

City of Winsted  
Park Commission  
Monday, August 11, 2014  
5:00 p.m.

Park Commission Members Present: Steve Ebert  
Petie Littfin  
Kimberly Moen  
Jordan Wolfe

Absent: Tim Fury

Staff Present: Clay Wilfahrt, City Administrator

**1) Call the Meeting to Order**

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

**2) Approval of Minutes – April 14, 2014**

**Ms. Moen made a motion to approve the minutes of the Park Commission Meeting on April 14, 2014. Mr. Wolfe seconded the motion. Motion carried 4-0.**

**3) Staff Report**

**a.) Luce Line State Trail**

Mr. Wilfahrt provided an update on the paving of the Luce Line State Trail, including the status of the plan for the connection in Winsted for the Trail, and the status of the plan for the signage that will be placed for the Luce Line Trail.

Ms. Littfin asked if the City cannot obtain a land connection through Winsted to the State Trail, will the dedicated Winsted funding be removed. Mr. Wilfahrt stated that the City has committed to the Trail with funding from the City's Reserve Fund.

Ms. Littfin asked if the Trail does run through Winsted, will the streets be painted to show the Trail through the city. Mr. Wilfahrt stated that it would depend on what option is chosen. Not all of the options to consider include "share road" signage.

**b.) Park Tours Update**

Mr. Wilfahrt stated that in June, 2014 the Park Commission did a walk-through of the parks in Winsted. A list of items with deficiencies from this tour was provided to the Park Commission members, along with the status of each item. Mr. Wilfahrt stated that the majority of items needing attention have been addressed. He continued by stating that the numerous dead trees in the parks are scheduled for removal soon. The trees were not removed during the summer of 2014 because of the wet spring and the concern that the heavy removal equipment within the parks on the wet ground would damage the parks.

Mr. Ebert stated that the picnic tables are still in poor condition and need to be fixed or someone may be hurt from them.

Ms. Littfin requested the shelter shaped like a mushroom, in Mill Reserve Park be sprayed and cleaned more frequently because of its frequent use.

Mr. Wilfahrt stated that he would follow-up with the Public Works Department on the condition of the picnic tables and request more cleanings of the shelter.

Mr. Ebert stated that bleachers are needed at Southview Park.

Ms. Littfin stated that there is limited park equipment at Northgate and what is there is geared toward very young children. She requested that a cement area and basketball hoop be installed in this park. Council Member Quast asked how much this park is used and stated that it would not be beneficial to install equipment here if the park is not being used.

Mr. Wilfahrt stated that he look into the option of bleachers at Southview Park and a basketball area at Northgate Park.

**4) No Old Business**

**5) New Business**

**a) Southview Park Permanent Fence**

Mr. Wilfahrt stated that at the April, 2014 Park Commission meeting, staff was directed to review the budget for City parks, and specifically what the Park Improvement Fee was dedicated for and how much money it generates annually. This was requested for the Park Commission to have a better understanding prior to spending money on any projects.

Mr. Wilfahrt stated that staff has determined that the City has an annual budget of \$6,000 for parks improvements which are used for general improvements to parks. For fiscal year 2014, there is \$4,405 remaining in this fund. There is a separate line item that covers maintenance, so this number does need to include maintenance items.

Additionally, there is a Park Improvement Fee that generates about \$15,000 annually. That money goes into a fund for park improvements. When it was proposed to the Park Commission in 2012, it was intended to cover Park Capital Improvements such as playgrounds, ball field improvements, trail improvements, and more. Currently the fund has a balance of \$24,494.79 and is expected to generate another \$6,250 in 2014.

Mr. Wilfahrt stated that in April, staff brought forward two improvement projects, Campbell Field renovations and the Southview Park permanent fence, for consideration. Since that time, staff has had conversations with both organizations and found that the Campbell Field renovations project will be more likely to begin in 2015. Staff is not aware of any other immediate needs, though there has been discussion of a skating rink and signage along the Luce Line Trail. Staff was also made aware that the equipment in the skate park is no longer functional and it had to be removed, so something will need to be done to continue to utilize that space.

Mr. Wilfahrt stated that the Winsted Little League Association has obtained four quotes for a permanent fence in Southview Park, and is requesting that the Park Commission recommend its purchase.

The Winsted Little League Association holds games and practices at Southview Field. The field currently has access to a temporary fence that is nearing the end of its useful life. The permanent fence is necessary for some games and tournaments, and providing a permanent fence would be a long-term solution for the field. The four quotes obtained include a fence with or without a bar along the bottom for safety. The bar along the bottom prevents players and others from getting stuck underneath the fence when colliding with it.

Mr. Wilfahrt stated that the low quote received was \$9,520 without the bottom bar, and \$11,955 with the bottom bar. Both were provided by Midwest Fence from South St. Paul, MN. Mr. Wilfahrt reviewed the quotes received as follow.

<b>Company</b>	<b>Without Bottom Rail</b>	<b>With Bottom Rail</b>
Pass Fence Inc.	\$10,250	\$13,350
Glacier Inc.		\$12,028 (Bottom secured with wire, not rail)
Midwest Fence	\$9,520	\$11,955
WC Services LLC	\$15,750	\$17,350

Mr. Wilfahrt stated that if the City purchases the fence with the bottom rail, the remaining \$4,405 in the budget for improvements would be used, and \$7,550 would come from the Park Improvement Fund. After that expense, the Park Improvement Fund would have a balance of \$16,944.79.

Mr. Ebert stated that he believes that the fence at Southview is needed for tournament opportunities and would like the fence with the bottom rail.

Ms. Littfin is in favor of the fence at Southview.

Ms. Moen asked if yellow safety tubing was going to be placed on top of the fence. Mr. Rick Baumann, Winsted Little League Association, stated that the Association would purchase the tubing separately, with money they had received from the Winsted Lions organization, and that the tubing would be placed by volunteers for a considerable cost savings.

**Ms. Moen motioned to recommend that the City Council approve a quote in the amount of \$11,955 from Midwest Fence to purchase a chain link fence for Southview Field. Mr. Wolfe seconded the motion. Motion carried 4-0.**

Mr. Wilfahrt stated that the fence purchase would be placed on the August 19, 2014 City Council Consent Agenda for consideration for approval.

**6) No Announcements**

**7) Adjournment**

**Ms. Littfin made a motion to adjourn the meeting. Ms. Moen seconded the motion. Motion carried 4-0.**

**The meeting adjourned at 5:25 p.m.**

*Clay Wilfahrt*

Clay Wilfahrt  
City Administrator  
City of Winsted

ATTEST:

*Raquel Kirchoff*

Raquel Kirchoff  
Administrative Assistant  
City of Winsted