

City of Winsted
 City Council Work Session
 Lewis Room
 Tuesday, April 4, 2017
 5:00 p.m.

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

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

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

I. Call to Order

Mayor Stotko called the meeting to order at 5:01 p.m.

II. Lift Station Improvements

Mr. Tienter stated that the need to install generators at City lift stations was discussed with the City Council at the City Council Goal Setting Retreat held in January, 2017. Mr. Tienter stated that Mr. Jake Saulsbury, Bolton and Menk, Incorporated, would review proposed improvements to the lift stations with the City Council Members.

Mr. Saulsbury stated that the 2010 Wastewater System Facility Plan evaluated the City's entire wastewater infrastructure and recommended improvements in the near term to four of the City's lift stations (Kingsley, Westgate, Northgate, and Littfin). Of these four projects, the recommended improvements to Kingsley were made as a stand-alone project in 2011 and the recommended improvements to Westgate were completed with the adjacent street project in 2012. The preliminary design and further evaluation of Northgate and Littfin were completed in conjunction with the preliminary design of the Kingsley project.

Mr. Saulsbury stated that the City has six sanitary sewer lift stations and one storm sewer lift station. The Kingsley Lift Station and the Littfin Lift Station have generators. Of the remaining four sanitary sewer lift stations, generators are recommended to be installed at all but the Vitran Lift Station, which has very low flows and a storage time in excess of 24 hours resulting in no need for an emergency source of power. The Westgate, Northgate, and Lake lift stations have higher flows with estimated storage times ranging from four to eight hours. The stormwater lift station is located in Westgate Park. This drainage area was evaluated and currently has an adequate overflow elevation to the southwest. However, other upgrades are needed to clean out the primary outlet pipe to the north and to upgrade the electrical system so the trailer mounted generator can be used at this site if necessary.

Mr. Saulsbury reviewed the estimated costs of the lift station improvements as tabulated below.

Improvement	Est. Cost	Notes
Westgate Generator (Approx. Size = 40kW)	\$110,000	Includes a New Panel with a New Main Breaker and Automatic Transfer Switch. Includes Modifications to Existing Alarm/SCADA System (But Not Upgrades). Assumes No Modifications to the Existing Service or the Existing Control Panel. Does Not Include Sound Attenuation Features.
Northgate Generator (Approx. Size = 40kW)	\$110,000	
Lake Generator (Approx. Size = 25kW)	\$93,000	
<i>Generator Subtotal:</i>	<i>\$313,000</i>	
Northgate Upgrade	\$369,000	2010 Price Adjusted for Inflation
Littfin Upgrade	\$118,000	2010 Price Adjusted for Inflation and to Exclude Generator
<i>Upgrade Subtotal:</i>	<i>\$487,000</i>	

Total: \$800,000

The City Council Members asked Mr. Saulsbury which lift station concerned him the most. Mr. Saulsbury replied the Northgate Lift Station and recommended that the upgrade be completed at this lift station and the generator be added as soon as possible. Mr. Saulsbury stated that Northgate Lift Station has no storage and it stores in the line and because of this, capacity becomes reduced.

The City Council Members discussed the options to fund the generators and the lift station improvements to include additional bonds related to the Waste Water Treatment Facility (WWTF) Improvements project and how this additional bonding could affect the City's bond rating and bonding ability.

Mr. Tienter stated that City staff will evaluate financing scenarios for the entire \$800,000, exploring what it would look like for repairs, if there was an increase in additional bonding for the WWTF, and if it were spread over the entire tax capacity and bring this information to the City Council at a future meeting.

III. Other

a) Administrative Intern

Mr. Tienter stated that the City will be hiring an Administrative Intern for the summer of 2017. City staff will contact City Council Members for help with one round of interviews for this position.

Mr. Tienter stated that the Minnesota City and County Managers is offering a matching grant of up to \$3,500 for local government internships that the City will apply for.

b) 2016 Audit

Mr. Tienter stated that the 2016 Audit will be conducted during the week of April 10, 2017.

c) Amended City Council Agenda – April 4, 2017

Mr. Tienter reviewed the amendments to the City Council Agenda for the April 4, 2017 Regular City Council Meeting to include:

- The hiring of Ms. Ethel Wolff as a Permanent Part-Time Administrative Assistant
- Agreements related to alarm monitoring and panic buttons which are part of the security improvements to City Hall.
- Donation of office furniture at the Winsted Fire Hall.

d) Community Club – Security Bank and Trust Company

Council Member Ollig stated that Security Bank and Trust Company has requested relief of rental costs related to the use of the Vollmer Room during the Community Club event they host. Mr. Tienter stated that he has talked with Security Bank and Trust Company and an agreement will be drafted for a reduced rental fee for this event.

IV. Adjourn

Council Member Ollig motioned to adjourn the meeting. Council Member Schulenberg seconded the motion. Motion carried 5-0.

The meeting was adjourned at 5:46 p.m.

Steve Stotka

Steve Stotka
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted