

**City of Bayfield
Parks & Recreation Committee Special Meeting Minutes**

- Call to Order: 7:33
- Roll Call:
 - Committee Members: Bingham, Carrier, Fizell, Kitchell, Ray
 - Others: Mayor Ringberg, Kovachevich (PWD)
- Approve Agenda: Carrier/Ray; Carried
- Approve Minutes of February 4, 2021: Ray/Bingham.
 - Discussion: correct the spelling of name from Susan Headman to Hedman
 - Motion carried with this correction.
- Public Input: None

Agenda

Big Ravine Maps & Directional Signs design:

- The committee reviewed mock-up of maps and directional arrow signs. Kitchell explained that the draft map being viewed would be updated to drop the Landmark Conservancy contact and replace it with the Town of Bayfield, along with contact phone number.
- Motion to approve the design of these signs, with the noted update: Carrier/Ray. Motion carried.
- Discussion of Committee review of additional trailhead signs similar (but smaller) to those planned for the Gil Larsen Trailhead. Kitchell committed to provide the mock-up of the final signs to the Committee for informational purposes; and to bring issues to the Committee if needed.
- Motion to allow the Committee Chair to proceed with design, content, purchase and installation of additional trailhead signs. Carrier/Fizell. Motion carried.

Iron Bridge Viewshed Proposal:

- The Apostle Islands Historic Preservation Conservancy committed to funding year 1 of this project. Check for \$1443 has been received by the City.
- Committee reviewed the proposal from Bay Area Environmental Consulting (BAEC).
- Motion to proceed with hiring BAEC to conduct the work as described in the proposal. Ray/Fizell. Motion carried.

Big Ravine Budget:

- Kitchell introduced the purpose of the agenda topic as:
 - Review budget reports for 2020 and 2021;
 - Request conditional approval of 2021 budget, pending reconciliation and approval by City Treasurer;
 - Request approval to purchase 4 large interpretive signs and Big Ravine trail maps and directional signs for which funding is available from the Wisconsin Coastal Management Program grant using available reimbursable funds.
- Kitchell reviewed relevant info. in the Committee packet including:
 - Budget memo: Fizell noted that the date of signing the DNR RTP grant should be changed to 11/3/20 (rather than 11/3/21)
 - Spreadsheet showing income, expenses, and balance for 2020
 - City Treasurer print out of income and expenses for 2020
 - Proposed 2021 budget
 - Kitchell noted that a few items in the 2020 income and expenses records need to be reconciled with the City Treasurer's records; but that these items appear easily resolvable.
- Discussion: most discussion revolved around process

- Mayor Ringberg highlighted that the Council is responsible for all finances and budget approval.
- Mayor Ringberg and Tom Kovachevich advised the Committee of steps that would need to be taken regarding budget documentation and approval. This advice informed the Committee's motions as listed below.
- **Motion** to approve the budget reports as presented; ask the Committee Chair to verify budget reports with the City Treasurer; and work with the Treasurer to prepare a budget amendment for Council consideration and approval. Fizell/Carrier. Roll Call Vote: Bingham – Yes; Fizell – Yes; Carrier – Yes; Ray – Yes. Motion carried.
- **Motion** to proceed with purchase of 4 large interpretive signs (\$5,292) and Big Ravine maps and directional signs (\$620) upon approval of the budget amendment by the City Council. Fizell/Bingham. Roll Call Vote: Vote: Bingham – Yes; Fizell – Yes; Carrier – Yes; Ray – Yes. Motion carried.
- Other steps that should be incorporated into future Parks and Recreation Committee procedures were discussed. These include;
 - Include budget status reports for Big Ravine and other grant-funded projects in monthly financial statements in the Committee packet.
 - Public Works Director sign-off on requested expenditures, based upon the approved budget.
 - Committee review and recommendation to Council on deviations from the approved budget.

Next steps:

- Carrier and Kitchell meet with Dionne (City Treasurer) to verify budgets and prepare budget amendment for Council's consideration at the March meeting.
- Consider incorporating project budget planning and reporting into Outdoor Recreation Plan implementation section.

Financial Management for Bayfield Area Trails Committee cooperative projects:

- Kitchell reported that research is underway about options for how to address this matter. Fiscal sponsorship may be a mechanism to use. A proposal will be brought to the BAT Comm. and City Parks and Recreation Committee when ready.

Motion to adjourn at 9:08: Fizell/Carrier. Motion carried.

Next Meeting: March 4th @ 7:30 a.m.