

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 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