

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



715-373-6160
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NOTICE OF PARKS COMMITTEE MEETING

DATE: June 16, 2020

TIME: 5:30 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/87472112449> or by calling 888-788-0099 (Toll-free) and entering Meeting ID: 874 7211 2449. Limited seating will be available at the meeting and guests are asked to keep a six-foot distance from one another.

Agenda:

- Call to Order
- Approval of the May 19, 2020 Meeting Minutes
- Updates from Public Works Department
- Update on Implementation of the Walking Trail Land Management Plan
- Discussion & Comments for Plan Commission on City's Land Sale List
- Discussion & Action of Inventorying City Parks
- 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.

May 19, 2020

CITY OF WASHBURN PARKS COMMITTEE MEETING

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

Members Present: Jennifer Maziasz (council rep), Jamie Cook, Erika Lang, Kyleleen Bartnick, Wendy Reese

Municipal Personnel: City Administrator Scott Kluver, Assistant City Administrative Tony Janisch, City Council Member Karen Spears Novachek

Call to Order

Meeting was called to order at 5:31 pm by Maziasz. 4 members present; Bartnick joined meeting a few minutes late.

Approval of the February 18, 2020 Parks Committee Meeting Minutes

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

Selection of Committee Chair

Committee members asked Maziasz if she is willing to continue to serve as chair; she is. No other nominations were made. Motion made to approve Maziasz as Chair of the Parks Committee for another year by Cook, second by Lang. Motion carried unanimously.

Selection of Recording Secretary

Committee members asked Lang if she is willing to continue to serve as recording secretary; she is. No other nominations were made. Motion made to approve Lang as Recording Secretary of the Parks Committee for another year by Cook, second by Maziasz. Motion carried unanimously.

Update from Public Works Department

Janisch gave the public works department update. Updates included:

- Bob Anderson, former director of public works, left the position a couple of weeks ago
- Janisch will be interim public works director until a new person is hired
- Campgrounds will open May 26; no showers will be available. Contract cleaners will clean twice/day into mid-July and perhaps longer.
- All of the sites in both campgrounds were re-numbered
- At Thompsons West End Park, 5 sites were made premium. At Memorial Park, 4 sites were made premium. These will cost more to reserve.
- 1 campsite in Memorial Park was removed as it was in a wet area.
- At Thompsons West End Park, the bathrooms were renovated (new paint, tiled floors, new sink). A family bathroom will be needed soon.
- A grant was awarded in partnership with North Coast Cycling Association to re-surface the recreational trail through the city with gravel. This is the trail that goes toward Thompsons West End Park.
- Regarding the new ball field, the dugouts have been completed. Fencing is still needed for the new ball field, approximately \$5,000 worth. Fundraising would be helpful.

- Wisconsin Coastal Management Program has indicated they will be awarding 2 grants to the City of Washburn; one to focus on invasive plant and native plant projects in the areas near the lakeshore walking trail. And the other to create an outdoor recreational plan (which will link/inform the City's updated comprehensive plan).

Update on Council's action regarding the Lakeshore Parkway & Walking Trail Land Management Plan

- Janisch informed committee members that the City Council approved the Lakeshore Parkway & Walking Trail Land Management Plan. Lang volunteered to help the City calendar activities as they are prescribed in the plan. She will do a site visit and give an update to the Parks Committee at its July meeting as to what on-the-ground activities are coming up.
- Committee members mentioned that the walking trail is signed as ADA-friendly at the entrance at the corner of Washington Avenue and W. Holman Lakeview Drive. Also, we need to clarify whether or not biking is allowed on the trail on the City website and FB page.

Discussion & Recommendation of Dog Park Survey Results

Committee members reflected on the discussion from the parks committee meeting in February. Reese reported that people are feeling disillusioned, tense, that there were questions about the validity of the survey, etc. She reminded the committee that the survey was open for a month, and that the majority of people surveyed are supportive of the site by the lake as it is accessible to people. Reese believes we have exhausted locations that are accessible and not in a residential area. Dog park supporters are still committed to raising funds and to put together a more robust plan addressing parking, buffer for noise/water quality, signage, maintenance, etc. Committee asked Kluver to clarify what information City Council members will want - to review the groundwork/research that was done, results from the survey, what will be needed from the City in terms of start-up and/or maintenance costs, and how people view the site at the end of Washington Avenue for its suitability as a dog park. At this point, the Parks Committee members need to determine whether or not they support bringing the proposal of a dog park at this location to the City Council to consider. Additional details about what the dog park will look like, how it will be funded, etc. will then be fleshed out as a next step. Motion made to present an idea of a dog park at the end of Washington adjacent to the lakeshore parkway and walking trail to City Council to consider by Cook, second by Bartnick. Motion carried unanimously. Kluver and Janisch will work to put this on the Council's agenda. If approved, the next step for the Parks Committee will be to prepare a proposal with more information as outlined above.

Discussion & Action of Informational Kiosk Placement

City Council Member Karen Spears Novachek gave background information. An informational kiosk will be placed at the side of Wikdal Park; this has already been supported by City Council. It would be placed back far enough from the road so it will not have to be removed when Highway 13 street work occurs. Displays will change regularly. Novachek will let Janisch know when the contractor can meet on site to confirm location, and Janisch will inform Parks Committee members when the site visit is.

Discussion & Action of Inventorying City Parks

Lang had brought this idea up to Janisch as she thought parks committee members might wish to get outside more on their own and perhaps each member could visit a handful of parks to assess condition of resources - such as infrastructure, vegetation, trails, etc. Having information like this will also be helpful for the City's comprehensive planning and recreational planning process. Janisch and Lang will do some research to see what tools other communities use to survey their parks. Once a survey template is identified, each committee member will be assigned at least one park to visit and assess this summer.

Discussion & Action of Shoreline Erosion at Memorial Park Campground

Janisch informed everyone that the City has been thinking about learning more about what is happening in terms of shoreline erosion at Memorial Park and what might be able to be done to address it. Lang pointed out that this is happening at multiple places along the lakeshore, including a site on the Brownstone Trail near Bayfield where the slope has slumped taking the trail with it. An engineering study was done to learn more about the causes, and what it would take to stabilize and restore the slope. Janisch will keep thinking about it. Lang will provide Janisch contact information for the coastal engineering firm that is working near Bayfield.

Future Topics

- Informational Kiosk Location Update
- Next Steps to implement the Lakeshore Parkway & Walking Trail Land Management Plan
- Sailing Club Location

Adjournment

Motion to adjourn meeting at 7:19 pm by Bartnick, second by Cook. Motion approved unanimously.

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To: Harbor Commission Members
Park Committee Members
Washburn Housing Authority
Ambulance Director Clark
Fire Chief Petersen
Police Chief Johnson
Interim Public Works Director

From: Scott J. Kluver, ^{SKL} Administrator

Re: City's Land Sale List

Date: May 27, 2020

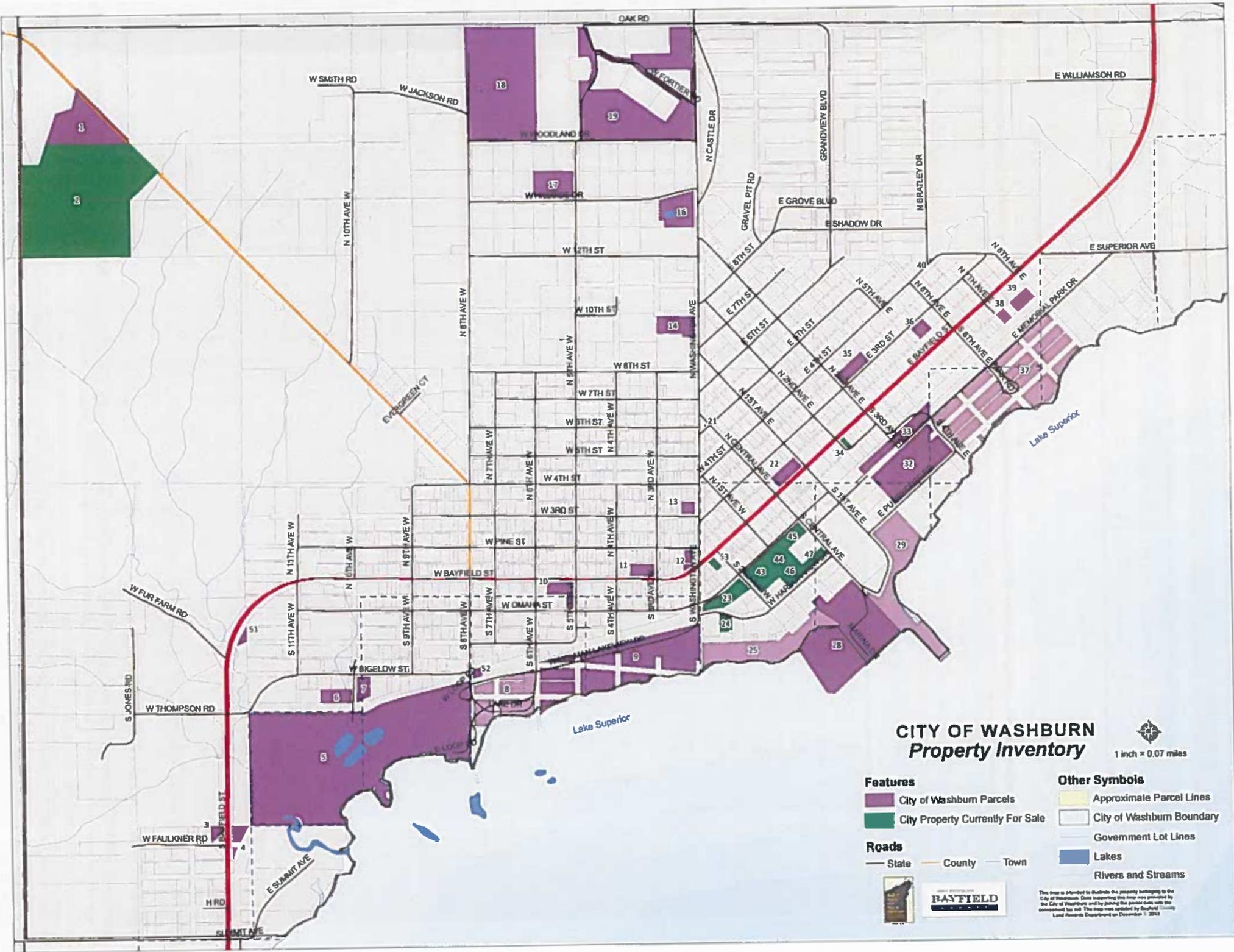
Please note that the Plan Commission has begun the process of reviewing the City's land "for-sale" list. Attached you will find: (1) a map indicating the location of the properties of which the green properties are currently for sale, (2) a copy of the relevant ordinance related to the procedures for reviewing the property list, and (3) maps related to a proposed change to the listing.

At this time, the Plan Commission is soliciting comments on the existing list and the following proposed change:

- Lot #19 – On this unwieldy lot, the proposal is to take the northwest L-shaped portion of this lot which fronts Washington Avenue, Oak Road, and Fortier Rd to create as many residential lots as possible. As zoning would require 1.5 acre lots, two lots could be created; however, topography may only practically allow one lot to be created. The intention is to create a lot that could be sold for residential development.

I ask that each body or individual please review the list with the proposed changes per the criteria outlined in section 3-6-4 (b) of the ordinance at their next regularly scheduled meeting and inform me of the result of the discussion, even if there are no changes, by June 17, 2020. The Plan Commission will be taking this matter up again on June 18, 2020.

Please do not hesitate to contact me if you have any questions on this process.



CITY OF WASHBURN Property Inventory

1 inch = 0.07 miles

- | | |
|----------------------------------|---------------------------|
| Features | Other Symbols |
| City of Washburn Parcels | Approximate Parcel Lines |
| City Property Currently For Sale | City of Washburn Boundary |
| Roads | Government Lot Lines |
| State | Lakes |
| County | Rivers and Streams |
| Town | |



This map is intended to illustrate the property belonging to the City of Washburn. Data regarding this map was provided by the City of Washburn and by joining this parcel data with the information for lot. The map was updated by Banfield Land Records Department on December 1, 2019.

B Bayfield County Land Records and GIS 1.3

[Land Records Home] [Help] [Zoning Map]



Title 3 ► Chapter 6

Sale of City-Owned Property

3-6-1	Findings and Purpose
3-6-2	Definitions
3-6-3	Sale of Listed Properties
3-6-4	Creation of List
3-6-5	Changes to the List
3-6-6	Sale of Property Included on List
3-6-7	Requests for Land Donation
3-6-8	Vacation of Streets and Alleys
3-6-9	General Provisions

Sec. 3-6-1 Findings and Purpose.

The Common Council finds that the sale of real property owned by the City of Washburn is in the City's interests when such lands are properly designated as available for sale and when such sales are carried out in a fashion that promotes the common good. The purpose of this Chapter is to establish comprehensive procedures for identifying real property owned by the City that is suitable for sale and for processing such sales.

Sec. 3-6-2 Definitions.

The following definitions shall be applicable in this Chapter:

- (a) **List of Properties Available for Sale.** The list created and maintained pursuant to this Chapter, and approved by the Common Council, and may be referred to as the "list."
- (b) **Real Property.** Land and any permanent improvements thereon, except that it does not include any improvement sold on the condition that it be removed from City-owned land, and it does not include any parcel within any City-designated business, commercial or industrial park or City-owned residential subdivision for which the City has adopted specific lease or sale procedures, but it does include any transfer to or from the City's Redevelopment Authority and any transfer pursuant to the provisions of Sections 66.1331 through 66.1337, Wis. Stats.

Sec. 3-6-3 Sale of Listed Properties.

The City may sell any real property included on the list. The City may not sell any real property that is not included on the list.

Sec. 3-6-4 Creation of List.

- (a) No later than six (6) months after the passage and publication of this Chapter, the Plan Commission shall recommend to the Common Council parcels of real property to be included on the list.
- (b) In recommending a parcel to be included on the list, the Plan Commission shall take into account all factors relevant to the parcel, including but not limited to the following:
 - (1) The location of the parcel, including the uses of real property near the parcel.
 - (2) The current and past uses of the parcel.
 - (3) The zoning of the parcel.
 - (4) An estimate of the value of the parcel.
 - (5) The potential for future municipal uses of the parcel.
 - (6) Interest expressed in the parcel by potential purchasers.
 - (7) Any special conditions that should be attached to the sale of the property.
- (c) Before recommending that a parcel be included on the list, the Plan Commission shall notify the following departments and shall offer them a reasonable time to file a written objection to the parcel's inclusion on the list. Any department filing such an objection shall state the reason for the objection:
 - (1) Police Department.
 - (2) Fire Department.
 - (3) Ambulance Service.
 - (4) Public Works Department.
 - (5) Harbor Commission.
 - (6) Recreation Department.
 - (7) Redevelopment Authority.
 - (8) Housing Authority.
- (d) The list recommended by the Plan Commission may be modified by the Common Council provided that the addition of any parcel shall be first referred to the Plan Commission for recommendation. The Common Council shall conduct a public hearing on the list prior to a vote on its adoption. The public hearing shall require a Class I notice published in the official newspaper of the City a minimum of ten (10) calendar days prior to the scheduled hearing.
- (e) A current copy of the list shall be posted at City Hall and published no less frequently than once each year in the official newspaper of the City.

Sec. 3-6-5 Changes To The List.

- (a) **Regular Review.** During the second quarter of each calendar year, the Plan Commission shall review the list and recommend any additions, deletions or other changes to the list, using the same factors and procedures as set out in Section 3-6-4. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval.
- (b) **Referrals.** The Mayor, Common Council, City Administrator, or the Plan Commission on its own motion may refer any parcel to the Plan Commission for its recommendation as to inclusion on the list or deletion from the list based on the factors as set forth in Section 3-6-4(b). Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval.
- (c) **Requests.** Any party with an interest in purchasing a parcel of real property that does not appear on the list may request the Plan Commission to recommend inclusion of the parcel on the list, based on the factors as set forth in Section 3-6-4(b). The Plan Commission shall provide notice as provided under Sec. 3-6-4(c) before making any such recommendation. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval. Any party making such a request shall be required to deposit with the City Treasurer a sum sufficient to pay for the actual costs of considering the recommendation, including but not limited to copy, postage, publication and appraisal costs.
- (d) **Properties Purchased for Redevelopment.** Any property acquired by the City for the express purpose of redevelopment shall, upon acquisition, be placed on the list. A property is "acquired by the City for the express purpose of redevelopment" if the motion or resolution approving the acquisition expressly states that the property is being acquired for a general or specific redevelopment purpose.

Sec. 3-6-6 Sale of Property Included on List.

- (a) **Negotiation Authority.** The City Administrator is authorized to negotiate the sale of any parcel included on the list, subject to any conditions attached to the parcel's listing, and subject to final approval by the Common Council.
- (b) **Establishment of Fair Market Value.** No property shall be disposed of without an appraisal unless otherwise directed by the Common Council. This provision shall not prevent the Council from entering into a sale of property for terms as determined by the Common Council that may include a sale price of less than fair market value.
- (c) **Sale Documents.** The City Attorney shall prepare all documents related to the property disposition.
- (d) **Property Survey.** A certified survey map may be required for any parcel sold or donated prior to closing.

- (e) **Retention of Utility Easements.** If applicable, the City of Washburn will retain all rights and easements for the operation, maintenance, repair, replacement, and extension of municipal utilities across the City-owned property to be sold including the rights of ingress and egress for municipal employees, agents, and contractors and the City Attorney shall insure such rights are retained in all deeds and leases that are prepared and executed.
- (f) **Waiting Period.** No parcel shall be sold less than thirty (30) days after placement on the list pursuant to Sections 3-6-4 or 3-6-5.

Sec. 3-6-7 Requests for Land Donation.

- (a) Any party seeking the donation of municipal lands shall include in its written request:
 - (1) Proof of the tax-exempt status of the party.
 - (2) The reason the land should be donated.
 - (3) The public purpose for which the land is being sought.
 - (4) The intended use for the donated land including the anticipated construction dates, types of services to be offered, the expected number of users of the service, and anticipated neighborhood impact.
- (b) Any request for a donation of City-owned lands shall be referred to the Plan Commission for consideration and recommendation using the same factors and procedures as set out in Section 3-6-4. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Sec. 3-6-4(d) prior to a vote on its approval.

Sec. 3-6-8 Vacation of Streets and Alleys.

Unless the Common Council determines, after receiving the recommendation of the Plan Commission, that the public interest does not so require, the City shall retain utility easements to all vacated streets, alleys and other public ways. Absent such determination, any motion to vacate, and all recorded vacation documents, shall explicitly state that:

"The City of Washburn retains all rights for the operation, maintenance, repair, replacement or extension of municipal utilities within the vacated property including the right of ingress and egress for its employees, agents and contractors, and the benefiting property owner shall be prohibited from creating any improvement, constructing any building or structure, or planting any vegetation that will interfere with this right retained by the City."

Sec. 3-6-9 General Provisions.

- (a) **Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Chapter is for any reason held invalid or unconstitutional, such portion shall be deemed a separate, distinct and independent provision and such ruling shall not affect the validity of the remaining portions of this Chapter.
- (b) **Contravening Ordinances and Resolutions Repealed.** All ordinances or resolutions or parts of ordinances or resolutions contravening the provisions of this Chapter are hereby repealed.

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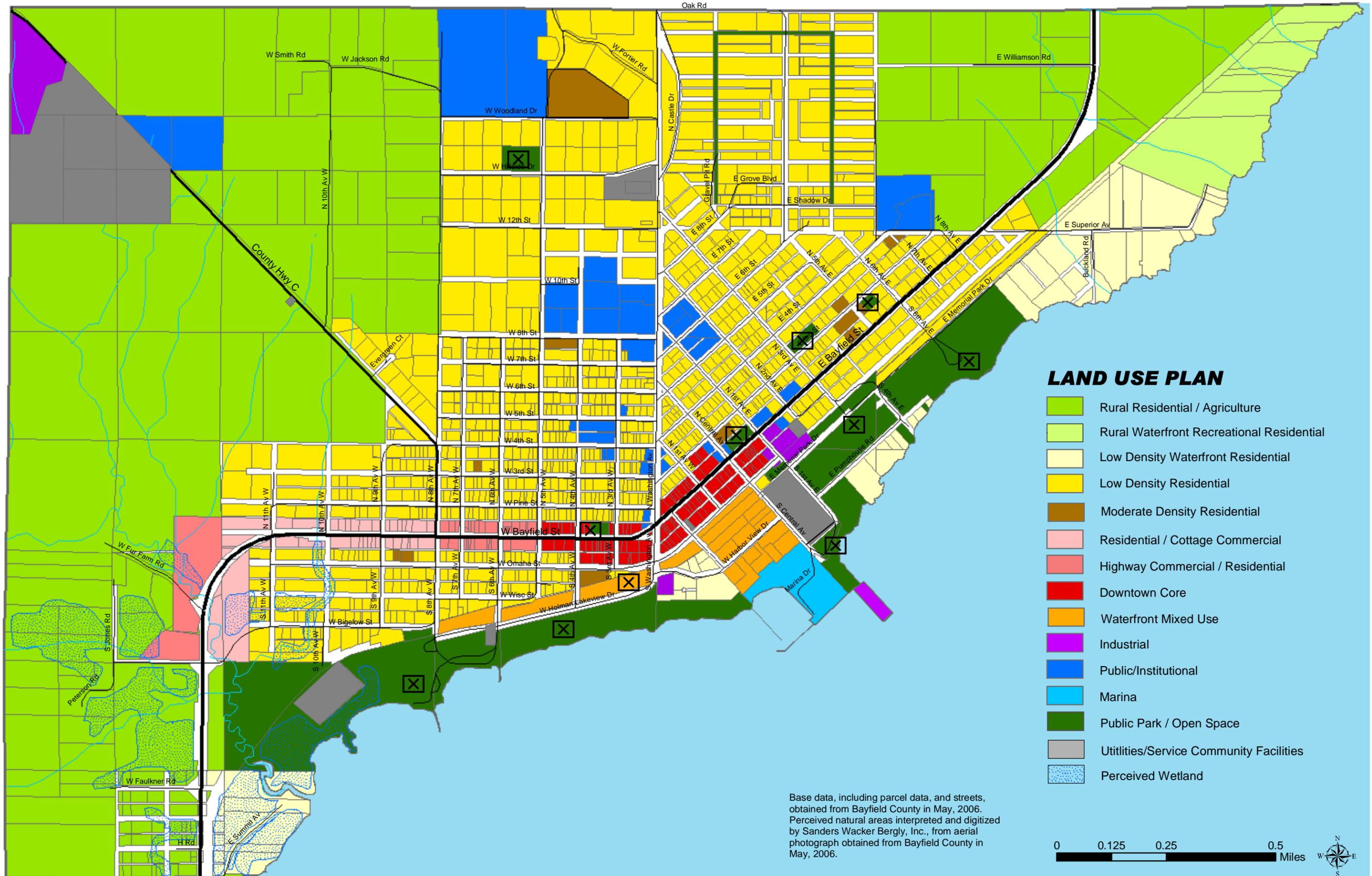
TO: Parks Committee

