

July 31, 2018

## CITY OF WASHBURN PARKS COMMITTEE MEETING

5:30PM Washburn City Hall

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

Municipal Personnel: City Administrator Scott J. Kluver, Assistant City Administrator Dan Stoltman, Mayor Avol

Excused Absence: None

**Call to Order** - Meeting called to order at 5:30PM by Avol. Roll call attendance depicted five (5) of five (5) Parks Committee members in attendance.

**Introduction of Members** – Members Jennifer Maziasz (council rep), Jamie Cook, Erika Lang, Wendy Reese, and Kyleleen Bartnick introduced themselves. Mayor Avol thanked them for volunteering and stated he will attend meetings as needed.

**Election of Committee Chair** – It was stated that Maziasz would make a good chair do to her Council experience. A motion was made by Bartnick to nominate Maziasz as Committee Chair, second by Cook. Motion carried unanimously. Maziasz assumed the Chair.

**Designation of Recording Secretary** – An overview was given on the responsibilities of the recording secretary. Lang stated that she has experience in minute taking and would volunteer to do it. A motion was made by Reese to nominate Lang as recording secretary, second by Maziasz. Motion carried unanimously.

**Overview and Discussion on City Ordinance 18-003 Parks Committee and the Committee Structure, Duties, and Responsibilities** – An overview was given. Kluver stated the role of the committee is to advise city staff and council with park related activities. A discussion on agenda setting took place. It was stated by Maziasz that agenda items can come from any member, but the agenda will be set by Maziasz and Stoltman to ensure compliance with open meeting laws.

**Overview and Discussion of The Park Budget** – Stoltman gave an overview of the park general fund budget, capital budget, and park designated fund. It was stated the committee does not have a budget or oversight of a park budget. A discussion took place on grant funding and the committee's ability to look for such funding. Kluver stated that the committee could seek grant funding but would have to follow city policy. He stated that if a grant didn't have a match over \$5,000 or obligated the city in some way, he could approve the grant. A match of more than \$5,000 would need council approval. Kluver stated that the committee should understand that the budget for the entire park system comes from revenue generated by the parks.

**Introduction and Discussion on Open Meeting Laws** – An overview was given. It was explained that the members cannot discuss committee topics with each other outside of a public meeting whether it be in person, over the phone, or by email. Public records was discussed and was stated that members are not to delete emails or committee related material.

**Introduction and Discussion on Thompsons West End Park Expansion Plan** – An overview was given. It was stated that city staff does not believe the city can financially support the implementation of the entire West End Park plan. It was stated that any projects within the area of the park plan, should at least reference the plan to see how they match up.

**Introduction and Discussion of the History and Plans for the Maintenance of the Walking Trail** – An

overview was given. Kluver stated that city staff plans to follow the current walking trail maintenance plan until such a time the plan is changed by Council.

**Future Topics** – Dog Park was discussed. Invasive weed management was discussed. Docks were discussed. A discussion was had on the West End artesian well and overflow area.

**Schedule next meeting(s)** – It was decided to hold the meetings on the third Tuesday of each month at 5:30 pm at City Hall. The next meeting will be on August 21, 2018.

**Adjourn** – A motion was made by Bartnick to adjourn at 6:55 pm, second by Cook. Motion carried unanimously.

Dan Stoltman  
Assistant City Administrator