

**City of Bayfield
Parks & Recreation Committee Minutes
August 5th, 2021 @ 7:30 a.m.
Via Go to Meeting**

- Call to Order @ 7:32 a.m.
- Roll Call:
 - Committee members present: Bingham, Carrier, Fizell, Kitchell, Ray
 - Staff: Sarah Mather, Office Assistant
- Approve Agenda: **DF/KR: Motion Carried**
- Review/Approve Minutes* from July 1st Meeting: **KR/DF; Motion Carried**
- Public Input on Agenda Items: No public present

Agenda

Permit Applications and Public Requests

1. Bench Request from Hooley family:

Discussion: the parks, especially Memorial Park & Annex are saturated with benches. Bench requests should be focused on replacing benches. Design should mirror new contemporary benches in Memorial Park and Annex.

Motion: to approve request, assuming that it would be replacing an existing bench at Jake's Triangle Park. SB/KR: Motion carried.

2. Request from Linda Georgeson for consideration of porta potty and gate at Cooper Hill.

a. Porta Potty concerns included: odor, challenges of keeping it clean, neighbor concerns, no funding available in budget, lack of a large/broad-based need. Adults can clean up after children: there is a trash receptacle on site.

b. Gate: gate offered by Ms. Georgeson is too small and does not fit with the current fencing design; a gate must meet safety specs. for public playgrounds; pinching concerns are still a point to consider. The adjacent road is not a high risk because of the slow speed and stop sign at nearby corner. Some members discussed this with other park users and received feedback that a gate is not a highly compelling need.

Motion: to deny the request as presented. DF/SB: motion carried.

Follow-up: Chairwoman Kitchell agreed to follow up with Ms. Georgeson with the idea that if she wishes to fund a gate, she could find someone to prepare a bid to build a gate to meet required specs. The bid should be brought back to Committee, including public works director, for acceptance in advance.

Standard Update Reports: Sarah, Tom, Park Adopters

1. Budget/Finance Report

a. Low donations on this year's fireworks – this is apparent in the budget report.

2. Big Ravine Preserve/Iron Bridge:

- a. WCMP project complete. All signs installed. Final report submitted; article requested by WCMP and submitted on 7/7. All signs done.
 - b. Gil Larsen Trailhead: ongoing issues at entrance to stairs and by apple shed sign. Monitor and consider changes in 2022. The committee discussed the situation.
 - i. Matt mentioned that this lot is a topic under consideration by parking committee; this issue will be factored into the parking committee plans and will be coordinated further with Parks & Rec. Committee.
 - ii. Some ideas for resolution included:
 - 1. Striping and painting no parking in corner
 - 2. Orange cones
 - 3. some type of “hard barrier” that can be moved during snow plowing season
 - c. Northland student crews coming week of August 23rd to do work on West Side boardwalks and East Rim Trail, plus Brownstone Trail.
3. Cooper Hill Park:
 4. Dalrymple Campground: Sarah reported that she has received many complaints that the campsites are not level.
 - a. **Action:** This needs to be factored into future budget planning.
 5. East Dock Park: Sarah reported that 2 grills have been replaced.
 6. Halvor Reiten Park: Rec. Center open water “Cliff Swim” is on Saturday.
 7. Turning Point Fountain:
 8. Washington Ave.: Matt reported that there is a lot of activity and mixed use. People really enjoy the beach. There is some confusion about whether or not it is a public beach.
 9. Waterfront Walk (Jake’s Park, Memorial Park Annex):
 - a. grant agreement status pending; should be signed within the next month
 - b. request for bids was posted a couple of weeks ago: no bids received 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)

Launching a Green Infrastructure Program

1. Volunteer training workshops at Courthouse rain gardens – discussion of when to rescheduling.
 - o **Conclusion:** Participation is likely to be better next spring; and thus the workshop should be re-scheduled accordingly based on the following: 1) uncertainty of the Delta variant; 2) people’s schedules are still booked because of deferred travel, visiting family and friends, and special events; 3) enthusiasm is higher in early spring; 4) better timing for vegetation management.
2. GI Task Force has been sunsetted: 1) rain garden maintenance assigned to Parks and Rec. per O.R. Plan; 2) other G.I. assigned to Plan Commission.

3. Metro Blooms report for Halvor Reiten Park demonstration project attached* FYI.
 - **Action:** Possibly pursue a grant to implement. Include placeholder in budget plan.
4. Identify potential projects for Conservation Corps: any ideas? Kitchell will send separate inquiry for ideas.

COVID-19 Report & Discussion: Delta variant upsurge:

1. County advisory has been posted on City website.
2. City Hall has reinstated COVID protocols: masks requested indoors, plexiglass, supporting virtual meetings.
3. The upsurge may be a topic of discussion with City Council if deemed appropriate/necessary.

Old/Ongoing Business

1. **New signs have been installed** at Halvor Reiten and East Dock Parks: positive feedback has been received from the public.
2. **Reviving our playgrounds:** Mollie Carrier & Matt Carrier
 - a. **Discussion** of the request from Mayor Ringberg to defer action until after 2022.
 - i. The Committee recognizes the following issues and concerns: a) capacity and workload challenges faced by staff; b) demonstrating a compelling need for replacement; c) the importance of building public support; d) optics of a large expenditure on playground equipment when the City is strapped financially; e) the need to focus on priorities; f) respect for the people who invested tremendous time, effort, and funding on the current playground equipment (18 yrs. ago); g) and the importance of having a solid plan and fundraising strategy to ensure success.
 - ii. Recognizing all of the above concerns, the Committee also recognizes the following reasons for pursuing efforts to revive the playgrounds: a) safety issues and substantial maintenance needs; b) enthusiasm and commitment from Mollie Carrier and others to champion this effort; c) a high-level of community interest among families with young children; d) the potential benefits to visitors with young families; e) an opportunity to pursue one of the Outdoor Recreation Plan objectives.
 - iii. Momentum would be lost if this is fully deferred until 2023.
 - iv. Ideas for moving forward: a) establish a subcommittee under P&R Committee; b) assess equipment condition and demonstrate need for repair or replacement; c) take phased approach to develop an effective plan, demonstrate success, grow support, and build momentum.
 - b. **Next Steps:** Because the Committee thinks that it is important to be responsive to the expressed interests from families in the community and to build upon the community enthusiasm in pursuit of one of the Outdoor Recreation Plan actions, they endorse the following:
 - i. Mollie will reach out to potential subcommittee members; then come back to P&R Committee with proposal.

- ii. In order to demonstrate a need for this proposal, Mollie and colleagues will document and photograph equipment issues and needs, including items that would warrant immediate action.
- iii. Seek letters of support and interest.
- iv. Develop a project plan and funding strategy that takes a phased approach, starting first with Cooper Hill Park.
- v. Include this initiative in the CIP submittal for 2022.
- vi. Kitchell will reach out to Mayor Ringberg to express the Committee's recommendation to move forward, including 1) subcommittee; 2) phased plan and fundraising strategy to begin in 2022; 3) minimize impacts to City staff. A City Council briefing may also be warranted.

3. School Trail:

- a. Scheduled for construction 8/15 – 8/21
- b. Naming contest will be done by school.
- c. Possible sign/archway to be designed and constructed by shop class, funded by BCEF grant in Big Ravine budget.
- d. Addition of toe kick for safety increased cost to the City P&R by about \$225 (from \$3500 to \$3725).
- e. **Motion:** Approve expending additional funds necessary to cover the cost of the toe kick for safety. DF/KR: Motion carried.

4. Improvements to the Gil Larsen boardwalk, "Waterfall Walkway"

- a. Report from Will Krift (attached)*. Total estimated cost = \$6,098: \$2,418 (materials); \$3,200 (labor); \$480 (contingency).
- b. Labor costs could be scaled back to \$1200, if Will is hired only for walkway and no rock work, reducing cost to under \$4,000.
- c. Approximately \$2500 currently available in Big Ravine budgets.
- d. **Committee agreed to:** 1) explore possible donations; 2) consider course of action at September meeting after school trail is completed and budget updated; 3) if this can't be completed in 2021, request carryover of balance into 2022.
 - i. Carrier raised concern that Will Krift may not be available later this fall.
 - ii. Kitchell committed to follow-up to confirm that this is on Krift's potential project list for October.

5. Rick Shutes poem request: consider concept of a plaque in a park:

- a. **Discussion points:** Very nice poem. Could this open the door for a proliferation of requests for poems or similar postings in public places? Perhaps Parks & Rec. could identify a specific location for posting these types of requests, including rotating items throughout the year. Who will cover the cost?
- b. **Consensus of the Committee:** general support for a "poet's corner" at Jake's Triangle Park adjacent to the interpretive sign. This would include a frame constructed similarly to the current sign, allowing for inserting/rotating material throughout the year. More information is needed in order to determine best course of action:

- i. Cost of pedestal, frame, and display for the “poet’s corner” at Jake’s Triangle Park.
- ii. Who would cover the costs? Would Mr. Shutes be willing to donate?
- iii. Determine proper name for this display. Should it be “poet’s corner?”

6. Private Land Trail Crossings: nothing new

- a. Larson land donation: Deed to transfer ownership prepared by legal counsel Max Lindsey. Bench with plaque to recognize this generous donation.
- b. Nothing new on Daum property: Kitchell sent email. No reply yet.
- c. Clark property: update (see attachment from Comp. Plan) – nothing new

New Business

1. **2022 Budget Planning: Special budget** session scheduled for 8/26 @ 7:30 a.m. Kitchell and Carrier will develop draft products prior to session.

Adjourn: Motion KR/MC: Motion carried @ 9:03

Next Meeting: September 2nd @ 7:30 a.m.

Future Agenda Topics

- Fiscal Sponsorship for Bayfield Area Trails

Attachments to agenda:

1. Minutes from July 1st meeting
2. Gil Larsen Boardwalk improvements: Waterfall Walkway Proposal
3. Big Ravine budget
4. Metroblooms Halvor Reiten Plan
5. 2022 Budget Memo
6. Draft 2021 CIP request
7. 2021 Budget Submittals as reference

2021 PROJECTS

PARK & TASK	TIME FRAME	FUNDING
Waterfront Walk Renovation		\$25 K WCMP; \$28,800 donations; \$5,000 CIP
Issued bid package to prospective contractors & initiate	July 15th	
Sign grant agreement (August?)	When received from WCMP	
Notify and thank donors, secure funds	Complete	
On-site(s) with Tom, Billie, Marilyn Van Sant, David Eades, Jim Bryan, Kate	June 3 @ 10 a.m.	
Environmental reviews coordinated by WCMP	Completion date unknown	
Implement project	By the end of September?	
Big Ravine/Iron Bridge		CIP = \$2500 in General Fund
View shed planting	May 1 – complete	Ap. Islands Hist. Pres. Conservancy
Install interp. signs at Gil Larsen Trailhead	May 1 - complete	WCMP
Install maps & directional arrows (Vols.)	Complete	WCMP
Interp. signs at Hilltop, West Rim, North Ravine trailheads	Early July (signs in production)	
Remove timbers (PWD)	May 10 - complete	
Remove apple shed old signs (not Iron Bridge) (PWD)	Complete	
Install timbers (Vols.)	May 10 & 11 - complete	WCMP
Install bulletin board (Vols.)	Done	WCMP
Hemlock Heights construction (Trails Anon. & Vols.)	May 11 – May 26 - complete	DNR Grant & Other donations
Repair Gil Larsen boardwalk above waterfall	Pending - TBD	CIP (\$1500)
Buckthorn Control – Bay Area Environmental Consultants	Partially complete – more in fall	CIP (\$500)
Pine Bluff rock steps & Extended Gil Larsen Trail	June 29	Volunteers
School connecting Trail	August 15 - 21	BCEF (\$3000), School Board (\$10,000), City grants
Halvor Reiten Park		
Order and post sign(s) – park hours, etc.	Complete	Operating funds
Green Infrastructure Assessment & Design	Report received	WCMP
Improve access to dock (rock/gravel or wood)	Site visit in June/July: deferred	Reiten Boatyard Condo. Assoc.
Repair dock?	Site visit in June/July: deferred	? County Health Grant?
East Dock Park & Cooper Hill Park		
Wood chips	Completed 6/18 & 6/19	City CIP General Funds; Volunteers
Develop plan and pursue support for playground equipment	Ongoing: defer to after 2022	Grants etc. (Mollie Carrier)
Volunteer Work Days		
Rain garden maintenance – training workshop w/Metro Blooms	Re-scheduled to spring 2022	Ap. Islands Area Comm. Fund; Volunteers