

CITY OF WASHBURN
119 Washington Avenue
P.O. Box 638
Washburn, WI 54891



715-373-6160
715-373-6161
FAX 715-373-6148

NOTICE OF PARKS COMMITTEE MEETING

DATE: Tuesday, January 16, 2024

TIME: 5:30 p.m.

LOCATION: Washburn City Hall

This meeting may have members participating via tele or web conferencing.

Public participants can listen to the proceedings on-line at this link:

<https://us02web.zoom.us/j/87376136045?pwd=ODVXWjRCQzFPUIZGhVBqTWFiVGpBZz09>

or by calling 888-788-0099 (Toll-free) and entering Mtg ID: 873 7613 6045 and Passcode: 011624.

AGENDA:

- Call to Order/Roll Call
- Approval of the December 19, 2023 Meeting Minutes
- Updates from Public Works Department & City Administration
- Discussion & Update on Implementation and Updating the Lakeshore Parkway & Walking Trail Land Management Plan & WI Coastal Management Grant
- Discussion & Action on creating Park Designated Fund Budget
- Discussion of Hillside Park Tennis Court Expansion Plans
- Adjournment

It is possible that members of, and possibly a quorum of, other governmental bodies including the Common Council of the City of Washburn are in attendance at the above meeting. No action will be taken by any governmental body other than the Parks Committee.

December 19, 2023

City of Washburn Parks Committee Meeting Minutes

5:30 PM

Washburn Public Library

Members Present:

Jen Maziasz, Angel Croll, Jeremy Oswald, Susan Hall,
Erika Lang

Municipal Personnel Present:

Tony Janisch, Asst. City Administrator, Gerry Schuette,
Director of Public Works

Absent:

none

Call to Order/Roll Call

The meeting to order at 5:30 PM; five (5) of five (5) members are present; quorum is recognized.

Approval of Parks Committee Meeting Minutes

Motion was made by Hall to approve Park Committee minutes of November 15, 2023, seconded by Lang; Minutes approved unanimously.

Discussion & Action on Bike Park Development - Liz Grades, IMBA, presentation -

Presentation via ZOOM by Liz Grades project manager with IMBA along with IMBA planner Ryan Heid. PowerPoint presentation included: IMBA mission statement, relationship of IMBA with Trail Solutions (development section), and timeline of project thus far. Initially four sites were identified in Washburn, but only 2 led to fully developed concepts. Pros and cons for each site were listed. Parks committee asked questions of WOW (Washburn on Wheels) steering committee and IMBA. Topics included maintenance (City annual inspection/maintenance) materials appropriate for climate. Question posed: is the City of Washburn willing to allocate land for a bike park project? And if so, where?

Motion was made by Hall to open the floor for public comment, second by Oswald; motion approved unanimously. David Hollis, Avery Jenke, Michael Weispfenning, Courtney Rouch, Lisa Weispfenning, all spoke in support of the bike park noting personal benefits as well as to the City of Washburn, community and businesses. Motion by Hall to close the floor to public comment; second, by Croll. Motion approved unanimously.

Motion was made by Oswald that the Parks Committee supports the concept of a Bike Park and seeking confirmation from Council for support of the concept of a Bike Park, second by Hall; Motion approved unanimously.

Updates from Public Works Department & City Administration

Public Works Director Schuette provided the following updates:

- Artesian well drainage project complete at Thompson's West End Park.
- Trees were removed at Hillside Park in preparation for tennis court improvement project.

Asst. Administrator Janisch provided the following updates:

- Skate rink no open date due to weather, though two attendees have been hired.
- City Council recommended that the Plan Commission look at the vacating of Triton Avenue.
- Quarterly utility bills will include the solicitation by Friends of the West End Playground for fundraising.
- City Council approved converting the Eastside tennis courts into Pickleball courts.
- City Council approved amendment to Cooper Engineering contract due to change order on four-season bathroom.
- City Council discussed the campground expansion and delayed the bid to April.

Discussion & Update on Implementation and Updating the Lakeshore Parkway & Walking Trail Land Management Plan & WI Coastal Management Grant

- Subcommittee for updating the plan has not met.

Discussion & Action on Cable TV service at Campgrounds

Motion was made by Oswald to discontinue Cable TV at both campgrounds, second by Hall.
Motion approved unanimously.

Discussion of creating Park Designated Fund Budget

This item was tabled until the January 16, 2024 meeting.

Adjournment

Meeting was adjourned at 7:51 PM

Angel Croll

Secretary, Parks Committee

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To: Parks Committee
From: Tony Janisch, Assistant City Administrator
Re: Park Designated Fund
Date: December 12, 2023

The City Administrator has asked the Park Committee to develop a budget for the Park Designated Fund. This Fund has been around for as long as anyone can remember for the purpose of providing funding for improvements to city parks. On rare occasions, it has been used to pay for urgent maintenance needs at parks/campgrounds; but this is not the intended purpose.

The Park Designated Fund is funded through campground and pavilion usage. A portion of the daily campground site fee is deposited into this fund, currently \$5 per night; and all of the pavilion rental fee is placed in here.

This Fund is also used as the depository for donations to special projects, like the Jackie's Field playground funding or the new ballfield and fencing at the Athletic Field. The Fund is also used for grant funded projects used as match for projects or used to pay for contractor/services before grant reimbursements are received. An example of this would be the current project for coastal restoration engineering at Memorial Park.

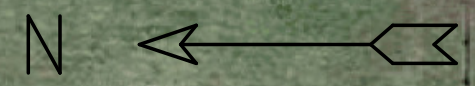
At the meeting we will begin discussion on how to proceed with developing this budget.

2

Legend

40 ft

Municipal Boundary





P.O. Box 247
 Baraga, MI 49908
 Office: 906.353.8828
 Fax: 906.353.6112
 office@jcs-services.com

To: City of Washburn
 119 Washington Ave.
 Washburn, WI 54891
Attn: Tony Janisch

Budgetary Proposal

Project:
 Hillside Park Tennis Court Construction

Prepared By: Curt H. Bergstrom

Date: 4.28.22

Work Description	
Build new, 2 tennis and 2 pickleball courts, court dimensions are 120' x 134' = 16,080 Square Feet	
Pave, first lift 1.75" of 4LT hot mix asphalt, then tack coat and pave 2nd lift 1.25" of 5LT hot mix asphalt.	
Fence, perimeter of asphalt (508') with 10' H galvanized chainlink and 4 walk gates.	
Nets, install net post sleeves, net posts, center tie downs, and nets for 2 tennis and 2 pickleball courts.	
Coatings, 1-2 leveling coats as needed, 2 coats of surface color (2-color scheme from standard colors).	
Striping, paint game lines for 2 tennis and 4 pickleball courts.	
Existing Courts, repaint game lines for 2 tennis courts and add game lines for 2 pickleball courts.	
Total for above proposed work is \$127,059.23	
Court lighting, trench conduit and panel tie-in, 4-6 light towers w/ concrete foundations.	~\$25,000.00
Engineering, provide sealed plans for design-build construction.	\$3,000.00
Special Conditions:	
*Sub-grade excavation, drainage, gravel and compaction to grade by City of Washburn.	
*All landscaping and backfilling items by City of Washburn.	
*This proposal is for budget purposes only and not a binding offer.	

Thank you!

Stewardship Local Assistance, Federal Land & Water Conservation Fund, & Recreational Trails Program Grant Application

Form 8700-191 (R 04/23)

Notice: Use of this form is required by the Department of Natural Resources (DNR) for any application filed pursuant to ss. NR 50.06, NR 50.21, and NR 51, Subchapters XI-XV, Wis. Adm. Code. Personal identifiable information will only be used in conjunction with the programs listed above. If you have any questions contact your local community service specialist. Personally identifiable information provided on this form will be used for program administration and will be available to requesters as required under Wisconsin's Public Records Law [ss. 19.31 - 19.39, Wis. Stats.].

Applicant	Individual Authorized to Act on Behalf of Applicant	
City of Washburn	Tony Janisch	
Street or PO Box	Title	
PO Box 638	Assistant City Administrator	
City, State, Zip Code	Telephone Number	Fax Number
Washburn, WI 54891	(715) 373-6160	(715) 373-6148
County	E-Mail Address	
Bayfield	asstadmin@cityofwashburn.org	

Grant Payment Information:

ACH Payment Email Address or Check Mailing Address (if different from applicant)

	Name	Address		
	Organization:	City	State	ZIP Code

Section 1: Project Information

Project Title: Hillside Park Tennis Court & Pickle Ball Expansion	Project Type (select one) <input checked="" type="radio"/> Development <input type="radio"/> Acquisition <input type="radio"/> Rehabilitation <input type="radio"/> Maintenance
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Financial Summary

Total Project Costs STEW/LWCF/RTP	Grant Request STEW/LWCF (up to 50%)	Grant Request RTP (up to 80%)
\$263,000	\$131,500	

