

February 27, 2019

## CITY OF WASHBURN PARKS COMMITTEE MEETING

5:30 PM Washburn City Hall

Present: Members:

Jennifer Maziasz (council rep), Jamie Cook, Erika Lang

Municipal Personnel:

Assistant City Administrator Dan Stoltman, Public Works Director Bob Anderson

Excused Absence(s):

Reese

### **Call to Order**

Meeting was called to order at 5:40 pm by Maziasz. Roll call attendance – 3 Parks Committee members in attendance. Reese and Bartnick were absent.

### **Announcements**

Assistant City Administrator Dan Stoltman will be leaving the area to begin a job in Colorado. His last day is March 15.

### **Approval of the January 22, 2019 Parks Committee Meeting Minutes**

Motion made by Cook; second by Lang. Motion carried unanimously and minutes were approved.

### **Discussion and Action on Park Committee Meeting Schedule**

There has been some confusion as to whether or not there would be a change in the meeting schedule as committee members are contacted to remind them of the meeting, and the City staff then waits for committee members to confirm their attendance by responding to the contact. Committee members confirmed that they are keeping the Parks Committee meetings on their calendars as standing appointments. Other than providing agenda topics and receiving meeting materials before the meeting, members confirmed they do not need to be reminded of the meeting. Upon discussion, committee members confirmed that ***we will keep meetings scheduled to the 3<sup>rd</sup> Tuesday of the month at 5:30 pm. This will be a standing appointment on everyone's calendar.*** As such, everyone is expected to attend unless a committee member notifies City staff otherwise.

### **Discussion and Recommendation on Campground Schedule**

Last year, the campground managers of Memorial Park and Thompson's West End Park attended a Parks Committee meeting and presented a list of potential activities and needs for each park. Committee members wanted to further discuss this to understand if any of the activities would be addressed in 2019, timeline for scheduling other activities, and funding needs. Committee members pointed out that annual activities should be tied to the City's annual budget. Additionally, there is no maintenance plan/action plan/management plan for either park. A 2-3 year plan would help guide the Public Works department and help the City evaluate and systematically implement activities. ***Both Maziasz and Lang will provide***

**examples of these types of documents to Bob Anderson.** The Parks Committee can work with the Public Works Department on creating these documents and reviewing them as needed.

Committee members then reviewed the lists for each park, and the status of each activity.

#### Memorial Park

1. Electrical pedestals - will be installed spring/summer 2019.
2. Filling in low areas at particular campsites - will be evaluated spring/summer 2019.
3. Make site pads longer, wider, and flatter as needed - will be evaluated spring/summer 2019. Due to material costs, will probably budget for this in 2020.
4. Reset site posts - will be done spring/summer 2019.
5. Cut brush along the lakeshore - this has been done recently, and erosion is a concern with higher lake levels, soil type, and increased storm events. Before doing any more of this, Parks Committee members need to visit the site and determine appropriate plants and their maintenance to meet a number of objectives including erosion control, viewsheds, wildlife habitat, etc. Members can evaluate in summer 2019. It may also be beneficial for members to visit other bay area communities to see what they are doing at their campgrounds.
6. Making sites premium (i.e. charging a higher rate) either through adding new sites on the lakeshore or improving the sites that already exist - Parks Committee members need to evaluate the area to understand the best course of action while considering a number of factors including improved sites, erosion control, viewsheds, wildlife habitat, etc. There is erosion occurring at a couple of existing sites already. Members can evaluate in summer 2019. If it is determined that new sites are feasible, these would need to be planned and budgeted for.
7. Reset electric/TV posts - will be done spring/summer 2019.
8. Move playground - this is just an idea if premium sites would be added. A site plan should be developed for the entire park if this is considered.
9. Construct a new handicap accessible bathroom facility - while this is needed, the City would need to budget and plan for this, as the cost would be \$200k or higher.
10. Redesign road system in the eastern lakeshore area - if sites in this location are made premium, the road system would need to be addressed.
11. Construct a bulletin board in the registration booth - will be done spring 2019 before the season gets busy.
12. Remove dead trees and plant new trees - before doing this, trees need to be evaluated based on existing health, whether or not it is a hazard tree, and conditions of adjacent trees. The City would then communicate to residents what is needed and why before trees would be removed in phases. Because there is not a City forester, Public Works will consult with an expert arborist and forestry professionals to obtain help in evaluating these trees by May 15, 2019. Maziasz also mentioned that the USFS has a hazard tree analysis form that might be helpful to use, and that there is a certified arborist in Cable, WI. Maziasz and Lang will help the City with this task.
13. Add additional water facilities - this will be evaluated in the future as time and resources allow.

14. Design a parking plan for events that occur in the shelter - Public Works will evaluate this. Viewsheds from the lake should be considered as well as minimizing future erosion and storm water runoff.

#### Thompson's West End Park

1. Improve drainage at sites as needed - drain tile was installed between sites 35-43 last fall, and will be completed spring 2019. Ditches and culverts will be cleaned out late spring, and city will evaluate the ditch behind sites 1-13 in 2019.
2. Site improvements -
  - a. Level sites and widen gravel pads - will be evaluated spring/summer 2019. Due to material costs, will probably budget for this in 2020.
  - b. Picnic tables and site posts - stain or replace - City has begun doing this. Complete in early spring 2019 before campground opens.
3. Add additional water facilities - this will be evaluated in the future as time and resources allow.
4. Tree trimming - City staff trimmed all low hanging branches throughout the park. Parks Committee members will evaluate the campground in 2019 related to planting more deciduous trees and/or large shrubs to improve aesthetics, provide shade, provide wildlife habitat, etc. A tree will be planted in this park for Arbor Day, and should be a native specie.
5. Geese control - City Council recently approved new protocols and these will be implemented in 2019.
6. Overflow area - City staff will install a better sign, and place picnic tables and fire rings in this area to help organize camping sites in 2019. The City will continue to use the area that was cleared of vegetation last year. In spring 2019, a native plant consultant will be retained to look at this site and the artesian well site and write a planting plan. The goal is to establish a vegetated buffer of trees and shrubs between the camping sites and the existing trees in the overflow area, plant some large trees away from the road near the artesian well and seed the previously mowed area if necessary, and to evaluate the slope where the cedar trees were cut. Lang will work with City staff on engaging experienced consultant(s) to help with this in early May 2019 once the snow has melted.
7. Provide sign about history of West End Campground - this can be discussed by the Committee at a future date. Perhaps signage at all parks should be evaluated, and a consistent design used when improving signage.
8. Fix docks - City staff is working on this. A grant is being reviewed by the state's Joint Committee on Finance. If approved, work will begin in 2019.
9. Keep beach clean - City is considering purchasing a rake that attaches to its tractor.
10. Add fishing pier - One pier will be completed in 2019. City is working on obtaining permits for the other.
11. Overflow slope vegetation - see number 6 above for next steps.
12. Improve cable TV connections - Parks Committee members and City staff agree that this is not needed as it is outdated technology.
13. Provide power to Sites 2A and 8 - completed.

### **Future Topics**

- Potential dog park
  - o Site visits to the potential locations still need to occur as the next step. **Reese will be working with the members of A Dog Park for Washburn group to evaluate these sites.** We recognize that this may need to wait until the spring thaw to adequately assess on-the-ground conditions such as wet sites which would not be a good fit.
  - o Further discussion of sites by Parks Committee - May and June 2019
- Review of updated management plan for the walking trail and surrounding habitats by Parks Committee - April and May 2019
- Site Visit to Memorial Park and Thompson's West End Park by Parks Committee - May 2019

### **Adjourn**

Motion made by Cook to adjourn meeting at 6:58 pm, second by Maziasz. Motion approved unanimously.