

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, August 1, 2017  
6:00 p.m.

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

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

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

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

2) **Consent Agenda**

**Council Member Schulenberg motioned to adopt the Consent Agenda as presented. Council Member Fitzpatrick seconded the motion. Motion carried 5-0.**

a) **Approval of Minutes**

Approved the minutes of the following:

- City Council Work Session – June 6, 2017
- City Council Regular Meeting – June 6, 2017
- Winsted Economic Development Authority Meeting – March 14, 2017

b) **City Administrator Employment Agreement**

Authorized the Mayor to execute an Employment Agreement between the City of Winsted and Mr. Daniel Tienter, City Administrator.

c) **Resolution R-17-34 – Donations – Winsted Fire Hall**

Adopted Resolution R-17-34 to accept donations for the Winsted Fire Hall.

d) **Claims**

Approved the claims list for August 1, 2017.

e) **Excavation and Bituminous Pavement – WM Mueller and Sons, Incorporated**

Authorized the City Administrator to execute a proposal from WM Mueller and Sons, Incorporated, to excavate and pave an area in Mill Reserve Park in the City of Winsted in the amount of \$6,500.00, plus a five percent (5%) construction contingency, for a total amount not to exceed \$6,825.00.

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

Authorized RiteWay Conveyors, Incorporated, to utilize Hainlin Park for a company event on Friday, August 18, 2017 from 12:00 p.m. to 9:00 p.m.

3) **No Public Hearings.**

4) **No Old Business.**

5) **New Business**

a) **Website Evaluation and Redevelopment Request for Proposals (RFP)**

Mr. Daniel Tienter, City Administrator, stated that the City Council directed City staff to explore the redevelopment of the City of Winsted's website as part of the City Council Goal Setting Retreat that took place in January, 2017.

Mr. Tienter stated that City staff reviewed 22 different government websites and contacted the owners of those websites that appealed to City staff for an example of the Request for Proposal (RFP) that they used for their websites. Mr. Tienter stated that City staff also contacted the League of Minnesota Cities for an example of a website RFP. A total of six RFP examples were received and were used to create the RFP for the City Council's consideration.

Mr. Tienter stated that a two-phase project is proposed. Phase I would be the evaluation of the City's current website; the vendors would make a series of recommendations and proposed costs that the City would then select, based on the desires for the redevelopment. Phase II would be the actual redevelopment of the website, followed by the end user testing and training for City staff. City staff feels confident that this two-phase approach will allow the City to take advantage of expertise that exists with redevelopment companies.

Mr. Tienter stated that, based on the costs of the government websites surveyed, City staff estimates the cost of the website evaluation and redevelopment could be up to \$40,300. Mr. Tienter stressed that the cost for website redevelopment will be highly variable based on the types of features and functions that the City Council decides it would like included in the website redevelopment. Mr. Tienter stated that there are annual maintenance costs for the website that are currently estimated between \$4,000 and \$9,000. In the year 2016, the City spent approximately \$5,000 for web posting with its current provider. The hosting costs are dependent upon the features that the City Council selects.

Council Member Ollig stated that when the time comes for the City Council to consider whether or not a redesign of the website will occur, he needs to understand why it is being done and what the redesigned website would give the City that the current site does not have.

Mr. Tienter stated that an interview phase will occur in the RFP process where a group of City staff and two members of the City Council would interview the prospective vendors and then evaluate some of the functionality that they were proposing to add to the website, to provide more insight into Council Member Ollig's statement. Mr. Tienter stated that a thoughtful process has been planned, given the potential level of expenditure that the website could be.

Mr. Tienter stated that information will be provided to the City Council about the vendor that is selected and some of the things that they are proposing to do. The selected vendor will be expected to create a series of recommendations and associated costs of those recommendations, and the City Council may then select any individual items without selecting the overall proposal.

