

City of Winsted
Park Commission
Winsted City Hall – Council Chambers
Tuesday, August 9, 2011
6:30 p.m.

Park Commission Members Present: Amanda Alguire
Steve Ebert
Kurt Landin
Cheryl Sutton

Park Commission Members Absent: Kimberly Moen

Staff Present: Brad Martens, City Administrator
Bonnie Quast, Council Liaison
Amanda Zeidler, Utility Billing & Payroll Clerk

1) Call the Meeting to Order

Alguire called the meeting to order at 6:30 p.m.

2) Approval of Minutes – June 8, 2011 and July 12, 2011

Landin made a motion to approve the minutes of the Park Commission Meetings on June 8, 2011 and July 12, 2011. Ebert seconded the motion. Motion carried 3-0. Sutton was absent for this vote.

3) Staff Report

Brad Martens, City Administrator, gave the Park Commission an update since their last meeting. Martens stated that the Public Works Department reported on the following items:

- Slides have been stained
- New wood chips have been delivered
- Weeds have been sprayed for the second time
- An application of mosquito spray was ordered for Mill Reserve Park and Hainlin Park to be applied prior to the Winsted Summer Festival

The Park Commission discussed mosquito spray applications for the parks.

4) Old Business

a) Athletic Field Reservation Procedure and Priority List

Martens stated that this item had been discussed at the last Park Commission meeting, and the Park Commission members agreed that charging a fee for the use of athletic fields was not a good idea; however, drafting a policy giving priority to Winsted teams seemed to be a good idea.

Martens reviewed the proposed Use Policy and Reservation Procedure. Martens stated that a reservation list will not be posted at the parks, since scheduling conflicts do not seem to be a common problem. Ebert stated that if there is a scheduling conflict, it is typically because an outside team comes to town. The Park Commission discussed the proposed policy.

Alguire made a motion to approve the policy as drafted, with the exception of changing the dates to May 15th through the end of August, and have schedules due by May 1st of each year. Landin seconded the motion. Motion carried 4-0.

b) Park Map at Littfin Lift Station

Martens stated that there a marketing opportunity available at the site of the Littfin Lift Station. Martens asked the Park Commission if there is anything they would like to do to promote the City's parks. Quast stated that she had visited with Chris Schultz, Advertising Manager for the Herald Journal, to see if he could design a sign to market Campbell Field, Barrett Field, Southview Field, and Westgate Field. The

sign could be placed on a four (4) foot by eight (8) foot sheet with arrows for directions, to give residents and visitors an idea of where the parks are located. Ebert stated that the sign is a good idea and would at least provide a general direction for people to follow. Quast stated that the materials for the signs are the same materials that were used for the signage at the Winstock grounds, and are very durable. Landin asked for a cost estimate on the signage. Quast stated that she did not receive a cost estimate. The Park Commission asked Quast to get a proof from the Herald Journal and a cost estimate for the next Park Commission meeting.

5) New Business

a) Request for Work to be Done on Campbell Field – Chris Schultz

Martens stated that Chris Schultz had approached the City regarding some drainage issues at Campbell Field, on behalf of the Winsted Baseball Association. Martens made a recommendation to table this item until the next Park Commission meeting, since Schultz was not in attendance. The Park Commission agreed to table this item until the September, 2011 Park Commission Meeting.

b) Kingsley Street South – Bicycle Signage

Martens stated that there had been some discussion of how to connect people biking on the Luce Line Trail to the downtown area of Winsted. He stated that an opportunity exists for a “Shared Lane” of traffic between motorists and bicyclists. Martens briefly described this option, and stated that the City could paint the signage on the road, have actual signage on the side of the street, or both. Martens also explained other options that may be available.

Quast asked what cost is involved compared to regular signs on the side of the road. Martens stated that the City would have to create a design or template to paint the signage on the street; however the Public Works Department paints street markings on a regular basis, so the cost of paint is not an issue. Alguire asked how many residents have inquired about the signage. Ebert stated that he lives on Kingsley Street, and there is a considerable amount of traffic on that street. He added that any warning that the City can place on the road to warn drivers that there may be bikers or walkers on the street would be beneficial. Landin and Sutton agreed that upright signage may be more visible than a sign that is painted on the street. Martens stated that he will design a plan and investigate the costs involved for the September, 2011 Park Commission Meeting.

6) Announcements

Landin asked for the balance of the park budget. Martens stated that the Park Commission had discussed the budget, and the priority is to maintain the current parks and equipment, and possibly fund some new equipment for the skate park. Martens stated that the basic maintenance will take up the rest of the budget for 2011. Alguire asked if there have been any immediate or emergency needs for the park budget. Martens stated that there have not been any emergency needs for the park budget.

7) Adjournment

**Alguire made a motion to adjourn the meeting. Ebert seconded the motion. Motion carried 4-0.
The meeting adjourned at 7:15 p.m.**

Brad Martens

Brad Martens,
City Administrator
City of Winsted

ATTEST:

Amanda J. Zeidler

Amanda J. Zeidler,
Utility Billing & Payroll Clerk
City of Winsted