

City of Winsted  
 Park Commission  
 City Council Chambers  
 Thursday, June 16, 2016  
 5:00 p.m.

Present: Steve Ebert  
 Evelyn Fowler  
 Tim Fury  
 Bonnie Quast (Council Liaison)

Absent: Cindy Racette

Staff Present: Daniel Tienter, City Administrator  
 Amanda Zeidler, Utility Billing & Payroll Clerk

**1) Call the Meeting to Order**

Mr. Tim Fury called the meeting to order at 5:00 p.m.

**2) Approval of Minutes – April 11, 2016**

**Mr. Steve Ebert made a motion to approve the minutes of the Park Commission Meeting on April 11, 2016. Ms. Evelyn Fowler seconded the motion. Motion carried 3-0.**

**3) No Old Business**

**4) New Business**

**a) Park System Master Plan Expenditure and Revenue Analysis**

Mr. Dan Tienter, City Administrator, stated that on June 9, 2015, the Park Commission began the process of creating a Park System Master Plan for the City of Winsted Park System. The Master Plan provides both general guidance, as established through five (5) Park System Priorities, and specific recommendations for individual park units for the next ten (10) years.

Mr. Tienter stated that in order to determine the various goals of the Master Plan, the Commission undertook a review process of the entire Park System by conducting inventories of both individual park units, and the greater Park System. He stated that using these inventories, the Commission utilized both a “Strengths, Weakness, Opportunities and Threat (SWOT)”, and “Snow Card” analysis to develop the five (5) aforementioned priorities. Using these priorities, the Commission further refined the list of possible park improvements and City staff assigned a high, medium, or low project priority to each park improvement project.

Mr. Tienter stated that using this system, City staff, specifically the City Engineer, compiled both capital as well as operations and maintenance cost estimates for each of the various park improvement projects. Mr. Tienter reviewed Figure Number One (1), which summarizes the estimated costs associated with implementation of the Master Plan; however, this summary does not include the possible costs associated with the redevelopment of currently undeveloped park units.

Figure No. 1: 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	\$ 156,000	\$ 6,400
Westgate Park	\$ 127,300	\$ 5,880
Open Space Improvements	\$ 50,000	\$ 3,600
<b>Total</b>	<b>\$ 1,441,500</b>	<b>\$ 68,656</b>

As outlined in Figure Number One (1), Mr. Tienter stated that the estimated total of all park improvement projects identified under the proposed Master Plan would be approximately \$1,441,500. Additionally, and assuming total implementation, the proposed Master Plan improvements would require approximately \$68,656 of additional operation and maintenance cost annually by the end of the ten (10) year planning window.

Mr. Tienter stated that apart from the Master Plan development effort, the City and Commission are also actively considering significant improvement to the Denis M. Campbell Field (Campbell Field).

The improvements currently under consideration include, but are not limited to: additional seating and shading, an improved and relocated bull pen, additional retaining walls and landscaping, a new third base dugout, and improvements to the existing storm water drainage system.

Mr. Tienter stated that under the current cost estimates, which now include revised storm water drainage system improvements cost estimate, the project would cost approximately \$225,687. The City and Winsted Baseball Association would cost participate at approximately 69% and 31%, respectively, up to \$136,500, leaving a significant gap in project financing.

Mr. Tienter stated that on April 11, 2016, the Park Commission reviewed the Campbell Field Improvement Project and associated costs. Given the timing with regard to the aforementioned Master Plan, the Commission directed City staff to prepare a more refined financial analysis to better understand impact of the Campbell Field Improvement Project with regard to the proposed Master Plan improvements. Mr. Tienter reviewed Figure Number Two (2), which provides a revised cost summary for all proposed park improvements including Campbell Field.

<b>Park Area or Unit</b>	<b>Estimated Capital Costs</b>	<b>Estimated, Annual Maintenance Costs</b>
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	\$ 381,687	\$ 15,427
Westgate Park	\$ 127,300	\$ 5,880
Open Space Improvements	\$ 50,000	\$ 3,600
<b>Total</b>	<b>\$ 1,667,187</b>	<b>\$ 77,683</b>

In total, Mr. Tienter stated that the improvements to Campbell Field would increase the cost of all possible park improvements by about \$225,687 to \$1,667,187 and increase the annual operations and maintenance budget requirements from approximately \$9,027 to \$77,683 by the end of the ten (10) year planning window.

