

City of Winsted
Park Commission Meeting
City Hall – Council Chambers
Monday, June 12, 2017
5:00 p.m.

Park Commission Members Present: Mr. Steve Ebert
Ms. Evelyn Fowler
Mr. Tim Fury
Ms. Cindy Racette
Mr. Steve Stotko (Council Liaison)

Staff Present: Mr. Daniel Tienter, City Administrator
Mr. Anthony Hammes, Assistant to the City Administrator

1) Call the Meeting to Order

Mr. Steve Ebert called the meeting to order at 5:00 p.m.

2) Approval of Minutes

- a) **Park Commission Work Session – April 10, 2017**
- b) **Park Commission Meeting – May 8, 2017**

Mr. Tim Fury made a motion to approve the minutes as presented. Ms. Evelyn Fowler seconded the motion. Motion carried 4-0.

3) City Administrator Update and Announcements

Mr. Dan Tienter, City Administrator, informed the Park Commission that the City Council has approved the option for a paved runway. By making this decision the Luce Line State Trail will have to be relocated a few hundred feet to the north outside of the new expanded runway safety zone. Mr. Tienter stated that Bolton & Menk, Inc. along with the Minnesota Department of Natural Resources (DNR) informed the City of Winsted that regardless of the decision on the pavement or turf runway option, the Luce Line State Trail would not have been able to be paved either in place with the turf project or if it was moved with the newly selected pavement project until the next construction season. Mr. Tienter noted that the City Council has directed City staff to begin land acquisition efforts regarding the airport runway.

Mr. Tienter introduced the Park Commission to the City's new administrative intern, Ms. Christina Busche.

4) New Business

a) Recommended Park System Improvement Projects

Mr. Tienter provided an update regarding the recommended park system improvement projects.

On May 16, 2017, the City Council (Council) adopted a Master Plan for the Winsted Park System (Park System), which recommends a variety of Park System related improvements and modifications.

Based on these recommendations, City staff compiled a list of proposed projects for the current construction season. Given the relatively short amount of time to complete these projects, City

staff focused on low-cost, easy-to-implement improvements. The complete list of these projects and their estimated costs are outlined in the Figure No. 1 below.

Figure No. 1: Recommended Park System Improvements, 2017			
Park Unit	Project Description	Amount	Source
General	Add pet litter receptacles to each park unit.	\$ 2,400	Parks CIP
General	Add park rules signage for each park unit.	\$ 1,200	Parks CIP
Hainlin	Replace certain landscape timbers.	\$ 2,000	Parks CIP
Hainlin	Add an accessible parking spot.	\$ 2,000	Parks CIP
Hainlin	Replace charcoal grills.	\$ 1,200	Parks CIP
Mill Reserve	Improve park access road (driveway).	\$ 6,000	Streets CIP
Mill Reserve	Improve sidewalks near the fishing pier.	\$ 1,500	Public Works
Mill Reserve	Plant flowers and shrubs around flag pole.	\$ 500	Public Works
Northgate	Add shade trees.	\$ 1,500	Public Works
Westgate	Add an accessible parking spot.	\$ 300	Parks Ops.

Total \$ 18,600

In order to accomplish each of the projects, City staff recommend the use of a variety of funding sources, most notably the Streets Capital Improvement Program (CIP) to support the cost of a paved access road in Mill Reserve Park.

Given the priorities outlined in the Park System Master Plan, the available funding for each, and the amount of remaining construction season, City staff recommend the Park Commission approve the projects outlined in Figure No. 1. Per the Purchasing Policy, individual improvements may be accomplished administratively and without direct Council approval with the exception of the paved driveway in Mill Reserve Park, which exceeds the \$5,000 administrative approval threshold. City Staff will seek approval from the Council once quotes are submitted for that particular project.

Ms. Evelyn Fowler provided an outline of the garden area along with estimated costs.

Mr. Tim Fury asked if there were any other priorities for the summer or fall seasons that the Parks Commission will have to consider for this year. Mr. Tienter responded that city staff is working on a couple projects most notably the drainage pond in Westgate Park. Mr. Tienter stated that the pond is in need of maintenance and that City staff have been working with the Bolton & Menk, Inc. to identify costs and savings. Mr. Tienter stated that this project would most likely appear in front of the Parks Commission during a late fall or winter meeting.

Mr. Fury asked if the Westgate Park drainage pond project was a result of Ms. Kubasch's comments to the City. Mr. Tienter stated that the project was already under consideration and analysis, however Ms. Kubasch's comments spurred the City along even further because of the public concern.

The commission asked about a road intruding on Ms. Kubasch's property. Mr. Tienter stated that City staff determined that the parcel is an outlot in the Grass Lake Farms development and is not owned by the City of Winsted. Mr. Tienter stated that it is a tax forfeited parcel that belongs to the State of Minnesota and under the management of McLeod County. Mr. Tienter stated that he will follow up with city staff to confirm that Ms. Kubasch was informed on the matter.

Ms. Fowler had a question pertaining to a fence at Northgate Park that had fallen down and whether or not it had been replaced. Mr. Tienter stated that city staff talked with the property

owners and removed the fence. Mr. Tienter stated that the City paid to replace the wood fence with a chain link fence and located it several feet to the south to make sure that it wasn't encroaching on private property. Mr. Tienter stated that the new chain link fence has plastic slats that will provide privacy. Mr. Tienter stated that the City is making a stronger effort on making Northgate Park more desirable and less frequent to vandalism.

Ms. Cindy Racette motioned to make a recommendation to the City Council to adopt the Park System Improvement Projects for an amount not to exceed \$18,600 to the Winsted Park System. Mr. Fury seconded the motion. Motion carried 4-0.

5) Other

a) Denis M. Campbell Field Improvements - Update

Mr. Ebert asked how the project at Campbell field was progressing. Mr. Tienter stated that the project is going well and that it is a two (2) part project, with the first part being completed within the week with the second part being completed after the completion of the baseball season.

Mr. Ebert asked whether the bleacher canopy was part of the first phase or the second phase. Mr. Tienter believed that it was part of the second phase.

Mr. Fury then asked if there were any financial hiccups with the Campbell Field project to date. Mr. Tienter stated that there were no major financial hiccups. Mr. Tienter stated that there was difficulty locating some electrical facilities that were severed and repaired in the amount of \$1,700. Mr. Tienter stated that all hiccups have been handled by the contingency fund.

b) Park Commission Open Position – Update

Mr. Fury asked if city staff was aware of any interest in the open Park Commission position. Mr. Tienter stated that he was not aware of any interest at this time and that it has been mentioned at every Park Commission and City Council meeting

The Commission asked if anything had been posted in the Herald Journal regarding the open Park Commission position. Mr. Tienter stated that city staff will reach out to the Herald Journal.

6) Adjournment

Mr. Fury made a motion to adjourn the meeting. Ms. Fowler seconded the motion. Motion carried 4-0.

The meeting adjourned at 5:30 p.m.

Daniel Tienter

Daniel Tienter,
City Administrator
City of Winsted

ATTEST:

Anthony Hammes

Anthony Hammes
Assistant to the City Administrator
City of Winsted