**City of Bayfield**

**Parks & Recreation Committee Minutes**

**May 4, 2023 @ 8:00 a.m. via Go to Meeting**

1. Call to Order: 8:02 a.m.
2. Roll Call: Many thanks to Ted Dougherty for his service in 2022. Welcome back Matt Carrier.
	* Members present: Bingham, Carrier, Fizell, Kitchell, Ray
	* Members Absent: n/a
	* Others Present: Kylie Vadnais, Charmaine Swan
	* Recreation & Fitness Resources: n/a
3. **Motion to** Approve Agenda: Bingham/Ray; **Motion** carried (all ayes)
4. **Motion to** Approve Minutes from 4/6 meeting (thank you Diane for preparing the minutes): Bingham/Ray; Discussion:
	* Fizell asked that the minutes be revised to report that Recreation and Fitness Resources (RFR) was submitting a grant application to the Bayfield County Health Infrastructure Grants program; but that this should not be a problem because RFR is a separate organization that is requesting funds for very different purposes. Note: The City Council subsequently sent a letter of support for both grant applications.
	* Carrier abstained because he was not present at the meeting.
	* **Motion** carried.
5. Public Input on Agenda Items: n/a

Agenda

Permit Applications (if any):

1. Larson Wedding: new information was provided by the applicant in response to the Committee’s request from the April meeting. All questions were answered.
	* **Motion** to approve the application: Ray/Bingham; **Motion** carried (all ayes)

Standard Update Reports:

1. Playground Subcommittee Report: Vadnais

**Recent Progress on Action Items**

* Vibrant Spaces Grant application was not successful. Will pursue it again next year, if funding is still needed.
* Actively working on grant applications to the Bayfield County Health Infrastructure Grant ($5K), Essentia Health Community Grant ($25K), and Walmart Community Grant.
* **Upcoming Actions**
* Met with Lee Recreation at Cooper Hill Park on May 2nd to discuss preparation and installation. Subcommittee members were present along with Tom K. and Matt Carrier.
	+ **Shipping** is planned for 5/17. We will coordinate with Tom K. on storage.
* **installation:** wet ground conditions have delayed installation. We will level the pad as soon as possible. Once the site is ready, installation will occur.
	+ Assistance requested on park clean-up day 5/20 to pull leaves back away from fence and on other site prep.
* Actively working on finalizing plans for weed prevention, wood chips, and repairing the fence.
* **Funds raised to date**
* $50,373 raised to date. Goal for Cooper Hill is ~$45k, and the goal for East Dock Park is ~$200k.
1. Budget/Finance Report: n/a
2. Round-robin reports from adopters & Public Works Director:
	* Big Ravine Preserve/Iron Bridge (Kitchell):
		+ Request approval to purchase U.S. National Grid (USNG) emergency response location signs as part of countywide initiative. To be placed at trailheads & intersections. 18 signs total @ $8/each = $144 (there is ample funding in the budget). **Motion** to approve funding: Fizell/Carrier; **Motion** carried (all ayes)
		+ Big Ravine Trails: the creek experienced extremely high water and flooding.
			- Stepping stones at crossings have washed away; crossings will need to be reconstructed.
			- Upper Gil Larsen has been washed away in a few locations and will need to be rerouted.
			- The bottom of Sweeny Switchback is washed out; crossing will need repair.
			- Pine Bluff & Hemlock Heights are still closed due to snow and mud, but recent inspection shows good condition.
			- The rest of the trails are in good shape, needing minimal repairs.
			- Work will be completed by Bayfield Area Trails volunteers.
	* Cooper Hill Park (Fizell & Subcommittee): n/a
	* Dalrymple Campground (Ray): Public Works crew is cleaning up and it is looking good.
	* East Dock Park (Subcommittee): Fizell reported that she recently looked at the park and did not see any standing water. Wood chips need to be redistributed & raked under equipment.
	* Halvor Reiten Park (Bingham): All open. Dock looks beautiful.
		+ There are sinkholes along the path out to the dock that should be filled in (to be addressed during park clean up)
		+ There is a broken bench on one of the picnic tables: to be reported to Tom K.
	* Waterfront Walk (Jake’s Park, Memorial Park Annex, Turning Point Fountain) (Fizell): They look really good.
	* Washington Ave. Beach (Kitchell): no report. Carrier has is the new adopter. Needs clean up of trash, driftwood, and sticks.
	* Bayfield Area Trails Report:
		+ Trails Forum on May 6th @ 9 am to Noon at Bayfield Winery on Betzold Rd.: input is intended to guide development of a trails plan for within the City in coordination with neighboring Town of Bayfield, Red Cliff, and Landmark Conservancy. Bingham, Carrier, & Ray will be representing the Committee.

