

City of Winsted
City Council Work Session
Lewis Room
Tuesday, January 19, 2016
5:00 p.m.

Present: Mayor Steve Stotko
Council Member Tom Ollig
Council Member Bonita Quast
Council Member George Schulenberg

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

I. Call to Order

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

II. Farm Lease Agreement

Mr. Tienter distributed a draft copy of the proposed *Farm Land Lease Agreement*.

Mr. Tienter stated in October, 2015, representatives of Otto Farm Operations, Incorporated, approached the City of Winsted about a land lease agreement permitting Otto Farms to remove grass and/or hay from approximately forty (40) acres of land acquired by the City for expansion of the industrial park. Before acquisition by the City, Otto Farms held a similar land lease with the previous owners.

Mr. Tienter stated that the proposed *Farm Land Lease Agreement* authorizes Otto Farms to continue this arrangement. It also provides for the following terms and conditions:

- ❖ Lease expiration date of December 31, 2016;
- ❖ No rent payment in exchange for the service to remove the grass and/or hay as a service to the City for maintenance of the Industrial Park expansion land;
- ❖ Allow for the possible use of the land in question for the Winstock Country Music Festival; and
- ❖ Maintain the property in a state of good condition or repair and return it to the City in same or similar condition.

Additionally, as mentioned during a previous City Council Work Session, the City has also temporarily leased a small portion of the property in question to Ram Buildings, Incorporated, for the storage of clean fill. Per the existing agreement, this lease ends on June 1, 2016.

City staff recommend the City Council authorize the City Administrator to execute an agreement with Otto Farms to allow for the removal of grass and/or hay from land described in the attached agreement, generally referred to as the industrial park expansion under the general term mentioned above.

Council Member Ollig stated the Winstock Country Music Festival Committee has inquired about using the property in the event there is a large amount of rain during the Festival. He advised the

Committee to contact the City Administrator, Mr. Dan Tienter. Mr. Tienter noted he has not received any correspondence to date from them.

The City Council discussed and agreed to enter into a *Farm Land Lease Agreement* with Otto Farms.

III. City Storage Policy

Per City Council request, City staff explored options for securing the areas used to store sensitive City documents and information. City staff contacted several vendors to obtain quotes for installing a partition. Two vendors responded: Ram Buildings, Incorporated, and Century Fence Company.

Ram proposes to construct an approximately eight foot sheetrock wall with a three foot welded wire screen between the top of the wall and the ceiling. Access would be provided with a steel door. According to the bid, this approach would cost approximately \$5,433.

Century proposes to install a steel fencing system from floor to ceiling with a 6' x 11' sliding fence gate to allow access. According to the bid, this approach would cost approximately \$3,587.

After reviewing these options, City staff recommends the Council authorize the City Administrator to enter into an agreement with Century for up to \$3,600. The money would come from the 2016 Facilities Capital Improvement Program (CIP) budget.

Assuming the Council supports improvements to the City Hall storage room, City staff will begin reorganizing the room layout to maximum storage options and space. However, the installation of a security partition will also limit the available, unsecured space for outside organizations to store equipment, records, supplies and other materials within the City Hall storage room. City staff recommends the City Council further explore and revise the Facilities Use Policy to determine a rental and storage policy, access procedures and use priorities.

Council Member Quast asked how many organizations currently use the storage room. Mayor Stotko indicated the Chamber of Commerce, the Lions, the Watershed Association, the Township, and the Boy Scouts currently use the storage room.

Mr. Tienter stated the City will contact the organizations to let them know that they may have to store their items in another location during construction. Mr. Tienter stated that staff will also prepare a draft policy for storage of organizations' items and that staff will bring this item back to the next City Council meeting.

IV. Winsted Police Department – Year 2016 Squad Car Purchase

Mr. Tienter gave a brief history of City of Winsted squad car purchases and an update on the current Department vehicles. At present, the Department maintains the following vehicles:

- ✓ 2010 Ford Crown Victoria (approximately 104,000 miles);
- ✓ 2013 Ford Interceptor SUV (approximately 84,000 miles); and
- ✓ 2014 Ford Interceptor SUV (approximately 31,000 miles).

On December 15, 2015, the Council approved the 2016–2020 Police and Public Works Departments Capital Equipment Plan (CEP), which included the purchase of a new Department vehicle in 2016.

City staff recommend the Ford Interceptor SUV, which appears similar to a Ford Explorer, due to its increased viewing ability (i.e., larger windows), better clearance for response during winter

weather events and increased comfort for police officers. The two vehicles currently in service are both Ford Interceptor SUVs.

City staff contacted the dealership awarded with the State of Minnesota contract for this vehicle, Nelson Auto Center of Fergus Falls, MN, and received pricing for a 2016 Ford Interceptor SUV. City staff also requested additional items to ensure a same or similar set-up to the two other Department vehicles. Maintaining a similar set-up across all vehicles is important for safety and training purposes. City staff also requested a quote for a light bar, an item not currently installed on the other vehicles. A light bar will provide increased visibility, which will improve both officer and public safety.

At present, City staff estimate the cost of a 2016 Ford Interceptor SUV to be approximately \$31,276. City staff are also negotiating a trade-in value for the 2010 Ford Crown Victoria. Although a value for the vehicle has not been agreed upon, City staff estimate a trade-in value of \$3,000, which would reduce the total cost to \$28,276.

Nelson Auto Center, Preliminary Interceptor SUV Quote	\$31,276
Less: Estimated, Nelson Auto Center Trade	\$3,000
<i>Estimated, Total Vehicle Cost</i>	<i>\$28,276</i>

Mr. Heldt stated that in addition to the vehicle itself, the Department must also purchase a variety of equipment necessary to perform everyday policing activities, such as cameras, light bars and radar. If possible, the Department will attempt to reuse vehicle equipment from the 2010 Ford Crown Victoria. Equipment that can no longer be used by the Department may be sold by the installer. The City would be issued credits for these sales, which can be applied to the cost of outfitting the new vehicle. City staff recommends such an arrangement. The new vehicle will be equipped with the items listed below:

Cage	\$2,200
Equipment & Set-Up	\$8,500
Camera	\$5,000
Radar	\$3,000
Storage Cabinet	\$1,300
Light Bar	\$1,900
Push Bumper	\$265
Graphics	\$500
Less: Estimated, Equipment Credits	\$1,000
<i>Estimated, Total Equipment Cost</i>	<i>\$21,665</i>

The Ford Explorer Interceptor SUV has a warranty included in the purchase cost:

- Three year, 36,000 mile bumper to bumper warranty; and
- Five year, 60,000 mile power train warranty.

City staff is also exploring a separate quote for a five year, 100,000 mile extended warranty. This has not been received at this time.

Given the above estimates and quotes, the estimated, total purchase price of the 2016 Ford Inceptor SUV is \$49,941. Due to possible fluctuation in the purchase cost based upon the day the purchase takes place, City staff recommends that the Council authorize the City Administrator to purchase a 2016 Ford Interceptor SUV in an amount not to exceed \$52,000. As mentioned above the 2015 – 2020 Public Works and Police Department Capital Equipment Program budgeted \$50,000 for this purchase.

Estimated Vehicle Cost:	\$28,276
Estimated Equipment Cost:	\$21,665
<i>Estimated Total Cost:</i>	<i>\$49,941</i>

If the purchase is approved, the vehicle would be used by the night shift, which, per Department policy, uses the most recently purchased vehicle. During winter weather events, it would be used during all shifts.

Mr. Tienter stated by purchasing the vehicles through the state contract, the City will receive a lower price.

Council Member Schulenberg asked how long it would take to receive the vehicle. Mr. Heldt indicated it would be three to four months.

The City Council discussed and directed City staff to proceed with the purchase of the new squad.

V. Other

a) Consent Agenda

Mr. Tienter stated there are no additional amendments to the Council. Mr. Tienter noted that included on the agenda is a notice of quorum of the City Council from 8 a.m. to 4 p.m. but the actual time will be from 9 a.m. to 3 p.m.

b) Three candidates for the City Council Member position.

Mr. Tienter reported the time period for applications for vacancies on the City Council closed today at 4 p.m. and that the City has received three applications. Given the number of applications received, there is no need for the Personnel Committee to meet tomorrow and that the City Council can simply interview the applicants rather than have Staff screen them first. Interviews will be conducted on Thursday beginning at 5 p.m. City staff is in the process of drafting some possible interview questions as well as some information on each candidate. Each applicant will undergo approximately a 30-minute interview.

c) City Audit

Mr. Tienter reported City staff had an audit meeting last week and that the audit has officially begun. It is expected the audit will take several months to complete.

d) Documenting of Capital Expenditures

Mr. Tienter stated he has asked the auditor to look at a more thorough and detailed way to budget for capital improvement projects. Currently the City has one 600 fund that is broken out as needed and the auditor provides one spreadsheet covering all the projects. City staff would like to have those projects reflected in individual funds so revenues and expenditures can be assigned per project.

e) Status of Blight – 161 McLeod Avenue

Council Member Ollig asked for an update on this item.

Mr. Tienter provided the following update:

- ✓ City has sent a letter to the owner of the property and also the renter of the property and they are still within the period to respond.
- ✓ This issue has been going on since 2010 and City staff has attempted a number of times to contact the owner.
- ✓ Under City ordinances, the City is allowed to work with the renter since he has control of the property.
- ✓ Due to the winter weather, the City will not begin eviction.
- ✓ City staff is working with the homeowner and/or renter to rectify the issues that need to be repaired.

f) New contract with Skydive the Lakes

Mr. Tienter stated he has met with the new owner of Skydive the Lakes and City staff has begun negotiations on a new contract. No substantive discussion on fees or rates has occurred at this point and City staff will take the owner's requests under advisement, such as a change in the fees. A meeting will likely be held in two to three weeks. Following that, City staff will bring a recommendation forward to the City Council.

Council Members discussed complaints they received and it seems to be fewer than in the past.

Council Member Schulenberg asked if the owner is looking for a one-year extension. Mr. Tienter stated based on the preliminary discussion so far, the owner has expressed interest in a one-year extension, but that it could evolve.

g) Governor Dayton's Bonding Proposal

Mayor Stotko updated the Council regarding a conversation he had with the Legislative Director from the MPCA today wanting to know if the City would support Governor Dayton's proposal regarding additional bonding for wastewater treatment facilities. Mayor Stotko stated he will send her an e-mail tomorrow regarding the amount of money the City will be expending on their wastewater treatment facility project and the monetary impact this project will have on the residents and local businesses.

Mr. Tienter noted Governor Dayton did release his bonding proposal last week and it included \$62 million for wastewater treatment facility improvements. The money is intended to provide funding for future projects and to provide additional money for grants.

Council Member Schulenberg stated he read about three weeks ago that the legislators are considering reducing Local Government Aid.

Mr. Tienter stated the issue of Local Government Aid is expected to come up in this year's legislative session given the expected surplus of \$1.9 billion. The City of Winsted uses Local Government Aid to reduce property taxes.

Mayor Stotko asked if the City should send a petition or letter of support to the Governor encouraging the legislature not to reduce Local Government Aid. Mr. Tienter stated The City Council can adopt a legislative platform, which would essentially be a series of resolutions detailing the City's legislative positions on various issues and/or topics being discussed by the Minnesota State Legislators. City staff is also exploring the possibility of having some type of legislative meeting where the City's state representatives would be invited to speak.

The City Council discussed and agreed that the City should explore ways in which the City or County could adopt similar legislative platforms.

VI. Adjourn

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

The meeting was adjourned at 5:40 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

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