

City of Winsted  
Park Commission  
Winsted City Hall – Council Chambers  
Thursday, November 10, 2011  
6:30 p.m.

Park Commission Members Present: Amanda Alguire  
Steve Ebert  
Kurt Landin  
Kimberly Moen  
Bonnie Quast, Council Liaison

Park Commission Members Absent: Cheryl Sutton

Staff Present: Brad Martens, City Administrator  
Amanda Zeidler, Utility Billing & Payroll Clerk

### 1) Call the Meeting to Order

Alguire called the meeting to order at 6:30 p.m.

### 2) Approval of Minutes – September 13, 2011

**Moen made a motion to approve the minutes of the Park Commission Meeting on September 13, 2011. Landin seconded the motion. Motion carried 4-0.**

### 3) Staff Report

Brad Martens, City Administrator, reported on the following items:

- The Public Works Department has been winterizing the parks and shutting things down for the winter.
- Funds are still available for park improvements, so the plan is to make skate park improvements with the funds. Skate park items will be purchased in 2011 and the items will be stored over winter until they can be installed in the spring, 2012.

Landin asked if there are plans to place a skating rink behind the Herald Journal offices again this year. Councilmember Quast stated that she had received comments that the location was not adequate; however, she did not know the reasoning. Quast stated that it is a good thing to have a skating rink in the City. Moen stated that it was a good location for a skating rink; however, there need to be some improvements. Quast suggested installing some kind of lighting.

Martens stated that he would address this issue in the near future and see if there is something the City can do to create another ice skating rink. Landin stated that there was also an issue with snowmobilers trying to jump over the ends of the ice skating rink. Alguire asked Quast if she had received comments from the Herald Journal regarding the location or any issues they experienced. Quast stated that she did not receive any comments from the Herald Journal.

Alguire made a maintenance request for Hainlin Park. Alguire stated that someone drew some inappropriate drawings with a permanent marker on the slide, and the pictures should be removed as soon as possible. Martens stated that graffiti and vandalism should be reported to the Winsted Police Department as soon as possible.

### 4) Old Business

#### a) Park Signage

Martens stated that the Park Commission reviewed a signage plan at the September, 2011 Park Commission meeting. Smaller, individual park signs were preferred over one large park sign, and City Staff was asked to bring back a signage plan for the Park Commission to review.

Martens stated that the park signs would be brown with white writing. The signs are approximately \$80 per sign and the plan would require approval from McLeod County, since the signs would be located on a county road. Martens reviewed areas that he thought would be appropriate to place park signage.

Ebert stated he was concerned about traffic that is coming to Winsted on McLeod County Road Nine (9). Quast suggested adding more signage to direct people to Barrett Park, since it is located in an obscure location. Martens asked the Park Commission for direction so he could move forward with the project and seek approval from McLeod County.

Moen stated that she likes the idea of installing directional signs for the parks and agreed that more signage should be placed on McLeod County Road Nine (9) to help direct traffic that is coming to Winsted.

**Ebert made a motion to direct City Staff to pursue signage for the various parks with McLeod County as discussed at the November, 2011 Park Commission meeting. Moen seconded the motion. Motion carried 4-0.**

Alguire asked for clarification regarding the budget for this project. Martens stated that the cost of the signage will come out of the 2012 park budget. Martens stated that City Staff could see if the signs could be purchased in 2011 and installed in 2012 in order to utilize this year's budget.

## 5) New Business

### a) Shed Replacement – Campbell Field

Chuck Schultz, Winsted Baseball Association, was present to give an update regarding the replacement of a shed at Campbell Field. Schultz stated that the Winsted Baseball Association would like to replace an existing shed with an upscale ten (10) foot by sixteen (16) foot shed that would be located behind first base.

Schultz stated that according to the lease with the City of Winsted, the baseball association needs written approval from the City to build a new shed. He added that the Winsted Wildcats will pay for the new shed. Schultz asked if the City would be willing to pay for the building permit.

Ebert asked what their intentions are for the old shed. Schultz stated that the existing building has been sold to defray the cost of the new building. Schultz stated that the new building will be for lawn mower storage and other maintenance items. The building will be built to match the existing dugouts and concession stand. It will be built at the RAM Buildings facility, and then moved to Campbell Field and will stand on a skid. The old building will be moved out.

Quast asked if the drainage issues have been resolved at Campbell Field. Schultz stated that he met with representatives from the Public Works Department and Darrin Litzau to review the problem. Litzau did some digging, and found that there was no drainage tile buried. Drainage tile has been added; however, a larger area needed to be dug up, and drainage tile has been placed in other areas as well.

**Landin made a motion to approve the installation of a new shed at Campbell Field. Ebert seconded the motion. Motion carried 4-0.**

Schultz asked Martens to provide a letter for the Baseball Association to have on file showing the City's approval of the project. Martens stated that he would draft a letter for the Winsted Baseball Association.

### b) Sidewalk Snow Removal Plan

Martens stated that the Park Commission had requested an opportunity to review the City of Winsted's sidewalk snow removal plan. The ordinance states:

*The occupant of and building or lot is responsible for and shall remove the snow and ice from the public sidewalks adjoining the building of lot.*

Martens presented a map reflecting the sidewalks that are included in the existing ordinance. He also provided a map showing which sidewalks the Public Works Department cleans each time it snows.

Landin asked for clarification regarding the new sidewalk that borders the basketball court on Main Avenue West. Martens explained the way the snow is removed from the sidewalks and discarded at Weinbeck Field. He stated that the sidewalk is not wide enough to drive the skid loader on the sidewalk, so additional time and money would be needed to remove the snow in this area. Landin asked if the Public Works Department could make a furrow and blow the snow into a truck and haul it away. Martens stated that there is a significant cost involved with hauling snow away in a truck. Martens stated that this would be more of a policy decision, than an ordinance amendment, which would require a public hearing, and other conditions.

Alguire thanked Martens for researching this issue.

Martens reviewed the snow removal priority list:

1. Fire Hall
2. Downtown area – bobcat downtown sidewalks
3. Downtown area – after bobcat goes through window streets
4. Industrial Park
5. Tandem plows from downtown and works its way north
6. Sterling plows from downtown and works its way south
7. Pickups do all cul-de-sacs and dead end streets
8. Airport

Martens informed the Park Commission of some options that are available. He stated that the issues with snow removal are basically cost and time. Landin stated that he does not have an issue as long as snow is not piled along the fence at Weinbeck Field.

Alguire asked Quast if the cost issues would be addressed by the City Council. Quast stated that she would guess that the City Council would probably take the most cost-effective route and a decision that is the most efficient for the entire City.

Moen stated that she is most concerned about the fence caving in at Weinbeck Field. Quast stated that some snow is being hauled to a parking lot at Vitran Express on McLeod County Road One (1).

Ebert stated that due to the cost, he does not think a new sidewalk snow removal policy would be approved by the City Council. He stated that he is concerned about the fence at Weinbeck Field, but also understands the cost involved with hauling the snow away. Moen asked if the fence could be temporarily removed during the winter to prevent damage to the fence. Quast stated that she does not believe the fence had ever been damaged prior to 2010.

Alguire stated that the Park Commission had a good discussion; however, she did not feel that the policy was going to be reviewed, or that the ordinance would be changed.

Quast stated that the Maintenance Department does an awesome job with snow removal. Martens agreed with Quast. Martens stated that the Public Works staff has stated that they are very appreciative of how the businesses work with them to get the snow removed from the downtown area each winter.

## 6) No Announcements.

## 7) Adjournment

**Landin made a motion to adjourn the meeting. Ebert seconded the motion. Motion carried 4-0. The meeting adjourned at 7:10 p.m.**

***Brad Martens***

Brad Martens,  
City Administrator  
City of Winsted

ATTEST:

Amanda Zeidler  
Amanda Zeidler  
Utility Billing & Payroll Clerk  
City of Winsted