Mr. Tienter stated that the deadline for the RFP will be August 25<sup>th</sup>, 2017, and a recommendation to the City Council is planned for the September 19, 2017 City Council Meeting.

**Council Member Ollig motioned to approve and authorize the City Administrator to advertise and recommend a website evaluation and redevelopment requests for proposals for the City of Winsted. Council Member Henrich seconded the motion. Motion carried 5-0.**

6) **Department Report**

a) **City Engineer**

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, reported on the following:

### **Airport Items:**

- The City Council voted to move forward with paving the runway at the June 8, 2017 Special City Council Meeting.
- The Environmental Assessment was approved by the Federal Aviation Association (FAA) and received a *Finding of No Significant Impact* on July 6, 2017.
- A 2017 grant application was submitted to the FAA and the Minnesota Department of Transportation (MnDOT) in June, 2017 for design and Geographic Information System (GIS) services for the runway paving. These projects were submitted at this time to take advantage of the extra 5% funding from MnDOT and because there was not enough time to complete any land acquisition services before the July 1, 2017 grant application deadline.
- Bolton & Menk, Incorporated is working with ProSource to determine if a land acquisition agreement can be reached with two property owners. The City Council has approved \$5,000 of the contract to initiate the title search work and have an initial meeting with the two property owners. The City Council will be updated once the initial meetings have taken place.

### **Wastewater Treatment Facility:**

- Due to the appeals process coming to an end, the tertiary treatment building and the new discharge forcemain work was added to the project.
- The construction contract was awarded to Di-Mar Construction and work began last fall.
  - Pretreatment building construction is progressing and concrete/masonry/precast is complete. Interior floors are currently being poured and the roofing system being installed. After sealed in, the contractor can set equipment (fine screen, grit classifier, grit separator, grit pump) and the electrical can be completed.
  - Oxidation ditch equipment is installed and operating in the south oxidation ditch. The contractor still needs to complete the work in the north ditch.
  - All three Return Activated Sludge (RAS) pumps and replacement piping in the basement are completed. Two RAS pumps are operational (electrician has two pumps temporary powered using existing electrical).
  - Biological phosphorus tank, control structure and some yard piping between the new pretreatment building and ditches has been completed.
  - Pond decommissioning is approximately 60% complete. Weather permitting, the pond decommissioning work will be completed in August, 2017.
- Moving forward the contractor wants to have the effluent forcemain and lift station structures installed before winter and also be to the point that both the pretreatment and filter buildings are sealed up. Interior work can be done during the winter (painting, electrical, process piping, chemical feed, et cetera).
- Items have been forwarded to the Public Facilities Authority to reapply for the Point Source Implementation Grant.

### **Industrial Park Expansion:**

- A construction project was awarded to Fehn Companies consisting of improving the northerly two lots.
- Grading, utility, and storm sewer work has been completed. The construction of the roadway is underway. Placement of aggregate, installation of curb, and the paving of the roadway will be completed in August, 2017.
- The completion of a plat of the full industrial park has been submitted to McLeod County.

### **Kingsley Street Area Improvement Project:**

- All punch list and repair items have been completed. Significant items include wear course paving, Southview Park trail paving, driveway repairs, and landscaping. The only remaining item is the addition of a centerline stripe.
- Replacement of the pavement at the Fire Station was added to the project as a change order. That construction has also been completed.

### **Miscellaneous Items:**

- Campbell Field Improvements – Construction has been substantially completed by RAM General Contracting. Punch list and restoration items remain.

- Millerbernd Hydrant –The construction contract has been awarded to Litzau Excavating and construction is anticipated to occur next month.
- Cured In Place Pipe (CIPP) Project – A construction contract has been awarded to Hydro-Klean for the lining of several sanitary sewer mains in the southeast part of town. Construction submittals have been received but a construction schedule has not yet been discussed.
- Hotel Concept Plan – Preliminary layouts have been prepared for three options for a potential hotel project.
- Tetra Pak Expansion – Plans were reviewed and engineering comments were submitted for the construction of a parking lot at the Tetra Pak site.
- McLeod Avenue – Layout work and a Feasibility Study were completed for the reconstruction of McLeod Avenue, including the addition of a potential trail.
- Industrial Blvd – A reclamation project of Industrial Blvd was added to the McLeod Avenue Feasibility Study. Pricing for pavement borings are being obtained.
- Westgate Pond – Pricing has been solicited for sediment sampling of the Westgate Pond. This is a required step of the Minnesota Pollution Control Agency before a pond is able to be cleaned out.
- Winsted Lake Water Quality – A meeting was held with the Minnesota Department of Natural Resources to discuss next steps and potential projects to improve the water quality of Winsted Lake.
- Telecom Review – A plan set was received from T-Mobile for modifications to their equipment on the tower. The plans were reviewed and comments were forwarded to T-Mobile.
- Lift Station and Generator Project – A preliminary scope of work along with preliminary costs were submitted for upgrades to two lift stations and to add generators to three lift stations.
- Tower Recoating – An application was submitted to the Public Facilities Authority and the Minnesota Department of Health for a low interest loan to recoat the water tower. The results of this application are anticipated to be known in September, 2017.

Council Member Schulenberg asked if any of the parties regarding the land acquisition for the paved runway at the Winsted Municipal Airport had been contacted or talked to. Mr. Saulsbury stated that he would have to defer that question to Ms. Melissa Underwood, Bolton and Menk, Incorporated because the report items regarding the airport came from her.

Mayor Stotko asked if the curbing around the “Welcome to Winsted” sign at Southveiw Park would be replaced. It was removed during the Kingsley Street Area Improvement project. Mr. Saulsbury stated yes; City staff will re-install curbing around the sign after the final restoration from the project was completed.

Mr. Tienter stated that Mr. Saulsbury has been an invaluable resource for him as a City Administrator and for the City. Mr. Tienter stated that Mr. Saulsbury is always very responsive and does excellent work, along with Bolton and Menk, Incorporated at large.

**7) No Open Forum.**

**8) Announcements**

**a) Winsted Night Out – August 10, 2017**

Mr. Tienter stated that Winsted Night Out will be held on Thursday, August 10, 2017, at 6:00 p.m., at Weinbeck Field. Members of the community can come out and meet the members of the Winsted Police Department, the Winsted Fire Department and also some representatives of surrounding agencies

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**b) Commission Vacancies**

Mr. Tienter stated that there are vacancies on the Economic Development Authority (EDA) and the Park Commission and encouraged interested residents to contact City Hall regarding these vacancies.

**c) Mill Reserve Park Electricity Questions**

Mr. Tienter stated that at a prior meeting, there were some questions about electricity in Mill Reserve Park which he would provide an update on.

In regard to electrical capacity, with the addition of the fountain to Winsted Lake, CR Electric has provided assurance that there is enough capacity in the park to support the Bratbusters event. CR Electric has discussed with Bratbuster representatives that they have to be thoughtful of where they are plugging in their items so they are not placing them all on one circuit.

In regard to the requests for an appropriate receptacle in the Promenade for an ice cream machine or other large items that are used by Winsted Holding Activities that Unite People (WHATUP) and Bratbusters, City Staff solicited quotes that were returned at a minor amount of money to complete the work. The work has been ordered and the hope is that it will be completed in time for the Winsted Summer Festival.

In regard to the request for an additional receptacle located at the southern concrete pad of the Promenade, the quote to complete that work was in excess of \$1,000. The Park Commission completed the process of selecting projects for 2017, so the money that would be used to support improvements for the park has already been spoken for in other areas. At the August, 2017 Park Commission meeting, the Commission will review 2018 Budget recommendations. They may consider adding this work to their 2018 list of projects.

**9) Adjournment**

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

The meeting was adjourned at 6:31 p.m.

*Steve Stotko*

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Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

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Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted