

City of Winsted
City Council Work Session
Lewis Room
Tuesday, May 6, 2014
5:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonnie Quast
Council Member Tom Ollig
Council Member George Schulenberg
Council Member Max Fasching

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer

I. Call to Order

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

II. Winsted Municipal Airport Discussion

Mr. Wilfahrt stated that City staff recently met with the City's Aviation Engineer, representatives from the Federal Aviation Administration (FAA), and representatives from the Minnesota Department of Transportation/Office of Aeronautics (MN DOT/OA) to discuss the future of the Winsted Municipal Airport. Currently, the City's Airport Master Plan indicates that the Winsted Municipal Airport will be converted to a paved runway within five (5) years of the Plan, which was conducted in February of the year 2010. At that time, a survey conducted by the FAA indicated that the users of the Airport desired a paved runway. Since that time, staff noticed that the opinion of the hangar owners was changing. In March of the year 2014, staff conducted a survey of all hangar owners. Twenty (20) hangar owners responded, and sixteen (16) of them indicated a desire to maintain the turf runway. Of the four (4) who indicated a desire to pave the runway, none indicated a willingness to bear the burden of the City's ten percent (10%) share of the project costs.

Mr. Wilfahrt stated that additionally, property would need to be purchased as part of the proposed paving project. Staff has been in contact with the land owners adjacent to the north of the Winsted Municipal Airport, and the owners have limited interest to sell. Staff is currently communicating with the FAA on how to proceed in regards to improvements for the Airport.

Mr. Wilfahrt stated that both of the aforementioned situations present challenges for the City to pave the runway. Gaining support from hangar owners and securing the land will take time.

Mr. Wilfahrt stated that in the meantime, the condition of the current turf runway is poor. The City has received a number of photos and complaints of poor conditions; which, according to the City's Engineer, is largely due to the age of the turf. Staff was hoping to push for a turf reconstruction in the year 2014; however, since the Master Plan includes paving of the runway by the year 2015, the FAA is not agreeable to the City reconditioning the turf runway in the year 2014 until the City determines what it wants to do with the future of the Winsted Municipal Airport.

Mr. Wilfahrt stated that currently, the City has about \$576,000 in its Federal Entitlement Fund which helps pay for infrastructure projects at the Winsted Municipal Airport. Annually, the City receives \$150,000 in entitlement funds from the Federal Government. Once the fund reaches \$600,000, the Federal Government suspends payments to the fund until a project is completed and some of the funds are depleted. Since the FAA is not agreeable to Winsted completing a project until it determines a direction to proceed on the Airport, and since the City is due \$150,000 in the year 2014, the City will have \$126,517 in funds that will be forfeited unless the funds are transferred to another airport.

Mr. Wilfahrt stated that staff has been in communication with several other Minnesota airports who would be interested in utilizing the City of Winsted's entitlement dollars in the year 2014, and in exchange would transfer the same amount back to the City in the year 2016.

Mr. Wilfahrt asked the City Council to discuss a transfer of funds to another Minnesota airport and direct staff to create an agreement with another community to that effect and bring it to a future City Council meeting for discussion and/or approval.

Mr. Ollig asked if the City would decide to make improvements to the turf runway, would the City be able to use the entitlement dollars. Mr. Wilfahrt stated no; because, the FAA has indicated that they will not approve any capital project that does not involve paving the runway.

Mr. Wilfahrt stated that he is working with the FAA to discuss what options the City has in regards to the Winsted Municipal Airport's runway and/or also to persuade the FAA to allow the City to rehabilitate the turf runway.

The City Council discussed loaning a portion of the Winsted Municipal Airport's entitlement funds to another airport for the year 2014, and directed Mr. Wilfahrt to contact other airports to inquire about a loan.

Council Member Fasching asked if there is some type of an agreement that is approved to insure that the loan is repaid to the City of Winsted. Mr. Wilfahrt stated that a legal contract would be drafted and approved.

Mr. Wilfahrt stated that in the interim, staff will continue to work with the FAA to convey the difficulties being faced if the City paves the runway at the Winsted Municipal Airport and get direction from the FAA on how to proceed with future improvements.

III. Year 2014 – City of Winsted Street Crack Filling

Mr. Wilfahrt stated that annually the City budgets to hire a contractor to fill the cracks in the City's streets to maintain good driving surfaces. Crack filling typically occurs on all City streets and generally takes place in June of each year. The City Council included \$14,000 in the year 2014 General Fund Budget for crack filling. The number of streets that will be crack filled is determined on when the \$14,000 worth of material is gone. He continued by stating that the Public Works Department starts with the streets that are in the worst condition and continue on until there are no more materials left.

Mr. Wilfahrt presented the two (2) quotes that the Public Works Department's staff received for crack filling and required that the businesses include the following services:

- ✓ Rout out cracks one inch (1") wide by one inch (1") deep for cracks that are forty (40) feet apart and closer.
- ✓ Rout out cracks 1-¼" wide by one inch (1") deep for cracks forty-five (45) to eighty (80) feet apart.
- ✓ If the cracks are wider, they will be routed accordingly.
- ✓ The cracks will then be cleaned with high volume blowers.
- ✓ As a second cleaning procedure, a heat lance will be used to clean out any remaining debris and/or moisture.
- ✓ Cracks will be filled three-quarters to full.
- ✓ After a cooling period, the cracks are filled a second time using a banding applicator.
- ✓ This does not include any alleged areas.
- ✓ The debris will be blown to the side of the curb, where it will be the City's responsibility to sweep and remove.
- ✓ The material to be used will exceed the specifications set by the State of Minnesota.

Mr. Wilfahrt presented the two (2) quotes that the City received for this annual Crack Filling Project:

1. Bargaen Incorporated – \$2.16 per pound staying within the range of \$12,000-\$14,000 of sealant installed.
2. M.R. Paving and Excavating Incorporated - \$2.45 per pound of sealant installed staying within \$12,000 to \$14,000 of sealant installed.

Mr. Wilfahrt stated that the Bargaen Incorporated quote is on tonight's Regular City Council meeting Consent Agenda for approval.

The City Council discussed and were in agreement with the Bargaen Incorporated quote.

IV. Administrative Intern Position

Mr. Wilfahrt stated that in February of the year 2014, the Chief of Police retired, and since then staff has been working to replace the Chief. This has required a lot of time from the Police Officer seeking the position. Additionally, the Winsted Police Department has reduced in size from four (4) full-time Officers to three (3) full-time Officers placing additional workload on the three (3) Officers in the Department.

Mr. Wilfahrt stated that additionally, administrative staff has undergone a leadership change in the last six (6) months which also required a lot of extra time to catch up on tasks. Staff constantly maintains a list of projects to do in order to ensure that ordinances are updated, goals are met, regulations are satisfied, and general business operates smoothly. That project list has grown consistently over the past six (6) months with turnover and increased activity.

Mr. Wilfahrt stated that staff would like to request additional help administratively to help free up some hours to focus on projects like acclimation to a Chief of Police Position, ordinance and policy revisions, upcoming elections, and day-to-day business.

Mr. Wilfahrt stated that one (1) of the City's part-time administrative staff, Ms. Lena Guggemos, is finalizing her studies towards a Bachelor's Degree in Political Science and has expressed an interest in filling in as a temporary part-time intern for the City of Winsted. Mr. Wilfahrt presented a proposed Work Plan that City staff has prepared for Ms. Guggemos to both aid City staff and gain valuable experience for her future career.

Mr. Wilfahrt stated that staff would like to increase Ms. Guggemos' hours to thirty (30) per week from mid to late June, 2014 through mid-September, 2014. Ms. Guggemos makes \$10 per hour. The total compensation for the increased hours would be \$3,600. The funding for Ms. Guggemos' hire would come from the line item for Public Safety salary. Since there has been a vacancy at the Chief's position, there is seventy-five percent (75%) of the budget remaining and the year 2014 is thirty-five percent (35%) over. That means that at least ten percent (10%) of the fund is unspent, and the number is expected to increase as the Police Department will continue as a three (3) person Department for at least a few months after the hire of the new Chief of Police. Staff estimates this line item will have approximately \$25,000 remaining at the end of the year 2014.

Mr. Wilfahrt presented a proposed job description for the Administrative Intern position. If the City Council chooses to move forward, staff recommends that the City Council approve the proposed job description for an Administrative Intern position and appoint Ms. Guggemos to the position.

Mr. Wilfahrt presented the proposed Work Plan for the position. The Work Plan is not meant to be rigid, but it will be combined with information regarding the projects to give the employee direction as they figure out how to proceed with projects and workload. It is also designed to give the City Council an idea of the workload and expected results that the intern will produce.

Mr. Wilfahrt asked the City Council to discuss increasing hours for Ms. Guggemos and changing her title. If the City Council would like to move forward, staff will place this item on the May 20, 2014 Regular City Council meeting agenda. Ms. Guggemos would be able to begin working on June 16, 2014.

Council Member Ollig asked what steps are in place in the event that Ms. Guggemos' work is not satisfactory. Mr. Wilfahrt stated that her work will be constantly evaluated. He continued by stating that when Ms. Guggemos has worked as a temporary part-time administrative assistant for the City of Winsted in the past, staff has indicated that she was an exemplary employee.

The City Council discussed and directed Mr. Wilfahrt to present the proposed internship at the May 20, 2014 Regular City Council meeting for discussion and approval.

V. Waste Water Treatment Facility Project Bid Authorization

Mr. Wilfahrt stated that at the November 19, 2013 Regular City Council meeting, the City Council authorized Bolton and Menk, Incorporated to move forward with planning for the Waste Water Treatment Facility (WWTF) Improvement Project. The Project includes updating aging equipment at the WWTF; as well as, adding infrastructure to be in compliance with new requirements of the State of Minnesota. The total Project cost was estimated to be \$4.4 million. That amount would be paid through \$1.1 million in a grant, Revenue Bonds, and cash reserves in the Sewer Fund.

Mr. Wilfahrt presented the original memo from Bolton and Menk, Incorporated, dated November 14, 2013 outlining the proposed WWTF improvements. The City Council directed staff to move forward with planning for option two (2) of the aforementioned memo.

Mr. Wilfahrt stated that since that time, Bolton and Menk, Incorporated has completed the plans for the WWTF Improvement Project and are now ready to advertise for bids. The scope of the Project has remained the same as it was in the November 19, 2013 Regular City Council meeting. Staff would like the Council to discuss proceeding with advertising bids; which, will be presented at tonight's Regular City Council meeting.

Mr. Wilfahrt stated to meet the June, 2014 deadline of the \$1.1 million grant, the City has to move forward with authorizing Bolton and Menk, Incorporated to obtain bids for the WWTF Improvement Project.

Mr. Josh Eckstein, Bolton and Menk, Incorporated, was in attendance at the meeting and presented the proposed change of the drainage route into a tributary of Crane Creek. The new route would be more cost effective. Mr. Eckstein continued by stating that the City's engineers are working with property owners adjacent to the WWTF to obtain two (2) easements to install the underground drainage pipe. The reduced construction costs would offset the cost of the easements.

Mayor Stotko asked what happens if the tributary to Crane Creek would back-up. Mr. Greg Stang, People Service, Incorporated, was in attendance at the meeting and stated that the drainage pipe is a force main; so, it will be pumped into the Crane Creek ditch and there should be no back-ups. Mr. Eckstein stated that there will also be a lift station installed. Mayor Stotko asked if the proposed lift station will have a generator. Mr. Eckstein stated yes.

Council Member Schulenberg asked what the approximate savings would be with the proposed new route to the Crane Creek tributary. Mr. Wilfahrt stated that it is an estimated savings of \$200,000.

Mayor Stotko asked if the easement would be a one (1) time cost. Mr. Eckstein stated yes.

Mr. Wilfahrt stated that if the City Council approves, staff will move forward with advertising bids and the Project will proceed per the schedule outlined in the memo from Bolton and Menk, Incorporated, dated April 29, 2014.

The City Council discussed and were in agreement with the proposed WWTF Improvement Project.

VI. Sign Retroreflectivity Policy

Mr. Wilfahrt stated that recently, Federal Regulations pertaining to the retroreflectivity of traffic signs has changed. The Federal Government is requiring that all cities have a policy in place to stay in compliance with the retroreflectivity requirements by June 13, 2014. If signs do not meet the retroreflectivity requirements, the City has greater liability if an injured person can prove that the City's failure to meet sign retroreflectivity requirements contribute to an accident.

Mr. Wilfahrt stated that Bolton and Menk, Incorporated approached City staff about sign retroreflectivity late last year 2013. Since that time, staff has been working with Bolton and Menk, Incorporated to develop a Sign Retroreflectivity Policy to meet the requirements of the Federal Government. He continued by presenting a draft Policy that brings the City of Winsted into compliance with Federal Regulations and he highlighted some of the major points in the Policy.

Mr. Wilfahrt stated that given the possible consequences of having non-compliant signs, staff believes that replacing all of the signs should be a high priority. Also, staff conducted a sign inventory in the year 2013; and of the 348 signs inventoried, 165 had a noticeable deficiency such as fading, cracking, bending, and etcetera. He continued by stating that because of the aforementioned issues, City staff and Bolton and Menk, Incorporated recommend that the City initially commits to a “blanket replacement”, which means that all street signs in the City of Winsted will be replaced by the year 2017. There are about 350 signs in the City.

Mr. Wilfahrt presented a draft copy of the proposed Sign Retroreflectivity Policy.

Mr. Wilfahrt stated that according to Bolton and Menk, Incorporated, quotes obtained a few years ago listed sign prices between \$30 and \$60 depending on the sign and assuming that staff replaced the signs and reused the posts. Staff assigned a cost to all signs in the City and estimates that the total cost of sign replacement will be \$23,500 over three (3) years. There will also be some brackets on top of the signs that will need to be replaced, and staff estimates they will cost approximately \$1,500 to replace. If the City Council approves the proposed Policy, approximately \$7,833 will be added to the year 2015 through the year 2017 Budgets to accommodate this expense.

Mr. Wilfahrt stated that the City could elect to replace the signs on an as-needed basis as determined by professional measurement equipment or as assessed by a trained professional; however, given the current condition of the City of Winsted’s signs, staff believes that blanket replacement is the most cost effective choice. The cost of professional assessment is roughly \$3,500 plus the cost of replacing the signs that do not meet requirements. The age of many of the signs likely necessitates their replacement anyway. Bolton and Menk, Incorporated recommends that communities with less than 750 signs use blanket replacement.

Mayor Stotko asked if the old signs could be sold. Mr. Eckstein stated that the signs are the property of the City. Mr. Wilfahrt stated that he will inquire about whether the City can sell the old signs.

Council Member Fasching stated that it is difficult for the City to be a responsible steward of taxpayer money when the Federal Government forces the City to do something like replacement of all their signs.

Council Member Fasching asked if the Federal Government would ever eliminate the sign reflectivity requirement. Mr. Wilfahrt stated that he does not believe that they would.

Mr. Wilfahrt stated that once the blanket replacement is completed, staff will maintain a list of signs that were replaced and use the manufacturer’s warranty to determine the useful life of a sign. Warranties typically last ten (10) to twelve (12) years on street signs, which means that the City would need to replace all street signs every ten (10) to twelve (12) years. This method is used widely and is recommended by the City Engineer.

Mr. Wilfahrt presented a map of the proposed replacements. The replacements will occur in three (3) phases. Staff divided the City of Winsted into three (3) sections and scheduled each section for sign replacement in the years 2015, 2016, and/or 2017. The timeline is based on observed conditions of the signs in each area, with the worst conditions being replaced first.

Mr. Wilfahrt asked the City Council to discuss the proposed Policy and recommend any changes. The Policy will be placed on the May 20, 2014 Regular City Council meeting agenda for approval.

The City Council discussed and directed Mr. Wilfahrt to move forward with the proposed Sign Retroreflectivity Policy.

VII. Other

a) April 15, 2014 Special Closed City Council Meeting – Minutes

Mr. Wilfahrt presented the City Council Members with a copy of the April 15, 2014 Special Closed City Council meeting minutes.

Mr. Wilfahrt stated that the proposed minutes were included on tonight's Regular City Council meeting's Consent Agenda for approval; however, a copy was not included in the City Council packet when it was distributed on Friday, May 2, 2014.

b) Mr. Greg Stang - People Service, Incorporated

Mr. Stang presented some additional expenses incurred at the WWTF for alum chemicals which assisted with the removal of phosphorus in the year 2013. The increase was due to the extended cold winter. He continued by stating that these expenses are above and beyond the expenses included in the City's contract with People Service, Incorporated and will be the responsibility of the City to pay.

Mr. Stang stated that with the proposed WWTF Improvement Project, there will not need to be as many chemicals used in the future.

c) Dollar General Store

Council Member Ollig asked for an update on the construction of the Dollar General Store.

Mr. Wilfahrt gave an update. There was a change to the original Site Plan in regards to the sanitary sewer line; so, the City Engineer had to review the proposed change.

d) Winsted Volunteer Fire Department Monthly Meeting

Council Member Schulenberg gave a brief overview of items discussed at the Monday, May 5, 2014 Winsted Volunteer Fire Department's monthly meeting that he attended.

VIII. Adjourn

Council Member Quast motioned to adjourn the meeting. Council Member Fasching seconded the motion. Motion carried 5-0.

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

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

Deborah R. Boelter, CMC
City Clerk-Treasurer
City of Winsted