

City of Winsted
City Council Meeting
Council Chambers
Tuesday, February 7, 2017
6:00 p.m.

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

Absent: Council Member Patty Fitzgerald

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

Also Present: Mr. Jake Saulsbury, Bolton and Menk, Incorporated

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

a) The Pledge of Allegiance was taken.

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council – Work Session – December 20, 2016

Approved the minutes of the City Council Work Session on December 20, 2016.

b) Minutes – City Council – Work Session – January 3, 2017

Approved the minutes of the City Council Work Session on January 3, 2017.

c) Resolution R-17-10 – Winsted Volunteer Fire Department Relief Association – Gambling Contribution

Adopted Resolution R-17-10 to accept a contribution from gambling proceeds from the Winsted Volunteer Fire Department Relief Association in the amount of \$11,000 to be dedicated toward the Winsted Volunteer Fire Department Capital Improvement Plan.

d) Computer Services Agreement – McLeod County

Authorized the Mayor and Police Chief to execute an agreement between the City of Winsted and McLeod County to provide computer equipment and services to the Winsted Police Department.

e) Appointment – Economic Development Authority (EDA)

Appointed Mr. Jacob Schlagel to the City of Winsted Economic Development Authority (EDA) with a three (3) year term, expiring December 31, 2019.

f) Appointment – Winsted Volunteer Fire Department

Appointed Mr. Tyler Nelson to the position of Volunteer Firefighter with the Winsted Fire Department contingent upon passing a criminal background check and a drug and alcohol test.

g) Gambling Permit – Crow River Chapter 108 Ducks Unlimited

Approved a gambling permit for Crow River Chapter 108 Ducks Unlimited, with no waiting period, to hold a raffle at The Blue Note Ballroom on April 3, 2017.

h) Crazy K Walk and Run – Crazy Coffee and Edibles

Authorized Crazy Coffee to sponsor a Walk and Run event on City streets and property on Saturday, April 1, 2017, on a route approved by the Winsted Police Chief.

i) All-Terrain Vehicles (ATV) – Crazy Coffee and Edibles

Approved the operation of All-Terrain Vehicles (ATVs) on City streets and property on Saturday, April 1, 2017 in conjunction with the Crazi K Walk and Run event.

j) Claims

Approved the claims list for February 7, 2017.

k) Part-Time Police Officer – Mr. Brent Mickolichuk

Approved a conditional offer of employment for Mr. Brent Mickolichuk for the position of Part-Time Police Officer with the Winsted Police Department, contingent upon passing a criminal background check, psychological examination and a drug and alcohol test.

l) Part-Time Police Officer – Ms. Andrea Sherek

Approved a conditional offer of employment for Ms. Andrea Sherek for the position of Part-Time Police Officer with the Winsted Police Department, contingent upon passing a criminal background check, psychological examination and a drug and alcohol test.

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

3) No Public Hearings

4) No Old Business

5) New Business

a) Church of the Holy Trinity Agreement – 2017 Winstock Country Music Festival

Mr. Tienter stated that annually, the City of Winsted executes an agreement with Church of the Holy Trinity (Holy Trinity) for certain services and considerations for their annual Winstock Country Music Festival (Winstock). Mr. Tienter reviewed the following list of activities or terms within the recommended agreement.

- On-site Fire Department assistance
- On-site Police Department assistance
- As needed Public Works Department assistance
- As needed use of City-owned equipment
- As needed use of City vendors
- Use of the Winsted Municipal Airport Land
- As needed use of other City lands

Mr. Tienter stated that within the recommended agreement, Holy Trinity agrees to compensate the City \$2,450.00 for certain predetermined rents and services, and also for other City services. Mr. Tienter stated that the total cost to Holy Trinity for all City services in 2016 was approximately \$3,621.00.

Council Member Henrich asked if the administrative costs are a new cost of the agreement. Mr. Tienter stated that they were added in 2016 to cover tasks completed by City Administration staff related to Winstock, and for work that the City Attorney completes related to the agreement. Mr. Tienter stated that City staff estimates the amount of time they spend on Winstock related tasks and that amount is multiplied by their pay rate.

Council Member Henrich stated that Winstock may request changes to the agreement related to emergency management services in the future. Council Member Henrich asked if cost for this has been considered. Mr. Tienter stated that he was not aware of any changes for 2017, but there would be time to amend the agreement if Winstock requested changes.

Council Member Henrich stated that he would abstain from voting on this item because he is a member of the Winstock Committee. Council Member Ollig stated that he is no longer on the organizing committee for Winstock so he has no conflict of interest on this issue.

Council Member Ollig motioned to authorize the City Administrator to execute an agreement with Church of the Holy Trinity to provide City services and other considerations for the 2017 Winstock Country Music Festival. Council Member

Schulenberg seconded the motion. Motion carried 3-0. Council Member Henrich abstained.

b) McLeod Avenue Area Improvements

Mr. Tienter stated that during the 2017 City Council Goal Setting Retreat, the City Council provided guidance to begin moving forward with proposed Option A of the McLeod Avenue Area Improvements project that includes a trail alignment on the northern portion of the road.

Mr. Jake Saulsbury, City Engineer, Bolton & Menk, Incorporated, stated that the scope of the project would include a new trail along the north side of the road, street and utility improvements to the entire McLeod Avenue corridor, and a new trail along First Street to Mill Reserve Park. Mr. Saulsbury stated that the next steps for this project include the completion of a Feasibility Study and the topographic survey work, with total estimated fees for these items of \$40,000.

Mr. Saulsbury reviewed the tentative project schedule with the City Council members.

- February 2017 City Council authorizes Feasibility Study and topographic survey
- March/April 2017 Topographic survey work completed
- May 2017 City Council approves Feasibility Study
- Summer/Fall 2017 Preliminary design & public engagement
- Fall 2017 Conduct Improvement Hearing & order improvements
- Winter 2017-18 Final design & preparation of plans and specifications
- Spring 2018 Bid Opening
- Summer/Fall 2018 Construction

Council Member Ollig stated that he is not in favor, at this time, of extending the Luce Line Trail all the way down McLeod Avenue and through Hainlin Park. He continued by stating that he believes the best option for the Luce Line Trail extension is on Baker Avenue and prefers extending the trail that runs along Winsted Lake to Mill Reserve Park. This give trail users the option at the softball field at Southview Park, of either taking the trail down Baker Avenue, or continuing to Mill Reserve Park.

Mayor Stotko stated that he understood Council Member Ollig's statement. He continued by stating that the Winsted Trail Master Plan includes a trail on McLeod Avenue; therefore, it needs to be reviewed.

Council Member Ollig asked if the feasibility study will be twofold; with an option for the Luce Line Trail extended down McLeod Avenue through Hainlin Park, and a second option with the trail extending down to the intersection that would take you to Mill Reserve Park.

Mr. Saulsbury stated yes. He continued by stating that it would be separated out so the City Council may see what the cost differentiation is.

Mr. Tienter stated that the feasibility study does not limit the City Council's ability to explore a trail alignment for the Luce Line Trail on Baker Avenue.

Council Member Ollig motioned to authorize Bolton and Menk, Incorporated, to initiate a Feasibility Study and topographic survey work for proposed improvements to the McLeod Avenue area with a cost not to exceed \$40,000. Council Member Schulenberg seconded the motion. Motion carried 4-0.

6) Department Report

a) City Engineer

Mr. Saulsbury provided the following update of current engineering issues and recently completed items within the City.

Airport Items:

- The Environmental Assessment (EA) is still in progress.
 - The Federal Aviation Association (FAA) Regional office and legal team reviewed the EA and sent additional clarification comments on November 3, 2016.
 - A conference call was held November 23, 2016 between the FAA local Airports District Office, FAA Regional staff, Bolton and Menk, Incorporated (BMI), and the City to discuss the additional comments.

- The revised EA was sent back to the FAA offices for final concurrence on December 19, 2016.
- Waiting for FAA Regional concurrence on the final document before publication. The FAA Regional office stated they would expedite their review.
- FAA staff stated 2017 funding for land acquisition will still be available for the airport should the EA be approved by April, 2017.
- Continue to contact FAA on final review and approval of the EA.

Wastewater Treatment Plant:

- Appeals Court affirmed the Minnesota Pollution Control Agency's (MPCA) decision to issue the discharge permit to the city. The Minnesota Center for Environmental Advocacy now has 30 days to petition to the Minnesota Supreme Court to review the case.
- Construction contract was awarded to Di-Mar Construction and work began in the fall, 2016.
 - Recently in the treatment plant the contractor has poured the pretreatment building basement walls, removed two pumps, and removed associated equipment (piping, air compressor, and air dryer).
 - Recently the offsite watermain installation has been completed and the pressure test has passed. All utility work that is not dependent on the appeal is now complete except for restoration in Southview Park.

Industrial Park Expansion:

- A reduced scope construction project was approved consisting of improving the northerly roadway and providing utility services for two lots.
- The project was awarded to Fehn Companies from Albertville. Construction is not yet scheduled but is anticipated to begin in the spring.
- The completion of a plat of the full industrial park has been submitted to McLeod County for review and approval.

Kingsley Street Area Improvement Project:

- The project was awarded in April, 2016 to R&R Excavating from Hutchinson. Construction began in June, 2016 and was substantially completed in October, 2016.
- The Assessment Hearing was held on November 15, 2016.
- 2017 work will include paving of the final lift of bituminous and punchlist / repair work.
- Pricing for pavement work at the Fire Station has been requested for a potential change order.

Miscellaneous Items:

- Campbell Field Improvements – The project is out to bid through Oertel Architects. Bids will be opened on February 9, 2017 and presented to the City Council on February 21, 2017.
- Millerbernd Hydrant – Coordination items have been completed in order for the City to install a hydrant in exchange for some property adjacent to the Public Works property. Plans have been completed and will be sent out for pricing this winter.
- Hotel Concept Plan – Preliminary layouts were prepared for two 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 is underway for the reconstruction of McLeod Avenue, including the addition of a potential trail.

7) No Open Forum

8) City Administrator Updates and Announcements

a) City Commission Vacancies

Mr. Tienter stated that there are vacancies on the Planning Commission, Park Commission and Economic Development Authority (EDA) and encouraged interested residents to apply.

b) Park System Master Plan

Mr. Tienter stated that the Park System Master Plan is in final draft form. He continued by stating that City staff plan to attend meetings of civic organizations to inform them of the plan and seek public comment. A public hearing will also be held in the future. Public comments will be included as an appendix in the plan.

9) Adjournment

Council Member Henrich motioned to adjourn the meeting. Council Member Ollig seconded the motion. Motion carried 4-0.

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

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted