

City of Winsted  
Park Commission  
Winsted City Hall - Council Chambers  
October 10, 2016  
5:00 p.m.

Park Commission Members Present: Ms. Evelyn Fowler  
Mr. Tim Fury  
Ms. Cindy Racette  
Ms. Bonnie Quast (Council Liaison)

Park Commission Members Absent: Mr. Steve Ebert

Staff Present: Mr. Daniel Tienter, City Administrator  
Mr. Tom Ollig, Council Member  
Mr. John Anderson, Municipal Development Group, LLC  
Ms. Amanda Zeidler, Deputy City Clerk

### 1) Call the Meeting to Order

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

### 2) Approval of Minutes

#### a) August 8, 2016 – Park Commission Meeting

**Ms. Evelyn Fowler motioned to approve the minutes of the Park Commission Meeting on August 8, 2016. Ms. Cindy Racette seconded the motion. Motion carried 3-0.**

#### b) August 18, 2016 – Park Commission Work Session

**Ms. Racette motioned to approve the minutes of the Park Commission Work Session and Special Meeting on August 18, 2016. Ms. Fowler seconded the motion. Motion carried 3-0.**

#### c) September 12, 2016 – Park Commission Work Session

**Ms. Fowler motioned to approve the minutes of the Park Commission Work Session on September 12, 2016. Ms. Racette seconded the motion. Motion carried 3-0.**

### 3) Old Business

#### a) Parks System Master Plan

Mr. Dan Tienter, City Administrator updated the Park Commission on the current status of the Parks System Master Plan and reviewed the draft version of the document. He highlighted the following elements that are included in the plan:

- Executive Summary
- Introduction and Purpose
- Park Classification System
- Park System Master Plan Priorities and Strategies
- Park System Inventory
- Individual Park Unit Analysis and Recommendations
- Future Park Development Area
- Financial Plan

Mr. John Anderson, Municipal Development Group, LLC, was present to review specific areas of the Parks System Master Plan with the Park Commission. Mr. Anderson clarified to see if the Park Commission will be responsible for naming park spaces in the City of Winsted and asked if text should be added to the plan regarding the naming of parks. Mr. Tienter stated that it will be a separate project for naming the parks and language does not need to be included in the plan.

Mr. Tienter stated that since the City cannot anticipate when projects listed in the plan will come to fruition, language and assumptions were not included in regards to grant funding. Mr. Tienter stated that it is assumed that the City will apply for grants as projects are anticipated to move forward.

Ms. Bonnie Quast, City Council Liaison, asked if there are a fair number of grants allotted to a city with a similar population to Winsted, that are geared toward parks and can be utilized for projects and upgrades. Mr. Tienter stated that there are several grants available and the criteria and funding depend on the project that is presented. Mr. Tienter added that the outcome of a grant-writing process for parks usually depends on criteria such as the kind of improvement, the number of people it is serving, and so on.

Mr. Anderson also stated that to apply for grants, the City needs to have a plan in place. He added that approving the proposed Parks System Master Plan is one of the first steps in the process. Mr. Anderson stated that on occasion, the City may have to step up to match a portion of the grant funding. Mr. Fury stated that voluntarily stepping in to provide matching funds can be more appealing to those deciding on the grant award recipients. Mr. Tienter concurred.

Mr. Tienter stated that one of the next steps in the approval process for the Parks System Master Plan is to release the proposed document for public viewing and comment.

Ms. Fowler stated that she saw one item noted in two different places and that is renovating restrooms. Ms. Fowler asked if the Park Commission is still able to discuss the priorities and modify as they see fit after the Parks System Master Plan is adopted. Mr. Tienter stated that it is the Park Commission's discretion to modify and change the priorities as they see fit.

Mr. Fury asked if the Park Commission should consider a calibration session to look at the document as they get closer to making a final recommendation and take a final look. Mr. Tienter stated that a work session may be scheduled to review the list of priorities and the Parks System Master Plan. He stated that there should be at least two more opportunities to review and modify the plan.

Mr. Tienter invited the members to contact him with any questions or comments.

The Park Commission thanked Mr. Anderson for his time working on and presenting the plan.

#### **4) New Business**

##### **a) Winsted Youth Baseball Association Proposed Improvements**

Mr. Tienter stated that on September 13, 2016, City staff met with a representative of the Winsted Youth Baseball Association (Association) to review three proposed improvements to Barrett and Southview Parks:

- 1) Construction of two dug-outs at Southview Park;
- 2) Installation of an electronic scoreboard at Barrett Park; and
- 3) Replacement of the storage shed at Barrett Park with a similar structure.

Mr. Tienter stated that at present, the Association would like to complete each of the projects before the beginning of the 2017 playing season.

Mr. Tienter stated that based on the abovementioned meeting and per the draft improvement agreement, the Association agreed in principle to the following general terms and conditions:

- Wholly support all costs associated with each of the proposed improvements, except for those administrative and inspection costs incurred by the City (e.g., engineering review, legal fees);
- Submit all designs and construction plans to the City for review and written approval;
- Construct or install all proposed improvements in a manner consistent with all applicable City ordinances, resolutions and standards;
- Release or indemnify the City of any damages or injuries resulting from the construction or installation of any of the proposed improvements.

Mr. Tienter stated that upon completion, the City would accept, through resolution, and take ownership of each of the proposed improvements and provide for their regular operations and maintenance. It is important to note that in the current, draft agreement, the Association would also support the operating costs associated with the electronic scoreboard. He added that depending upon the estimated costs, which are yet to be provided by the Association, City staff may recommend additional cost participation for the ongoing operations and maintenance.

Mr. Tienter stated that it is assumed at this time that the Youth Baseball Association will cover the cost of the maintenance of the scoreboard at Barrett Park to repair or replace the equipment.

Mr. Fury asked if the Youth Baseball Association has donors available and what funding is lined up. Mr. Tienter briefly reviewed funding sources that he was aware of.

Mr. Tienter stated that the Association would like to finish all of the improvements prior to the next season of play in 2017.

Ms. Fowler asked if the scoreboard should fail in three (3) to four (4) years, if it would be the City's responsibility to replace it. Mr. Tienter stated that it would depend on the nature of the failure. Mr. Fury asked if City staff had viewed a rendering of the proposed scoreboard. Mr. Tienter stated that the Association is intending to have a hard-wired scoreboard with a three (3) year manufacturer's warranty and added that if it failed due to the weather, it would not be covered by warranty; however, it would be covered by the City's insurance.

The Park Commission had a discussion regarding the risks of having to pay for a replacement scoreboard. Mr. Tienter stated that we would have to discern if the City would be willing to take on the responsibility of the operation and maintenance costs for the scoreboard in the future.

**Ms. Fowler made a motion to make a recommendation to the City Council to authorize the City Administrator to execute an agreement with the Winsted Youth Baseball Association to allow for the proposed improvements at Barrett and Southview Parks. Ms. Racette seconded the motion. Motion carried 3-0.**

## 5) Other Business

### a) Vacant Park Commission Position

Mr. Tienter stated that a vacancy still exists on the Park Commission. Mr. Fury asked if the Park Commission can make a recommendation 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.

### b) Water Fountain for Winsted Lake

Mr. Tom Ollig, Council Member, was present and thanked the members of the Park Commission for serving on the Commission. He informed the Park Commission that he would like to have permission to research the possibility of placing a water fountain in Winsted Lake near Mill Reserve Park. Mr. Ollig stated that the type of fountain he will be researching has been proven to help with lake aeration. He clarified that the fountain would be in addition to the aerators that are currently installed in the lake.

The Park Commission gave consent for Mr. Ollig to move forward with research and quotes for the proposed project. Mr. Ollig stated that he will work with Mr. Tienter to discuss his findings with the Park Commission at a future meeting.

## 6) Adjournment

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

The meeting adjourned at 5:55 p.m.

*Daniel Tienter*

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Daniel Tienter,  
City Administrator  
City of Winsted

ATTEST:

*Amanda Zeidler*

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Amanda Zeidler,  
Deputy City Clerk  
City of Winsted