

City of Winsted  
Park Commission  
Winsted City Hall – Council Chambers  
Tuesday, June 8, 2011  
6:00 p.m.

Park Commission Members Present: Amanda Alguire  
Steve Ebert  
Kurt Landin  
Kimberly Moen

Park Commission Members Absent: Cheryl Sutton

Staff Present: Brad Martens, City Administrator  
Steve Stotko, Council Liaison  
Jamie Stotko, Public Works Lead  
Amanda Zeidler, Utility Billing & Payroll Clerk

### 1) Call the Meeting to Order

Alguire called the meeting to order at 6:00 p.m.

### 2) Approval of Minutes – November 9, 2010

**Landin made a motion to approve the minutes of the November 9, 2010 Park Commission Meeting. Moen seconded he motion. Motion carried 4-0.**

### 3) City Administrator Report

Brad Martens, City Administrator, introduced himself and briefly described his employment background to the Park Commission. Martens stated that he had met with Alguire and they had discussed a future meeting schedule and added that it is important to continue with regular meetings each month. Martens also discussed a proposed meeting schedule with the Park Commission.

Martens stated that he had received a list of questions from Steve Ebert asking what the City's role is in caring for the city parks and ball fields. Martens stated that the Public Works Department is currently responsible for mowing the grass, and maintaining the park buildings. He added that the Public Works Department does not prepare the ball fields prior to games.

Ebert asked for clarification regarding several items related to city parks, including user fees, maintenance fees, and priorities for use of the parks. Martens stated that the City does not currently charge a fee for the use of City ball fields, and there is not a formal priority list for the use of the fields.

Ebert also questioned the policy for distributing keys for Barrett Field. Martens stated that there is not a formal list of individuals who have access to the buildings and equipment at Barrett Field. Martens added that the City could obtain a quote to change or install locks for the buildings at Barrett Field and create a list of individuals that have access, as well.

Martens gave an update regarding the portable mesh fence that is located inside the permanent fence at Barrett Field. He stated that there was an incident where some individuals had damaged the fence. Martens stated that Tony Hausladen, Winsted Youth Baseball Association, and Ebert had worked with Winsted Police Chief, Mike Henrich, on this issue, and found the replacement cost for the fence to be approximately \$1,350. A decision was made to ask each individual's family to contribute \$450 toward the purchase of a new fence. Kimberly Moen asked if the individuals should be asked to pay for the entire cost of the fence. Hausladen stated that they did not feel it was appropriate to charge the families the full replacement cost due to the depreciation of the fence.

Martens stated that he has been in contact with Hausladen regarding this issue, and that Hausladen has made a request for the City to pay the difference of the replacement cost of the fence. Martens stated that the City has not agreed to pay for the remainder of the cost at this time, and added that the fence may be covered under the City's insurance since it is installed on City property, even if it was not purchased by the

City. It would be at the discretion of the City to move forward with filing a claim of damaged materials to the insurance company.

Martens stated that there are two (2) possible budget areas for parks and recreation that could be utilized for funding the purchase of the fence. Martens asked for feedback from the commission members regarding this issue. Moen asked who benefits from the fence. Ebert gave a list of teams that utilize the field and would benefit from the fence. Ebert also suggested that outside teams be charged a user fee in the future, because they are enjoying the benefit of the City's fields, maintenance, and equipment.

Alguire asked if there are fees for Winsted teams to play on other City's fields. Ebert gave examples of fees in other cities, and the Park Commission discussed these charges. Moen requested that the City research user fees in communities that are close to Winsted, so the City is not charging metro-area fees. Moen added that outside teams may want to go to another town if the fees are too high. The Park Commission asked Ebert to check the fees in neighboring cities. Martens asked if the City should look at charges for the use of the fields for teams or groups within the City, as well as those that are based outside of the City.

Alguire asked if the mesh fence is standing and usable. Martens stated that he did not closely inspect the fence, but confirmed that he could have it inspected for any safety issues. Hausladen stated that there is a safety concern, but the Association decided not to take it down until it was addressed at this meeting. Hausladen asked if the Park Commission could set a direction for the fence at the meeting and added that two-thirds (2/3) of the cost of the fence has been obtained. Hausladen stated that the youth registration fees are designed to pay for what the participants use. The fees do not cover capital equipment purchases. Hausladen added that the Winsted Youth Baseball Association utilizes sponsorships to purchase equipment.

Moen stated that the City should seriously look at initiating a user fee for 2012, and added that she is not opposed to helping fund the new mesh fence. Hausladen asked if the user fees would include Winsted teams. Moen stated that the fee should be for every team, then place the revenue in the park fund, and develop a scale of fees, depending on who is using the field. Ebert stated that he agrees that something needs to be done. Martens asked if creating a fee is a priority. Landin stated that the Park Commission should look at giving money toward the new mesh fence for Barrett Field and charging a user fee.

Martens stated that he appreciated the feedback from the Park Commission, and that he would have the existing mesh fence inspected for any safety issues. Martens stated that it is the responsibility of the Public Works Department to recognize any safety issues at City parks.

Hausladen stated that he would like to address the Park Commission about the future plans of the Baseball Association as they will affect the City of Winsted. Martens stated that Hausladen's request could be addressed at a future Park Commission meeting. Alguire stated that the Park Commission could possibly take a tour of the City's parks and fields at the next Park Commission meeting.

#### **4) Park Maintenance Report**

Jamie Stotko, Public Works Maintenance Lead, reported on the following:

- Parks have been opened
- Park bathrooms have been opened and cleaned up
- Bleachers and picnic tables have been moved to the parks
- In the process of spraying for weeds in the parks
- Volleyball nets have been installed
- Buoys have been hauled to Winsted Lake for the swim curtain
- Diamond dust has been placed in Southview Park under the benches and fence
- Dirt has been filled along the fence line in Barrett Park
- Hauled dirt and planted grass seed in Southview Park
- Repairs have been approved for the fence in Southview Park and will be repaired in the near future
- Bench covers have been ordered from AWI Manufacturing, Incorporated, for the benches at Westgate Park

a) Discuss any maintenance requests

The Park Commission briefly discussed snow removal on City sidewalks. The commission members agreed to address the issue at a future meeting.

**5) Old Business**

a) Park Master Plan Survey

Martens stated that he would like some direction from the commission members regarding the results of the Park Master Plan survey. The Park Commission informed Martens of the discussions that had taken place regarding the survey results. Moen stated that it would be a good idea to have another meeting to discuss the results and try to prepare for 2012. Martens stated that he would compile the survey results and create a priority list to share with the Park Commission at a future meeting.

Alguire added that the Park Commission had decided, for the most part, that due to budget constraints, the City of Winsted would continue to maintain the parks at the level they are at and to make repairs, as needed. Stotko stated that the Park Commission could discuss adding user fees as a means of increasing revenue for the parks. Stotko also mentioned the complexity involved with scheduling the parks, and stated that the commission members may want to discuss park scheduling and attempt to educate people better regarding the need for scheduling the use of City parks.

Ebert stated that he would like the Park Commission to find a way to give Winsted teams priority for the use of Winsted fields.

**6) No New Business.**

**7) No Announcements.**

**8) Adjournment**

**Landin made a motion to adjourn the meeting. Moen seconded the motion. The meeting adjourned at 6:50 p.m.**

*Brad Martens*

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Brad Martens,  
City Administrator  
City of Winsted

ATTEST:

*Amanda J. Zeidler*

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Amanda J. Zeidler,  
Utility Billing & Payroll Clerk  
City of Winsted