

CITY OF WASHBURN
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NOTICE OF PARKS COMMITTEE MEETING

DATE: September 22, 2020

TIME: 5:30 p.m.

PLACE: Thompson's West End Park beginning at Pavilion

This meeting will have members participating outside at park location. Members and meeting guests are asked to wear masks and keep a six-foot distance from one another. The committee may choose to visit other park locations.

Agenda:

- Call to Order
- Approval of the August 18, 2020 Meeting Minutes
- Updates from Public Works Department
- Update on Implementation of the Walking Trail Land Management Plan
- Update from Permitting of Commercial Usage in City Parks Working Group
- Discussion & Action of Inventorying City Parks and Check List Walkthrough
- Future Topics
- 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.

August 18, 2020

CITY OF WASHBURN PARKS COMMITTEE MEETING

5:30 PM Via In-person and Video Conference Call due to Covid-19 pandemic

Members Present: Jennifer Maziasz (council rep), Jamie Cook, Erika Lang, Kyleleen Bartnick, and Angel Croll

Municipal Personnel: City Administrator Scott Kluver, Assistant City Administrator Tony Janisch

Call to Order

Meeting was called to order at 5:33 pm by Maziasz. 5 members present.

Introductions

Angel Croll is joining the Parks Committee and introduced herself. Other members introduced themselves as well.

Approval of the July 21, 2020 Parks Committee Meeting Minutes

Motion made to approve minutes by Cook, second by Bartnick. Motion carried unanimously and minutes were approved.

Updates from Public Works Department

Janisch gave update.

- A new public works director has been hired and will start November 2.
- Campgrounds are still full, even mid-week. Some people had to be turned away. There have been a few incidences of people taking other people's sites despite a reservation tag being posted.
- West End Dock update - a change was made to the contract as additional sheeting will be added to extend it along the shoreline. Pearl Beach Construction Company has been doing the work.
- The dirt for the ball field has arrived, and there is a volunteer to spread it. The dugout is still not installed and Cook is coordinating this.
- The installation of the informational kiosk at Wikdal Park has begun.
- A potteryfest in Wikdal Park is still scheduled for September 5.
- A commercial use permit was issued to the kayak outfitter in town.

Update on Implementation of the Walking Trail Land Management Plan

Janisch reported a few things:

- More garden valerian (an invasive plant) was removed.
- The Northwoods Cooperative Weed Management Area will be helping to remove buckthorn and honeysuckle in a few areas including near the coal dock. Lang stressed the importance of treating the cut stump with herbicide as this is a much more effective control technique as only cutting will lead to re-sprouting.
- Wisconsin Coastal Management Program has requested that the City fill out a questionnaire as NOAA (the funder) needs more info before releasing the funds. Lang will help Janisch work on this.
- Maziasz reported that there may be leafy spurge across from the skating rink.

Update & Action on Dog Park

At the last Parks committee meeting, Cook volunteered to follow-up with the dog park group about next steps and speaking to landowners adjacent to Area 4 of the lakeshore walking trail area. Cook followed up with the main people of that group. They think that City staff or the Parks committee should send a letter to adjacent

landowners, rather than the dog park group send a letter. The two main people of the dog park group also stated that people are losing interest, and some supporters thought that people questioned the validity of the survey so a letter from the dog park group may not be well received/respected. After a brief discussion, Parks committee members concluded that it would be best to further consider a dog park when the City and appropriate committees work on the Comprehensive Recreation Plan.

Discussion & Action of Inventorying City Parks

Parks committee members briefly reviewed the evaluation form. They concluded that a different form will need to be developed for campgrounds. So far, Jackie's Field, Hillside Park, and Legion Park have been evaluated. The committee still needs to evaluate Wikdal Park, Thompson's West End Park, Memorial Park, and the Athletic Field area. The Parks committee will meet at Thompson's West End Park pavilion for its September meeting.

Discussion & Action regarding Permitting of Commercial Usage on City Parks

The current ordinance/permit system is specific to kayaking and canoeing uses. City Council members recognize that the City may need a permit for other uses such as ice cave tours, food trucks, etc. Parks committee members agreed that a small group should look into what other nearby/regional cities have done. Cook, Croll, and Maziasz volunteered to work with Janisch and Kluver and report their findings and recommendations to the Parks committee by December 1, 2020. Janisch will provide information regarding what research has already been done.

Future Topics

- Status of parks inventory/evaluation
- Update on Implementation of the Walking Trail Land Management Plan
- Commercial Usage update
- Bayfield Street (Highway 13) update
- Athletic fields-baseball fields update

Adjournment

Meeting was adjourned at 6:33 pm.

**City of Washburn
Park & Campground
Condition/Quality Inspection
Checklist**



Park Facility:

Inspected by:

General Comments:

Date & Time:

Season:

Turf and Grounds

Absence of weeds in turf and surrounding grounds (mulch beds, playground, courts, etc.)

Yes No N/A

Turf is in good condition (no excessive wear, brown spots, wet spots, no scalping, no ruts, etc.)

Yes No N/A

Turf is properly maintained (grass is cut, has been edged recently, and is trimmed along fence lines, curbs and trees)

Yes No N/A

Turf is clean and free of debris (no trash, pine needles, leaves, or other debris)

Yes No N/A

Mulch/Planter beds are properly maintained and in good condition (bed is mulched, no excessive pruning needs, no dead plant material, washout, or excessive weeds, etc.)

Yes No N/A

Park Facilities

Shelter is clean and free of debris (no trash or graffiti, no tape or streamers)

Yes No N/A

Shelter is properly maintained and in good condition (no excessive wear and tear, paint is in good condition, no obvious damage)

Yes No N/A

Benches and Tables are properly maintained and in good condition

Yes No N/A

Restrooms are clean and stocked

Yes No N/A

Restrooms are properly maintained and in good condition (no excessive vandalism, graffiti, or damage to the vault or toilet)

Yes No N/A

Courts are clean and free of debris (no pine needles or leaves, no trash)

Yes No N/A

Courts are properly maintained and in good condition (nets and straps are in good condition, court surface has no excessive cracks or wear, etc.)

Yes No N/A

Other park amenities are properly maintained and in good condition (drinking fountains, fences, signs, trash cans, BBQs, etc.)

Yes No N/A

Trees and Plant Material

Trees are properly maintained and healthy (no excessive damage, brown or brittle leaves, no signs obvious signs of disease or poor health, no suckers)

Yes No N/A

Shrubs and other plant material is properly maintained and healthy (no excessive damage, brown or brittle leaves, no signs obvious signs of disease or poor health)

Yes No N/A

No excessive need for pruning, clearing, or removal of dead plant material

Yes No N/A

Irrigation/Drainage

Absence of obvious damage or leaking throughout the park (No flooding, pooling, or excessive water accumulation in the turf or surrounding grounds)

Yes No N/A

Irrigation system is properly maintained and is providing good coverage (No dry spots, rings around heads, signs of "slow turn" or "no turn" irrigation heads, or excessively wet sidewalks or streets)

Yes No N/A

Volunteer Opportunities

Any other relevant comments

Yes No

Signature:
