

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, May 16, 2017  
6:00 p.m.

Present: Mayor Steve Stotko  
Council Member Mike Henrich  
Council Member George Schulenberg  
Council Member Tom Ollig  
Council Member Patty Fitzgerald

Staff Present: Mr. Dan Tienter, City Administrator  
Ms. Raquel Kirchoff, City Clerk-Treasurer  
Mr. Justin Heldt, Winsted Police Department Chief

**1) Mayor Stotko called the meeting to order at 6:00 p.m.**

**a) The Pledge of Allegiance was taken.**

**2) Consent Agenda**

Mayor Stotko read the Consent Agenda.

**a) Minutes – City Council – Work Session – April 4, 2017**

Approved the minutes of the City Council Work Session on April 4, 2017.

**b) Minutes – City Council – Regular Meeting – April 4, 2017**

Approved the minutes of the City Council Regular Meeting on April 4, 2017.

**c) City Council Advisory Commission Minutes**

Approved the following minutes for City Council Advisory Commissions:

- Park Commission Meeting – October 10, 2016
- Park Commission Work Session – December 19, 2016
- Park Commission Work Session – January 9, 2017
- Park Commission Work Session – February 13, 2017
- Planning Commission Special Meeting – November 29, 2016

**d) 2017 Seal Coating – Pearson Bros. Incorporated**

Authorized the City Administrator to execute a quote from Pearson Brothers, Incorporated to furnish material and labor for bituminous seal coat on certain streets in the City of Winsted for an amount not to exceed \$41,415.00.

**e) Public Works Equipment Replacement – Industrial Snow Blower**

Authorized the City Administrator to purchase an industrial snow blower for the Public Works Department from Trueman Welters, for an amount not to exceed \$74,000.00.

**f) Automated Clearing House (ACH) Origination Agreement – Security Bank and Trust Company**

Authorized the City Administrator to execute an agreement with Security Bank and Trust Company to initiate entries to accounts by means of the ACH Network.

**g) Liquor Licenses**

Approved the Off Sale, On Sale, and Sunday Liquor Licenses from July 1, 2017 through June 30, 2018 for the following:

- J & N Schlagel Enterprises II / The Blue Note, 320–3rd Street North

- The Corner Bar & Grill of Winsted, 111–1st Street North
- The Woods Group / Keg's Bar, 121–1st Street North
- Hussong's Liquor, 132–6th Street North – *Off Sale Only*

Approved the Liquor, Wine, Club or 3.2% License from July 1, 2017 through June 30, 2018 and waive the fee for said license for the following:

- Winsted Baseball Club, Incorporated at Denis M. Campbell Baseball Field

Approved the 3.2% Off Sale Liquor License from July 1, 2017 through June 30, 2018 for the following:

- Casey's General Store #1673, 240-6th Street North

**h) Licenses to Sell Tobacco Products and Tobacco Related Devices\***

Approved licenses to sell Tobacco Products and Tobacco Related Devices from July 1, 2017 through June 30, 2018 for the following:

- Casey's General Store #1673, 240–6th Street North
- G & J Foods, Incorporated, 491 Main Avenue West
- Hussong's Liquor, 132–6th Street North
- J & N Schlagel Enterprises II / The Blue Note Ballroom, 320–3rd Street South
- The Woods Group / Keg's Bar, 121–1st Street North
- DG Retail, LLC / Dollar General #15046, 200–6th Street South

**i) Winsted American Legion – Temporary Liquor License**

Approved a one (1) to four (4) day Temporary On-Sale Liquor License for the American Legion Post 407 for August 12, 2017 and August 13, 2017 at Hainlin Park in Winsted, Minnesota during the Winsted Summer Festival.

**j) Winstock Country Music Festival – Fireworks Application**

Approved a Fireworks Display Permit for High Tech Special Effects at the Winstock Country Music Festival on Saturday, June 10, 2017, at 3233–230th Street, Winsted, MN.

**k) Security Bank & Trust Company – Pledged Securities**

Approved the Pledged Securities that Security Bank & Trust Company has purchased for the City of Winsted for the month of April, 2017.

**l) April, 2017 Building Permit Report**

Approved the Building Permit Report for the month of April, 2017.

**m) Claims**

Approved the claims list for May 16, 2017.

**n) Purchase – Winsted Lake Fountain**

Reauthorized the City Administrator to procure from Dulcet Fountains and Aeration and CR Electric, Incorporated, the purchase, installation and maintenance of an illuminated water fountain to be located in Winsted Lake for an amount not to exceed \$21,000.

**Council Member Fitzgerald motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 5-0. Council Member Ollig abstained from Item k – Security Bank & Trust Company – Pledged Securities. Council Member Henrich abstained from Item j – Winstock Country Music Festival - Fireworks Application.**

**3) No Public Hearings**

#### 4) No Old Business

#### 5) New Business

##### a) Park System Master Plan Adoption

Mr. Tienter reviewed the following presentation regarding the Park System Master Plan.

##### Park System Master Plan Development

- In late 2015, the Park Commission (Commission) in an effort to provide guidance for future Winsted Park System (Park System) activities and investment, began drafting the Park System Master Plan (Master Plan). This process included the following steps:
  - 2015
    - Inventoried Park System (i.e., amenities, condition);
    - Conducted Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis;
  - 2016
    - Developed Park System Master Plan (Master Plan) Priorities and Strategies;
    - Identified capital improvements based on the SWOT Analysis, and Priorities and Strategies;
    - Reviewed and revised Master Plan drafts; and
  - 2017
    - Released Final Draft Master Plan for public review and comments.
- Consistent with the direction of the Commission, City staff solicited public comment in two forms:
  - Visited area civic organizations to seek public comment and other input; and
  - Conducted a public hearing at a Park Commission meeting to receive comments.

##### Master Plan Purpose

- Generally, a master plan may be thought of as a community document developed by a local government to either develop or redevelop a park system.
- Similar to other planning efforts, this Master Plan offers a variety of recommendations, including:
  - Mission Statement;
  - Vision Statement;
  - Park Classifications;
  - Priorities and Strategies;
  - General and Individual Park Unit Improvements, including cost estimates; and a
  - Financial Plan.

##### Mission Statement

- “The mission of the Winsted Parks system is to provide safe and quality facilities, adequate and diverse programs, as well as active and natural open spaces for all Winsted citizens today and into the future.”

##### Vision Statements

The vision statements of the Winsted Parks systems are:

1. to sustain current facilities and plan for future growth and expansion of park facilities, open spaces, natural resources, and activity centers and respond to the changing needs of the community.
2. to provide safe, welcoming parks and recreational facilities and affordable, diverse recreation activities for people of all ages and incomes to play, learn, contemplate, build community and be good stewards of the environment.

##### Park System Master Plan, Goals and Strategies

- Since the Master Plan cannot predict all development opportunities or policy considerations, it includes a series of priorities and strategies to guide future decision-making. In total, there are five priorities:
  1. Refine Park System development and maintenance practices;
  2. Expand event and programming efforts for the Winsted community;
  3. Protect and enhance the natural resources of the Winsted Park System;
  4. Enhance and improve the Winsted Park System user experience;
  5. Improve connectivity of the Winsted Park System.

### **General Park System**

- Size: 31.72 acres
- Improvements: Throughout the Park System, the Commission identified a series of common improvements, including, but not limited to:
  - Add animal waste receptacles and signage;
  - Improve plantings, shrubs and shade trees;
  - Add public art and/or information;
  - Improve connectivity between individual park units.

### **Barrett Park**

- Size: 2.34 acres
- Improvements:
  - Improve kitchen facilities and concessions area;
  - Improve current restroom facilities; and
  - Replace existing playground equipment.
- Other considerations:
  - Remove the basketball court located at the southeastern edge of the park.

### **Hainlin Park**

- Size: 5.38 acres
- Improvements:
  - Renovate existing restroom facilities;
  - Replace ground cover in playground areas;
  - Add accessible parking and pedestrian crossings;
  - Replace aging and dying shade trees;
  - Replace existing charcoal grills; and
  - Replace existing parking lot.
- Other considerations:
  - Replace or remove horseshoe pits; and
  - Replace skating equipment or modify use of the area.

### **Mill Reserve Park and Lake Front Promenade**

- Size: 3.12 acres
- Improvements:
  - City Hall Area and Lake Front Promenade:
    - Improve Winsted Lake bank and stabilize shoreline;
    - Improve and expand rain gardens;
    - Improve use of the southern concrete pad;
    - Replace certain shrubs and trees.
  - Mill Reserve Park:
    - Replace ground cover in the playground area;
    - Improve beach and lake front area;
    - Improve and/or replace existing sidewalks;
    - Improve the surface of the driveway located at the southern edge of the park; and
    - Add a permanent restroom.

### **Northgate Park**

- Size: 0.56 acres
- Improvements:
  - Replace playground equipment;
  - Add permanent seating within the park;
  - Add trees to improve shade and aesthetic quality; and
  - Add a small parking area for park users.
- Other considerations:
  - At present, the park experiences occasional to frequent littering and vandalism. In order to improve compliance with park rules and regulation, additional signage and surveillance may improve the park experience.

### **Southview Park**

- Size: 2.48 acres
- Improvement:
  - Replace ground cover in the playground area;
  - Add dugouts to the baseball field;
  - Replace the existing playground equipment; and
  - Add permanent restroom facilities.
- Other considerations:
  - Relocate the playground area to the southwest portion of the park to accommodate trail use and improve seating.

### **Winsted/Weinbeck Athletic Complex**

- Size: 8.79 acres
- Improvements:
  - Remove fencing along the south side of the park;
  - Add trees to create shade and improve aesthetic quality;
  - Improve parking area on the eastern edge of the park;
  - Improve running/walking track around Weinbeck Field;
  - Replace the football shed and press box to the north of Weinbeck Field; and
  - Add seating through the park.
- Other considerations:
  - Consider alternative use(s) for Weinbeck Field, such as soccer; and
  - Consider a greater effort to market the entire park as an area open and welcoming to the public.

### **Westgate Park**

- Size: 5.55 acres
- Improvements:
  - Replace ground cover in the playground area;
  - Pave and stripe the parking lot, and add accessible parking;
  - Add an outfield fence to the baseball field;
  - Add dugouts to the baseball field;
  - Replace the existing playground equipment.
- Other considerations:
  - Assuming certain drainage issues could be accommodated, consider alternative use(s) for the relatively large green space located in the southeast portion of the park.

### **Natural and Open Space Areas**

- Certain portions of the Park System exist as natural or open space areas, including:
  - North of Shady Creek Drive;
  - East of Fairlawn Avenue East; and
  - South of Mallard Avenue.
- Improvements:
  - Install soft surface trails;

- Restore natural resources (e.g., buckthorn removal);
- Install informational signage.

### Financial Summary, Revenues

Annual Park Fund Revenue Estimate							
Year	Units	General Fund				Total	
		Park Fee	Transfer	Grants	Other		
2016	875	\$ 15,750	\$ 10,000	\$ -	\$ 7,000	\$ 32,750	
2017	879	\$ 16,620	\$ 10,500	\$ -	\$ 7,000	\$ 34,120	
2018	884	\$ 17,538	\$ 11,025	\$ -	\$ 7,000	\$ 35,563	
2019	888	\$ 18,507	\$ 11,576	\$ -	\$ 7,000	\$ 37,084	
2020	893	\$ 19,530	\$ 12,155	\$ -	\$ 7,000	\$ 38,685	
2021	897	\$ 20,609	\$ 12,763	\$ -	\$ 7,000	\$ 40,372	
2022	902	\$ 21,748	\$ 13,401	\$ -	\$ -	\$ 35,149	
2023	906	\$ 22,949	\$ 14,071	\$ -	\$ -	\$ 37,020	
2024	911	\$ 24,217	\$ 14,775	\$ -	\$ -	\$ 38,992	
2025	915	\$ 25,555	\$ 15,513	\$ -	\$ -	\$ 41,068	
2026	920	\$ 26,967	\$ 16,289	\$ -	\$ -	\$ 43,256	
Δ	45	\$ 11,217	\$ 6,289	\$ -	\$ (7,000)	\$ 10,506	

### Financial Summary, Expenditures

Master Plan Cost Estimates Summary			
Park Area or Unit	Estimated Capital Costs	Estimated, Annual Maintenance Costs	
General Improvements	\$ 51,800	\$ 4,592	
Barrett Park	\$ 40,000	\$ 2,200	
City Hall, Promenade	\$ 317,500	\$ 13,200	
Hainlin Park	\$ 291,700	\$ 13,736	
Mill Reserve Park	\$ 135,000	\$ 6,800	
Northgate Park	\$ 81,200	\$ 3,808	
Southview Park	\$ 191,000	\$ 8,440	
Winsted Athletic Complex	\$ 258,000	\$ 10,480	
Westgate Park	\$ 127,300	\$ 5,880	
Open Space Improvements	\$ 50,000	\$ 3,600	
<b>Total</b>	<b>\$ 1,543,500</b>	<b>\$ 72,736</b>	

### Financial Summary, Cash Flow

Estimated Fund Balance Detail					
Year	Expenditures			Revenues	
	Capital	Operations & Maintenance	Total	Receipts	Fund Balance
2016					\$ 63,273
2017	\$ 196,650	\$ -	\$ 196,650	\$ 32,750	\$ (100,627)
2018	\$ 196,650	\$ 7,274	\$ 203,924	\$ 34,120	\$ (270,430)
2019	\$ 196,650	\$ 14,547	\$ 211,197	\$ 35,563	\$ (446,064)
2020	\$ 196,650	\$ 21,821	\$ 218,471	\$ 37,084	\$ (627,451)
2021	\$ 121,300	\$ 29,094	\$ 150,394	\$ 38,685	\$ (739,161)
2022	\$ 121,300	\$ 36,368	\$ 157,668	\$ 40,372	\$ (856,457)
2023	\$ 121,300	\$ 43,642	\$ 164,942	\$ 35,149	\$ (986,250)
2024	\$ 131,000	\$ 50,915	\$ 181,915	\$ 37,020	\$ (1,131,145)
2025	\$ 131,000	\$ 58,189	\$ 189,189	\$ 38,992	\$ (1,281,342)
2026	\$ 131,000	\$ 65,462	\$ 196,462	\$ 41,068	\$ (1,436,736)
2027		\$ 72,736	\$ 72,736	\$ 43,256	\$ (1,466,216)
Δ	\$ (196,650)	\$ 72,736	\$ (123,914)	\$ 10,506	\$ (1,365,589)

Council Member Fitzgerald stated that by adopting the Master Plan, the City Council is not committing the funding toward it. Mr. Tienter stated that this was correct and read verbatim from the City Council Request provided in the City Council meeting packet materials as follows; "...the Master Plan discusses various Capital and Operational improvements as well as additional operating and maintenance costs for the Park System, the adoption of the Master Plan does not result in any direct budget or financial impacts." Mr. Tienter stated that even though the Master Plan is proposing \$1.5 million of improvements, the adoption of the plan is not obligating the city to perform those improvements.

Mayor Stotko stated that the Master Plan is a guide and will help the Park Commission by giving them a tool to reference when residents approach them with questions about park improvements.

**Councilmember Ollig motioned to adopt the Park System Master Plan for the City of Winsted. Councilmember Fitzgerald seconded the motion. Motion carried 5-0.**

## **6) Organization Report**

### **a) Winsted Lake Watershed Association (WLWA)**

Ms. Merrybeth Burkman, Treasurer, Winsted Lake Watershed Association, provided the following report regarding the Winsted Lake Watershed Association.

- **Aeration System** – The Winsted Lake aeration system was changed from one 15 horsepower unit to two 2 horsepower units. This reduced electrical usage and ongoing maintenance costs by approximately 70%. Both units are run during the winter to protect the fish population and during the summer to help control the algae bloom. In the summer, one unit is located behind City Hall and the other by the Lift Station on Kingsley Street. The WLWA thanks the City for providing the electrical power connection at the Kingsley Street location.
- **Buffer Strip Law** – Minnesota's new Buffer Strip law states that buffers need to be installed along McLeod County Ditch 11 by the year 2018. This ditch drains approximately 18,000 acres of farm land into Winsted Lake. McLeod County is the first line of enforcement of these buffers and the WLWA is monitoring the progress as the deadline for installation approaches.
- **North Inlet Sediment** – Sediment which has entered into Winsted Lake via McLeod County Ditch 11 has created a large sediment bar in front of the inlet. The WLWA is concerned about the increasing buildup of the bar and has been researching the pros and cons of removing it.
- **Winsted City and Residents** – The WLWA encourages the City of Winsted and its residents to respect the lake, treat it as their own and do their part in keeping contaminants from entering the storm sewers which drain into the lake. Items such as sand, salt, fertilizers, grass clippings, oils, chemicals, and animal waste are all major contributors of contamination.
- **Fish Population** - Winsted's fish population is in very good condition. The Department of Natural Resources (DNR) will continue future stocking of the lake. The fish population consists of walleye, northern, largemouth bass, crappie, sunfish and perch.
- **Lake Clean-up** - A lake clean-up was conducted the first Saturday in May, 2017.
- **Fundraisers** - The plant sale fundraiser will occur the weekend of May 18 -20, 2017. A wide variety of outdoor plants, indoor plants, vegetable plants, garden art and bird houses are for sale.
- **Meetings** – The WLWA meets the first Monday of the month at 7:00 pm at City Hall. Meetings are open to the public and individuals are encouraged to attend and become involved.
- **Membership** - Membership is a great help in funding the WLWA needs. The WLWA would like to see every resident and business of Winsted as a member of the WLWA. Resident

membership is \$25 per year and business membership is \$100 per year. The WLWA currently has approximately 90 individuals and 30 businesses as members.

The City Council Members thanked the WLWA for its work and stated that the condition of Winsted Lake has improved because of it.

**7) No Open Forum**

**8) City Administrator Updates and Announcements**

**a) Winsted Police Department Events**

Mr. Tienter stated that the Winsted Police Department Bike Rodeo will take place on Thursday, May 18, 2017 at 6:00 p.m. with a rain alternate date of Thursday, May 25, 2017.

Mr. Tienter stated that the Winsted Police Department Open House for the public will be held on May 20, 2017 from 9:00 a.m. – 12:00 Noon.

**b) Administrative Internship**

Mr. Tienter stated that the posting for an Administrative Internship with the City of Winsted will remain open until 4:00 p.m. on Friday, May 26, 2017.

**c) City Commission Vacancies**

Mr. Tienter stated that there are two vacancies on the Economic Development Authority and one vacancy on the Park Commission. Interested members should contact City Hall for more information.

**d) Winsted Municipal Airport Public Hearing**

Mr. Tienter stated a Public Hearing will be conducted regarding the Environmental Assessment for the Winsted Municipal Airport at 6:00 p.m. on Thursday, May 18, 2017. No decision regarding an improvement project will be made that night, but a Special City Council Meeting is planned for June 8, 2017 at 4:00 p.m. where the City Council will consider a decision.

**9) Adjournment**

**Council Member Schulenberg motioned to adjourn the meeting. Council Member Henrich seconded the motion. Motion carried 5-0.**

The meeting was adjourned at 6:57 p.m.

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Steve Stotko  
Mayor  
City of Winsted

ATTEST:

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Raquel Kirchoff  
City Clerk-Treasurer  
City of Winsted