

City of Winsted  
Park Commission Meeting  
City Council Chambers  
Tuesday, September 14, 2010  
6:00 p.m.

Park Commission Members Present: Amanda Alguire  
Lyle Kritzeck  
Kurt Landin

Park Commission Members Absent: Kimberly Moen  
Cheryl Sutton

Staff Present: Andrew Elbert, City Administrator  
Bonnie Quast, Council Liaison  
Jamie Stotko, Public Works Lead  
Amanda Zeidler, Utility Billing & Payroll Clerk

**1) Call the Meeting to Order**

Kritzeck called the meeting to order at 6:00 p.m.

**2) Approval of Minutes – June 8, 2010**

**Landin motioned to approve the minutes from the June 8, 2010 Park Commission meeting. Alguire seconded. Motion carried 3-0.**

**3) Park Maintenance Report**

Jamie Stotko, Public Works Maintenance Lead, reported on the following:

- Regular park maintenance has been completed.
- Trees have been trimmed in the parks.
- A handicap swing has been installed at Mill Reserve Park by request of a resident.
- Park bathrooms have been cleaned.
- The concrete divider in the men's bathroom in Hainlin Park is in disrepair. The Public Works Department has ordered a new divider and will install it when it arrives.
- Lines have been painted at the Basketball Court on Main Avenue West.

**4) Old Business.**

Landin stated that at a previous meeting, a motion was approved to relocate the satellite bathroom that is located in Mill Reserve Park to a new location that has already been prepared. He also stated that the Park Commission has approved the installation of bike racks at the old satellite bathroom location in Mill Reserve Park, as well as new netting for the west side of Campbell Field, that would be paid out of the park budget. Landin stated that none of these items have been completed and further stated that if the Park Commission is doing research and approving or proposing these items, then what is the point of the Park Commission?

Quast stated that there were unexpected cuts made at the end of 2009 due to Local Government Aid (LGA) unallotments, and this was most likely part of the problem. Quast told the Park Commission members that the Park Commission is still an integral part of the City of Winsted.

Elbert explained the concept of LGA and stated that he could add an agenda item to give updates at each meeting, and possibly have a financial report, as well. Alguire stated that she would like to have a financial report to look at, rather than being told about it, as in the past. Alguire stated that this practice would allow the Park Commission to better understand what is going on financially.

## 5) New Business

### a) Park Master Plan Survey Results

Elbert stated that City staff would like to request a resolution or other action from the members of the Park Commission to move forward with the development of a park facilities master plan. Elbert made a recommendation to move forward with the Park Master Plan and possibly set up a couple of workshops throughout the winter months to proceed with the plan.

Kritzeck stated that the Park Commission should develop a priority list for each park, and then prioritize the lists based on the available budget. Elbert reported that obviously budget constraints are a major issue for the City of Winsted with current economic conditions over the course of the next fiscal year. He also stated that developing a master plan will help the City to both plan and prioritize for future improvements to the City's current park system within the context of these current conditions.

Elbert stated that the plan would consist of the following areas:

- Inventory list
- Condition report
- Replacement costs
- Park prioritization
- Placement in five (5) year capital outlay for budgeting purposes.

The Park Commission reviewed survey results from the Park Master Plan survey that was distributed to City of Winsted residents and property owners.

Alguire listed the following priorities for each park:

#### **Barrett Park**

- Bathrooms need to be maintained and cleaned daily. Either remodel them or tear them down.
- Add security cameras to stop vandalism, if this is what is causing equipment not to work in the bathroom.
- Consider allowing an organization to have a concession stand during summer ball events.

#### **Hainlin Park**

- Bathrooms need to be accessible and working at all times. Bathrooms need to be clean and maintained.
- Add tennis courts.
- Add a hockey rink or skating rink.

#### **Mill Reserve Park**

- Install a safety fence next to the promenade to ensure that bikers, kids, etcetera, do not fall down the steep incline to Winsted Lake.
- Install a decent bathroom.
- Maintain what is currently at the park.

#### **Millerbernd Park (Grass Lake Farm)**

- Add a park now, instead of waiting for Phase II of the development, possibly in an empty lot.
- Add trees now, to make the park more like Hainlin Park.

#### **Northgate Park:**

- Replace slide and add benches and picnic tables.
- Clean and update: paint the backboard, new nets, stripe the basketball court, and add some new play equipment.
- Maintain what is currently at the park.

#### **Southview Park**

- Add six (6) to ten (10) industrial picnic tables.
- Add benches to watch games.
- Add an electronic scoreboard.

### **Westgate Park**

- Minimum maintenance.
- Add more trees.
- Add more playground equipment.

### **Winsted Athletic Complex**

- Provide garbage receptacles earlier in the spring.
- Add tennis courts.
- Encourage people to clean up after themselves.

### **Future Parks**

- Add a park in the Winsted on the Lake development.
- Add a park in the Grass Lake Farm development.
- Add a dog park.

General comments were made throughout the survey regarding bathrooms in every park, the installation of security cameras, the installation of signs to remind the public to pick up dog waste when walking their dogs, and other general maintenance issues.

Landin stated that in his opinion, the City of Winsted should maintain its existing parks. Kritzeck stated that the City has excellent parks and should continue to maintain all of them.

Quast asked if kids would be satisfied with a smaller park and minimal equipment at Grass Lake Farm. Alguire stated that many families were told when they moved to the development that a park would be constructed, and they are disappointed that one has not been built yet. Kritzeck asked if developers are required to allot a certain amount of money for park dedication. Elbert stated that he would check into this.

Kritzeck stated that he would like to consider the possibility of developing a sports association that can plan fundraisers and possibly take responsibility for the upkeep of the various parks.

The Planning Commission also discussed the possibility of selling advertisements on banners to place at different ball fields, or even sell park sponsorships.

Elbert stated that it is good that the City did the survey, and with any Capital Improvement Plan (CIP), you have to be really strategic and prioritize. Elbert further stated that the Park Commission should try to pick a few projects that can be done over the next several years.

## **b) Ice Skating Rink Proposal**

Elbert stated that the City is developing a cost estimate for the establishment of an ice skating rink. The Skating Rink Committee has chosen a site in the rear parking lot at the Herald Journal office, which was graciously offered by the Herald Journal. He stated that the current proposed location at this site will be suitable for the establishment of a low-maintenance rink.

Elbert also stated that components such as lighting are desired, but probably not a necessity in order to move forward with the project. Elbert stated that additionally, the rink area will be covered under the City's current insurance policy and an agreement between the City of Winsted and the Herald Journal is being developed.

Elbert asked for feedback from the Park Commission and stated that if the project and location are approved by the Commission, the project will be taken to the City Council for final approval. Alguire stated that the location will help provide winter activities so smaller children can enjoy it too.

**Landin motioned to approve the ice skating rink proposal at the Herald Journal. Alguire seconded. Motion carried 3-0.**

## **c) Winsted on the Lake Park Share-Cost Proposal**

Elbert stated that the City of Winsted has been contacted by Dave Sherman regarding a cost-share proposal to construct a small park in the Winsted on the Lake development. The group has stated that it has approximately \$12,000 in maintenance funds available for the project, and has requested a \$5,000 matching grant from the City of Winsted. Elbert stated that the equipment would be placed on a site or land parcel that is approximately forty (40) feet by sixty (60) feet in size.

Elbert stated that the park budget is really tight and that the City would be providing public funding for a private entity. Elbert stated that this may set precedence for the City. Elbert also made a recommendation to seek legal representation to spell out the details.

Landin stated that he thinks that the City would be opening up a big can of worms. Alguire asked if the park would then be listed as a City park, and who would take care of maintenance issues, or updating issues? Elbert stated that these are all points that need to be weighed, and could be discussed at a future Planning Commission meeting.

**5) Other Business**

**a) Planning Commission Meeting Schedule**

Elbert asked the Planning Commission if they would like to meet during the winter months. Landin and Alguire agreed and stated that in order to maintain a Park Commission, they need to meet more often.

**b) Pedestrian Crosswalk Signals on McLeod County Road 1**

Landin stated that the crosswalk signals are not flashing on McLeod County Road 1. Elbert stated that he would make a phone call to McLeod County to have the signals checked.

**6) No Announcements.**

**7) Adjournment**

**Alguire motioned to adjourn the meeting. Alguire seconded. Motion carried 5-0. The meeting adjourned at 6:55 p.m.**

Respectfully submitted,

*Amanda Zeidler*

Amanda Zeidler,  
Utility Billing & Payroll Clerk