

December 15, 2020

CITY OF WASHBURN PARKS COMMITTEE MEETING

5:30 PM

In-person and Video Conference Call due to Covid-19 pandemic

Members Present:

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

Municipal Personnel:

City Administrator Scott Kluver, City Attorney Max Lindsey,
Assistant City Administrator Tony Janisch, Public Works Director
Gerry Schuette, Council Member Mary McGrath

Call to Order

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

Approval of the October 20, 2020 Parks Committee Meeting Minutes

Motion made by Cook to the approve minutes from October 20, 2020, second by Croll. Motion carried unanimously.

Updates from Public Works Department

Public Works Director Gerry Schuette introduced himself to the committee. He and Janisch gave the following updates:

- The Public Works Department is doing planning for 2021.
- The artesian wells have been improved. One is now enclosed which helps minimize wind and ice exposure. And a pipe was installed on the artesian well that is on a concrete basin. The City as well as the Chamber of Commerce would still like to improve access at the artesian wells.
- Waterline improvements were completed at Memorial Park.
- The shower at West End Park that is available for people with physical challenges to use is in the process of being upgraded.
- The dock work is almost finished, with signage and final tasks to be completed in the spring.
- For the ice-skating rink, the plan is to open the rink this winter, but the warming building will remain closed due to Covid19. The City is looking at timers for the lights since there will be no attendant. The Washburn School has indicated that it will purchase a plastic liner for the rink. The City is looking at ice skate rental options, such as seasonal rental since there will be no rentals from the warming building.
- Washburn City Council approved starting comprehensive planning, which the recreation plan will also be a part. The Parks Committee will help with the recreation plan.

Update on Implementation of the Walking Trail Land Management Plan

- Janisch reported that the City received the grant contract/agreement from Wisconsin Coastal Management Program signaling that the funds have been awarded and the project can now begin.
- Maziasz gave Public Works Director Schuette a brief overview of needs and opportunities along the walking trail and the City property adjacent to it as well as the goals of the grant project.
- Parks Committee members briefly discussed organizing a community presentation about the project (30-45 minutes) which could occur outside of a Parks Committee meeting. Maziasz and Lang will work on this.
- Lang volunteered to meet with Schuette and any of the public works staff to review the project and walk the area.

- Lang will work with Janisch to put together a contract for the invasive plant removal/control work that an experienced contractor will complete starting this winter.
- Lang and Cook will also work on brainstorming types and potential designs for the interpretive signage that is part of the grant funded project. They will bring forth ideas to the Parks Committee. Other organizations will also be consulted for their ideas such as Washburn Heritage Association.

Discussion & Action of Commercial Activity on City Property

Cook, Kroll, and Maziasz have been working on this with others including Kluver, Janisch, and Mayor Motiff. They did a lot of research and learned what other cities/towns have done and how that is working. Max Lindsey, the City's attorney, drafted an ordinance that was shared with the Parks Committee. Lindsey presented the draft ordinance and Parks Committee members (excluding Bartnick as she wanted to avoid any perceived conflict of interest with her employer) and City staff discussed several points, all of which is summarized below. For a more complete list and review of the discussion, interested parties should contact City staff for the recording of the Parks Committee meeting.

- There is a Direct Seller Permit Application. The City of Washburn requires all direct sellers and vendors as defined in Tile 7 Section 4 to apply for a permit. Basically, if you are doing any business on City property, you need a direct seller permit.
- In addition to a direct seller permit, some businesses and/or organizations may need to apply for a commercial use activity permit as outlined by the Commercial Use Activity Ordinance which is being discussed today and will be further discussed at an upcoming City Council meeting.
- In creating a Commercial Use Activity Ordinance, the City used examples from other communities and organizations around the area. They want to make sure we are not being too stringent. That being said, in speaking with other communities, they learned that there is no way to predict every scenario.
- In receiving a commercial use activity permit, this does not give a business exclusive use of city property in said location.
- Looking at the definition of City Property, Parks Committee members would recommend that the ordinance not pertain to the use of City streets and sidewalks.
- Regarding exemptions depending on frequency of use and number of people, Parks Committee members believe that it should be based on the number of people per day as that is easier to track than a monthly amount.
- We should make sure we include language about whether workers are employees vs. independent contractors and define those terms.
- Regarding fee structure, it does not seem to make sense to charge a group that uses a spot a few times a year the same amount that a group that uses a spot many times a year would be charged. \$750 seems a bit high and additional levels should be explored by the City Council. Some organizations charge a flat fee and then require a performance fee at the end of the season based on how the company used that space and how they did financially.
- Regarding time period, no matter when a business would apply for a commercial use activity permit, does it make sense that it would only be good until the end of the year?
- Regarding businesses/organizations which would be exempt from the ordinance, Parks Committee members recommend that these be non-profit organizations, religious, or educational organizations. Parks Committee members would prefer to see groups such as the Tennis Club, North Coast Sailing, Little League, and other like-organizations exempt. They would of course still have to follow general conduct requirements when using City property. Additionally, it might be best for these organizations to have a separate recreational agreement with the City for use of City property.

- Regarding events, current City code requires a separate permit for events. The City will update that section in licensing requirements.
- It might be helpful to come up with a flow-chart that organizations can follow related to what they need.

Motion was made by Croll to recommend to the City Council the draft Commercial Use Activity Ordinance with proposed changes and fee structure, seconded by Cook. Motion carried with Bartnick abstaining.

Future Topics

- Continue parks inventory/evaluation including visiting Legion Park, Wikdal Park, and Memorial Park in the spring. Also, discuss how to improve and maintain the flags in Legion Park.
- Update on Implementation of the Walking Trail Land Management Plan
- Bayfield Street (Highway 13) update
- Ways to manage the many Parks Committee documents (could we post some to the City's website such as park management plans?)
- Recreation plan development

Adjournment

Meeting was adjourned at 7:45 pm.

Erika Lang
Parks Committee Secretary