

City of Winsted
City Council Work Session
Lewis Room
Tuesday, October 17, 2017
5:00 p.m.

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

Staff Present: Mr. Daniel Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer

Also Present: Mr. Jake Saulsbury, Bolton and Menk, Incorporated
Ms. Jayme Krauth, Meeker McLeod Sibley Public Health
Ms. Anna Bohanon, Wright County Public Health

I. Call to Order

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

II. Safe Routes to School (SRTS) Presentation

Mr. Daniel Tienter, City Administrator, stated that representatives were present to discuss the Safe Routes to School Program. Mr. Tienter stated that the City has been working with neighboring cities and the Howard Lake-Waverly-Winsted (HLWW) School District to apply for a planning grant to ultimately create an SRTS plan.

Ms. Jayme Krauth, Meeker-McLeod-Sibley Public Health, and Ms. Anna Bohanon, Wright County Public Health, introduced themselves and stated that they partner with HLWW School District. Ms. Krauth stated that she and Ms. Bohanon both work with the State Health Improvement Partnership (SHIP) through the Minnesota Department of Health. SHIP works across Minnesota to create good health. Ms. Krauth explained how SHIP works to do this.

Ms. Bohanon stated that SRTS is a combination of the community and the school district's piece for the different strategy areas of SHIP. The HLWW School District was one of 15 school districts in the State of Minnesota that was awarded the 2017 Planning Assistance Grant. The SRTS Planning Assistance Grant is the first step for schools to assess their current walking and biking conditions. It can help decide what needs to be done to implement the SRTS program, and help increase walking and biking to school and to other areas throughout the community. After a plan is developed, it can be used as a blueprint to apply for funds to advance infrastructure and non-infrastructure items. Infrastructure includes things like sidewalks, crosswalks, and signage; non-infrastructure includes things such as educational programs, events and enforcement.

Ms. Bohanon provided examples of events that currently take place like National Walk to School Day where a satellite drop-off location is designated and students are brought to that location to walk to school as a group and bike fleets that teach basic traffic safety with biking on the roads.

Ms. Bohanon stated that the planning process analyzes existing data that the community has and sets a prioritized list of strategies to make it easier and safer for youth and citizens to walk and bike. The HLWW School District includes rural areas, so there are obstacles to overcome, but there could be ideas like establishing satellite drop-off stations where parents could drop off kids so they could walk.

Ms. Krauth stated that some communities establish that any children that live within one mile of the school cannot use the transportation system. Some have walking school buses or if many children live in one neighborhood, there may be a parent or staff volunteer that walks those children to school.

Ms. Bohanon stated that there have been previous attempts to gain funding for infrastructure that have not been successful; however, having an SRTS plan may help when applying for infrastructure grants. The Plan is the first step in applying for the infrastructure and it is one of the items looked at on the grading rubric when looking for the best candidates to receive grant funds.

Council Member Henrich asked about security at the satellite locations for the safety of the children. Ms. Bohanon stated that this safety concern will need to be addressed as the plan is developed to ensure that appropriate amounts of supervision exist.

Ms. Krauth stated that administration from the HLWW Junior/Senior High School will not recommend children walking to school because of the school's location. Ms. Bohanon stated that the planning workshop for the district will consider setting short and long term goals, and whether or not having a trail between Howard Lake and Winsted could be a long term goal. In order to install a trail, the cities, townships and the counties need to be supportive for cost and maintenance of the trail. There are a lot of items to consider before applying for transportation alternative funds to build a trail.

Council Member Schulenberg asked about timelines for SRTS. Ms. Bohanon stated that a planning workshop will take place in November, 2017 with a solidified plan set in June, 2018. Implementation of the plan will be up to the HLWW School District and the communities.

Mr. Tienter stated that once the plan is developed, it may call for local cost contribution for infrastructure program improvements. Those individual items will be addressed by the City Council at that time.

III. Food for Fines Program

Mr. Tienter stated that there was recent discussion regarding the McLeod County Emergency Food Shelf running low on donations. A Food for Fines program is one way that cities may help. Mr. Tienter stated that administrative citations issued by the Police Department for parking violations are a type of revenue that may help. The City may accept food donations in lieu of a fine; and those food donations may be passed along to the McLeod County Food Shelf.

Mr. Tienter stated that the Food for Fines program proposes to donate undamaged, unexpired, unopened and non-perishable food items of the same or similar value as the administrative citation, which is \$35.00 per the City's fee schedule, in lieu of the usual payment. The program proposes this for the month of November, 2017 only. These donations may be accepted 30 days after the issuance of the citation. The City would then convey the food donations to the McLeod County Emergency Food Shelf at the beginning of January, or approximately 30 days after the citation was issued in November, 2017.

Mr. Tienter stated that Mr. Justin Heldt, Winsted Police Chief, supported the program.

Council Member Henrich asked if this program only applied to parking administrative citations or to all administrative citations. Mr. Tienter stated that at this point, only parking administrative citations are eligible for the program.

Mr. Tienter stated that City staff contacted other cities in McLeod County to see if they were interested in participating in concert with the City of Winsted. The City of Glencoe already has a similar program on their own. The cities of Lester Prairie and Hutchinson have expressed interest, but are awaiting approval from their respective governing bodies.

Mr. Tienter stated that this program would be approved on a one-time basis, so if the Council was supportive, this first year would be considered the experimental year. If the City finds the program successful and worth continuing, it would be brought back to the City Council's attention again next year.

Mr. Tienter stated that in order to get the program information in the Utility Billing insert, it is recommended for approval through resolution on tonight's City Council Consent Agenda.

IV. McLeod County State Aid Highway (CSAH) 5 Extension Corridor Study

Mr. Tienter stated that the City Council has been discussing partnership with McLeod County on certain road projects in recent City Council Work Sessions and the CSAH 5 Extension Corridor Study is one of those road projects. Mr. Tienter stated that City staff has met with the McLeod County Engineer regarding this extension which would go north of the Industrial Park. As part of the discussion, McLeod County and the City have talked about a study that would outline how the road would be developed once the time came.

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, stated that a letter outlining the scope of the work for the study was included in tonight's City Council packet. The scope of work includes:

- Traffic data and turning movement collection
- Soil borings and geotechnical recommendations
- City/County staff meetings and public open house
- Corridor and intersection analysis items
- Conceptual design layouts and cost estimates

Council Member Ollig asked where the road would go. Mr. Saulsbury stated that the plan would be to ultimately connect McLeod County Road 1 to McLeod County Road 9. Currently there is not a road there, or a study; the study is proposed to allow the City to respond accordingly when development occurs in the future. In the Industrial Park Feasibility Study the need for water main looping was discussed. Currently, the Industrial Park is an island. There is a 10 inch water main that travels down McLeod CSAH 1. As the Industrial Park acquires businesses, a more reliable continuous water source is needed. At some point, the most logical point is along or somewhere close to this corridor.

Mr. Saulsbury stated that the estimated fee for the study is \$40,000.

Council Member Ollig asked if the study would give an estimate on the reduction of traffic that may occur on Baker Avenue if the CSAH 5 extension is completed. If a trail would be placed on Baker Avenue, reduced traffic would help. Mr. Saulsbury stated that could be included as part of the study.

Mayor Stotko asked if McLeod County would participate in any of the engineering costs. Mr. Saulsbury stated that the McLeod County Engineer has stated that he would approach the McLeod County Board to request a 50% cost share.

Council Member Ollig asked if the extension would be a county road. Mr. Saulsbury stated that is yet to be determined. If it was determined a county road, there could be discussions of turning Baker Avenue back to the City. Mr. Saulsbury stated that the main objective now is to prepare a plan for the road, so it is possible to apply for grant opportunities when they arise.

Mr. Tienter stated that he and Mayor Stotko met with representatives of Winsted Township and McLeod County a few months ago to discuss the location of a recycling drop-off site for Township residents somewhere in the City of Winsted. During that meeting, it was determined that there was not a location that was owned by the City that could host the site. It was discussed at that meeting that a CSAH 5 extension would likely require the relocation of the current brush site which is located next to the Waste Water Treatment Facility. The proposed study includes information regarding an accommodation to co-locate a recycling drop-off site with the relocated brush site.

Mr. Tienter stated that the study is needed because the City anticipates the community to expand to the south, especially with the new Industrial Park development and locating new tenants for it, and also some of TetraPak's stated expansion plans. This allows the City to respond to development and to improve infrastructure and transportation.

Council Member Ollig asked how the City's portion of the study would be funded. Mr. Tienter stated through the Street Capital Improvement Plan that has ample fund balance to support the cost of the study.

V. Other

a) Amended Consent Agenda – Item m. Resignation - Winsted Police Department – Reserve Officer

Mr. Tienter stated that the City Council Agenda has been amended for tonight's meeting to include Consent Agenda Item m. to authorize the resignation of employment by Mr. Alan Melquist as a Reserve Officer with the Winsted Police Department, effective October 17, 2017.

b) Painted Street Light

Council Member Henrich asked if the City was going to act on the street light that Millerbernd painted for the downtown light pole refurbishment project. Mr. Tienter stated that Millerbernd stripped, galvanized and re-painted a pole and placed it near the old Mid-Am building. The City is waiting for a back-ordered fixture for this pole. Once that is installed, the City Council will look at the pole and decide if it is a pole that could be used in the rest of the downtown area.

c) Winsted Municipal Airport Runway Improvement Project

Ms. Fitzgerald asked what the next step was for the runway improvement project. Mr. Tienter stated that there is a meeting scheduled with the Federal Aviation Association (FAA) on October 26, 2017 to discuss the next steps in the process and to make sure that the City is collecting the appropriate amount of information that they would like in order for the City Council to make a decision about the project. Mr. Tienter stated that a Land Acquisition report would likely be given at the November 7, 2017 City Council meeting, but is dependent upon what the FAA conveys at the October 26th meeting regarding what they need for documentation.

Mr. Tienter stated that he has asked ProSource Technologies and Bolton and Menk, Incorporated to prepare memoranda. ProSource Technologies should outline all the efforts that have happened to date and the discussion they have or have not had with the property owners. Bolton and Menk, Incorporated should outline the next steps in the process. These will be reviewed at a future City Council Meeting.

Council Member Fitzgerald stated that ProSource Technologies could have done a better job. The letter received by the property owners from ProSource Technologies was misinterpreted. Mr. Tienter stated that City staff has conveyed the concern regarding the content of the initial letter that was sent to the property owners. He assured the City Council that ProSource Technologies was made aware of the City's concerns.

d) McLeod For Tomorrow – October 26,2017

Mr. Tienter stated that a McLeod for Tomorrow Leadership session will take place at City Hall on Thursday, October, 26, 2017. Mayor Stotko and Council Member Ollig will be speakers.

VI. Adjourn

Council Member Fitzgerald motioned to adjourn the Work Session. Council Member Henrich seconded the motion. Motion carried 5-0.

The Work Session was adjourned at 5:50 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted