

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, February 20, 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/84557495252?pwd=QnVNOXViS0lNY3orVjhaNWZLZWJsdz09>

or by calling 888-788-0099 (Toll-free) and entering Mtg ID: 845 5749 5252 and Passcode: 022024.

AGENDA:

- Call to Order/Roll Call
- Approval of the January 16, 2024 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 West End Playground Replacement
- Discussion & Action on West End Park Artesian Wells
- Discussion & Action on creating Park Designated Fund Budget
- 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.

January 16, 2024

City of Washburn Parks Committee Meeting Minutes

5:30 PM

City Hall

Members Present:

Jen Maziasz, Jeremy Oswald, Erika Lang, Susan Hall

Members Absent:

Angel Croll

Municipal Personnel Present:

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

Call to Order/Roll Call

Meeting called to order @ 5:30PM; Four (4) of five (5) members present; quorum is recognized. Oswald joined the meeting virtually after roll call.

Approval of Parks Committee Meeting Minutes

Motion was made by Hall to approve Park Committee minutes of December 19, 2023, seconded by Lang; Minutes approved unanimously.

Updates from Public Works Department & City Administration

Public Works Director Schuette provided the following updates:

- Schuette and Janisch will meet to come up with a plan for projects to be done in the parks this summer. The thought now is that they will largely be aesthetic improvements.
- Depending on what happens with the yet-to-be-developed budget for the Park Designated Funds, there may be some funding allocated which will allow PW to move forward with some projects.

Asst. Administrator Janisch provided the following updates:

- The ice rink opened for skating on 1/15/24 however, due to extreme cold temperatures, no one came.
- Two school classes were scheduled to use the rink this week. But they rescheduled to next week due to cold.
- The hockey rink is not open, needing more flooding, but is it anticipated to open on Friday, 1/19.
- There are 4 attendants hired for the season; 2 are new and 2 are returnees.
- Cooper Engineering has started the permitting process for the West End Park expansion project. The DNR storm water permit is on hold due to the requirement of having an archeological study completed. The City will work with a consultant to get this study done.
- At the last City Council meeting, the Council approved vacating Tritan Ave. This platted, but undeveloped, road is part of the undeveloped DuPont Linear Park and planned for a future trail development. There is another road nearby that is undeveloped and that may be considered for this trail in the future. The Council made the decision not to update the City's Comprehensive Plan regarding this until it's due for updating.
- Council approved the concept of building a bike park on City property, though a specific site has not been determined. There was a considerable amount of public comment in favor of a bike park and lots of discussion. The steering committee for the bike park cannot move forward

with fund raising efforts until a site has been identified. This will be on the agenda for the February City Council meeting. Once a site is selected, the International Mountain Biking Association (IMBA) and the steering committee will determine what features would be developed in the park, which in turn will allow them to develop a budget for fund raising purposes.

Oswald asked if, and when, there would be discussion about the need for expenditures for existing Parks. He was encouraged to talk with his City Council representative to share ideas and concerns.

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

Lang has looked at the plan and thinks that there will not be much tweaking necessary to update. The Desired Future Conditions for specific areas, including Area 7 near the coal dock, still need to be determined. It was decided that at this time, we will continue with the current plan. An addendum will be developed by the Parks Committee and submitted by March or April. This will include items that have been completed, new photos showing current conditions, and Schuette's input on how the maintenance is going according to the plan.

Janisch added that he expects the grant agreement with WI Coastal Management to be coming and this this project can begin this year. These being a bridge replacement at the Washington Ave. access and two new trailhead signs.

Discussion & Action on creating Park Designated Fund Budget

This fund was developed 20+ years ago to support the needs of the City's parks. It is Kluver's understanding that it was meant for capital improvements for any of the parks. Since there is nothing in writing at this time that clearly describes the parameters for how the fund gets used, the Committee decided to create a document to address this.

A Summary Report for the fund was handed out to the members. The report shows income and expenses for the 2023 calendar year. Tony went over the income and outlays on the report. Income is primarily generated from a portion of campground fees, pavilion rental, interest earned, and donations to specific projects such as campground equipment. The fund is used for grants that require up-front expenditures or matches. There was discussion about how to determine how much of the fund should be budgeted for projects in any given year. One amount suggested was to use the amount generated yearly from campground fees, though a final decision was not made on this. Oswald and Maziasz agreed to work on a budget for the fund.

Discussion of Hillside Park Tennis Court Expansion Plans

Lang asked for an overview of the process on how this plan came to be. The idea for tennis court expansion at Hillside Park began in early 2022 when the Mayor held a meeting with two officers of the Washburn Tennis Association to discuss the issues at the Eastside courts. It was then determined to seek DNR grant funding to add 2 tennis courts, 2 dedicated pickleball courts, parking and resurfacing of existing courts. Costs were received and a basic layout was developed to include with the grant submittal. The grant was not received. It was then resubmitted in 2023

and again not received. In November, Council approved allocating funding for this project with the borrowing for the Bayfield Street project.

Now that the funding for the Hillside expansion is no longer partially funded with grant dollars, the question was asked if it was time to rethink this plan. Maziasz said she has received questions from citizens about the idea of turning this park into basically a tennis park rather than having it be a multi-use park. Hall has also heard from people concerned about the need for more tennis courts. There is also a question about the size of the parking lot being proposed. Maziasz said she would talk further about this with the City Administrator. No action was taken.

Adjourned at 7:37 PM

Susan Hall
Acting Secretary, Parks Committee

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To: Parks Committee
From: Tony Janisch, Assistant City Administrator
Re: West End Playground
Date: February 15, 2024

The Friends of Thompson's West End Playground have begun seeking donations and raising funds for playground replacement. So far, they've raised \$2,650, with previous donations of \$22,589, totaling \$25,239.

The Game Time playground equipment manufacturer is holding another sales offer. This being 40% off the cost on select play systems with an additional \$22,000 bonus discount if ordered by Feb. 28th. Unlike the offer/grant we were looking at last year, this does not require money-down at the time of application.

The friend's group has identified the Fall Creek with Mound play system as the preferred choice for the available play systems with this offer. The costs being \$173,272 with \$10,159 for shipping. This cost does not include installation, ground materials (wood chips), or additional amenities like a swing set. However, the promotional offer would reduce the costs by \$91,000, bringing it to \$92,430.

Like the playground improvements to Jackie's Field, Council will need to approve the new play system at West End Park. I seek the Parks Committee recommendation for the Fall Creek with Mound play system and the continued efforts to seek funding for the project.



Fall Creek with Mound

Fall Creek is an exciting PowerScape play system designed for children ages 5-12. This unit is accessible by ramp and features our Sensory Wave products to promote inclusive play. The Timbers Roofs, Dune mound, and Conifer Climbers add a charming treehouse and nature theming element, making Fall Creek an irresistible playground destination for kids.

FEATURES AND BENEFITS:

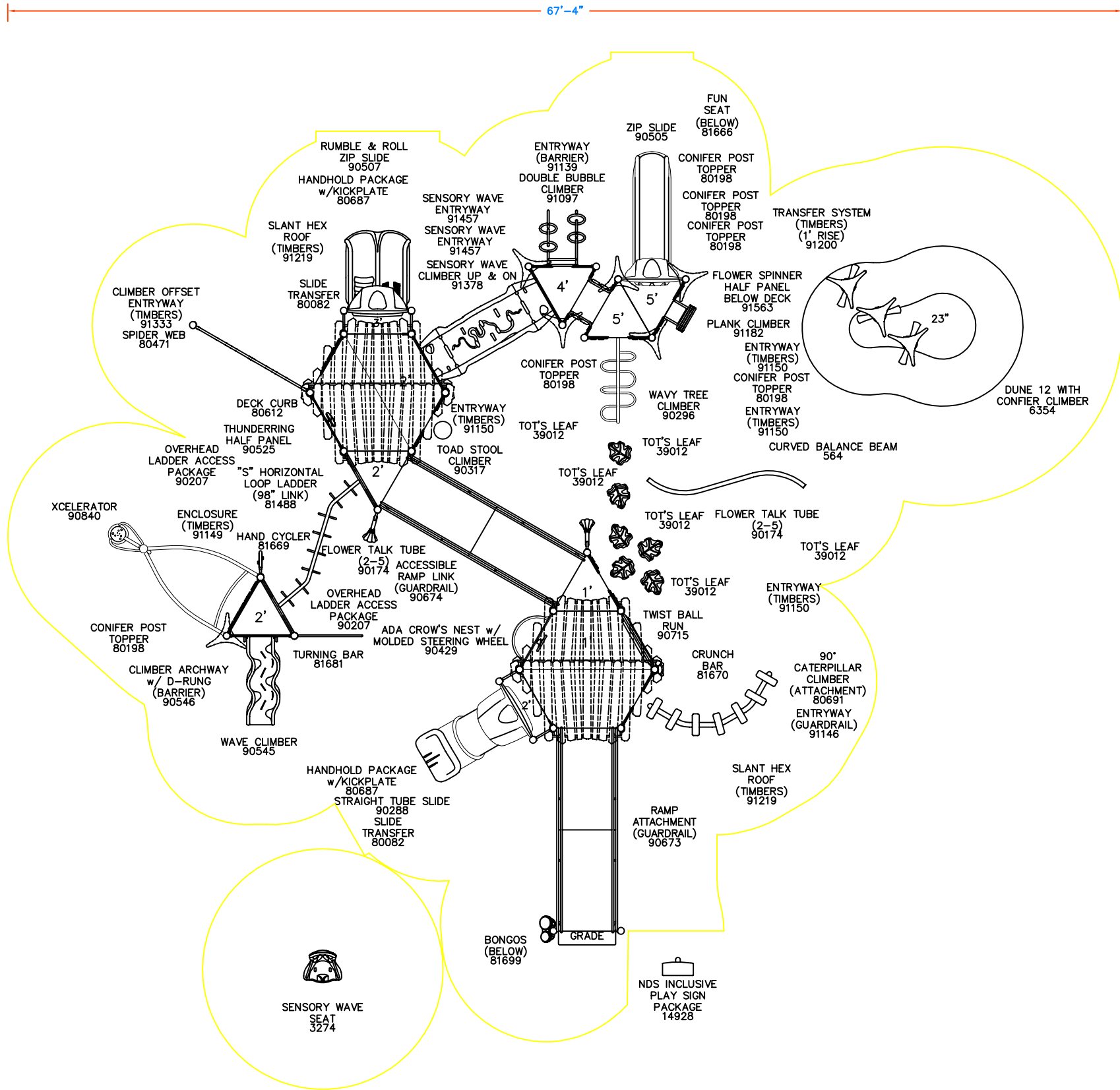
- Designed to provide the highest capacity of any playground, with an industry-leading 49” deck
- Utilizes our patented TruLoc® DirectBolt connections to assure fast and easy installation
- Constructed from heavy-duty materials and backed by the industry’s leading warranty

SPECIFICATIONS

Model Number:	PS23021
Fall Height:	8' (2.44 m)
Use Zone:	67'-4" x 62'-7" (20.52m x 19.07m)
Age Group:	5 to 12 Years

GameTime offers a limited lifetime warranty on uprights, hardware, and connections. Visit gametime.com/warranty for full warranty information.





GameTime
 A PLAYCORE Company
 150 PlayCore Drive SE
 Fort Payne, AL 35967
 www.gametime.com



**Fall Creek w/ Mound
 PS23021**

Representative

This Unit includes play events and routes or travel specifically designed for special needs users. It is the opinion of the manufacturer that these play events and routes of travel conform to the accessibility requirements of the ADA (Americans with Disabilities Act)

Total Elevated Play Components	14	Required	0
Total Elevated Play Components Accessible By Ramp	0	Required	0
Total Elevated Components Accessible By Transfer	9	Required	7
Total Accessible Ground Level Components Shown	10	Required	3
Total Different Types Of Ground Level Components	6	Required	3

This play equipment is recommended for children ages
5 - 12

Minimum Area Required:
 Scale: 1" = 5'-0"
 This drawing can be scaled only when in an 18" x 24" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By:
 JDG
 Date:
 11.29.23
 Drawing Name:
 PS23021



MWP Recreation
 5101 Highway 55, Suite 6000
 Golden Valley, Minnesota 55422
 Ph. 800-622-5425 | 763-546-7787
 Fax 763-546-5050 | info@mnwiplay.com

02/14/2024
 Quote #
 104662-01-01

City of Washburn- PS23021- Winter Promo

City of Washburn
 Attn: Tony Janisch
 502 W. Bayfield Street, P.O. Box 638
 Washburn, WI 54891
 Phone: 715-373-6160
 asstadmin@cityofwashburnwi.gov

Ship to Zip 54891

Quantity	Part #	Description	Unit Price	Amount
1	178749	GameTime - Owner's Kit	\$89.00	\$89.00
1	RDU	GameTime - PS23021 [Basic: _____] [Accent: _____] [RotoPlastic: _____] [Deck:Pvc: _____] [Roof: _____] [Cabling: _____] [Accent2: _____] [Tube: _____] [2ColorHDPE: _____] [HDPE: _____] [Arch: _____]	\$173,183.00	\$173,183.00
			Sub Total	\$173,272.00
			Freight	\$10,158.61
			Total	\$183,430.61

This quotation is subject to current MWP Recreation (MWP) policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to MWP Recreation.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and MWP, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by MWP will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Indemnification: Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, MWP Recreation (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Excusable Delays/Additional Costs: MWP, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of MWP, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product) and attainability of raw materials. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.





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 Fax 763-546-5050 | info@mnwplay.com

02/14/2024
 Quote #
 104662-01-01

City of Washburn- PS23021- Winter Promo

This quotation is subject to polices in the current GameTime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o MWP Recreation.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and GameTime, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by GameTime will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Pricing: f.o.b. factory, firm for 15 days from date of quotation. If placing an order after expiration of quote, please contact our office for updated pricing. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. Should this quotation be forwarded to an agency not listed on this quote, credit terms, as well as other terms and conditions herein, may be need to be altered. For instance, non-tax supported organization purchasing any or all products and/or services quoted herein may require full payment for that amount due at time of order entry. Remaining balance owed by tax supported agency, if any, shall still be net 30 days. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Unless already on file, please include a tax exempt certificate upon order entry whether a tax supported government agency or other.

Freight charges: Prepaid & added

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Order Information:

Bill To: _____ Ship To: _____

Company: _____ Project Name: _____

Attn: _____ Attn: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Contact: _____ Contact: _____

Tel: _____ Tel: _____

Fax: _____ Fax: _____

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: **\$183,430.61**



Tony Janisch

From: GameTime <hostmaster@gametime.com>
Sent: Tuesday, February 6, 2024 8:18 AM
To: asstadmin@cityofwashburn.org
Subject: Huge Savings on New Playgrounds

Follow Up Flag: Follow up
Flag Status: Flagged

Save up to 40%
on select play systems



New Year. More Play. Big Savings!

GameTime is offering up to 40% savings on select play systems through March 29, 2024. Choose from over 100 play system designs, including playground towers, inclusive play structures, and more. Act now to lock in the best price of the year!

Offer valid only in the contiguous United States through March 29, 2024.

[Shop Now!](#)

Nearly 100 play systems are on sale, including playground towers like this!



BONUS SAVINGS - UP TO \$22,000!

Customers who register their project early will receive a bonus discount of up to \$22,000. You must complete our early bird discount form by February 28 to be eligible!

[Act Fast and Save More!](#)

GameTime, 544 Chestnut St, Chattanooga, TN 37402, United States

[Unsubscribe](#) [Manage preferences](#)

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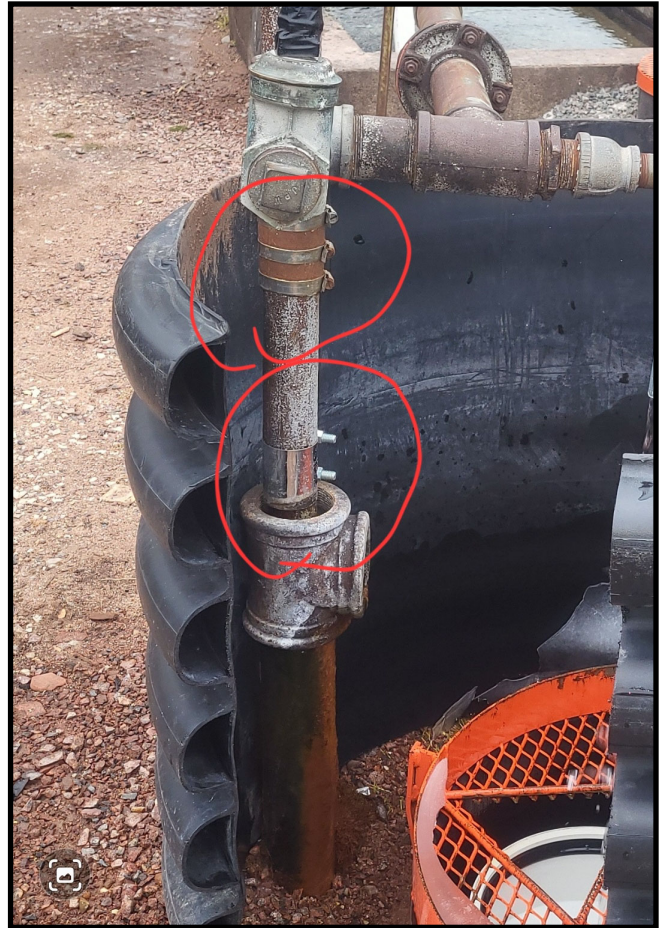


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To: Parks Committee
From: Tony Janisch, Assistant City Administrator
Re: West End Campground Artesian Well
Date: February 15, 2024

Public Works identified a leak in the piping of the artesian well at Thompson's West End Park. After repairs were made, it was further identified that leaking is occurring elsewhere along the piping. This is an old flowing well and it would appear that the infrastructure is beginning to fail. As last year, Public Works repaired the drainage for this same well.

Director Schuette would like to discuss repair/replacement options as well as improvements to the flowing well.



The artesian well at West End sprung a leak and the repairs have not fixed the problem.



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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 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.