Match Sources

Sponsor Funds:

(Cash and/or Force Account)

Donations:

(Cash, Labor, Materials, Equipment)

Other (list):

US Tennis Association

\$30,000

Washburn Ed. Foundation

\$10,000

Bayfield Co. Infrastructure

\$5,000

Total Sponsor Match:

\$131,500

Project Location

Township	Range	<input type="radio"/> E <input type="radio"/> W	Section	¼ ¼	¼	GPS Coordinates (Decimal Degrees):	County
49 N			32	SW	NW	Lat: 46.682857 Long: -90.900675	Bayfield

UEI # (12 digits)

V46YMRZD47U8

Congressional/Legislative District Numbers (link)

WI Senate
25

WI Assembly
74

US Congress
7

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Section 2: Project Details**1. What is the primary purpose of the project?**

The primary purpose of this project is to expand the tennis courts, install pickleball courts, and create an off-street parking area at Hillside Park. The project will increase the opportunity for tennis and pickleball to area residents and the local school.

2. Describe in detail which elements of the project will be completed with the requested funds. Please do not include information about tasks which are not part of this funding request.

The requested funding will be used to construct two tennis courts and two pickleball courts. This will include pavement with colored coating fencing, netting, striping and supplement the costs for lighting. It will also include the resurfacing and striping of the two existing tennis courts on site.

3. How will the public use and access the project?

Hillside Park is already a public park, with well-used tennis courts for recreational play and summer youth lessons. The expansion of tennis courts would allow for the Washburn Tennis & Pickleball Association to facilitate tournaments. With the addition of pickleball, this would allow a local group of players to utilize outdoor facilities in the summer.

4. What key partnerships are involved in this project?

A key partners in this project are the Washburn Tennis & Pickleball Association and the Washburn School District.

5. Who will complete the operations and maintenance of the project?

Ongoing maintenance of the new and existing facilities at Hillside Park are provided by the City of Washburn. Operations and usage of the facilities will occur in coordination with the Washburn Tennis & Pickleball Association, the local pickleball group, and the Washburn School District.

6. How did the public provide input for this project? Is there any opposition to the project? If opposition, please explain.

Discussions began with the Washburn Tennis & Pickleball Association, then continued with the City's Parks Committee; both in full support of the expansion of facilities. In addition, an article was featured in the Ashland Daily Press. This item was on the April 2022 City Council meeting, and public comment was received in favor of this project. While there isn't opposition to this project, there is concern of the costs; which expresses the need to secure outside funding.

7. Explain the approval process for this project.

The approval process began with the Parks Committee discussing the project, voting in support, and recommending to City Council that city funds be spent. City Council then authorized the use of city funds for this project and directed staff to seek other matching funds. When construction is ready to begin, City Council would then approve the contract with the contractor.

8. How will the in-perpetuity obligations of these grant funds be managed? Who will be responsible for long-term operation and maintenance of the project and how will future funding be obtained?

The City of Washburn will be responsible for the long-term operation and maintenance of the facility, along with the assistance of up-keep with our partner th Washburn Tennis & Pickleball Association.

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9. **Park/Trail/Recreational Area Name:** Hillside Park (i.e. Lakeshore Park, Big Ben Recreational Area, Six Mile Wilderness Trail, etc.)

Total Park Acreage: 3.14 **Acreage for this Project:** 1.00

- Project site is undeveloped
- Project site is partially developed

10. **Are there any underground utility easements or overhead power lines on the property?** Explain:
There are underground electrical lines in the road right-of-way along the boundaries of the park.

11. **When will the property or facility be open to the public?** Open upon project completion, estimation July 31, 2024.

12. **Who is the primary project manager?** Applicant from Page 1 Other - Specify:

13. **Who is handling the financial administration of the project?** Applicant from Page 1
 Other - Specify:

14. **Estimated Project Timeline:**

Acquisition: Have you already purchased the property? If yes, date _____
If so, have you received a DNR "letter of retroactivity" for the project? Yes No
If no, anticipated closing date: _____

Development: Anticipated Start Date 09/01/2023
Anticipated Completion Date 07/31/2024

15. **Describe the current project site and use.** (Include physical characteristics, topography, vegetation cover type, presence of any waterways/wetlands, current land use and zoning classification, etc.)
The site is a city park with two lighted tennis court, a small playground and an open field for sandlot baseball, soccer, etc. The area is primary grass with a few mixed species of trees and the topography is sloped on a hillside.

16. **If applying for RTP, will any tree removal occur? If yes, how many trees and what is the average d. b. h. (diameter, breast, height)?**

17. **Has the area been surveyed for endangered and rare species?** If yes, explain.
No.

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18. Have you discussed the project with your regional DNR Regional Project Manager within the past 6 months? Yes No

DNR Contact Patrick Anderson

19. Has consultation with a DNR Water Management Specialist occurred prior to submitting the application? Yes No

IF ACQUISITION:

20. The landowner (seller) is a(an): Individual Developer Corporation Other: _____

21. Is the property located within the boundaries of another unit of government? Yes No
If yes, attach copy of approval resolution from other jurisdiction.

22. Is the property currently being leased or rented? Yes No
If yes, Date agreement expires: _____
If yes, explain and include copy of the lease.

23. Are there any buildings on the property? Yes No
If yes, explain what will be done with them.

24. After (or at the time of) the land purchase, will a conservation easement be executed on the property? Yes No
If yes, explain and attach draft easement.

25. Did the seller originally acquire property 3 or less years before expected date of purchase? Yes No
If yes, attach copy of seller's deed for potential grant calculation purposes.

26. Will the property be transferred to another eligible sponsor? Yes No
If yes, explain and provide the adopting resolution from the accepting sponsor

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27. **Is seller requiring payment for property over time?** Yes No
If yes, explain.

IF DEVELOPMENT:

28. **Does someone other than the applicant from page 1, own the site?** Yes No
If yes, explain and attach easement or lease document.

29. **Does the State of Wisconsin own the site?** Yes No
If yes, explain and attach the land use agreement/memorandum of understanding.

30. **What soil disturbance will be occurring on the site and what is the size of the total disturbed area?**
Some fill will need to be brought in to the site, to level out the area, and top soil will be removed to build the base for courts and parking area. The approximate size of disturbance is 1/2 acre.

Required Application Attachments

Please submit the following documents as attachments to the grant application. Note that some attachments are only applicable to select project types.

Acq. Project	Dev. Project	Required Application Documents	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Grant Application (Form 8700-191) – Must be Signed by Project Applicant
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	Response to Ranking Questions & Criteria (Form 8700-338) and required documentation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	Project Resolution from Grant Applicant (Form 8700-388 or something similar)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	Project Location Map
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Project Boundary Map
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	Topographic Map
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	Legal Description and GPS Coordinates
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8	Environmental Hazards Assessment Form (Form 1800-001)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9	Cost Estimate Worksheet (Form 8700-014)
<input type="checkbox"/>	<input type="checkbox"/>	10	Estimated Construction / Acquisition Timeline
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11	Site Plan (For Development projects -show facilities to be constructed with grant assistance; for Acquisition projects- identify planned trails or facilities.)
<input type="checkbox"/>	<input type="checkbox"/>	12	Remediation Plan and (if available) signed DNR Final Close-Out Letter – <i>Applicable only to projects with brownfields.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	13	Copy of related grant application and/or grant agreement (<i>applicable only if applicant is proposing a grant as all or part of their local match</i>)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14	Public Access & Acceptable Uses Form (Form 8700-322)
<input type="checkbox"/>	N/A	15	Appraisal (<i>applicable to all acquisition projects and development projects that propose land donations as match</i>)
<input type="checkbox"/>		16	Offer to Purchase (<i>if available</i>)
<input type="checkbox"/>		17	Relocation Plan (<i>if applicable</i>)
<input type="checkbox"/>		18	Copy of Seller's Deed (<i>applicable only if seller has owned property for less than three years</i>)

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<input type="checkbox"/>		19	Approval resolution from jurisdiction in which acquisition property is located <i>(if property to be acquired is located outside of the applicant's jurisdiction)</i>
<input type="checkbox"/>		20	Land Management Plan
<input type="checkbox"/>		21	Agricultural resource impact determination document from DATCP <i>(applicable only to acquisition projects with agricultural activity on the property)</i>
N/A	<input type="checkbox"/>	22	Copy of Warranty Deed, Draft or Final Easement, Land Use Agreement, or Lease Document
N/A	<input type="checkbox"/>	23	Required permits, if available
N/A	<input type="checkbox"/>	24	Map showing the proposed project relative to the related larger trail system <i>(for RTP trail projects only; map should identify roads and bridges)</i> .

Certification

I certify that information in this application and all its attachments are true and correct and in conformity with applicable Wisconsin Statutes.

Name of Authorized Representative	Title
Tony Janisch	Assistant City Administrator
Signature <i>Tony Janisch</i>	Date Signed <i>4/28/2023</i>