Old Business:

1. Ordinance #403: Outdoor Recreational Areas Commercial Tobacco-Free Ordinance: Passed by Council on March 15, 2023.
	* Signage: Charmaine Swan reported that the American Lung Association in Wisconsin (ALAW) has $600 budgeted for signage in Bayfield.
		+ Carrier recommends that the long-term the signage should have a cohesive look with the wayfinding signage currently being developed. But, since this signage will not be finalized prior to the busy summer season, he recommends that we work with ALAW to purchase temporary signs for the parks and for other public purposes.
		+ Discussion ensued.
		+ ACTION: The Committee delegated Kitchell to work with Charmaine to design and purchase signs. There will be a progress report at the June meeting.
	* A press release, with quotes from Mayor Ringberg, was submitted to the Ashland Daily Press on the ordinance.
	* Charmaine is working on an implementation checklist in coordination with City Clerk, Billie Hoopman.
2. Follow-up on the concept of a trail to connect the Big Ravine trails at the top of Hilltop Rd. by the soccer field to the Brownstone Trail:
	* Dougherty raised concerns about the lack of follow up on this topic:
		+ In December, the P&R Committee had asked the BATs subcommittee to explore alternatives, but there has been no report since.
		+ The County is open to collaborating on improving County I and Washington Ave. to facilitate bicycle and pedestrian use.
		+ Changing the speed limit would require a study.
		+ There is a need for signage to guide walkers/pedestrians.
	* Discussion ensued:
		+ The Trails Forum will be a good opportunity to gather community input on ideas for this possible connection, along with other trails opportunities.
		+ There is concern that walking on County I and Washington Ave. has some safety risks due to corners, lack of shoulder (especially in winter), and cars travelling at high speeds, despite the 25-mph speed limit on Washington Ave.
		+ The existing roads between the Big Ravine and Brownstone Trail are not designed for pedestrian use.
		+ Making changes to Washington Ave. and the speed limit seems to be out of the scope of the P&R Committee, and more a matter for the Public Works Committee to consider.
		+ Signage:
			1. The current Big Ravine map shows the roads and access routes to trailheads and trails.
			2. There is existing signage at the trailhead by the soccer field that guides people onto trails.
			3. If there is signage guiding people to walk on County I and Washington Ave., it was recommended that wording should include “at your own risk.”
* Follow up ACTIONS:
	+ Kitchell committed to coordinate on providing a written report from the BATs subcommittee to the P&R Committee at the June meeting.
	+ The Committee members acknowledged that the input from the Trails Forum should be compiled and considered at the June meeting to determine next steps.
	+ Dougherty may bring the Washington Ave./ County I road and speed limit issues to the PWC for consideration.

New Business:

1. Potential collaboration with the Tree Board on implementing the 2022 Tree Inventory: P&R Committee member Keith Ray attended the 4/27 meeting as a liaison to explore potential collaborations. Key points from the discussion:
	* The recent 2022 tree inventory report is very comprehensive with excellent information
	* The Tree Board’s priority is on existing trees: removing hazard trees, maintenance, etc.
	* Adding trees in parks is a low priority for the Board.
	* The Board stated that it is up to the P&R Committee to obtain funds and plant trees in parks
	* Species selection is important: avoid trees that may attract bees (e.g. fruit trees); at East Dock and Halvor Reiten, species that tolerate wet roots would be appropriate (e.g. Red Maple).
	* Invasive species removal is also a priority for the Tree Board: P&R Committee has conducted this activity, especially in the Big Ravine in conjunction with Landmark Conservancy and Bay Area Environmental Consulting.
2. Spring Park Clean-up:
	* Re-scheduled to Saturday May 20th due to conflict with the School Garden clean up on May 13th. Start at 9 am
	* Locations:
* East Dock Park:
	+ Rake & pick up sticks
	+ Rake/redistribute wood chips
	+ Paint picnic tables (if resources can be mobilized)
	+ Lead: Kitchell; engage Coast Guard for assistance
* Cooper Hill Park:
	+ Rake back leaves from fencing around edges
	+ Lead: Carrier & Vadnais
* Halvor Reiten:
	+ General clean up: Susan Hedman has agreed to coordinate with condo residents to assist
	+ Fill in sink holes along path out to dock: ACTION: Kitchell will coordinate with PWC to request rock & gravel delivery; she will also explore volunteer assistance from tractor owner(s)
	+ Paint picnic tables (if resources can be mobilized)
	+ Lead: Bingham & Hedman
* Paint over graffiti at Washington Ave. restrooms (dark brown)
	+ Kitchell will implement outreach via Chamber Blast, post on City website, coordinate with Coast Guard, others
	+ Future “clean up” projects: Based upon park inspection on May 8th, here are some additional identified needs:
		- Wood chips are needed as East Dock Park: coordinate with playground subcommittee, public works, & City Hall about purchasing a load of chips
		- Clean up Washington Ave. beach access: coordinate with Trek & Trail, MIFL,
		- Paint picnic tables & exterior wall of Wash. Ave. restrooms (dark brown)
1. Kitchell’s plans to resign by July meeting due to move out of the City limits:
	* ACTION: Committee members were asked to think about potential new committee members to recommend to Mayor Ringberg
	* After the position is filled the Committee would elect a new chair
	* The Committee should consider appointing the rep./liaison to the Bayfield Area Trails Committee
	* Kitchell pledged commitment to continue collaboration on trails

Next Meeting: June 1, 2023 @ 8:00 a.m. via Go to Meeting

**Motion** to adjourn at 9:35: Carrier/Bingham; **Motion** carried