

City of Winsted
City Council Meeting
Council Chambers
Wednesday, July 5, 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. Dave Meyer, Maintenance Supervisor

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

a) The Pledge of Allegiance was taken.

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council Special Meeting

Approved the minutes of the City Council Special Meeting on May 18, 2017.

b) Appointment – Economic Development Authority (EDA)

Appointed Ms. Nancy Fasching to the City of Winsted Economic Development Authority (EDA) with a term expiring December 31, 2021.

c) Performance Review – City Administrator

Scheduled a Special Closed City Council Meeting for Tuesday, July 18, 2017 at 4:00 p.m. in the Lewis Room at Winsted City Hall to conduct the annual Performance Review for Mr. Daniel Tienter, City Administrator.

d) Bituminous Street Patching – WM Mueller and Sons, Incorporated

Authorized the City Administrator to execute a proposal from WM Mueller and Sons, Incorporated, to mill, excavate, and patch areas with new bituminous on certain streets in the City of Winsted for an amount not to exceed \$3,150.00.

e) One (1) to Four (4) Day Temporary On-Sale Liquor License – Winsted Area Chamber of Commerce

Approved a one (1) to four (4) day Temporary On-Sale Liquor License for the Winsted Area Chamber of Commerce at Mill Reserve Park on Friday, August 11, 2017, for the Bratbusters event.

f) All-Terrain Vehicles (ATV) – Winsted Summer Festival

Approved the operation of ATVs on City streets and property Friday, August 11, 2017 through Sunday, August 13, 2017 in conjunction with the Winsted Summer Festival, as approved by the Winsted Police Chief.

g) Outdoor Music – Winsted Summer Festival

Approved outdoor music events on City streets and property Friday, August 11, 2017 through Sunday, August 13, 2017 in conjunction with the Winsted Summer Festival.

h) Outdoor Food Stands – Winsted Summer Festival

Approved the use and operation of outdoor food stands on City streets and property on Friday, August 11, 2017 through Sunday, August 13, 2017 in conjunction with the Winsted Summer Festival.

i) Outdoor Vendor Stands – Winsted Summer Festival

Approved the use and operation of outdoor vendor stands on City streets and property on Friday, August 11, 2017 through Sunday, August 13, 2017 in conjunction with the Winsted Summer Festival.

j) Kid’s Run and 4 ½ Mile Run – Winsted Summer Festival

Approved a Kid’s Run and a 4 ½ Mile Run sponsored by the Winsted Summer Festival on Saturday, August 12, 2017, with routes within the City limits approved by the Winsted Police Chief.

k) Road Closure Request – McLeod Avenue West

Authorized the Winsted Police Chief to close a portion of McLeod Avenue West on Saturday, August 12, 2017 from 12:00 p.m. to 6:00 p.m. for the Winsted Volunteer Fire Department Water Ball event, in conjunction with the Winsted Summer Festival.

l) Parade Permit – Winsted Summer Festival

Approved a Children’s Parade sponsored by the Winsted Summer Festival on Saturday, August 12, 2017 near Hainlin Park on McLeod Avenue, as approved by the Winsted Police Chief.

m) Parade Permit – Winsted Summer Festival

Approved a Parade sponsored by the Winsted Summer Festival on Sunday, August 13, 2017 on designated streets in the City of Winsted, as approved by the Winsted Police Chief.

n) St. Mary’s Craft Beer Festival - Large Assembly Permit

Approved the McLeod County Large Assembly Permit for St. Mary’s Craft Beer Festival for Saturday, September 9, 2017 at the Winstock Country Music Festival Grounds.

o) St. Mary’s Craft Beer Festival - Liquor License

Approved a one (1) to four (4) day temporary On-Sale Liquor License for St. Mary’s Care Center for the Craft Beer Festival on Saturday, September 9, 2017 at the Winstock Country Music Festival Grounds.

p) Resolution R-17-31 – Donations – Winsted Park System

Adopted Resolution R-17-31 to accept donations from the Winsted Youth Baseball and Softball Organization for various parks in the Winsted Park System.

q) Resolution R-17-32 – Donation – Winsted Lake Fountain

Adopted Resolution R-17-32, accepting a donation to be dedicated toward the purchase, installation, and maintenance of a water fountain for Winsted Lake.

r) Claims

Approved the claims list for July 5, 2017.

s) Security Deposit Agreement – Minnesota Solar, LLC

Authorized the City Administrator to execute an agreement with Minnesota Solar, LLC, providing funds for decommissioning a Community Solar Energy System, pursuant to their Interim Use Permit (IUP).

Council Member Ollig motioned to accept the Consent Agenda as read. Council Member Schulenberg seconded the motion. Motion carried 5-0.

3) No Public Hearings

4) No Old Business

5) New Business

a) Public Works Department – Salt and Sand Storage Facility Quote Approval

Mr. Tienter stated that in January, 2017, after some negotiation and review with property owners of land surrounding the Public Works Facility, an exchange agreement was effectuated to acquire land for the salt and sand storage shed. In exchange for the land, the City agreed to install a fire hydrant north of Millerbernd's main offices.

Mr. Tienter stated that the City went through the process of acquiring two different quotes from Ram Buildings and Vos Construction for the shed, according to the City Council's Purchasing Policy. The apparent low bidder was Ram Buildings at \$53,988. Along with the quote price, City Staff is also recommending that a 5% construction contingency be included of approximately \$2,699, which would bring the total cost of the project to \$56,687.

Mr. Tienter stated that an assigned fund balance of \$50,156 exists from the sale of the General Obligation Bonds, which is approximately \$6,500 less than what is needed to accept the quote. City Staff recommends that existing fund balance in the Public Works Capital Improvement Plan is used for this difference.

Mr. Dave Meyer, Maintenance Supervisor, stated that with the construction of the salt and sand storage shed the City would experience long term savings as a result of more efficient buying, less waste of salt that is currently stored outside in the winter, and the cost of hauling salt purchased in Hutchinson, Minnesota, from McLeod County.

Council Member Fitzgerald motioned to approve a quote from Ram Buildings, Incorporated, in the amount of \$53,988 and a five percent (5%) construction contingency for a total amount not to exceed \$56,687. Council Member Henrich seconded the motion. Motion carried 5-0.

6) Department Report

a) Public Works

Mr. Meyer reported on the following:

➤ Winter Projects

- Snow plowing and sanding of streets was implemented as needed.
- Street decorations were removed and compliments from the public were still being received regarding the new decorations. Flags were displayed and taken down as needed.
- Tree removal from downed trees at a residence on Pheasant Run and in Westgate Park was completed.

➤ Spring and Summer Projects

- Public Works staff hauled loads of crushed concrete to the brush site and filled in spots that needed repairing.
- Staff repaired and filled potholes around town.
- Completed spring street sweeping.
- Installed a new "Take it to the Box" prescription deposit box in the entrance of City Hall.
- Removed old fencing in Northgate Park.
- Repaired a fire hydrant.
- Opened all the City parks for the season, which involved turning on the water.
- Trimmed all the bushes around City Hall and added new mulch to landscaping.
- Installed new city street signs on designated streets.
- Sprayed all city property for noxious weeds.
- Bladed the gravel roads within the City limits.
- Perform regular checks of the city park garbage cans and remove trash two to three times per week.
- Clean the park bathrooms.

- Water the downtown flower containers.
- Hauled rocks and dirt from the Industrial Park.
- Post water shut-off notices monthly.
- Monitor the brush site as needed.
- Read water meters monthly.
- Collect and submit water tests regularly as required.

Mr. Meyer also stated that Public Works will weed whip the grass under the trail fence along the lake. He further stated that tree trimming along the Promenade will take place in the near future, along with removing a dead tree from Hainlin Park.

Mr. Tienter thanked the Public Works staff for their cooperation and work to haul away concrete from the old foundation of a building at a site in the Industrial Park. He continued by stating that this work saved a \$9,000 cost.

7) No Open Forum

8) City Administrator Update and Announcements

a) Family Movie Night – Friday, July 21, 2017

Mr. Tienter stated that Winsted Holding Activities that Unite People (WHATUP) will be hosting a Family Movie Night on Friday, July 21 at 7:00 PM at the Winsted Fire Hall.

b) 2017 Winsted Pride Awards

Mr. Tienter stated that the City is seeking nominations for the 2017 Winsted Pride Awards. All nominations need to be returned to City Hall by Monday, July 10, 2017 for consideration.

c) Economic Development Authority and Park Commission Vacancies

Mr. Tienter stated that there are still vacancies on the Park and Economic Development Authority. Information regarding the vacancies is available on the City's website or by contacting City Hall.

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 6:21 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted