

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



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## **NOTICE OF PARKS COMMITTEE MEETING**

**DATE:** April 27, 2021

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

**PLACE:** Lakeshore Walking Trail, beginning at Trailhead, S. 6<sup>th</sup> Ave. W

This meeting will have members participating outside at park locations. 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/Roll Call
- Approval of the March 16, 2021 Meeting Minutes
- Updates from Public Works Department
- Update on Implementation of the Walking Trail Land Management Plan
- Progress and Discussion of Deliverables for Wisconsin Coastal Management Grant
- Discussion & Action of Inventorying City Parks and Check List Walkthrough
- 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.

March 16, 2021

## **CITY OF WASHBURN PARKS COMMITTEE MEETING**

5:00 PM

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

Members Present:

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

Municipal Personnel:

City Administrator Scott Kluver, Assistant City Administrator Tony  
Janisch, Public Works Director Gerry Schuette

Other:

Eric Howell, NW Regional Planning Commission

### **Call to Order**

Meeting was called to order at 5:03 pm by Maziasz. All members present; quorum met.

### **Approval of the February 16, 2021 Parks Committee Meeting Minutes**

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

### **Updates from Public Works Department**

Public Works Director Gerry Schuette and Janisch gave the following updates:

- Schuette is getting a list of things together for spring and summer. Additional information was provided in the meeting packet. Items that will be addressed include patching the roads; landscaping; playground maintenance; and fixing the erosion along the lakeshore (members mentioned that permits might be needed to add material).
- Janisch added that the City has received an updated campground map for Memorial Park that reflects the campsite changes. Long-term, seasonal campsite reservations are just about full. Additionally, the ice-skating rink has been closed for the season.

### **Update on Implementation of the Walking Trail Land Management Plan**

Contracted work of the removal and control of invasive plants (targeting buckthorn and honeysuckle) will be starting next week along the walking trail. A few things need to be done in preparation of the work including:

- posting information on the City's FB site.
- posting temporary signage along the trail to inform trail users (the contractor will work with the City to post these; and coordinating with Public Works Director Schuette and contractor on locations for brush piles.

Members also discussed that they need to get started on brainstorming the size and location for the main welcome interpretive sign that will be placed on the trail. Jamie and Erika will then work on content together and will bring content to the rest of the committee members. They will also seek input from other interested organizations including the Washburn Heritage Association.

Members discussed seeking additional grant funds in the future for more signage and native plant restoration.

### **Discussion & Action of Comprehensive Plan/Outdoor Recreation Plan Visioning Exercise**

Janisch reminded everyone that the City of Washburn will be updating their Comprehensive Plan and this process will also include the development of an Outdoor Recreation Plan. Eric Howell from the Northwest Regional Planning Commission attended the Parks Committee meeting and led members through planning exercises and discussion to continue work on the Outdoor Recreation Plan. Members completed an online survey about values. Some common themes included design and accessibility of recreational areas are priorities; partnerships are needed for funding to get more done; diversity of recreational areas is important; and conservation and habitat are important.

Related to goals and objectives of an Outdoor Recreation Plan, members participated in a brainstorming exercise. Committee members recognized the following:

- plan should provide a guide for the sustainable development of outdoor recreation areas and facilities (sustainability related to economic and environment) things that are important include: maintenance, sustainability, balance place to live with place to come to visit, cost effectiveness, partnerships, conservation-minded, provide amenities that enhance the quality of life, people are drawn here because of nature and what we have.
- we need to continually engage and seek partners and we should be cautious about relying on partners too much. We should also create a partner list and communicate with partners as we develop a plan.
- we need to engage local residents; we need to determine what that engagement should look like (speak with people; page on City website; survey, etc.). We need to get lots of people's feedback, particularly from a diversity of generations and age groups.
- we also want to know what our visitors think/desire too as we develop the plan; we should make sure objectives and activities/projects are realistic and attainable. We also need to think about short-term and long-term maintenance. The plan should be a living document that can be updated.
- we could probably learn from other communities in our area related to how they created an outdoor recreation plan and engaged residents. Maybe we could get a presentation or meeting with them.
- it would also be helpful to continue to visit and inventory City parks.

For next steps, Eric Howell will create a couple of goal statements. He will also send out results of the survey that parks committee members took.

### **Adjournment**

Date and time of next meeting will be April 27, 2021 at 5 pm. We will plan to do an inventory of a park at the next meeting. Meeting was adjourned at 6:37 pm.

Erika Lang  
Secretary, Parks Committee

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# MEMO

To: City of Washburn Parks Committee

From: Erika Lang, Parks Committee Member

Subject: Update on Invasive Plant Removal/Control project along Washburn's Lakeshore Walking Trail

Date: April 26, 2021

## **Update on Invasive Plant Removal/Control Project:**

I recently checked in with Bay Area Environmental Consulting who has been doing the invasive plant removal and control work along the lakeshore.

Overall, the project is going well. The contractors have been working over the past month. The work has gone very smoothly thus far. They report that the City's Public Works staff have been amazing and hauled the cut invasive vegetation away quickly and in a timely manner which allowed them to keep moving along. Honeysuckle was very dominant, especially near and in the ravines but buckthorn was present throughout the site too. It is very noticeable where the worst infestations were and those are the areas that will be prioritized for native plantings to aid in their recovery. They report that the community members they encountered on the trail were supportive and many had questions about treating invasive plants on their own properties.

They have some work to do yet in front of the condos and will do that this spring. They were able to remove nearly all of the mature buckthorn and honeysuckle and will follow-up to target smaller plants in the fall. They also have a few hours of honeysuckle cut stump treatment left near the marina and in one ravine that will be done in the fall which is a more appropriate time for the plant's biology. They recommend another year of control/removal of resprouts (there is likely an extensive seedbank) in fall 2021 and fall 2022. Native plantings will begin in spring 2022 in areas that are ready and could continue in spring 2023. The current grant with the Wisconsin Coastal Management Program will be used for the work over the next year. Additional funds would need to be sought for fall 2022 and spring 2023 work.

The contractors also identified additional areas of invasive plants that should be addressed. Additional grant funds could be sought. Areas include:

- An area of moneywort located at 46.667794, -90.900189. It's mostly in the ravine bottoms and some on the slopes. It should be addressed before it spreads to form a larger, denser mat.
- There is honeysuckle and buckthorn near the Dog Beach that could be addressed.
- There is also invasive watercress in the wetland next to the artesian well and it extends into the drainage.
- And finally, there is buckthorn and honeysuckle in the forest behind the overflow camping area adjacent to the artesian well.

## Signage Thoughts:

Another deliverable of the Wisconsin Coastal Management Program grant is to create and install a large welcome/interpretive sign for the main entrance of the walking trail. Parks Committee members need to determine an appropriate size and structure, and Erika Lang and Jamie Cook will take the lead in asking other groups (including the Washburn Heritage Association) for their feedback and will work on content. It should also be noted that there are multiple signs and structures currently in this location including: the sailing club's equipment; the exercise equipment; a small sign at the native plant garden; a rock with a commemorative plaque; and a historical sign in a metal frame that sits at waist level. Further along the trail, there is the first large historical wooden sign which needs some maintenance. One location that could be used for the signage is near the rock with the commemorative plaque.

There are multiple examples of welcome signage to draw from. Here are photos of just a few examples:



Free standing sign with metal frame.



Sign mounted to kiosk. Could use back too.  
Could also install bench as part of kiosk.



Free standing with wooden frame.



More elaborate - could use a Brownstone base?



Simple, wouldn't draw as much attention



Photos of Washburn Lakeshore Trail Buckthorn and Honeysuckle Work  
April 2021  
Bay Area Environmental Consulting

**Before and After Photos**







### **Piles**

Many thanks to the Public Works crew for hauling away many piles of brush this spring.



### **The next generation**

A young balsam that was under buckthorn is now ready to put on some growth.





