

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, June 20, 2017  
6:00 p.m.

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

Staff Present: Mr. Daniel Tienter, City Administrator  
Ms. Raquel Kirchoff, City Clerk-Treasurer  
Mr. Tyler Bruns, Winsted Police Officer

Also Present Mr. Shannon Sweeney, David Drown Associates  
Mr. Jake Saulsbury, Bolton and Menk, Incorporated  
Mr. Ron Roetzel, Bolton and Menk, Incorporated  
Mr. Chad Dahlman, Conway, Deuth and Schmiesing, PLLP  
Ms. Emma Stender, Winsted Ambassadors  
Ms. Hannah Scherping, Winsted Ambassadors

**1) Mayor called the meeting to order at 6:00 p.m.**

**a) The Pledge of Allegiance was taken.**

**2) Consent Agenda**

**Council Member Patty Fitzgerald motioned to adopt the Consent Agenda as presented. Council Member Tom Ollig seconded the motion but abstained from Item d – Security Bank & Trust Company – Pledged Securities. Motion carried 5-0.**

**a) Meeting Reschedule – City Council Work Session and Regular Meeting– July 5, 2017**

Authorized the City Council Work Session and Regular Meeting, scheduled for Tuesday, July 4, 2017 at 5:00 p.m. and 6:00 p.m., respectively, to be rescheduled to Wednesday, July 5, 2017 at 5:00 p.m. and 6:00 p.m., respectively, due to the Independence Day holiday on July 4, 2017.

**b) Resolution R-17-29 – Grant Agreement for Airport Improvement Excluding Land Acquisition**

Adopted Resolution No. R-17-29, authorizing the Mayor and City Administrator to execute a grant agreement with the Minnesota Department of Transportation (MnDOT) for airport improvement, excluding land acquisition, for the Airport Zoning Update.

**c) Hainlin Park – Special Event Authorization**

Authorized Habitat for Humanity of Minnesota to utilize Hainlin Park as a rest stop during the 2017 Habitat 500 Bike Ride event on Monday, July 10, 2017 from 8:00 a.m. to 11:30 a.m. and Tuesday, July 11, 2017 from 7:00 a.m. to 10:00 a.m.

**d) Security Bank & Trust Company – Pledged Securities**

Approved the Pledged Securities that Security Bank & Trust Company has purchased for the City of Winsted for the month of May, 2017.

**e) Building Permit Report – May, 2017**

Approved the Building Permit Report for the month of May, 2017.

**f) Claims**

Approved the claims list for June 20, 2017.

### 3) No Public Hearings

### 4) Old Business

#### a) Resolution R-17-30 – General Obligation Equipment Certificates – Series 2017A

Mr. Daniel Tienter, City Administrator, stated that the City Council authorized the City to procure a new Fire Rescue vehicle for the Winsted Volunteer Fire Department. Mr. Tienter stated that Mr. Shannon Sweeney, David Drown Associates was present to review an Equipment Certificate as part of the financing of the vehicle.

Mr. Sweeney reviewed the financing information for the vehicle. Mr. Sweeney stated that the City was able to reduce the issuance cost of this certificate by not purchasing a credit rating and was able to work with a local vendor, Security Bank & Trust Company for this certificate.

**Council Member Fitzgerald motioned to adopt Resolution R-17-30 providing for the issuance and sale of a \$340,000 General Obligation Equipment Certificate-Series 2017A and levying a tax for the payment thereof. Council Member Mike Henrich seconded the motion. Motion carried 4-0. Council Member Ollig abstained.**

### 5) NEW BUSINESS

#### a) McLeod Avenue Area Improvement Project Feasibility Study

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, provided a presentation regarding the McLeod Avenue Area Improvements Project that discussed the following information.

- Why this project area was selected for improvements consideration
- Examining the infrastructure components of this area
- The key issues of the transportation, pedestrian, and municipal utility facilities in this area
- The proposed street improvements
- The proposed trail improvements
- The proposed sanitary sewer improvements
- The proposed water system improvements
- The proposed improvements to Industrial Boulevard
- Project financing and funding
- Assessments for the project, according to the City's Assessment Policy
- The area to be assessed
- A project costs summary

Council Member Ollig asked if the City Council approves the McLeod Avenue Area Improvement Project Feasibility Study, it does not preclude the moving of the proposed trail to Baker Avenue instead. Mr. Saulsbury stated that was correct. Anything in the study could be removed from the project at the City Council's discretion; however, nothing could be added and be assessed. The assessment could go down, but not up in scope.

Council Member Ollig asked if the City Council elects to postpone the project, how many years before a new Feasibility Study would have to be redone.

Mr. Saulsbury estimated that for this project, the study could be good for up to ten years, with the exception of cost. He stated that by adopting the feasibility study, the City Council is not committing to the project. To commit to the project, the City Council needs to officially order and conduct a Public Hearing, and order the project. That step is a large one where significant costs are incurred. The preparation of plans and specifications is much more expensive than the preparation of the feasibility study.

Council Member Henrich asked if the Industrial Boulevard portion of the project could be completed only versus the entire McLeod Avenue Area Improvement Project. Mr. Saulsbury stated yes, the City Council could proceed with ordering a Public Hearing with just that part of the assessed project and complete the full process for that project. He continued by stating that the

City Council could revisit the McLeod Avenue portion of the project in the future but would have to complete the entire process again at that time.

The City Council members preferred to delay the larger McLeod Avenue Area Improvement, but move forward with the Industrial Boulevard portion of the project.

Mr. Tienter stated that city staff will review a schedule of next steps, to include scheduling an Open House, for the Industrial Boulevard improvements with the City Council at a future Work Session.

**Council Member George Schulenberg motioned to adopt the McLeod Avenue Area Improvement Project Feasibility Study as presented. Council Member Fitzgerald seconded the motion. Motion carried 5-0.**

**b) Winsted Municipal Airport Runway Improvement Project – 2017 Federal Grant Request**

Mr. Tienter stated that on June 8, 2017, the City Council decided to move forward with a paved runway project at the Winsted Municipal Airport. The next step in that process is to apply for a series of federal grants. Mr. Tienter stated that Mr. Ron Roetzel, Bolton and Menk, Incorporated was present to review this process.

Mr. Roetzel stated that the next steps in the process for a paved runway are land acquisition and design. The Federal Aviation Association (FAA) is encouraging the City to apply for a grant for the design to take advantage of the five percent (5%) match from the State of Minnesota that is currently in effect. Mr. Roetzel stated that the deadline for this grant application is July 1, 2017.

Mr. Roetzel stated that within the Professional Services Contract Design and Bid Administration Services for Runway 9-27 Relocation and Paving, there is language included that the design will not start until October, 2017, or some time at the discretion of the City Administrator based on how the land acquisition is proceeding. Before city staff start the design grant, a better idea of how the land acquisition process is proceeding will be known. If it is proceeding ahead, then city staff will proceed with the design grant.

Mr. Roetzel stated that the City cannot receive a grant for land until it has a purchase agreement, so there will be costs incurred before that happens. He continued by stating that the Winsted Farmer's Co-op will be one of the first parcels to work on because it is a challenging parcel and the City will know early on how land acquisition is proceeding.

**Council Member Henrich motioned to authorize Bolton and Menk, Incorporated to submit a grant application to the Federal Aviation Administration (FAA) on behalf of the City of Winsted for the runway design project and other activities, and approve local cost participation for an amount not to exceed \$23,500. Council Member Schulenberg seconded the motion. Motion carried 5-0.**

**c) Year 2016 Audit Report**

Mr. Chad Dahlman of Conway, Deuth and Schmiesing presented the year 2016 Audit Report.

**Council Member Schulenberg motioned to accept the Year 2016 Audit Report as presented. Council Member Fitzpatrick seconded the motion. Motion carried 5-0.**

**6) Organization Report**

**a) Winsted Ambassadors**

Winsted Ambassadors, Ms. Emma Stender and Ms. Hannah Scherping provided the following report to the City Council Members.

- Each year the Winsted Ambassadors attend many events in the Winsted Community and in other area communities.
- One of the ambassador's favorite events is Story Time that is held every Friday in Mill Reserve Park.

- Winsted Ambassadors are proud to represent the Winsted Community around the State of Minnesota.
- Thanked the City of Winsted for their support to the Winsted Ambassador program and giving each of them the variety of opportunities they receive from their participation in the program. It has taught the value and importance of volunteerism in the Winsted Community.

Council Member Ollig thanked the Winsted Ambassadors for representing themselves well for the community of Winsted and stated that they are role models for younger individuals that want to be part of the Ambassador program.

Council Member Henrich thanked the Winsted Ambassadors for their service to Winsted organizations, specifically to Winsted Holding Activities that Unite People (WHAT UP) where the Ambassadors serve ice cream.

## 7) Open Forum

### a) Noise Complaint – AZZ Galvanizing

Mr. Dirk Anderson, 855 Merganser Avenue, Winsted, MN, addressed the City Council regarding loud noise during the night coming from the AZZ Galvanizing site at 800 6<sup>th</sup> Street South, Winsted, MN.

Mr. Tienter stated that the City of Winsted has an ordinance related to noise that city staff will review and contact the business owner regarding applicable regulations from that ordinance.

Mr. Anderson also requested that the Public Works Department remove the wings from their trucks in the summer time due to the weight of the wings causing wear and tear to the trucks and more gas expense.

Mr. Tienter stated that he would speak to the Maintenance Supervisor regarding this.

## 8) City Administrator Updates and Announcements

### a) City Commission Vacancies

Mr. Tienter stated there are vacancies on the Economic Development Authority and Park Commission and encouraged residents to contact City Hall for more information.

### b) Electricity Needs– Mill Reserve Park

Council Member Henrich stated that the ice cream machine that WHAT UP and the Winsted Area Chamber of Commerce use for events requires a different adaptor than what Mill Reserve Park provides, and requested that this be looked into before the Winsted Summer Festival Brat Buster event.

Council Member Schulenberg and Fitzgerald requested another electrical receptacle be added closer to the landing on the promenade to be used when the Winsted Lions organization holds their food events in the park.

Council Member Ollig stated that it should be confirmed that the park will have enough electrical capacity for the upcoming Winsted Summer Festival events, especially with the addition of the fountain in Winsted Lake.

Mr. Tienter stated that CR Electric is in the opinion that there is adequate power in the park for the events of the Winsted Summer Festival and reminded the users to be thoughtful of where the circuits are when they are plugging in all the equipment for the events. He continued by stating that the City will look into adding the other electrical requests mentioned.

## 9) Adjourn

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

The meeting was adjourned at 7:10 p.m.

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Steve Stotko  
Mayor  
City of Winsted

ATTEST:

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Raquel Kirchoff, CMC  
Deputy City Clerk-Treasurer  
City of Winsted