

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



715-373-6160
715-373-6161
FAX 715-373-6148

NOTICE OF PARKS COMMITTEE MEETING

DATE: July 16, 2019

TIME: 5:30 p.m.

PLACE: Washburn City Hall

Agenda:

- Call to Order
- Approval of the May 21, 2019 Meeting Minutes
- Discussion on 2020 Budget Preparation Timeline
- Update on Little-League Baseball Field Construction
- Discussion & Recommendation on Dog Park Location and Plan Details
- Discussion & Recommendation on Walking Trail Maintenance Plan
- Future Topics
- Adjournment

It is possible that members of, and possibly a quorum of, members of other governmental bodies including the Common Council of the City of Washburn in attendance at the above meeting. No action will be taken by any governmental body other than the Parks Committee.

May 21, 2019

CITY OF WASHBURN PARKS COMMITTEE MEETING

5:30 PM Washburn City Hall

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

Municipal Personnel: City Administrator Scott Kluver, Public Works Director Bob Anderson, Mayor Richard Avol

Excused Absence(s): Kyleleen Bartnick

Call to Order

Meeting was called to order at 5:30 pm by Maziasz.

Approval of the April 16, 2019 Parks Committee Meeting Minutes

Upon reviewing the minutes, they will be amended to reflect at the top of page 1 that the meeting started at 6:30 pm, instead of 5:30 pm. Motion made to approve minutes with this change by Cook; second by Reese. Motion carried unanimously and minutes were approved.

Election of Chair and Recording Secretary

Motion made by Cook to elect Maziasz to continue as Chair; second by Reese. Motion carried unanimously and Maziasz was elected as Chair. Motion made by Cook to elect Lang to continue as Recording Secretary; second by Reese. Motion carried unanimously and Lang was elected as Recording Secretary.

Discussion and Recommendation on Dog Park Location and Plan Details

Committee members reminded everyone that the Parks Committee has been discussing a potential dog park and possible locations for several months. Several locations have been evaluated, all on City property. The property on Woodland Drive near the cemetery is under consideration. Committee members recognize that no outreach or connection to residents in this neighborhood has been done.

Several residents in the Woodland Drive/Hillside Drive neighborhood were in attendance at the meeting. A motion was made by Parks Committee Members to open the floor to hear public comments; motion made by Cook, second by Lang. Residents shared the following concerns:

- Water quality. During a heavy rain, water pools on the road and into yards. With a dog park, water quality could be affected and contamination end up in people's yards. This will also cause an unpleasant smell.
- With use, the vegetation will die and the surface will be just dirt.
- Barking dogs won't be appreciated in a neighborhood that values peace and quiet. It will be hard to enforce "no barking" rules.
- A dog park could lead to increased traffic.

- Residents don't want dogs in this residential neighborhood; instead, a dog park should be located away from populations.
- Wildlife will be negatively affected
- This will be an unregulated park, and as such, there won't be anyone to police issues.
- A better use of this property would be for the City to sell it and put homes on it.
- We already have enough acres of parks in Washburn.
- It would be great to site this park near a playground. It would also be nice to have a trail network associated with the dog park.
- If this location is the best fit, could we modify the slope so the site would be drained differently and prevent water from pooling along the road and into yards?
- A proposal is being drafted as to how the dog park would work, including layout, fundraising, and maintenance. However, the group of citizens working on this can't move too far ahead with plans until a location is agreed upon.

Given residents' feedback, the Parks Committee will continue to look at sites, including other sites, and will further engage residents. The dog park and potential locations will be discussed again in July.

Update on Exercise Equipment Construction at West End Park

The equipment is due to be here at the end of May. The Public Works department will need to wait until there is dry weather to be able to install the pad, and Anderson recommends that we should make sure it doesn't interfere with the native plant garden.

Discussion & Recommendation on Walking Trail Maintenance Plan

Lang reported that she continues to work on the plan, and will have more to report by the July meeting.

Discussion on Request to Expand RV Camping at Thompson's West End Park

Committee members discussed the following points related to this idea:

- Revenue for the City is needed, and camping helps to generate revenue
- The bathrooms at Thompson's West End Park aren't up to code for the current number of campsites so would need to be updated if users from these new sites would be directed to use these facilities
- Before further considering an expansion of camping, we need to identify if this is a good use of this land; what amenities in this area already exist and what additional ones would be needed; and at what cost.

Discussion and Action on Request to Place Signage for Native Plant Garden Near Trailhead for Lakefront Trail and Site Visit to location

Committee members, Kluver, Anderson, Karin Kozié (who is helping to put together the sign), and two members of the Washburn Heritage Association met at the beginning of the walking trail off of 6th Avenue W to evaluate current conditions, to discuss signage for the native plant garden, and to discuss other signage needs. The group discussed the following:

- Signage needs to be improved at the beginning of the trail. Right now, the few signs that

are there don't match and some of them are in poor condition.

- Everyone agreed that a more prominent sign is needed to at least welcome people to the trail and to instruct them as to where to go. It might also be nice to incorporate historical/cultural information.
- Perhaps the other entrance by the marina could be improved too.
- There is a sign along Highway 13 that directs people to the walking trail but it isn't marked well once people are near the lake.
- There might be funding or in-kind resources available from local groups to help with signage (such as the Washburn Heritage Association, Washburn Business Alliance, or local artists)
- The sign for the native plant garden should complement the existing interpretive sign in that area. That particular sign stands approximately at waist-height, is set on an angle, and sits on a metal frame and posts.

Adjourn

Motion made by Reese to adjourn meeting at 7:36 pm, second by Cook. Motion approved unanimously.

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



715-373-6160
715-373-6161
FAX 715-373-6148

To: City of Washburn Department Heads

Cc: Common Council
Harbor Commission
Plan Commission
Park Committee

From: Richard Avol, Mayor
Scott J. Kluever, Administrator

Re: 2020 Budget Preparation Timeline

Date: May 21, 2019

Its that time of year again for budget preparation. Unfortunately, 2020 may be one of our most challenging years yet. Fiscal constraints continue to limit us in many ways, so we must continue to be as innovative as possible to change and improve our processes to reverse the downward cycle we have been in. The Mayor has stated that this will be the “austerity budget” and we will be looking at eliminating any non-essential expenditures. You will find his statement included at the end of this memo. Please leave no stone unturned. It will also be a lot more helpful and a quicker process if you can make any trimming in the operating budget. Below is the timeline for budget submittals and process for preparing the next budget.

- General Fund operating budget and capital expense requests to Administrator by 8:00 a.m. on **July 22, 2019**. If I do not have your budget by then, you will have missed your opportunity and will have to deal with what you are given.
- Administrator reviews budget proposals, prepares drafts, consults with Mayor and department heads July 22 through August 26.
- Mayor presents proposed 2020 General Fund, Capital and Debt Service budgets to Council on September 9, budget referred to Finance Committee
- Finance Committee meetings between September 10 and October 11, report to Council with recommendations for October 14 Council Meeting. [Harbor Commission, Stormwater, Water, and Sewer budgets presented to Council in October and November (two each month).]

- 15-day public hearing notice submitted by October 24 for October 30 printing for public hearing on tax levy during November 18 Council meeting. Approval of tax levy at November 18, 2019 Council meeting following Public Hearing.
- List any special assessments and submit to County by November 15
- Statement of Tax to the County in December
- December 9, 2019 Council adopts final “department level” budget with proper notice, if there are changes as outlined in Wis. Statutes 65.90 (5); and TIF District Budgets are presented for approval
- Taxpayers should receive tax bills during third week of December

It is essential that the timeline be followed. Any deviation will affect meeting and publications dates. The schedule has been met and the process has been relatively smooth for the past 12 years thanks to your help. I am confident that it will happen again this year. Please note that this schedule does not call for any special meetings of the Council, but that may change. As expected, it will be a tight fiscal year because the growth rate for new development has been abysmal. New development is essential to the City’s finances given the “box” the State of Wisconsin has put local governments in.

When preparing your budget, please give consideration to what your department can do to make Washburn a better place to live. What can be done to positively impact the community? What changes might increase revenue for the City? How can processes change to be more efficient and save money? Once again, expect that overall revenue will be flat or decline for next year. Besides stagnant growth, we have to contend with levy limits and expenditure restraint penalties if we spend too much. At this point, I have no idea how the State of Wisconsin budget will turn out as state government is in gridlock. There is the potential for last minute twists and turns.

Please provide an explanation for any significant deviations from your prior year’s budget and for capital requests. Also, please provide any justification and supporting documents you feel are important to convey. This will save time through the process.

If at any time you have any questions, please do not hesitate to contact me. As information such as employee benefit costs, changes from the State, or Council directives come through, I will keep you informed.

From Mayor Avol:

For several years I have heard City Administrator Scott Kluver say that the finances of Washburn are in jeopardy as we lack development that would increase our tax base. Scott has repeatedly described, in paraphrasing his words, that the City is cannibalizing itself to reduce expenses to meet our budget; and that the projections are very poor. Recently, when our Assistant City Administrator resigned, Scott seriously considered not replacing that position so as to further reduce our expenses. And when our Public Works Director resigned last Fall, Scott considered not replacing that position in an attempt to reorganize City finances. Both these scenarios would have drastically altered what City government could do. Only the most day to day tasks were

thought to be realistic, but that was not the way the City Administrator nor myself envision Washburn effectively operating. The City Council has heard Scott, but we have continued along as if really nothing is happening. Very little development has happened in Washburn, as the desire for that "perfect" development is what the public seems to want. People do not want to see the big picture, and only dwell on what small area is of most interest to them. So, our ability to pay for what we need to do as a City is very challenged.

The City continues to suffer utility line breaks which to me seem to be increasing in number. And we are hoping for a DOT rebuild of Bayfield St. in 2024 which will be very costly to implement. I feel it is important to budget now for the increasing costs of the breaks and to sequester funds for the planning and implementation of the total rebuild. I think it is financially unwise not to recognize those looming issues.

As a self-employed person, I do not have a funding source other than what I am able to earn. The City's funding source is stagnant. The City's costs continue to rise. I am calling this budget the "Austerity Budget" as I want to finally set Washburn on a course of financial stability. If the public wishes to await "perfect" development, as leaders we must take steps to ensure that bills are properly paid. We have very limited ability to raise taxes. We do not want to raise utility rates. We are greatly curtailed in our ability to increase our funding. So, we must restrain our costs.

I am asking each of you to only make requests for things that are absolutely required to operate your departments, to assist in my goal of a better future for Washburn. If anyone has ideas that may improve our situation, please contact me immediately.

We all want Washburn to thrive. Without a stable financial situation that is not possible. Please assist me in this effort.

*Richard Avol
Mayor*

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



715-373-6160
715-373-6161
FAX 715-373-6148

To: Parks Committee Members
From: Bob Anderson, Public Works Director
Re: Baseball Field Update
Date: July 8, 2019

We continue working on the new Little League Baseball Field which is being relocated to the North end of the field complex. Our goal is to have grass growing and a backstop installed by this fall. The remainder of work needed will need additional time and budget to complete but we have been approached by organizations who have shown interest in helping us achieve a final product.

C&W, working under contract, has completed spreading topsoil in the outfield and along the edge of the field and has placed the bottom lift of sand in the infield. Public Works Staff will power rake the topsoil this week and seed the outfield.

Outstanding items still needed include:

- Place top lift of sand in the infield. C&W to complete.
- Procure and install new backstop.
- Install fencing along base lines and outfield. This will use materials on hand.
- Install bases. There is potential these will be donated by Magic Turfs.
- Construct and install dugouts. Potential for High School to construct one per year. Materials will need to be supplied.
- Procure and install Bleachers. There is a potential these may be donated by Magic Turfs.
- Procure and install Scoreboard.

I have been approached by Magic Turfs with an interest in helping us complete the field. Mike Brunelle with Magic Turfs, is a company that maintains and constructs baseball fields to assist with completing this project. They have a website at www.magicturfs.com which has information on their capabilities with an informative video. Mike has offered to provide layout of the field and bases. We will continue coordinating with Mr. Brunelle to utilize his available resources.