

City of Winsted
City Council Meeting
Council Chambers
Tuesday, August 19, 2014
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonita Quast
Council Member George Schulenberg
Council Member Max Fasching

Absent: Council Member Tom Ollig

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief

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

a) The Pledge of Allegiance was taken.

b) Winsted Pride Award

1. Millerbernd Manufacturing – 622-2nd Street South

Mayor Stotko recognized Millerbernd Manufacturing for enhancing the aesthetic quality of their property and contributing to the overall enhancement of the City of Winsted's image.

2. Mr. Chad and Ms. April Hawkenson – 715 Mallard Avenue

Mayor Stotko presented the Winsted Pride Award to Mr. Chad and Ms. April Hawkenson, 715 Mallard Avenue, recognizing them for enhancing the aesthetic quality of their property and contributing to the overall enhancement of the City of Winsted's image.

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council – Work Session – August 5, 2014

Accepted the minutes of the August 5, 2014 City Council Work Session.

b) Minutes – City Council – Regular Meeting – August 5, 2014

Accepted the minutes of the August 5, 2014 City Council Regular Meeting.

c) Park Commission Meeting – April 14, 2014

Accepted the minutes of the April 14, 2014 Park Commission Meeting.

d) Planning Commission Meeting – June 9, 2014

Accepted the minutes of the June 9, 2014 Planning Commission Meeting.

e) Downtown Vibrancy Commission – June 10, 2014

Accept the minutes of the June 10, 2014 Downtown Vibrancy Commission Meeting.

f) Safety Program Contract – SafeAssure Consultants, Incorporated

Approved a contract with SafeAssure Consultants, Incorporated to provide a safety program for the City of Winsted in the amount of \$2,900.

g) Resolution R-14-27- Winsted Volunteer Fire Department Relief Association – Gambling Contribution

Adopted Resolution R-14-27 to accept a contribution from gambling proceeds from the Winsted Volunteer Fire Department Relief Association in the amount of \$15,000 to be dedicated toward the Winsted Volunteer Fire Department's Capital Improvement Plan.

h) Planning Commission Resignation – Mr. Mike Thonvold

Accepted the resignation of Mr. Mike Thonvold from the Planning Commission.

i) Downtown Vibrancy Commission Resignation – Ms. Ann Schulenberg

Accepted the resignation of Ms. Ann Schulenberg from the Downtown Vibrancy Commission.

j) July, 2014 Building Permit Report

Approved the July, 2014 Building Permit Report.

k) 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 July, 2014.

l) April, 2014 Financial Report

Approved the April, 2014 Financial Report.

m) Claims

Approved the Claims List for August 19, 2014.

Council Member Schulenberg motioned to adopt the Consent Agenda as presented. Council Member Quast seconded the motion. Motion carried 4-0.

3) Public Hearings

a) Ordinance O-14-04 – Rental Housing Ordinance Amendment

Mr. Wilfahrt stated that recently, one of the rental properties within the City changed ownership. The property had its Rental Housing License renewed in March of the year 2014. Because of the City's Rental Housing Ordinance, the new owner was required to apply for a new Rental Housing License and pay a \$400 fee. The fee is \$50 per unit, and is paid to offset the \$50 inspection fee the City pays to Metro West Inspection Services, Incorporated to conduct the rental housing inspections. In this instance, staff does not see any reason to charge the full fee and require a new application.

Mr. Wilfahrt stated that staff reviewed how other communities have resolved this type of issue, and found a number of them that allow for Rental Housing License transfers. Generally, the community amended their Rental Housing Ordinance to allow one (1) owner to transfer their License to another owner. This allows city staff to have updated contact information without requiring an additional inspection.

Mr. Wilfahrt stated that he spoke with the City's Building Inspector who did not see a need to do additional Rental Housing inspections. Presumably, if the new landlord wanted to do some work, they would be required to get a building permit and that would trigger an inspection anyway. Mr. Wilfahrt presented the amendment to the City's Rental Housing Ordinance. The transferred Rental Housing License would have the same terms and expiration date as the original License. The applicant would complete a form with their contact information and pay a fee. The fee will be established by the City Council in the City's annual Fee Schedule and will cover the administrative costs associated with the transfer of the Rental Housing License.

Mr. Wilfahrt stated that he had a conversation with the League of Minnesota Cities staff and they indicated that the City would not incur additional liability for allowing transfers of Rental Housing Licenses as long as the transferred License followed the term of the original License.

Mayor Stotko asked for public comment. No public comment was received.

Council Member Quast motioned to close the Public Hearing. Council Member Fasching seconded the motion. Motion carried 4-0.

Council Member Quast motioned to adopt Ordinance O-14-04 amending Chapter Fourteen (14), Section Five (5) of the Municipal Code of the City of Winsted concerning the transfer of Rental Dwelling Permits. Council Member Schulenberg seconded the motion. Motion carried 4-0.

4) No Old Business.

5) New Business

a) Southview Field - Permanent Fence

Mr. Wilfahrt stated that at the August 11, 2014 Park Commission Meeting, the Commission considered quotes for a permanent fence to be installed at Southview Field.

Mr. Wilfahrt stated that the Winsted Little League Association holds games and practices at Southview Field. The Field currently has access to a temporary fence that is nearing the end of its useful life. The permanent fence is necessary for some games and tournaments, and providing a permanent fence would be a long-term solution for the field. Providing a fence for Southview Field would allow the Little League Association to host tournaments that will bring people into the Winsted Community. Additionally, it will be an aesthetic improvement to one of the gateways of the City of Winsted.

Mr. Wilfahrt stated that the Winsted Little League Association obtained four (4) quotes for the proposed permanent fence. The quotes include an option for the fence to have a bottom rail for safety. The rail along the bottom prevents players and others from getting stuck underneath the fence when colliding with it. If the City were to buy the fence, the Little League Association would pay for the yellow plastic to be placed on top of the fence and install it themselves.

Mr. Wilfahrt stated that the low quote was \$9,520 without the bottom rail, and \$11,955 with the bottom rail. Both were provided by Midwest Fence out of South St. Paul, Minnesota. The fence is expected to last for thirty (30) years, and comes with a warranty for one (1) full year. If the City Council chooses to move forward with the installation of a permanent fence, staff would recommend doing so with the low quote.

Mr. Wilfahrt presented the four (4) quotes:

<u>Company</u>	<u>Without Bottom Rail</u>	<u>With Bottom Rail</u>
Pass Fence Incorporated	\$10,250	\$13,350
Glacier Incorporated		\$12,028*
		*(Bottom secured with wire, not rail.)
Midwest Fence	\$ 9,520	\$11,955
WC Services, Limited Liability Company	\$15,750	\$17,350

Mr. Wilfahrt stated the City has an annual budget of \$6,000 in the General Fund for park improvements which are used for general improvements to parks. For fiscal year 2014, there is \$4,405 remaining in the General Fund Parks Improvement line item. There is a separate General Fund budget in Parks for day-to-day maintenance expenses; so, the park improvement line item would not be impacted by expenses incurred for general park maintenance.

Mr. Wilfahrt stated that there is a Park Improvement Fee collected through the water and sewer billing each month that generates approximately \$15,000 annually. The collected fee goes into the Parks Capital Improvement Fund for park improvements. When the Park Improvement Fee was proposed to the Park Commission in the year 2012, it was intended to cover Park Capital Improvements; such as, playgrounds, ball field improvements, trail improvements, and more. Currently the Park Capital Improvement Fund has a balance of \$24,494.79 and is expected to generate another \$6,250 in the remainder of the year 2014.

Mr. Wilfahrt stated that if the City were to purchase the fence with the bottom rail, the City would use the remaining \$4,405 in the budget for improvements, and \$7,550 would come from the Park Capital Improvement Fund. After the expense of the permanent fence, the Park Capital Improvement Fund would have a balance of approximately \$16,944.79.

Council Member Quast stated that the installation of the permanent fence and the bottom rail is important to the safety of the children that play baseball and softball at Southview Park.

Council Member Schulenberg stated that with the installation of the permanent fence, baseball and/or softball tournaments will be held in Southview Park and this will bring more people to the Winsted Community; which will benefit Winsted businesses.

Council Member Fasching stated that if the City's Sign Ordinance would allow businesses to hang advertising on the newly installed fence, he would like to see that happen.

Council Member Schulenberg motioned to approve a quote in the amount of \$11,955 from Midwest Fence to purchase a chain link fence for Southview Field. Council Member Fasching seconded the motion. Motion carried 4-0.

b) Waste Water Treatment Facility - Pond Decommissioning

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, was in attendance at the City Council meeting. Mr. Saulsbury provided the City Council with an update on the decommissioning of the Wastewater Treatment Facility (WWTF) ponds and presented the proposal from Fergus Power Pump, Incorporated to complete land application of the ponds' bio-solids.

Background:

Mr. Saulsbury stated that as part of the City's existing National Pollutant Discharge Elimination System (NPDES) Permit the WWTF ponds must be decommissioned by January of the year 2016. The City has already done some of the decommissioning work and the remaining work is the removal and disposal of the bio-solids from the ponds. The bio-solids will be land applied and this is typically completed in the fall of the year. Due to the amount of bio-solids located in the ponds, two (2) fall application periods will be required. This means that bio-solids will need to be applied in the fall of the year 2014 and again in the fall of the year 2015 to meet the January, 2016 NPDES permit requirement.

Mr. Saulsbury stated that decommissioning of the ponds was included as an allowance item in the bid of the Waste Water Treatment Facility Improvements project with a budget of \$400,000. The intent of this allowance was to provide the funds to contract with a licensed bio-solids application contractor as well as a local contractor to perform miscellaneous tasks such as stockpiling bio-solids, building access ramps, and site grading. Previously the City had authorized Kubasch Excavating, Incorporated (Kubasch) to assist the City with stockpiling and dewatering of the bio-solids in the ponds. Kubasch will continue to work with the City and WWTF operations staff in this manner and will also assist in other ways as necessary. Since the Waste Water

Treatment Facility Improvements Project has been delayed, land application of the bio-solids will need to be conducted under a separate contract.

Remaining Work:

Mr. Saulsbury stated that as previously mentioned, the major task yet to be completed is land application of the bio-solids from the WWTF ponds. To accomplish this, Mr. Saulsbury presented the following tasks that need to be completed:

1. *Removal of Weed Growth in WWTF Ponds Two (2) and Three (3)*
Mr. Saulsbury stated that currently the bio-solids have a dense cover of weed growth on the surface which must be removed before the bio-solids can be applied to local farm fields. To complete this task a local cooperative will be hired to spray the weeds. Once the weeds are burned off, the bio-solids can be sampled to meet Minnesota Pollution Control Agency (MPCA) requirements prior to land application.
2. *Construction of Access Ramps*
Mr. Saulsbury stated that to provide access to the ponds, the City will need to construct access ramps for the bio-solids contractor. This task can be accomplished by either the City or Kubasch Excavating, Incorporated, depending on the availability of City staff.
3. *Land Application of Bio-solids*
Mr. Saulsbury stated that land application of bio-solids will be completed by the bio-solids contractor in two (2) separate application events in fall of the year 2014 and again in fall of the year 2015 in order to most cost effectively use the land application sites available to the City. Bio-solids from WWTF ponds two (2) and three (3) will be completed in fall of the year 2014 while removal from pond one (1) will occur in fall of the year 2015.
4. *Provide Positive Drainage from Ponds*
Mr. Saulsbury stated that to meet the pond decommissioning requirements of MPCA, positive drainage will need to be provided from each pond. To meet this requirement a culvert will need to be installed on the south end of each pond.

Bio-solids Land Application Proposal:

Mr. Saulsbury presented the proposal from Fergus Power Pump Incorporated of Fergus Falls, Minnesota to complete land application of bio-solids from the City's WWTF ponds. Mr. Saulsbury stated that Fergus Power Pump, Incorporated is a MPCA Type Four (IV) Certified Corporation trained and certified in bio-solids land application in accordance with MPCA and Environmental Protection Agency (EPA) rules. They are well experienced with land application of bio-solids and have assisted many other communities on similar projects.

