

**City of Bayfield**  
**Parks & Recreation Committee Minutes**  
**June 2, 2022 @ 7:30 a.m.**  
**At Halvor Reiten Park Picnic Shelter**

- Call to Order: 7:45
- Roll Call:
  - Members present: Bingham, Dougherty, Kitchell, Ray
  - Members Absent: Fizell
  - Others Present (farewell and thanks to Sarah Mather): Kovachevich via phone
  - Recreation & Fitness Resources: not present
- **Motion to** Approve Agenda: KR/TD; all in favor - motion carried.
- **Motion to** Approve Minutes\* from 5/5/22 meeting: KR/SB; all in favor - motion carried.
- Public Input on Agenda Items:

Agenda

Permit Applications and Public Requests

- **Benches:**
  - The bench map was reviewed, revised, and finalized (attached). The Committee agreed to a five (5) memorial bench locations: 3 along the marina path; 2 at East Dock Park. Beyond these benches, the Committee recommends no more memorial benches, at least on City parks.
  - The Committee recommends that the City recover all costs for memorial benches. This includes the bench, plaque, concrete pad, and installation. Current total cost is \$5,000/ea.

Standard Update Reports:

1. Rec. Center Information Sharing (Jacob Kaiser): not present
2. Playground Subcommittee Report (attached at end): The Committee endorses and commends the current and planned Subcommittee actions. The Committee expects to receive a report on fence repair/replacement at Cooper Hill prior to proceeding with request for bids.
3. Budget/Finance Report (operations, CIP, Dalrymple, Big Ravine/Iron Bridge budget)
  - Baker- Tilly report: this identified 2 new funding sources for the Waterfront Walk extension along Front St. from Rittenhouse Ave. to Washington Ave.: 1) Reconnecting Communities Pilot Program; 2) EDA Travel, Tourism, and Outdoor Recreation. When we are ready to pursue these projects, we can explore these funding sources.
4. Public Works Director Report:
  - Waterfront Walk repaving and bench installation underway and to be completed by June 10
  - The area for potential new sites at Dalrymple has been cleared. It is fairly wet, so drainage needs to be developed.
  - The restroom by the fountain was vandalized: Public Works was able to repair the damage at no substantial cost. Investigation underway by law enforcement.
  - The fee boxes at the boat launch and Dalrymple were vandalized: the replacement doors are on order and will be replaced upon delivery. Investigation underway by law enforcement.
5. Committee member round-robin reports for their assigned parks
  - Proposed park assignments:
    - i. East Dock Park: Doherty
    - ii. Washington Ave.: Kitchell
    - iii. Waterfront Walk: Fizell was nominated.  
**Action:** Kitchell will follow up with Fizell.

- Big Ravine Preserve/Iron Bridge (Kitchell):
  - i. Viewshed planting completed 5/14
  - ii. Gil Larsen rock steps and school trail upgrades completed on 5/28 under Will Krift's leadership
  - iii. Hillside planting: Ray
  - iv. West Rim Trail maintenance: last week of July with BATs volunteers
- Cooper Hill Park (Fizell):
- Dalrymple Campground (Ray):
- East Dock Park: stump area has been filled and leveled. It will be seeded soon.
  - i. Dougherty brought up the question about replacing the walkway leading to the fishing pier.
 

**Motion** to recommend to the Harbor Commission that the walkway to the fishing pier be paved in conjunction with completing the harbor project: KR/SB; all in favor – motion carried.
- Halvor Reiten Park (Bingham): Bingham remarked that the concrete slab under the picnic shelter is still needed; everyone else agreed.
- Washington Ave.:
- Waterfront Walk (Jake's Park, Memorial Park Annex, Turning Point Fountain): project almost complete! Congrats and thanks to all who donated, Wisconsin Coastal Management Program, and City staff who brought the project to fruition.

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):

New Business:

- **Courthouse grounds rain garden maintenance:** The rain garden workshop with Metroblooms is on June 11<sup>th</sup> @ 8:30 – 2:30. 15 people are registered. Funding is needed to pay for mulch and replacement plants. There is uncommitted funding in the Iron Bridge/Big Ravine CIP (\$4500 in General fund available). Ray noted that not all of the funds approved for plants for the Big Ravine hillside planting was spent because the supplier did not have some desired species in stock.
 

**Motion** to approve up to \$1,000 from the Iron Bridge/Big Ravine CIP to purchase mulch and replacement plants for the rain gardens: SB/KR; all in favor - motion carried.
- **Discuss/recommend course of action for unspent Waterfront Walk funds.** Estimated available funding from grants and donations ~ \$26,000 (\$56,300 in CIP – Luppino bid of \$29,010 (plus adjustment by gazebo). Because these funds were granted and donated for the purpose of renovating the Waterfront Walk, it is important that the balance of the funds stay true to the original theme of Waterfront Walk improvements. Redirecting grant funds would require seeking approval from the Wisconsin Coastal Management Program, which would also likely include a request for an extension of the time frame. Kitchell volunteered to coordinate this process.
  - Priorities discussed:
    1. Hold funding for signage – consult with wayfinding contractor. Estimate: \$2000
    2. Per request from Neil Howk: purchase 3x4 upright metal frame for uninstalled sign from Don Albrecht's interpretive signage project along waterfront. The actual sign has been designed, accepted, and available for installation. Proposed location: the area between

the ramp leading to the Cruise Service ticket office and the steps leading to the lower entrance to the Pavillon. Estimate: \$1000

3. Halvor Reiten Park (\$3,500 also available in the CIP from the General Fund).
  - a. Improve access/ develop walkway to the end of Dock L: options could include a gravel and flagstone path or elevated boardwalk secured to concrete footers.
  - b. Address issues (drainage) at the “rain garden”/swale, taking into consideration the recommendations from the Metroblooms July 2021 report (full report can be viewed [here](#)). The Committee agreed that when these issues are addressed, the end product should be easier to maintain. The discussion also included reaching out to the Reiten Boatyard Condominium Association about contributing to annual maintenance costs.
4. Design final phase of Waterfront Walk along Front St. between Rittenhouse and Washington Ave. – there are some new potential grants for this larger project.

**Motion** to recommend to Council that the balance of funds from the Waterfront Walk renovation project be redirected to items #1, 2, 3, in that priority order; and, that the City go out with requests for bids for 3a and 3b in order to timely proceed with one or both of these projects. SB/KR; all in favor – motion carried.

Adjourn: **Motion** to adjourn @ 8:47 a.m. KR/SB; all in favor – motion carried.

Next Meeting: July 7, 2022 @ 7:30 a.m.

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### Bayfield Playground Subcommittee Report May 2022

#### 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](#)
- Still waiting to hear back on application to the Kubota “Hometown Proud” Grant Program
- Drafted [bidding notice](#) and [additional website content](#) for publicly posting the request for bids for playground equipment and ground cover

#### Upcoming Actions

- Host June 5th fundraising event!
- Send bidding notice to playground equipment companies we’re interested in working with
- Gather and assess bid applications received by June 24th
- Research fencing replacement and/or repair options for Cooper Hill
- Develop long(er) term grant application strategy and timeline

#### Funds raised to date

- \$35,521 raised to date (Goal: \$40,000)



### City of Bayfield Bench Map June 2022