**Basal bark treatment in ravines**



<b>1. Type of Project (check one):</b>	<input checked="" type="checkbox"/> Coastal Wetland Protection and Habitat Restoration <input type="checkbox"/> Nonpoint Source Pollution Control <input type="checkbox"/> Coastal Resources and Community Planning <input type="checkbox"/> Great Lakes Education <input type="checkbox"/> Public Access and Historic Preservation
<b>2. Project Title (max. 15 words):</b> Restoring Habitat Along Washburn's Lakeshore	
<b>3. Organization applying:</b> City of Washburn	<b>5. Organization nine-digit DUNS Number:</b> 092780055
<b>4. Contact Person and Address (include full, nine-digit zip code):</b>  Tony Janisch _____ P.O. Box 638 _____ Washburn, WI 54891-1164 _____ <b>Phone:</b> 715-373-6160 <b>Email:</b> asstadmin@cityofwashburn.org	<b>6. Primary County where project is located:</b> Bayfield <b>7. Other Counties where project is located:</b>  <b>8. Congressional District #:</b> 7 <b>9. State Senate District #:</b> 25 <b>10. State Assembly District #:</b> 74
<b>11. Total Project Cost: \$ 31,750</b>	
<b>12. WCMP Share: \$ 15,750</b>	<b>14. WCMP Percent: 49%</b>
<b>13. Applicant Share: \$ 16,000</b>	<b>15. Applicant Percent: 51%</b>
<b>16. Brief Summary of the Project (300 word maximum).</b> Include (a) Project Description (1-2 paragraphs) and (b) Tasks/Deliverables (title and 1-2 sentence description for each task/deliverable). The project should have at least one task: add more as applicable. Consider completing this portion of the application last to summarize your proposal.	
<p>a. <b>Project Description:</b>          The City of Washburn and local partners will improve native habitat along the City's lakeshore by removing and controlling invasive plants, planting native plants, and improving trail infrastructure to enhance visitor experience. The majority of work will occur in the 30-acre area of Washburn's Lakeshore Parkway, a unique natural area that includes ravines, wetlands, and low elevation forests. The area provides habitat for wildlife including migratory birds and nearby fisheries; shoreline protection services; and recreational and educational opportunities. A trail traverses the land offering scenic lake views.</p> <p>While native plants exist throughout the area, invasive plants are becoming more established, leading to a decline in native species and biodiversity, degrading wildlife habitat, compromising recreation opportunities and visitor experience, and providing a seed source to spread to other areas. Additionally, past man-made and natural disturbances have left some areas devoid of vegetation and vulnerable to erosion, as well as compromised some trail infrastructure. By taking action, the City will restore these areas which will improve the quality of nearshore native habitats of Lake Superior, minimize erosion through bank stabilization, protect Lake Superior's water quality, and enhance public safety. To increase the public's awareness of the ecological and historical significance of this area and how they can be good stewards, the City will create educational signage in key locations.</p> <p>b. <b>Tasks/Deliverables</b>          Invasive plant removal and control: A final report and map of locations treated will be created, as well as a maintenance plan.          Native plantings: A species list, planting plan, and layout will be created for key areas.          Trail infrastructure and public outreach: At minimum, a bridge across the trail will be replaced increasing visitor safety and protecting natural resources. Interpretive signage will be installed at the main trail entrance. Volunteer events will be coordinated to assist with invasive removal and native plantings.</p>	

a. Timeline

Summer 2020:

- Conduct survey of invasive plant locations to prioritize removal/control activities
- Retain skilled, experienced and licensed contractor for fall invasive plant removal/control actions
- Assess areas that need native plants. Develop planting plan(s) for areas.
- Mow garden valerian before it goes to seed (once or twice depending on growing season)
- Clip, bag, and safely dispose of purple loosestrife flowers

Fall 2020:

- Recruit volunteers by scheduling workday(s)
- Create temporary educational signs for volunteer workdays
- Remove/control buckthorn and honeysuckle species
- Replace/repair trail infrastructure

Winter 2020-21:

- Burn piled and dead foliage from invasive removal activities
- Create content for interpretive sign(s) and develop design. Order sign(s) and sign infrastructure.
- Order native plants for spring 2021

Late Spring 2021/Early Summer:

- Plant native plants using contractor and volunteers. Bareroot plants and/or small plugs will be used as they are easy to transport, handle, and establish.
- Conduct additional removal/control activities on invasive plant species depending their response to removal efforts in the fall.
- Install interpretive signage
- Create a summary of work as well as a map of the location of activities

b. Deliverables will include:

- Minimum of 2 volunteer workdays
- A final report and map of invasive plant locations treated
- A maintenance plan to help the City continue any re-establishment of invasive plants in the area
- A native planting plan which will include a species list, planting plan, layout, and source locations

c. As mentioned above, we will use a variety of outreach materials to engage the public. Residents will receive information directly and be invited to attend workday through the City's Facebook page. Through educational efforts, we hope we can raise awareness among additional City residents to encourage them to take action on their own properties resulting in restoration/enhancement of additional native coastal habitat. This project is also an opportunity to bring community partners together.

d. While this is not a Public Access project, establishing deep rooted vegetation on the steep slopes and restoring the wetlands with native vegetation will help these coastal areas be more prepared for changing lake levels and a changing climate.

## 5. Project Budget

- a. Provide a breakdown of the proposed project budget using **Table 1**. WCMP Grant projects with a total budget of \$60,000 or less require a 50% match (that is, 1 to 1). Projects with a total budget larger than \$60,000 require a 60% match (that is, 1 to 1.5). Applicants requesting more than \$100,000 should contact the WCMP while they develop their applications.
- b. Contractual costs must be itemized (if known) using Table 2. Applicant may also provide further budget details using additional categories/sub-categories in the Table 3 or in another format, if necessary.
- c. Each table must show proposed *total* cost in each category rounded to the **nearest** dollar.

Table 1: Budget (Required)

<b>Activity</b> <i>(do not change categories)</i>	<b>WCMP Request</b>	<b>Match</b>	<b>Total</b>
Personnel <i>(names required, if known)</i>	\$	\$	\$
Fringe Benefits <i>(provide rate)</i>			
Equipment			
Travel			
Supplies	\$9,000	\$9,000	\$18,000
Contractual <i>(complete Table 2)</i>	\$6,750	\$7,000	\$13,750
Construction			
Other			
Indirect Charges <i>(requested indirect should not exceed 15% of total requested amount)</i>			
<b>Totals</b>	<b>\$15,750</b>	<b>\$16,000</b>	<b>\$31,750</b>



Table 2: Contractual (Required if there is "Contractual" funding in Table 1)

Activity – Contractual Costs	WCMP Request	Match	Total
Personnel - invasive removal/control	\$4,250	\$4,500	\$8,750
Personnel - restoration planning	\$2,500	\$2,500	\$5,000
Fringe Benefits <i>(provide rate)</i>			
Equipment			
Travel			
Supplies			
Contractual			
Construction			
Other			
Indirect Charges <i>(requested indirect should not exceed 15% of total requested amount)</i>			
<b>Totals</b>	<b>\$6,750</b>	<b>\$7,000</b>	<b>\$13,750</b>

**DETAILED BUDGET TABLE**

Project Component	WCMP Request	Match	Total
Invasive removal and control (contractual and volunteer) - initial	\$3,500	\$3,750 (City of Washburn \$1,750 cash; City of Washburn \$1,000 in-kind; Volunteers \$1,000 in-kind)	\$7,250
Invasive removal - follow-up treatment	\$750	\$750 (City of Washburn \$750 cash)	\$1,500
Restoration planning	\$2,500	\$2,500 (City of Washburn \$2,500 in-kind)	\$5,000
Interpretive signage	\$2,500	\$2,500 (City of Washburn \$1,500 cash; Organizations \$1,000 cash)	\$5,000
Native plant supplies and planting	\$2,000	\$2,000 (City of Washburn \$1,000 cash; Volunteers and nurseries \$1,000 in-kind)	\$4,000
Infrastructure improvements	\$4,500	\$4,500 (City of Washburn equipment in-kind and staff in-kind labor)	\$9,000
<b>Totals</b>	<b>\$15,750</b>	<b>\$16,000</b>	<b>\$31,750</b>

**6. Budget Description**

- Describe the composition and source of the matching funds. Indicate whether nonfederal matching funds have been secured or committed.
- Describe efforts to fully explore other grant funding sources, to establish the project's need for WCMP funding.
- Describe how the project will leverage additional funding, separate from the WCMP grant and match amounts.
- Describe any past WCMP-projects that are directly related to this project, if applicable. (For example, if WCMP provided past funding for site planning at a proposed public access project.)

a. City of Washburn – The City will provide \$5,000 cash match for invasive removal activities (both initial and follow-up), informational signage, and native plant supplies/planting. The City will also provide \$3,500 in in-kind match to assist with removal/control of invasive plants and restoration planning. For infrastructure improvements, the City will provide \$4,500 in equipment in-kind and staff in-kind labor. Funding has been secured.

Volunteers or services from multiple organizations (including such organizations as the City of Washburn's Parks Committee, Northland College, Chequamegon Audubon Society, Northwoods Cooperative Weed Management Area, Washburn High School Ecology Club and

students, and local native nurseries) will contribute \$2,000 in-kind match to assist with invasive plant removal/control activities and provide supplies. Funding has been secured.

The Wisconsin Heritage Association, as well as local businesses, will contribute \$1,000 match to help purchase interpretive sign materials. Funding is pending.

b. The City of Washburn has not previously sought funding for this type of project work along the lakeshore's parkway due to limited resources and capacity. Other funding sources are more limited in their scope to work in specific habitat types and with specific invasive species, making funding from Wisconsin Coastal Management a great fit for this project.

c. The City of Washburn, with help from the City's Parks Committee, will continue to explore grant options to leverage Wisconsin Coastal Management grant funds. If the walking trail receives designation as a state historic place, there will likely be other funding opportunities to enhance this area along Washburn's lakeshore.

d. While the City of Washburn has previously applied for and received a grant from Wisconsin Coastal Management Program, it has not been for invasive plant and native plant efforts.

**7. Bonus objectives.** Address all of the issues listed below as they relate to your project.

- a. Build partnership alliances with other organizations or agencies (describe their roles).
- b. Develop exceptional marketing, outreach or education strategies.
- c. Encourage coast-wide projects or solutions.
- d. Engage underrepresented communities.

a. By engaging volunteers and organizations that care about the City of Washburn's lakeshore area, we will help build partnership alliances that will continue to help the City into the future. Volunteers from multiple organizations will be recruited. Students from Northland College, Washburn High School, and members of the Chequamegon Audubon Society will help remove invasive plants and plant native plants. Members of the Washburn Heritage Association will help the City develop interpretive signage at the main entrance to the trail and perhaps in other areas if funding allows.

b. We will utilize posters around town, partner Facebook pages, the City's website and Facebook page, as well as word of mouth to engage volunteers. Many residents know about the proposed project and are eager to help.

c. This project will serve as a model that can be applied to other communities in our area of Northwest Wisconsin, including the City of Bayfield and the City of Ashland where similar invasive plant communities exist and threaten coastal resources.

d. This project will seek to engage students, both high school and college aged. This project will offer an excellent opportunity for high school students to earn their community service hours.

Site Plan: Restoring Habitat Along Washburn's Lakeshore  
Project Proposal to Wisconsin Coastal Management Program 2019  
Applicant: City of Washburn





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

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Park Facility:

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Inspected by:

General Comments:

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Date & Time:

Season:

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**Turf and Grounds**

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

☐ Yes ☐ No ☐ N/A

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

☐ Yes ☐ No ☐ N/A

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

☐ Yes ☐ No ☐ N/A

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

☐ Yes ☐ No ☐ N/A

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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

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## Concrete and Pathways

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Concrete pathways and curbs are in good condition (no excessive cracking or heaving, no significant damage or wear and tear)

☐ Yes    ☐ No    ☐ N/A

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Trails and Pathways are properly maintained (pathways are clean - no trash or debris, no washout, no graffiti along walkway, etc.)

☐ Yes    ☐ No    ☐ N/A

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## Playground and Playground Surfacing

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Surface type

☐ Wood Chips    ☐ PIP    ☐ Gravel    ☐ Non-Fiber wood chips    ☐ Sand    ☐ N/A

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Surface is properly maintained and in good condition

☐ Yes    ☐ No    ☐ N/A

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Surface is sufficiently raked and filled in

☐ Yes    ☐ No    ☐ N/A

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Playground is properly maintained and in good condition (no obvious damage, wear & tear, or hazards; equipment & surface are clean and free of debris)

☐ Yes    ☐ No    ☐ N/A

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## **Park Facilities**

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

☐ Yes    ☐ No    ☐ N/A

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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

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Benches and Tables are properly maintained and in good condition

☐ Yes    ☐ No    ☐ N/A

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Restrooms are clean and stocked

☐ Yes    ☐ No    ☐ N/A

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

☐ Yes    ☐ No    ☐ N/A

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

☐ Yes    ☐ No    ☐ N/A

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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

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

☐ Yes    ☐ No    ☐ N/A

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## **Trees and Plant Material**

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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

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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

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

☐ Yes    ☐ No    ☐ N/A

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## **Irrigation/Drainage**

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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

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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

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## **Volunteer Opportunities**

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### **Any other relevant comments**

☐ Yes    ☐ No

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Signature:

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