

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, April 17, 2018  
5:00 p.m.

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

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

## **I. Call to Order**

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

## **II. City Hall Heating, Ventilation and Air Conditioning (HVAC) Systems**

Mr. Daniel Tienter, City Administrator, stated that the City Hall building has experienced issues with the Heating, Ventilation, Air Conditioning (HVAC) system since it was constructed. Mr. Tienter described some of the issues and stated that the process to correct the issues is usually costly and time consuming. Mr. Tienter stated that given the HVAC challenges, the Mayor requested that City staff reach out to the City Engineer for help. Bolton and Menk, Incorporated recommended City staff to contact Mr. Tom Wentz, a design engineer and project manager from Karges-Faulconbride, Incorporated (KFI).

Mr. Tienter stated that Mr. Wentz reviewed the HVAC system as well as three years of invoices from three different vendors that work on individual components of the system - Johnson Controls, St. Cloud Refrigeration Incorporated, Northern Air Corporation (NAC). Mr. Wentz feels that the system is functioning as designed; however, the problem revolves around too many vendors working on the system. KFI recommends hiring one vendor that could visualize the entire system and then manage it accordingly.

Mr. Tienter stated that KFI recommends NAC as the sole vendor. Mr. Tienter stated that NAC submitted a Customer Support Agreement (CSA) which would cost approximately \$11,135.00 annually to maintain the system. Additionally, NAC recommends that the City upgrades its web based control system which allows both City staff and NAC to monitor the system, for a one-time expense of approximately \$6,712.00. Through a web based portal and a control upgrade, NAC could reset certain portions of the system and possibly eliminate a trip to City Hall for certain issues. The maintenance for the control system, after the upgrade, is included in the CSA.

Mr. Tienter stated that in the year 2017, the City spent approximately \$11,700.00 on HVAC related costs. The expense of the CSA is similar to what the City has already spent over time. If the City enters into the CSA, there would be an increase in the Facilities Maintenance Budget included as part of the 2019 Recommended Budget Process.

Mr. Tienter stated that the recommendation is for the City Council to authorize the City Administrator to enter into a CSA for a cost not to exceed \$12,000.00, and also authorize the quote for the controls upgrade. Mr. Tienter stated that the City Council would also need to authorize City staff to terminate agreements with the remaining vendors.

Mr. Dave Meyer stated that he has worked with all three (3) vendors the City currently has and feels that NAC is the correct vendor to maintain the system.

## **III. 2018-2020 Community and Economic Development Goals and Strategies Update**

Mr. Tienter reviewed the circumstances of the reactivation of the City's Economic Development Authority (EDA) on March 14, 2017. Mr. Tienter stated that during the first EDA meetings after the reactivation, there was a goal setting phase to determine what the EDA should focus on now and when the City Council completes the process to update the Comprehensive Plan which ends in the year 2020.

Mr. Tienter stated that the EDA completed a full review of all of the Community Economic Development activities that have taken place to date, such as hotel development, the Industrial Park Expansion, the new home construction program, etcetera. Based on that information they completed a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis to identify growth and development potential in the community. This created the 2018-2020 Community Economic Development Goals and Strategies.

Mr. Tienter stated that the EDA identified two particular goals to currently focus on: to ensure housing opportunities that meet the needs of the community, and to support current business organizations and residents. Strategies for these goals are the development of a new senior housing facility within the city, and the development of a commercial or institutional child care facility also within the Winsted community.

Mr. Tienter stated that the EDA also reviewed the one-time exception for the Revolving Loan Fund and recommend that the City Council use the remaining funds of approximately \$170,000 to support the goals of the EDA.

Mr. Tienter stated that it was important for the City Council to be informed of what the Goals and Strategies of the EDA are.

Council Member Ollig stated the members of the EDA as follow; Council Member Ollig, Council Member Fitzgerald, Mr. Jacob Schlagel, Mr. Cody Cuhel, Ms. Leigha Bruns, Mr. Bob Hamilton and Ms. Nancy Fasching. Council Member Ollig stated it is a good group and diverse in age.

Council Member Ollig stated that while developing EDA goals and strategies, the EDA was very conscious of not duplicating efforts that City staff or the City Council would be involved in. Council Member Ollig stated that the EDA discussed that affordable child care may help bring individuals into the community who are not working because of the cost of child care. The City of Winsted has many industry jobs.

Council Member Ollig stated that Mr. Tienter would speak with Howard Lake-Waverly-Winsted (HLWW) and Holy Trinity school staff to see if they are interested in pursuing the idea of a child care facility.

#### **IV. Other**

##### **a) Marketing Hometown America – May 7, 2018**

Mr. Tienter stated that a Marketing Hometown America presentation was planned for May 7, 2018 at 5:00 p.m. at City Hall. To encourage City Advisory Commission Members to attend, the regular May Advisory Commission meetings would be canceled except for the Planning Commission Meeting.

##### **b) Winsted Brush Site**

Mr. Tienter stated that the brush site will temporarily close at some point in the future to accommodate construction related to the Waste Water Treatment Facility Improvement project. The City Engineer will notify the City when this closing needs to occur, and the City will communicate the information to residents through its normal channels.

##### **c) Commission Resignation and Appointment**

Mr. Tienter stated that the City Council Agenda includes a resignation from the Planning Commission and an appointment to the Airport Commission.

##### **d) Sanitary Sewer Jetting**

Mr. Tienter stated that City staff and City Council Members received complaints recently of wastewater back-up into homes due to sanitary sewer jetting that was completed in portions of the city. Mr. Tienter stated that currently, the City does not provide assistance for this type of issue. Mr. Tienter described some of the factors and eligibility requirements that must be met by a City to apply for a no-fault sewer back-up policy from the League of Minnesota Cities.

Mr. Meyer explained the sewer jetting process and what may occur during the process for older homes that do not have their sewer system vented.

The City Council Members stated that the house owners that have experienced issues because of sewer jetting should be notified with information about sewer jetting and informed of items they may do within their house to minimize the effects of sewer jetting. City staff should also include this information in a future water billing insert.

## V. Adjourn

**Mayor Stotko motioned to adjourn the Work Session. Council Member Schulenberg seconded the motion. Motion carried 5-0.**

The Work Session was adjourned at 5:54 p.m.

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Steve Stotko  
Mayor  
City of Winsted

ATTEST:

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Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted