

City of Winsted
Park Commission Work Session
Winsted City Hall - Council Chambers
Monday, January 9, 2017
5:00 p.m.

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

Staff Present: Mr. Tom Ollig, Council Member
Mr. Daniel Tienter, City Administrator
Ms. Amanda Zeidler, Deputy City Clerk

Also Present: Mr. Todd Dilley, General Manager, Dulcet Fountains and Aeration
Bud Laidlaw, Western Regional Sales Manager, Otterbine-Barebo, Inc.

1) Call the Meeting to Order

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

2) Presentation – Winsted Lake Fountain

Mr. Tom Ollig, Council Member, addressed the Park Commission regarding a proposal to install a lighted water fountain in Winsted Lake, near Mill Reserve Park. Mr. Ollig stated that the budget for the installation of the fountain is approximately \$15,000. He stated that he would like to receive approval from the Park Commission to move forward with the project and obtain the remainder of the funding for the project. Mr. Ollig stated that he has contacted three (3) different companies to acquire a quote for the project and only one (1) company responded. Mr. Ollig added that the fountain will not be operational during the winter months and will be similar to the fountain located in Buffalo Lake in Buffalo, Minnesota.

Mr. Todd Dilley, General Manager at Dulcet Fountains and Aeration, and Mr. Bud Laidlaw, Western Regional Sales Manager at Otterbine-Barebo, Incorporated were in attendance and delivered a presentation and information in regards to the proposed fountain.

The presentation included the following information:

- The use of fountains to provide aeration for water quality management and offer aesthetic quality
- Benefits of aeration and potential vulnerabilities due to abundant nutrients and shallow lake
- Fountain patterns and flow
- Fountain specifications and options
- Motor specifications and electrical requirements
- Storage and installation requirements
- Maintenance costs and requirements
- Warranty information

Mr. Laidlaw stated that the size of the fountain display is going to depend on the amount of money you spend on the product. He stated that there will be a degradation of the pattern and flow if the motor is getting plugged due to an overabundance of nutrients in the lake. He noted that Winsted Lake is a very shallow lake and the fish population will tend to be highest by the fountain.

Mr. Dilley stated that the complete package includes the assembled unit, power control center, and fountain.

Mr. Ollig informed the Park Commission that electrical power can be split at a transformer in Mill Reserve Park to run power specifically to the fountain.

Mr. Dilley and Mr. Laidlaw informed the Park Commission that the temperature of the fountain should be kept above freezing, or 32 degrees throughout the winter. They mentioned that the fountain should be anchored, and most of the time it is anchored in three (3) different locations.

The Park Commission discussed potential locations to install the fountain near Mill Reserve Park and the Lakefront Promenade.

Mr. Ollig stated that the production time for the fountain is approximately six (6) to eight (8) weeks from the order date to the installation date. He added that the goal is to install the fountain around May 1, 2017. Mr. Ollig stated that if the members of the Park Commission had no objection, he will raise the rest of the money to fund the purchase and installation of the fountain.

The members of the Park Commission were in favor of the proposal and encouraged Mr. Ollig to move forward with fundraising efforts for the purchase and installation of a lighted water fountain in Winsted Lake.

3) Draft Park System Master Plan

Mr. Dan Tienter, City Administrator updated the Park Commission on the current status of the Park System Master Plan and reviewed the draft version of the document.

Mr. Tienter stated that the next step is to release the plan and begin the public engagement process by meeting with area civic groups and conducting a public hearing with the Park Commission. He stated that he will walk through the highlights of the plan and offer a draft copy of the plan for their use and review. Mr. Tienter stated that he will address groups such as the Winsted Area Chamber of Commerce, Winsted Lake Watershed Association, Winsted Lions, and Winsted Volunteer Fire Department. The public hearing will be inserted in the utility bill, published in the local newspaper and on the City of Winsted website. Mr. Tienter added that ample notice will be given to the residents, and a copy of the plan will be available at the Winsted Library and other applicable locations.

The members of the Park Commission expressed a consensus to move forward and begin the public engagement process.

Mayor Steve Stotko asked if the Trail Master Plan is highlighted in the Park System Master Plan. Mr. Tienter stated that there are two (2) specific areas that correlate with the Trail Master Plan. The Park Commission discussed the implementation of both plans and means to incorporate them. Mr. Tienter stated that the Park System Master Plan addresses the Trail Master Plan in the background and introduction sections, in order to tie the two (2) plans together for any future groups who work to support the plans. The Park Commission also discussed the plans in relation to updates to the City of Winsted Comprehensive Plan and added that the updates may include a chapter regarding parks and/or trails.

Mr. Tienter stated there is funding available for trails; however, it is not as substantial as the park fund. He reviewed the process for funding a trail and utilizing the existing trails plan to develop what is needed.

Mr. Tim Fury asked if there is a thought of how to organize all of this data in the years to come. Mayor Stotko stated that he would like the City and Park Commission to follow any existing documents and use them as a guide. Mr. Tienter stated that an opportunity may exist in the future to combine the existing documents and hire a consulting firm to do so. He stated that the trails plan was written by a consulting firm and the Park System Master Plan was written in-house and is a much more administrative plan, including financing options. Mr. Tienter stated that they are different plans, having different Capital Improvement Plans (CIPs), different funding, and also noted that he will add stronger language to tie in the Trails Plan on the Park System Master Plan.

4) Other Business

a) Ice Skating Rink

Mr. Ebert inquired about an ice skating area in Winsted and asked if it will be available during the winter with a warming house. Mr. Tienter stated that he can speak with the Public Works Department and make a plan. Mr. Tienter also stated that this request can be discussed at the 2017 City Council Goal-Setting Retreat on Thursday, January 12, 2017.

b) Dog Waste – Winsted Lake Promenade

Ms. Evelyn Fowler noted that there are residents who walk their dog along the Winsted Lake Promenade and do not properly dispose of the dog waste. She also noted that the waste receptacle is overflowing in the promenade. Mr. Tienter stated that he would speak with the Public Works Department to empty the receptacle and clean up Promenade. He added that he would also speak with the Police Department to do additional patrols in certain areas to monitor the situation.

c) Park Commission Duties and Responsibilities

Ms. Fowler stated that she has never had a clear idea of a boundary or expectation of what the Park Commission does. She stated that she would like to hear back on the status of what happens at the City Council level and provide a summary of the process or status of such projects. Mr. Tienter stated that City staff does not typically report back to the Park Commission. Mr. Fury asked if this could be an additional item on the agenda, providing a three (3) minute review to the Park Commission regarding updates. Mr. Tienter stated City staff could possibly repurpose some of the Economic Development Authority bylaws and guidelines for the Park Commission.

d) Denis M. Campbell Field Update

Mr. Tienter stated that there will be a release for quotes in February, 2017 to move forward with improvements at the Denis M. Campbell Field. Quotes will be presented to the City Council toward the end of March, 2017. Mr. Tienter stated that City staff will solicit contractors directly. He stated that the project will be completed in two (2) phases. The first phase will include fence and drainage work before the start of the baseball season. Mr. Tienter stated that the Winsted Baseball Association has purposely scheduled away games to allow time for work at the field. He added that there will also be some construction throughout the baseball season.

e) Brush Clean-Up – Westgate Terrace

Mr. Fury stated that he was contacted by Kubasch Excavating and he did a walk-through of the City-owned property on the east side of Westgate Terrace, near Westgate Park and the Subway Restaurant location. He stated that there is a ten (10) or fifteen (15) foot barrier between the properties surrounding this area. He noted that there was debris and a field of nuisance trees and brush. Representatives from Kubasch Excavating had informed him that the City had done some work in the past when there were problematic issues with the property and there may have been a commitment from the City at some point. Mr. Fury stated that the trees are becoming invasive and intruding on the Kubasch property located at 210-6th Street North in Winsted. He added that the Kubasch family has been doing a pretty good job keeping it cleaned up. Mr. Tienter stated that he will do some investigating and follow-up accordingly.

f) Financial Statements

Mr. Stotko asked if the Park Commission is interested in seeing financial statements at least quarterly. Mr. Tienter stated that the issue is that City staff is behind due to the lack of a filled position and added that he does not know if quarterly will be necessary. Mr. Tienter stated that financial information is more for ongoing park maintenance and stated that toward the end of summer City staff will see where the seasonal line items are, to use the extra money to make some other purchases for parks.

g) Vacant Park Commission Position

Mr. Fury asked if the Park Commission can make a recommendation to the City Council for an appointment to the Park Commission. Mr. Tienter stated that the only known requirement is to be a resident of the City of Winsted.

5) Adjournment

Mr. Fury left at 6 p.m.

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

The meeting adjourned at 6:45 p.m.

Daniel Tienter

Daniel Tienter,
City Administrator
City of Winsted

ATTEST:

Amanda Zeidler

Amanda Zeidler,
Deputy City Clerk
City of Winsted