Mr. Saulsbury stated that their scope of work would include the following items:

- Provide all personnel and equipment necessary to remove, haul, and land apply the bio-solids.
- Prepare the land application permit for the field sites required for land application of bio-solids.
- Prepare the annual report required by the MPCA.
- Provide technical support and consulting services to manage the disposal of the bio-solids.

Costs:

Mr. Saulsbury presented a summary of the remaining costs associated with decommissioning of the ponds.

Pond Decommissioning – Estimate of Remaining Costs	
Item	Cost
Spraying and Removal of Weeds	\$ 3,000
Construction of Access Ramps	\$ 10,000
Stockpiling of Bio-solids in Pond One (1)	\$ 15,000
Sampling and Laboratory Analysis	\$ 4,000
Land Application of Bio-solids (Fergus Power Pump, Incorporated)	\$ 310,000
Install Drainage Culvert from Each Pond	\$ 20,000
SUBTOTAL	\$ 362,000
Engineering Costs of Ten Percent (10%)	\$ 36,000
TOTAL COST	\$ 398,000

Mr. Saulsbury stated that the estimate for the total remaining costs is \$398,000. A portion of the cost, roughly fifty percent (50%), will be incurred in fall of the year 2014. The remaining costs will be associated with land application of bio-solids from Pond One (1) which will take place in fall of the year 2015. Costs incurred in the year 2015 could be lumped in with the Waste Water Treatment Facility Improvement Project and qualify for low interest financing.

Mr. Saulsbury stated that to ensure the decommissioning of the WWTF ponds is complete by January of the year 2016, as required by the City's NPDES Permit, it is recommended that the City Council approve a formal contract with Fergus Power Pump, Incorporated for land application of bio-solids from the WWTF ponds. It is also recommended that the final portion of this contract, which will take place in the year 2015, be funded through an allowance in the upcoming Waste Water Treatment Facility Improvements Project.

Mr. Saulsbury stated that to avoid any unnecessary delays and minimize engineering costs, he also recommends that the City Council authorize Bolton and Menk, Incorporated the authority to direct Kubasch Excavating Incorporated and Hutchinson Cooperative (Co-op) of Lester Prairie, Minnesota to complete the other tasks necessary for decommissioning of the ponds. Kubasch Excavating, Incorporated would construct the access ramps and stockpile additional bio-solids as necessary. The total estimated cost for their portion of the work is \$25,000. Hutchinson Co-op would spray the weeds for an estimated cost of \$3,000.

Mr. Saulsbury stated that there was only one (1) quote obtained for land application of the bio-solids due to the limited number of qualified bio-solids land application contractors in the area. Fergus Power Pump, Incorporated is the only local bio-solids contractor with considerable experience with jobs of this magnitude. As a firm, Bolton and Menk, Incorporated has attempted to work with other, less experienced bio-solids contractors and has not had positive experiences with the other contractors. Bolton and Menk, Incorporated has evaluated the costs proposed by Fergus Power Pump, Incorporated and deem them appropriate for the scope of work they are providing. Utilizing a proven, experienced bio-solids contractor will reduce engineering, administration, and legal costs and will ultimately provide the best results for the City.

Council Member Quast motioned to approve a contract with Fergus Power Pump, Incorporated for land application of bio-solids from the Waste Water Treatment Facility (WWTF) ponds. Council Member Schulenberg seconded the motion. Motion carried 4-0.

Council Member Fasching motioned to authorize Bolton and Menk, Incorporated to direct Kubasch Excavating Incorporated to complete tasks necessary to decommission the WWTF ponds including construction of an access ramp and stockpiling of bio-solids, and to direct

Hutchinson Cooperative (Co-op) of Lester Prairie, Minnesota to spray the weeds. Council Member Quast seconded the motion. Motion carried 4-0.

6) No Organization Reports.

