

City of Winsted  
Park Commission  
City Council Chambers  
March 9, 2015  
5:00 p.m.

Present: Steve Ebert  
Tim Fury  
Petie Littfin  
Bonnie Quast (Council Liaison)

Absent: Kimberly Moen  
Jordan Wolfe

Staff Present: Clay Wilfahrt, City Administrator  
Raquel Kirchoff, Administrative Assistant

1) Call the Meeting to Order

Mr. Ebert called the meeting to order at 5:05 p.m.

2) Approval of Minutes

**Mr. Littfin motioned to approve the minutes from the Park Commission Meeting on October 13, 2014. Mr. Fury seconded the motion. Motion carried 3-0.**

3) Staff Report

Mr. Wilfahrt provided an update regarding park related projects as follows:

**Luce Line State Trail** – Mr. Wilfahrt stated that the trail is tied to the City's progress with the Federal Aviation Association (FAA) and with the Winsted Municipal Airport's paving issue. Mr. Wilfahrt stated that City Staff has been meeting with hangar owners at the Airport and interested parties to find out runway preferences. In order for the FAA to allow the City to move forward with the Luce Line State Trail, the City would have to re-approve the Airport paving project developed approximately five (5) years ago, or approve a different variation of that project. Depending on what the City Council decides, there may need to be land purchased to continue with the Luce Line State Trail being paved in this area.

**Park Improvement Plan** – Mr. Wilfahrt reviewed that the skate park equipment was removed from Hainlin Park. He continued by stating that the Park Commission should have a Work Session to document the equipment in the parks, what the replacement plan for the equipment would be, what other improvements are needed to the parks, to develop a Park Improvement plan. This would help to understand the ripple effect that current decisions regarding parks would have on future park improvements.

The Park Commission members discussed the idea of the Skate Park and stated that they need more information on the usage statistics of skate park equipment. The equipment is costly and if the number of people using it is limited, it may have a lower priority on the plan for Park Improvement.

**Skating Rink** – Mr. Wilfahrt stated that the City Council has discussed purchasing permanent dasher boards to construct a skating rink; however, the cost of constructing this type of rink was significant. At this time, the construction of a rink will be tabled due to other Capital Improvement projects of the City. The skating rink location will remain on Winsted Lake.

**Campbell Field Improvement Project** – Mr. Wilfahrt stated that City staff has sent out proposal requests for engineering and architectural services of the project. He continued by stating that City staff is working with the Winsted Baseball Association to decide how costs will be divided through the entire project. The goal is to have the project started in the Fall of 2015.

4) No Old Business

5) New Business

a) Chairperson and Vice Chairperson Recommendation

Mr. Wilfahrt reviewed the requirements of the Chairperson and Vice Chairperson from Winsted Municipal Code.

**Ms. Littfin motioned to appoint Mr. Steve Ebert as Park Commission Chairperson for the year 2015. Mr. Fury seconded the motion. Motion carried 3-0.**

**Mr. Ebert motioned to appoint Ms. Petie Littfin as Park Commission Vice Chairperson for the year 2015. Mr. Fury seconded the motion. Motion carried 3-0.**

b) Winsted Tree Inventory – Ms. Shelby Lynn Gamache, Minnesota (MN) GreenCorps Member

Mr. Wilfahrt stated that Ms. Gamache was present at the meeting from MN GreenCorps. He continued by stating that MN GreenCorps is working with McLeod County to complete inventories of trees within McLeod County.

Ms. Gamache explained the process for completing a tree inventory, and stated that most communities are conducting an inventory in response to emerald ash borer. Ms. Gamache stated that the inventory is completed by volunteers that would be trained with eight (8) to ten (10) hours of training. She asked the Park Commission if they could recommend any groups or individuals that would consider being trained to complete an inventory. The Park Commission members recommended contacting the following groups; Howard Lake-Waverly-Winsted (HLWW) School FFA Chapter, the Boy Scouts, the Girl Scouts, the Lions, the HLWW 4-H Chapter, Holy Trinity Students.

Mr. Wilfahrt stated that he would work with Ms. Gamache to plan the inventory.

The Park Commission members thanked Ms. Gamache for attending the Park Commission meeting.

6) No Announcements

7) Adjournment

**Mr. Ebert motioned to adjourn the meeting. Ms. Littfin seconded the motion. Motion carried 3-0. The meeting adjourned at 5:30 p.m.**

*Clay Wilfahrt*

Clay Wilfahrt  
City Administrator  
City of Winsted

ATTEST:

*Raquel Kirchoff*

Raquel Kirchoff,  
Administrative Assistant  
City of Winsted