

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



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## **NOTICE OF PARKS COMMITTEE MEETING**

**DATE:** March 22, 2022

**TIME:** 5:00 p.m.

**PLACE:** 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/86016440262?pwd=dWdxMTVrbXZWTGlxOEZwM3RYYWlsZz09> or by calling 888-788-0099 (Toll-free) and entering Mtg ID: 860 1644 0262 and Passcode: 032222. Limited seating will be available at the meeting and guests are asked to keep a six-foot distance.

### **Agenda:**

- Call to Order/Roll Call
- Approval of the February 15, 2022 Meeting Minutes
- Updates from Public Works Department
- Update on Implementation of the Walking Trail Land Management Plan & WI Coastal Management Grant
- Discussion & Action of Tennis Court Relocation/Expansion
- Discussion & Action of West End Park Fishing Pier
- Discussion & Action of West End Park Flowing Wells
- 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.

February 15, 2022

## CITY OF WASHBURN PARKS COMMITTEE MEETING

5:30 PM

Washburn City Hall and virtually

Members Present:

Jennifer Maziasz (Council rep), Jamie Cook, Angel Croll, and Erika Lang

Municipal Personnel Present:

City Administrative Assistant Tony Janisch, Public Works Director Gerry Schuette

Absent:

Kyleleen Bartnick

### Call to Order/Roll Call

Meeting was called to order at 5:30 pm. Quorum met.

### Approval of the November 16, 2021 Parks Committee Meeting Minutes

Motion made to approve minutes by Croll, second by Maziasz. Minutes approved unanimously.

### Updates from Public Works Department

Public Works Director Gerry Schuette and Ass. City Administrator Janisch gave the following updates:

- Janisch mentioned that he received an email from Kyleleen Bartnick and that she has resigned from the parks committee effective immediately.
- Staff are working on upgrading bathrooms at Memorial Park (tiling bathroom and floor); people are doing snowmobiling/fishing guiding and leaving their chairs in the snowbank. Maziasz pointed out that a snowmobile and sled have been on the lake for a few days so perhaps someone may be parking and leaving it there. City staff will look into it.
- City staff are getting ready for Book Across the Bay.
- Next month, we will have some things on the agenda for discussion/input from the parks committee.
- The City has been taking reservations for 2022 seasonal campers. Memorial Park has 14 seasonal sites and Thompson's West End has 17 sites. Last year, Memorial had 6,133 total site usage of 7,850 sites available. In July and August, we were at more than 90% capacity. The income was more than \$128,000. Thompson's West End had 7,616 total site usage of 9,300 sites available. July was the fullest month. The income was just under \$154,000.
- The ice skating rink opened January 7<sup>th</sup> and is up and running. So far, almost 2,000 people have used it including 17 school groups (one school group from Bayfield but most from Washburn). Users are enjoying new flooring, a new countertop, and hot water.
- The City Council has directed City staff to look at potential campground expansion at Thompson's West End Park. Staff developed an RFP and received proposals from three firms. Cooper Engineering was selected to look at campground expansion at two locations - the open area near the walking trail that Book Across the Bay uses for parking; and the overflow camping area near the dock. The engineering firm will be looking at what improvements are needed for partial or full camping. While they will be looking at a variety of camping options, they will look particularly at RV camping both partial and full service.
- At the last City Council meeting, the Wisconsin Department of Transportation came to Council with a proposal for the detour route during the Highway 13 improvements. If Holman Lake Drive is used, it would be paved. When additional plans are presented as to how to develop the detour route, Council will think more about traffic at the 8<sup>th</sup> Avenue intersection.

Lang made a motion to open the floor for public comment; second by Maziasz. Motion approved unanimously.

Jeremy Oswald, a resident of the City of Washburn, stated that he attended the City Council meeting and was surprised to learn that campground expansion had been brought up casually from a city council member to the parks committee in the past but that no additional discussion had occurred. Parks Committee members identified the following: we need more lead time from City Council, we need to play a role in public outreach as ideas come are

presented from the engineering study, and we need to follow plans that are already in place. Updating the comprehensive plan as well as the outdoor recreation plan will give us an opportunity to be specific. Janisch shared that Cooper Engineering doesn't have a hard deadline to present a proposal, but staff hopes to have some information by May/June. Lang pointed out that one cannot see on-the-ground conditions like topography and drainage very well with snow still on the ground so they may need more time.

### **Update on Implementation of the Walking Trail Land Management Plan and Wisconsin Coastal Management Grant**

- Not much has occurred related to activities for the current grant as it is wintertime. An additional grant proposal was submitted to Wisconsin Coastal Management Program in November. Last month, City staff made a presentation to the coastal program's council about the project and are now waiting to hear if the project was funded.
- Lang is working on finalizing the plant order for spring 2022.
- More work needs to be done on content for the interpretive signage that will go at the beginning of the trail. Lang recommends to lay-out the sign in a landscape orientation and a portrait orientation to see what looks best.

### **Discussion & Action of Moneywort Treatment Experimental Proposal**

An invasive plant, moneywort, has been found in a couple of locations along the walking trail in wet areas such as a ravine. Bay Area Environmental Consulting has proposed to do a demonstration treatment and is seeking approval from the City of Washburn to do so. This will help landowners learn more about the plan and what it responds to. Motion made to approve study by Croll, second by Maziasz. Approved unanimously.

### **Discussion & Action of Outdoor Recreation Plan, Parks & Recreation Inventory**

Eric Howell of the Northwest Regional Planning Commission led the conversation. He reminded the committee that the outdoor recreation plan will be a document that can be updated, not static.

- Parks committee members started to review the policy statements and realized that Eric didn't have the most recent draft as parks committee members had spent time editing the statements already.
- Eric mentioned a need for the committee to provide more context around some of the policy points. For example, for statement 1, think about what current assets are in place that support this, what have we heard from residents, what are needs, what are the opportunities. The committee may want to consider a short paragraph that fleshes out what we mean by this.
- Eric also suggested that perhaps the committee could take the recommendations/activities and put timeframes/timeline on them to help begin prioritizing this large list. We could also reorganize the list from an immediate priority to a project in the future so we can better understand which recommendation is short-term vs. long-term such as 1-5 years, 5-10 years, or more than 10 years in the future.
- The committee will need to review the draft plan and think about how we want this to be presented to the public.
- For each park, the planning commission will fill out the yellow highlighted items.
- Next steps: Maziasz will meet with Janisch to see if City staff want to add anything that might be missing from the plan. Maziasz/Croll/Janisch will then review the current draft plan to edit it, add suggestions for priorities and timeline, and add any additional ideas. Committee will review edits at the next meeting in March. Eric will remove the Related Goals and Objectives and Supporting Policies sections from each table as this information is already captured elsewhere in the plan.

### **Discussion & Action of West End Park Flowing Wells**

Committee members agreed to table this topic for the next meeting. We need to better understand the donor's goals, what restrictions a donor would place on a project, and what our future desired condition is.

### **Adjournment**

Date and time of next meeting will be March 2022. Meeting was adjourned at 7:33 pm.

Erika Lang  
Secretary, Parks Committee

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To: Parks Committee  
From: Tony Janisch, Assistant City Administrator  
Re: Tennis Court Relocation/Expansion  
Date: March 17, 2022

Discussion has been started of the idea to abandon the East Side Tennis Court and expand the tennis courts at Hillside Park. East Side Tennis Court was built in 1974 and is in need repair. The court surface is crumbling, unlevel and holds water. There are also drainage issues at the location, with rainwater running off onto adjacent land parcels. Additionally, the courts are out of specs. with the U.S. Tennis Association, making it difficult to receive funding from this organization.

The East Side Court is also adjunct to the Washburn Housing Authority Autumn Manor. And rather than seek funding to upgrade the court, the Mayor has suggested to abandon the tennis court, to allow the Housing Authority to expand, to help meet the demand for residential housing in the City. The City could then seek funding to expand the Hillside Tennis Court.

This concept was presented to the Washburn Tennis Association, which they are supportive of. One comment during discussion was that the tennis association could then hold tournaments, because they would have one venue to host multiple games.

I would like to prepare and apply for DNR recreation funding to expand the courts at Hillside Park this year (May). This expansion would include the creation of a parking lot. The DNR funding would require a 50/50 match and as such, City Council would need to approve the use of City funds. I ask the Parks Committee to support the expansion of the Hillside Tennis Court and recommend to Council this conceptual plan.



# Eastside Tennis Court


Legend






# Hillside Tennis Court

## Legend

 Hillside Park

 Hillside Park





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To: Parks Committee  
From: Tony Janisch, Assistant City Administrator  
Re: West End Park Fishing Pier  
Date: March 17, 2022

Several years ago, the fixed dock, T-shaped fishing pier at West End Park was damaged by ice cover and removed, as was the long dock. There is interest to re-install the T-shaped fishing pier. Does the Committee have recommendations to do as such, and if so any specifics, location, etc.



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To: Parks Committee  
From: Tony Janisch, Assistant City Administrator  
Re: West End Park Flowing Well  
Date: January 13, 2022

This past summer, the committee meet at and visited the West End Park flowing well and gave recommendations to Public Works for vegetation maintenance. This agenda item is to continue discussion of vegetation maintenance and usage of the site.