FROM: Tony Janisch, Assistant City Administrator

DATE: June 14, 2020

RE: Inventorying City Parks

Continuing the discussion of the Inventorying of City Parks. Included is a map with city parks located and some on-line resources for parks inspections.





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Park Condition/Quality Inspection

Inspected by:

Enter text

Date & time



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

Concrete and Pathways

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

Yes No N/A

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

Yes No N/A

Playground and Playground Surfacing

Surface type

Fibar PIP Gravel Non Fibar wood chips Sand N/A

Surface is properly maintained and in good condition

Yes No N/A

Surface is sufficiently raked and filled in

Yes No N/A

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

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

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

Any other relevant comments

Yes No

Signature:



Please note that this checklist is a hypothetical example and provides basic information only. It is not intended to take the place of, among other things, workplace, health and safety advice; medical advice, diagnosis, or treatment; or other applicable laws. You should also seek your own professional advice to determine if the use of such checklist is permissible in your workplace or jurisdiction.



Public Playground Safety Checklist

Is your public playground a safe place to play?

Each year, more than 200,000 children go to U.S. hospital emergency rooms with injuries associated with playground equipment. Most injuries occur when a child falls from the equipment onto the ground.

Use this simple checklist to help make sure your local community or school playground is a safe place to play.



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Products

Public Playground Safety Checklist

1. Make sure surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand, or pea gravel, or are mats made of safety-tested rubber or rubber-like materials.
2. Check that protective surfacing extends at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.
3. Make sure play structures more than 30 inches high are spaced at least 9 feet apart.

4. Check for dangerous hardware, like open "S" hooks or protruding bolt ends.
5. Make sure spaces that could trap children, such as openings in guardrails or between ladder rungs, measure less than 3.5 inches or more than 9 inches.
6. Check for sharp points or edges in equipment.
7. Look out for tripping hazards, like exposed concrete footings, tree stumps, and rocks.
8. Make sure elevated surfaces, like platforms and ramps, have guardrails to prevent falls.
9. Check playgrounds regularly to see that equipment and surfacing are in good condition.
10. Carefully supervise children on playgrounds to make sure they're safe.

[View All Playground Safety Guides](#)

Brought to you by the U.S Consumer Product Safety Commission and KaBOOM!, a national nonprofit organization committed to building safe playgrounds for America's children through the KaBOOM! LET US PLAY campaign. For more information, call toll-free 1-888-789-PLAY or visit the KaBOOM! web site at www.kaboom.org.

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