

City of Winsted
City Council Work Session
City Hall – Vollmer Room
Tuesday, February 20, 2018
4:30 p.m.

Council Members Present: Mayor Steve Stotko
Council Member Mike Henrich
Council Member Tom Ollig
Council Member George Schulenberg
Council Member Patty Fitzgerald (via conference call)

City Staff Present: Mr. Dan Tienter, City Administrator
Ms. Amanda Zeidler, Deputy City Clerk

Also present: Mr. Jake Saulsbury, City Engineer, Bolton and Menk, Incorporated
Mr. James Connor, Protective Coatings and Welding Specialist, Bolton and Menk, Incorporated
Mr. Steve Ebert, Park Commission Member
Ms. Evelyn Fowler, Park Commission Member

I. Call to Order

Mayor Stotko called the meeting to order at 4:30 p.m. in the Vollmer Room at Winsted City Hall.

II. Veterans Memorial Proposal, Hainlin Park

Mr. Dan Tienter, City Administrator, stated that on August 2, 2017, City staff met with representatives of a group of residents interested in constructing a Veterans Memorial (Memorial) in Hainlin Park near McLeod County Road No. 1. He stated that during the meeting, the group reviewed the general concept, possible locations, and likely City requirements for the Memorial project. As a result of this discussion, City staff requested additional information, such as a cost estimate and design renderings for the proposed park improvement.

Mr. Tienter stated that the Park Commission (Commission) adopted the Park System Dedication and Donation Policy (Policy) on August 14, 2017, which provides guidance regarding the donation and/or naming of various park amenities. Most notably, the Policy established cost contribution thresholds for both project and operating costs (i.e., 15-year operating endowment). Mr. Tienter stated that City staff anticipate the City Council to formally adopt the Policy at their February 20, 2018 Regular Meeting.

Mr. Tienter stated that City staff and a representative of the Group continued project development discussions on December 20, 2017, by reviewing design renderings for the proposed Memorial. Following that meeting, City staff referred the matter to the Commission for further review. Mr. Tienter stated that the Commission reviewed the proposed Memorial on January 8, 2018, and requested additional information, specifically a concept-level cost estimate, specific location parameters, and clarification regarding the operation and maintenance requirement outlined previously.

Mr. Tienter stated that the Commission continued their review of the proposed Memorial on February 12, 2018, and based on the expanded presentation, it displaces approximately five (5) trees and costs approximately \$125,000, excluding any operating costs. Mr. Tienter stated that therefore, the Group arranged for the Winsted American Legion (Legion) to satisfy any operations requirements (e.g., labor, electricity). He added that the Legion would also serve as the fiscal agent for the proposed Memorial, which would necessitate improvement and operation agreements with the City as the park system authority.

Mr. Tienter stated that as part of the 2018 Budget Process, the Commission encumbered all available, discretionary Park and General Fund monies to support Master Plan related improvements. As such, the Commission opted to not recommend any financial support for the proposed Memorial

until 2019, pending further review. As such, the Group plans to solicit donations from the Winsted community to fund the project.

Mr. Tienter stated that given the information provided to date, the limited financial exposure of the City and the desire to host the proposed Memorial, the Commission recommended the Council approve the project, and any agreements related thereto, at their March 6, 2018 Regular Meeting.

Mr. Tienter noted that following the fifteen (15) year maintenance period, it is assumed that the City of Winsted would take over the maintenance of the park. He also noted that the Group has stated that it will replace any trees that are removed for the purpose of this Memorial.

Council Member Schulenberg asked if City staff has contacted other cities to see if they have completed a project similar to this. Mr. Tienter reviewed information received from other cities, based on the questions they faced when completing similar projects. Mr. Tienter also discussed the funding for this project and stated that there are no “best practices” for funding a memorial.

Mr. Tienter noted that representatives of the Veterans Memorial Proposal had been invited to answer questions and to review the proposal with the City Council. He directed the City Council to continue with the remaining agenda items until all of the representatives were in attendance.

III. Water Tower Rehabilitation Project – Exterior Design

Mr. Jake Saulsbury, City Engineer, Bolton and Menk, Incorporated, introduced Mr. James (Jamie) Connor, Protective Coatings and Welding Specialist, Bolton and Menk, Incorporated. Mr. Saulsbury noted that the water tower is a visible project and the exterior design will be present for approximately twenty (20) years, so it is an important decision that requires City Council input.

Mr. Connor presented information and exterior design options related to the Water Tower Rehabilitation Project. He conveyed the following information:

- Tower Information
- Previously Completed Project Items
- Proposed Project Timeline (Approximate)
- Painting Options
- Additional Installations and Repairs

Mr. Connor presented six (6) renderings for the City Council to review with regard to color and logo. He stated that the renderings include views from the east and west due to lighting and availability for photography; however, he envisioned the artwork to face north and south.

The City Council discussed the renderings and various options, as well as the cost estimates for each. Mr. Connor explained that the proposed paint for the Tower tends to have a finish that cleans easier and repels dirt and mold.

After some deliberation, the City Council authorized the same design as the existing Tower, painting the color that is the same or similar to the existing paint color, and to use brown “Winsted” text in block lettering without a logo. Mr. Connor requested project plans and specifications from the 1994 recoating project to determine the actual color information.

Mr. Connor reviewed additional work that will be completed during the rehabilitation project and noted that the next coating will likely be completed in twenty years, sometime between 2038 to 2040. He also stated that structural analysis is completed during every installation on the Tower, including the installation of radio and cellular antennas.

Mr. Connor stated that timing will depend partially on the contractor and the number of workers; however, work will not begin until after the Winstock Country Music Festival in June, 2018.

IV. Other

a) Amended Agenda – February 20, 2018 Regular Meeting

Mr. Tienter stated that the February 20, 2018 Regular Meeting has been amended to authorize the appointment of Mr. Cody Cuhel to the Winsted Economic Development Authority (EDA). He noted that with this appointment, all advisory commission appointments will be filled.

b) League of Minnesota Cities (LMC) Legislative Conference

Mr. Tienter invited the Mayor and Council Members to attend the League of Minnesota Cities (LMC) Legislative Conference in St. Paul, Minnesota, March 21 – 22, 2018. Mr. Tienter reviewed some of the events that will be offered and stated that the fee to attend the conference is \$99. He stated that the City Council can contact City Staff if they would like to register for this event.

Council Member Ollig made a motion to recess the Work Session from 4:45 p.m. to 5:00 p.m. to allow time for the representatives of the Veterans Memorial Proposal to attend the meeting. Council Member Schulenberg seconded the motion. Motion carried 5-0.

Council Member Ollig motioned to call the Work Session to order at 5:00 p.m. Council Member Schulenberg seconded the motion. Motion carried 5-0.

II. Veterans Memorial Proposal, Hainlin Park (Continued)

Mr. Dave Gailey, Mr. Dick Langenfeld and Mr. Mitch Littfin were in attendance to present information and renderings for the Veterans Memorial.

Mr. Langenfeld stated that the concept for the Veterans Memorial began in April, 2017 and noted that Mr. Littfin is the concept and project designer.

Mr. Gailey presented the proposed design components to the City Council. He also reviewed options for donations and memorials that will be available for purchase to help defray the cost of the Memorial. Mr. Gailey and Mr. Littfin reviewed the proposed lighting designs. Mr. Littfin reviewed the dimensions and proportions that have been suggested throughout the site. Mr. Gailey reaffirmed that there is a commitment from the Winsted American Legion to provide maintenance for the next twenty (20) years.

Mr. Gailey stated that there is a Veterans Memorial Committee, which consists of approximately eight (8) members. He also stated that members of the Committee have toured several other memorials in other towns and noted that this proposal was created to be unique to the City of Winsted.

Mr. Langenfeld and Mr. Gailey provided the desired timeline and noted that they would like to see the project proceed at whatever pace is needed; however, they would like to maintain the momentum on this project.

Mayor Stotko thanked the group for the presentation. The City Council offered support for the design and concept.

Mr. Tienter stated that if the City Council supports the project, they will need to provide direction to the City Administrator and authorization to move forward with the necessary agreements at the March 6, 2018 City Council Meeting.

V. Adjourn

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

The Work Session adjourned at 5:45 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

Amanda Zeidler, MCMC
Deputy City Clerk
City of Winsted