7) Department Report

Winsted Police Department

Mr. Justin Heldt, Winsted Police Department Chief, reported on the following:

- **Winstock Country Music Festival – Emergency Medical Services (EMS) Drill:**
 - The EMS Drill is scheduled for Tuesday, September 9, 2014 at 6:00 p.m. The Drill will be held on the Winstock Country Music Festival grounds and in the surrounding area. Assistance for the Drill will come from the local Fire Department, EMS personnel, and Police agencies.
 - In the years of 2012 and 2013, plans were being made to apply for a grant to assist in costs and training equipment for the EMS Drill. However, in August of the year 2013 the person and/or training company that was going to plan the Drill and apply for the grant informed the City that the preparations were not made. As a result, the Drill was postponed.
 - Through March of the year 2014 there was no contact with this person and/or the training company and Mr. Heldt and the Winsted Volunteer Fire Department (WVFD) Chief, Mr. Chad Engel decided to move forward with the Drill without applying for the grant to ensure the drill is done this year.
- **Winstock Country Music Festival:**
 - The year 2014 Winstock Country Music Festival went well.
 - The large amount of traffic on Thursday, June 12, 2014 made travel difficult; especially for some of the businesses whose employees must exit work from McLeod County Road One (1). Unfortunately, there is little that can be done to alleviate this issue. When possible the Winsted Police Department attempted to provide traffic control at intersections and business entrances and/or exits during these times.
- **New Police Squad:**
 - The new police squad purchased in the year 2014, (squad number 514), is fully equipped and now being used for patrol.
- **Interview Room:**
 - The new recording system has been installed in the interview room and is working well.
 - Mr. Heldt stated that he has conducted recent interviews and when uploading the footage to the Winsted Police Departments report system, it only took approximately five (5) minutes to complete. The former recording system took a minimum of one (1) hour to upload to the Police Departments report system.
- **Department Issued Firearms:**
 - The Winsted Police Departments issued firearms have arrived. The Police Officers will be training with them soon and will be carrying them on duty after they qualify with them.
- **Winsted National Night Out:**
 - Was held on Thursday, August 7, 2014 in the area of the Main Avenue West Football Field.
 - Participants included the North Memorial Hospital's emergency helicopter, the Minnesota Department of Natural Resources, the Minnesota State Patrol, the McLeod County Sheriff's Office, Winsted Volunteer Fire Department, and Ridgeview Medical Center's ambulance service.
 - It was well attended by Winsted residents.
 - Mr. Heldt thanked all those who attended and/or assisted with the events and activities that evening.
- **Winsted Summer Festival:**
 - There were no issues during the Winsted Summer Festival events and/or activities. It was a busy weekend for the Winsted Police Department; however, the calls were unrelated to the events and/or activities of the Winsted Summer Festival.
 - The parade went well.
- **Statistics:**
 - Mr. Heldt presented the following statistics from January, 2014 through June of 2014:
 - ✓ The total number of domestic calls for the first six (6) months of the year 2014 is eighteen (18); compared to twenty-five (25) total in the entire year of 2013.
 - ✓ The number of vulnerable adult investigations has totaled six (6); compared to only two (2) for the entire year of 2013.

- ✓ In the aforementioned time period, felony drug arrests have totaled four (4); compared to five (5) for the entire year of 2013.
- ✓ The total number of medical calls for the first six (6) months of the year 2014 is seventy-nine (79); compared to the total of 175 in the year 2013.

➤ **Fourth Full-Time Police Officer:**

- Mr. Tyler Bruns, the fourth full-time Police Officer is going through the background investigation process at this time. Upon successful completion of the background investigation and the psychological process, he will begin training in mid to late September of the year 2014.

8) Open Forum

a) Winsted Summer Festival – Fun Run

Mr. Bert Hertzog, 10392 Common Street Southwest, Winsted, Minnesota addressed the City Council sharing his concerns regarding the safety of the Winsted Summer Festival's *Fun Run* allowing participants to run on City streets.

Mr. Hertzog recommended that in the future, the *Fun Run* be conducted on the Luce Line State Trail.

9) Announcements

a) Dunwoody College of Technology – Welding School

Mr. Wilfahrt announced that the Dunwoody College of Technology's Welding School will be operating in the building located at 150 . 2nd Street South in the City of Winsted and classes will be starting in the fall of the year 2014.

Mr. Wilfahrt stated that if individuals are interested in taking welding classes at the Winsted campus, they can contact City Hall for more information.

10) Adjournment

Council Member Quast motioned to adjourn the meeting. Council Member Schulenberg seconded the motion. Motion carried 4-0.

The meeting was adjourned at 6:45 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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