The Park Commission discussed the proposed contribution that the Winsted Baseball Association had communicated to City staff during previous discussions.

Ms. Bonnie Quast asked if a meeting has been scheduled with the Park Commission and members of the Winsted Baseball Association. Mr. Tienter stated that there have been conversations about a meeting like that occurring in the future; however, it was delayed in order to discuss the project scope and financing with the Park Commission. Mr. Tienter stated that once the Park Commission has been updated, a meeting will be scheduled through a joint meeting of the Baseball Association and the Park Commission, or a joint meeting of the Baseball Association and City Council.

Mr. Tienter stated that in order to understand the impact of these costs on the City's financial position and the Park Fund Balance, City staff prepared a basic cash flow analysis. However, in order to better understand possible park improvement project phasing, City staff utilized the abovementioned "High," "Medium" and "Low" project priority classifications. As such, City staff assumed the project phasing outlined in Figure Number Three (3).

Figure No. 3: Project Phasing	
Project Priority Category	Implementation Phase
High	One to Four Years
Medium	Five to Seven Years
Low	Eight to 10 Years

Mr. Tienter explained that using these phasing categories, City staff arranged the revised park improvements into three (3) clusters and divided the possible capital and operating expenditures equally among the years included in each cluster. Although this approach does not identify individual park improvement projects for any individual year, it does provide a general sense of the magnitude of the funds required to implement the Master Plan and the Campbell Field Improvements over the ten (10) year planning window.

In addition to the expenditures assumptions, City staff also prepared a series of revenue assumptions to include in the cash flow analysis, which are outlined in Figure Number Four (4).

Figure No. 4: Annual Park Fund Revenue Estimate						
Year	Units	Park Fee	General Fund Transfer	Grants	Other	Total
2016	875	\$ 15,750	\$ 10,000	\$ -	\$ 7,500	\$ 33,250
2017	879	\$ 16,620	\$ 10,500	\$ -	\$ 7,500	\$ 34,620
2018	884	\$ 17,538	\$ 11,025	\$ -	\$ 7,500	\$ 36,063
2019	888	\$ 18,507	\$ 11,576	\$ -	\$ 7,500	\$ 37,584
2020	893	\$ 19,530	\$ 12,155	\$ -	\$ 7,500	\$ 39,185
2021	897	\$ 20,609	\$ 12,763	\$ -	\$ 7,500	\$ 40,872
2022	902	\$ 21,748	\$ 13,401	\$ -	\$ 7,500	\$ 42,649
2023	906	\$ 22,949	\$ 14,071	\$ -	\$ 7,500	\$ 44,520
2024	911	\$ 24,217	\$ 14,775	\$ -	\$ 7,500	\$ 46,492
2025	915	\$ 25,555	\$ 15,513	\$ -	\$ 7,500	\$ 48,568
2026	920	\$ 26,967	\$ 16,289	\$ -	\$ 7,500	\$ 50,756

Δ 45 \$ 11,217 \$ 6,289 \$ - \$ - \$ 17,506

At present, Mr. Tienter stated the current revenue estimates include the following annual assumptions: 1) 0.5% increase in housing units; 2) a 5% increase in the Park Fee; 3) a 5% increase in the transfer from the General Fund; 4) no recognized external grant funding; and 5) Baseball Association cost participation for Campbell Field at \$6,000 for ten (10) years. These assumptions are generally consistent with the previously planned growth included in the 2016 to 2020 Parks Capital Improvement Plan.

Given the expenditure and revenue assumptions outlined in Figures Number Two (2) and Number Four (4), City staff prepared the basic cash flow analysis included as Figure Number Five (5).

Figure No. 5: Estimated Fund Balance Detail					
Year	Expenditures			Revenues	
	Capital	Operations & Maintenance	Total	Receipts	Fund Balance
2016					\$ 43,082
2017	\$ 227,572	\$ -	\$ 227,572	\$ 33,250	\$ (151,240)
2018	\$ 227,572	\$ 7,768	\$ 235,340	\$ 34,620	\$ (351,960)
2019	\$ 227,572	\$ 15,537	\$ 243,108	\$ 36,063	\$ (559,005)
2020	\$ 227,572	\$ 23,305	\$ 250,877	\$ 37,584	\$ (772,298)
2021	\$ 121,300	\$ 31,073	\$ 152,373	\$ 39,185	\$ (885,486)
2022	\$ 121,300	\$ 38,842	\$ 160,142	\$ 40,872	\$ (1,004,756)
2023	\$ 121,300	\$ 46,610	\$ 167,910	\$ 42,649	\$ (1,130,017)
2024	\$ 131,000	\$ 54,378	\$ 185,378	\$ 44,520	\$ (1,270,876)
2025	\$ 131,000	\$ 62,147	\$ 193,147	\$ 46,492	\$ (1,417,531)
2026	\$ 131,000	\$ 69,915	\$ 200,915	\$ 48,568	\$ (1,569,877)
2027		\$ 77,683	\$ 77,683	\$ 50,756	\$ (1,596,805)

Δ \$ (227,572) \$ 77,683 \$ (149,888) \$ 17,506 \$ (1,445,565)

Mr. Tienter stated that based on the current revenue and expenditure assumptions, the Park Fund would be underfunded by approximately \$1,596,805 at the end of the ten (10) year planning window. As such, if the Commission seeks to fund the proposed Master Plan improvements and the improvements to Campbell Field, significant increases in revenue, either through increases in existing funding sources or external grant funding opportunities and donations, must be realized.

Mr. Ebert stated that it appears as though some of the projects will not be financed unless grants are received. Mr. Tienter responded, stating that the City is not able to anticipate the amount of funding that will be supplied through grants, based on the grants that are available, and the conditions of each grant.

Mr. Tienter stated that based on this analysis, City staff recommend the Commission consider the above analysis and discuss a recommendation for improvements to Campbell Field; and recommendations for possible increases in revenue to fund the currently proposed Master Plan projects.

**Mr. Ebert motioned to make a recommendation to the City Council to move forward with the proposed ten (10) year plan for the Winsted Baseball Association and Campbell Field Improvements, and include the current cost sharing proposal. Ms. Fowler seconded the motion. Motion carried 3-0.**

Mr. Tienter informed the members of the Park Commission that they can expect to see information regarding the Parks Master Plan in the coming months, and will be asked to participate in the process of developing the plan.

## **5) Other Business**

### **a) Tree Trimming**

Mr. Tienter stated that during the most recent City Council meeting, a resident approached the City Council regarding tree trimming on a specific block, as well as throughout the City. Mr. Tienter added that any time a resident approaches the City with a concern regarding the trimming of trees, the Public Works Department will contact the resident and trim the tree, or formulate a plan with the resident.

Mr. Tienter stated that he has asked the Public Works Department to develop a tree trimming policy to take a more proactive approach to trimming boulevard trees throughout the City. It would be a plan that would be on a three (3) or five (5) year revolving cycle. Mr. Tienter stated that this topic has been on the radar for a long time, and he wanted to make the Park Commission aware that the work is being done and a plan is being developed.

Ms. Fowler stated that tree trimming in the spring is not good timing to trim a tree, and added that fall is a much more appropriate time to do so. Mr. Tienter stated that City staff intends to be more thoughtful and trim at the appropriate time, and on a normal cycle that is both agreeable to accomplish health and safety; and to be more proactive, than reactive, but still address any issues that may come up throughout the year.

### **b) William May Park**

Mr. Ebert asked if there is a way to give consent for camping at William May Park, to create easier access and use of the Luce Line State Trail. Mr. Tienter clarified that it is a McLeod County Park, and encouraged the Park Commission members to reach out to McLeod County to request permission for camping.

### **c) Park Commission Vacancy**

Mr. Tienter stated that City Staff intends to fill the vacancy on the Park Commission as soon as possible and will follow-up with the Park Commission at a future meeting.

### **d) Tree Donation**

Mr. Tienter stated that the City had been contacted by Jack and Petie Littfin because they would like to donate three (3) Colorado spruce trees to the City of Winsted, and plant them at the end of the Lake Promenade, on the north side of City Hall. Mr. Tienter asked if the Park Commission is interested in accepting the donation.

**Ms. Fowler made a motion to accept the tree donation from Mr. and Mrs. Littfin, to be planted on the north end of the Lake Promenade. Mr. Ebert seconded the motion. Motion carried 3-0.**

6) Adjournment

Mr. Ebert motioned to adjourn the meeting. Ms. Fowler seconded the motion. Motion carried 3-0.

The meeting adjourned at 5:45 p.m.

*Daniel Tienter*

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Daniel Tienter,  
City Administrator  
City of Winsted

ATTEST:

*Amanda Zeidler*

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Amanda Zeidler,  
Utility Billing & Payroll Clerk  
City of Winsted