

City of Winsted
City Council Meeting
Council Chambers
Tuesday, February 6, 2018
5:00 P.M.

Present: Mayor Steve Stotko
Council Member Tom Ollig
Council Member Patty Fitzgerald
Council Member Mike Henrich

Absent: Council Member George Schulenberg

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer

Also Present: Mr. Jake Saulsbury, Bolton and Menk, Incorporated

1) Mayor Stotko called the meeting to order at 5:00 p.m.

a) The Pledge of Allegiance was taken.

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Approval of Minutes

- City Council Work Session – December 5, 2017
- City Council Regular Meeting – December 5, 2017

b) Church of the Holy Trinity Agreement – 2018 Winstock Country Music Festival

Authorized the City Administrator to execute an agreement with Church of the Holy Trinity to provide City services and other considerations for the 2018 Winstock Country Music Festival.

c) Winstock Country Music Festival - Large Assembly Permit

Approved the McLeod County Large Assembly Permit for Holy Trinity's Winstock Country Music Festival for June 7th, 8th, and 9th, 2018.

d) Resolution R-18-03 – Winstock Country Music Festival Gambling Application

Adopted Resolution R-18-03 to approve an application to conduct off-site gambling (pull-tabs) at Holy Trinity's Winstock Country Music Festival for June 7th, 8th, and 9th, 2018.

e) Application to Conduct Excluded Bingo – Winsted Lions

Approved an Application to Conduct Excluded Bingo submitted by the Winsted Lions on Tuesday, March 27, 2018 at the Blue Note Ballroom, 320 3rd Street South, Winsted, Minnesota, contingent upon the Winsted Lions providing all necessary documentation to the State of Minnesota Gambling Control Board.

f) City Council Meeting Reschedule – Work Session – November 6, 2018

Authorized the City Council Work Session, scheduled for November 6, 2018, to be rescheduled for Wednesday, November 7, 2018 at 5:00 p.m., due to the General Election.

g) City Council Meeting Reschedule – Regular Meeting – November 6, 2018

Authorized the Regular City Council Meeting, scheduled for November 6, 2018, to be rescheduled for Wednesday, November 7, 2018 at 6:00 p.m., due to the General Election.

h) Resignation – Computer and Technical Support

Accepted the voluntary resignation of Mr. Steve Williams as the service provider for computer and technical support in the City of Winsted, effective February 1, 2018.

i) Resignation – Winsted Economic Development Authority (EDA)

Accepted the voluntary resignation of Mr. Joseph Swanson from the Winsted Economic Development Authority (EDA), effective January 18, 2018.

j) 2018 Health Insurance – Total Administrative Services Corporation (TASC) Health Insurance Portability and Accountability Act (HIPAA) Compliance

Adopted the Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health (HITECH) Privacy and Security Policy and authorized the City Administrator to enter into the Plan Document Amendment to the Group Health Plan from Total Administrative Services Corporation (TASC) and Business Associate Agreements, as necessary, to comply with HIPAA guidelines.

k) Donation Authorization – Abandoned Aircraft

Authorized the City Administrator to convey a 1965 Beech A23 Aircraft, Registration No. N3546R, to the Minneapolis Community and Technical College, or another qualified educational institution, for use as a teaching and/or training aid.

l) Claims

Approved the claims list for February 6, 2018.

Council Member Ollig motioned to adopt the Consent Agenda as presented. Council Member Henrich seconded the motion. Council Member Fitzgerald abstained from Item e “Application to Conduct Excluded Bingo – Winsted Lions”. Motion carried 4-0.

3) Public Hearings

4) Old Business

5) New Business

a) Water Tower Rehabilitation Project

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, stated that the City submitted an application to the Public Facilities Authority (PFA) for financing a Water Tower Rehabilitation Project in the spring of 2016. The project scored high enough for a low interest loan from PFA provided the project proceeds as a 2018 project. Mr. Saulsbury reviewed the project and the project timeline as follows:

- 11/21/2017 City Council Authorizes Project
- 1/25/2018 PFA Application submitted
- 1/25/2018 Minnesota Department of Health permit submitted
- 1/30/2018 Telecom coordination initiated
- 2/6/2018 City Council Authorizes to Advertise Project
- March 2018 Open Bids
- April 2018 Award Project
- Summer/Fall 2018 Construction

Mr. Saulsbury stated that the City is working with the City Attorney to contact telecom providers that have equipment on the water tower to remove that equipment, temporarily, while the project is being completed.

Mr. Saulsbury stated that the main items for the project are the internal and external coatings of the tower. The total project cost estimate is \$800,000.

Mayor Stotko stated that the City Council is still considering the color scheme for the newly painted tower.

Mr. Saulsbury stated that an allowance is included for a different color scheme and a decision is needed at the time of the bid opening, where an addendum can be added if necessary.

Council Member Ollig motioned to approve the plans and specifications for the Water Tower Rehabilitation Project contingent upon receiving approval from the Minnesota Department of Health (MDH) and finalizing coordination with telecom providers currently located on the tower; and authorize Bolton and Menk, Incorporated, to submit an advertisement for bids for the project. Council Member Fitzgerald seconded the motion. Motion carried 4-0.

b) Recommended 2018 City Council Priorities

Mr. Daniel Tienter, City Administrator stated that on January 23, 2018, the City Council conducted its annual Goal Setting Retreat (Retreat). In addition to providing the City Council an opportunity to review the status of certain City programs and projects, the Retreat serves as the occasion for the City Council to establish a series of annual, outcome-based goals, known as City Council Priorities (Priorities), as well as identify other high priority projects for the purpose of directing City resources.

Mr. Tienter stated that generally, the Priorities are established using the following guidelines:

- Accomplishable with a one-year time period;
- Consistent with the adopted positions of the City Council (e.g., plans, resolutions, ordinances);
- Under the direct control or sphere of influence of the City Council or City staff; and
- Through a ranked choice, secret ballot vote of the City Council.

Mr. Tienter stated that the Priorities guide the efforts of City staff and consultants, as well as provide a measure of performance. City staff present status updates to the City Council regularly to review progress against predetermined quarterly milestones, allowing the City Council to make more informed decisions of their high priority programs and projects, specifically concerning the allocation of City resources.

Mr. Tienter reviewed the eleven (1) recommended 2018 Priorities as follow:

- Continue construction of the Wastewater Treatment Facility and include improvements to the sanitary sewer lift stations.
- Continue design and engineering of the Runway Improvement Project for the Winsted Municipal Airport.
- Continue development and begin construction of the Water Tower Rehabilitation Project.
- Continue the redevelopment of the City of Winsted website, including the revision of all online content.
- Consider programs and strategies to encourage the development of senior housing within the City.
- Complete the Winsted Volunteer Fire Department Strategic Operations Plan; and begin implementation of the various recommendations, including new service agreements with area townships.
- Develop a Preventative Maintenance Plan for the Public Works Department.
- Continue development of the Industrial Park Expansion.
- Continue development and implementation of water quality improvements and programs for Winsted Lake.
- Take possession of, and remediate the blight of the dilapidated structures at 121 Baker Avenue East.
- Begin the process of implementing police officer worn body camera program and purchasing the appropriate equipment.

Council Member Ollig asked if the eleven (11) Priorities were reviewed with City staff.

Mr. Tienter stated that when the Priorities are developed, the first phase is to solicit recommendations from each of the City's departments creating an initial list. That list is then forwarded to the respective City Council Advisory Commissions who also recommend what should be placed on the final list for the City Council to consider at its Retreat.

Mr. Tienter stated that a robust process is in place to ensure that all the different levels of the City's government are working in the same direction as far as the Priorities are concerned.

Council Member Fitzgerald motioned to adopt the Recommended 2018 City Council Priorities for the City of Winsted. Council Member Henrich seconded the motion. Motion carried 4-0.

c) Recommended 2018 Legislative Platform

Mr. Tienter stated that during the Retreat, the City Council reviewed several proposed positions for the Recommended 2018 Legislative Platform (Platform) for the upcoming session of the Minnesota State Legislature (Legislature). The Platform requests specific actions from the Legislature, while also expressing the support or opposition of the City Council concerning possible legislative actions.

Based on guidance provided during the Retreat, City staff prepared and recommended adoption of the following Platform:

- Support for Unfunded Mandate Relief and Local Control (Resolution No. R-18-04);
- Support for Local Government Aid (Resolution No. R-18-05);
- Support for Transportation Funding (Resolution No. R-18-06);
- Support for Police Officer-Worn Body Camera Funding (Resolution No. R-18-07); and
- Support for Minnesota Government Data Practices Act Reform (Resolution No. R-18-08).

Mr. Tienter stated that in order for the City Council to formally express the abovementioned Platform positions, City staff prepared individual resolutions. These resolutions outline the current status of each issue and express both the general position and specific request(s) of the City Council. Mr. Tienter stated that assuming adoption of the Recommended 2018 Platform, either in part or in total, City staff will arrange visits to the State Capitol for two (2) Council representatives to meet with the local legislative delegation and the Office of the Governor.

Mr. Tienter stated that the particular positions do not advance or advocate any particular political party, but rather the individual policy questions of concern to the City Council. Any references to particular political actors or parties are only designed to describe the current status of the given issue(s) and not intended to express any partisan support.

Council Member Ollig motioned to approve the 2018 Legislative Platform through the adoption of Resolutions R-18-04 through R-18-08. Council Member Fitzgerald seconded the motion. Motion carried 4-0.

6) Department and Organization Reports

a) City Engineer

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, reported on the following.

Completed Projects:

- Kingsley Street Reconstruction
- Industrial Park Expansion – Phase 1
- Campbell Field Improvements
- Millerbernd Hydrant
- 2017 Cured-In-Place-Pipe Lining

Airport Items:

- The Finding of No Significant Impact will be republished for the turf runway rehabilitation project after it is authorized by the Federal Aviation Administration (FAA).
- A grant application was submitted to the FAA for the relocation of the Northern Natural Gas main.
- The turf runway rehabilitation project design is underway. To date, soil borings have been obtained and site topography has been collected.
- The turf runway rehabilitation project is included in the Airport Capital Improvement Plan for 2019. Additional funding discussions will be held with the FAA and the Minnesota Department of Transportation (MnDOT) later this year.

Wastewater Treatment Plant:

- The construction of the upgrade project is progressing and is approximately 75% complete. The final completion is anticipated to occur in late summer or early fall of 2018.
- Upcoming construction items include finishing items on the pretreatment and filter buildings, setting pumps and Heating, Ventilation and Air Conditioning (HVAC) equipment in the pretreatment building, installing process piping in the grit building and in the filter building, and replacing the oxidation ditch equipment.
- Point Source Implementation Grant reimbursement requests have been completed and submitted to the Public Facilities Authority. To date we have requested approximately \$2.8 million in grant proceeds for the City.
- Due to the larger than anticipated grant, lift station improvements are being designed as a potential change order to this project. To date a soil boring has been obtained, topographic survey data has been collected, and a kick-off meeting was held. Design work will commence in February.

Industrial Blvd Improvements:

- A reclamation project on Industrial Blvd was included with McLeod Avenue Feasibility Study. The Public Hearing was held and the final design was authorized. Pavement borings were also obtained.
- Design work will be completed this winter and bids will be opened in the spring. The City Council will likely consider awarding a construction contract in March or April.

Tower Rehabilitation Project

- An application was submitted to the Public Facilities Authority (PFA) and the scoring results were released last fall. The project scored high enough for a low interest loan provided the project proceeds as a 2018 project.
- The City Council authorized the final design of the project in November.
- Items have been submitted to the PFA and to the MN Department of Health (MDH).
- Once the telecom coordination items are resolved and the MDH permit is obtained, the project will be advertised. The bid opening date is yet to be scheduled but is anticipated to be in late March or early April.

Miscellaneous Items:

- McLeod Avenue – Layout work and a Feasibility Study were completed for the reconstruction of McLeod Avenue, including the addition of a potential trail. A Local Road Improvements Grant application was submitted to MnDOT for \$750,000.
- C.R. 116/Main Avenue – A concept/scoping figure was prepared for potential improvements in the downtown area.
- Winsted Lake Water Quality – Preliminary layout/pricing work will be completed for various options to improve the water quality of Winsted Lake. This information will be implemented into McLeod County's water management plan to allow for the pursuit of future grant dollars.
- Mapping Updates – Updates are in process for all of the City's maps.
- Westgate Pond – Pond sediment sampling has occurred and it was determined that the sediment can be land applied. Topographic survey data has been obtained. A recommendation and cost estimate letter will be submitted soon.
- Water Supply Plan – The City is required by the Department of Natural Resources to update its plan by October of 2018. A data request has been sent to City staff in order to get started on this.

The City Council Members thanked Mr. Saulsbury for his report.

b) Holy Trinity School

Principal Bonita Jungels and students Amanda Hoff and Joey Mochinski from Holy Trinity High School, reported on the following:

- Fall Marathon Fund Raiser
- Homecoming

- Recipients of the Holy Trinity Distinguished Service Award and Holy Trinity Leadership Award.
- Fall and Winter Sports
- School Improvements and Updates
- All School Fundraisers
- Upcoming Events

The City Council Members thanked Holy Trinity School for their report.

7) No Open Forum

8) City Administrator Updates and Announcements

a) 2018 Caucuses

Mr. Tienter stated that the Political Caucuses were being held this evening with the Republican Party Caucus location at the Winsted Elementary School and the Democratic Party Caucus location at the Lester Prairie City Hall.

9) Adjourn

Council Member Fitzgerald made a motion to adjourn the meeting. Council Member Henrich seconded the motion. Motion carried 4-0.

The meeting was adjourned at 5:40 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted