Board budget.
  - e. **Fizell made a motion to use \$4,000 of Dalrymple savings (for electrical upgrades) to pay for the tree removal. Carrier seconded. Motion carried.**
6. Halvor Reiten Park: Kovachevich reported that Ken Dobson would be willing to work on the dock at the end of Dock L, free of charge.
7. Turning Point Fountain:
8. Washington Ave. Restroom door replacement: The Committee considered a bid of \$6,872. Discussion ensued regarding lack of available funding and spending Dalrymple savings for the tree removal. The Committee determined that the doors still function well enough that replacement is not an emergency. They also recognized that it would be wise to wait to see

budget balances later in the year; if the \$5000 in the Waterfront Walk CIP is not spent, perhaps it could be directed toward this expense.

9. Waterfront Walk (Jake's Park, Memorial Park Annex): Draft bid package started. No signed agreement with Coastal Management yet.

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)
  - a. Connection from Betzold to County J across from Fire Tower Rd. is complete across Drew Froeliger's land. Named Gracie's Trail. Signs to be installed & public announcement in July.

Launching a Green Infrastructure Program (10 min.)

- The City has launched a new [Green Infrastructure web page!](#) Check it out.
- Volunteer training workshops – July 20 at Courthouse rain gardens.
- Metro Blooms report for Halvor Reiten Park demonstration project will be provided to Committee for discussion at an upcoming meeting. Possibly pursue a grant to implement.
- Identify potential projects for Conservation Corps: Kitchell will send a separate request for ideas.
- Sunset GI Task Force

COVID-19 Report & Discussion: Nothing to report.

Old/Ongoing Business

1. Private Land Trail Crossings
  - a. Larson land donation: Deed to transfer ownership prepared by legal counsel Max Lindsey. Bench or some other way to recognize this generous donation.
  - b. Nothing new on Daum property: Kitchell sent email. No reply yet.
  - c. Clark property: nothing to report. See attachment from Comp. Plan.
2. Report on status of sign at Halvor Reiten and East Dock Parks: Signs have been ordered and will be installed upon delivery. Bingham will monitor status.

New Business

1. Reviving our playgrounds\*: Mollie Carrier is volunteering to spearhead efforts toward planning and fundraising to replace the playground equipment at Cooper Hill and East Dock Parks. The Committee is grateful and supportive of Mollie's interest and initiative.
  - a. Mollie has reached out to companies to research available equipment and potential costs. The most promising is MN – WI playgrounds, who came to Bayfield, took measurements, and provided options with quotes. This company provides grants that cover 50% of the project cost. The grants start in August.
  - b. Kovachevich reported on the challenges of maintaining the wood on the existing equipment, therefore he is supportive of modern materials of metal and plastics (most of which are recycled).

- c. Mollie expressed an interest in beginning fundraising during the busy summer season. For example, lemonade stand or other activity in which children can participate.
  - d. NEXT STEPS: Mollie, Kitchell, and Billie Hoopman will meet to strategize further and prepare more information for the next Committee meeting.
2. School Trail:
- a. The Committee had received and reviewed the School Trail Report\* from Trails Anonymous. **Ray made a motion to accept the report and make payment. Bingham seconded. Motion carried.**
  - b. Decision to proceed/not to proceed with trail construction
    - i. Funding the trail construction:
      - 1. \$10,000 committed from the school board
      - 2. \$3,000 committed from Bayfield Community Education Foundation
      - 3. Kitchell introduced a proposal to fund the balance, approximately \$3,500, from CIP (see budget\*). **Fizell made a motion to commit \$3,500 from the balance in the CIP for the construction of the school trail. Ray seconded. Motion carried.**
3. Improvements to Gil Larsen boardwalk report and recommendations: A site visit occurred on Sunday June 27<sup>th</sup> with Will Krift, Matt Carrier, Kate Kitchell and Mike Kinnee (trails volunteer). Options were discussed. The group recognized that this is likely a more complex and potentially costly project than originally envisioned. If the work would be done, it would be targeted for October or possibly deferred until next year. Further scoping of this project will continue.
4. Rick Shutes poem request\*: consider concept of a plaque in a park: due to time constraints this topic was deferred to the August meeting.
5. Field Season Work Plan & Budget – no discussion

Adjourn: At 9:00 a.m. **Motion to adjourn made by Carrier seconded Ray. Motion carried.**

Next Meeting: August 5<sup>th</sup> @ 7:30 a.m.  
Future Agenda Topics